

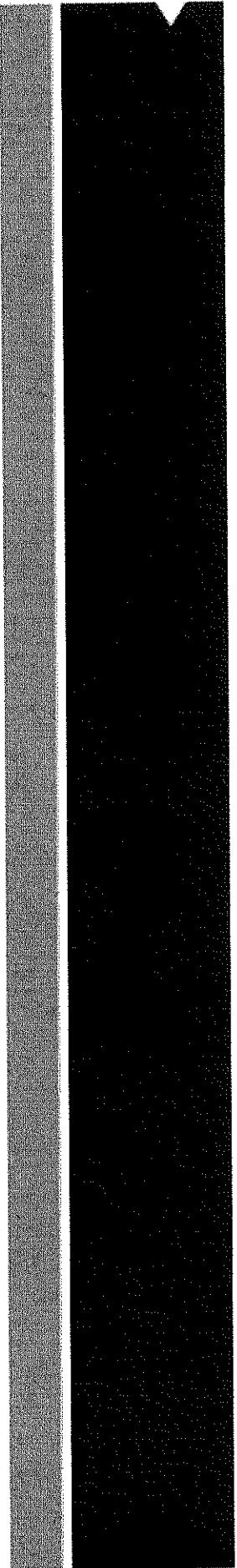


**Unemployment Compensation Benefits
Modernization**

RFP 6100034489

**Issuing Officer: Michael Gress
Office of Administration,
Bureau of IT Procurement Services**

August 2, 2016 @ 2:00 PM Eastern

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- Housekeeping
 - Introductions
 - Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
 - Project Background
 - Proposal Requirements
 - Questions Submitted
 - Additional Questions

- In the event of a fire drill:
 - Exit the room to the rear, continue down the hall and exit through the stairwell. On the ground floor, exit the building and assemble near the flag poles.
- Restrooms:
 - Located outside of the room to your left.
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to e-Marketplace



Commonwealth Representatives:

- Office for Information Technology
 - Michael Gross, Issuing Officer

- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
 - Curtis Burwell, Department of General Services, Procurement Compliance Officer

- Department of Labor & Industry
 - Debra Devlin, Interim Project Manager
 - Ashley Bleacher, Project Manager



**Bureau of Diversity, Inclusion and Small
Business Opportunities (BDISBO)**

Curtis Burwell

Procurement Compliance Officer

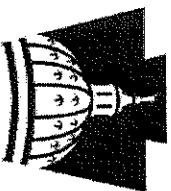
Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), an Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Photocopy of its DGS issued certificate entitled "Notice of Small Business Self-Certification and Small Diverse Business Verification" indicating its diverse status
- Small Diverse Business(es) must be named, including address and phone
- Letter of intent that specifies the type of goods or services the Small Diverse Business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse Businesses as subcontractors

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION
AND SMALL DIVERSE BUSINESS VERIFICATION**



pennsylvania
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that
AGENCY GUEST ACCOUNT

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology

CERTIFICATION NUMBER: 336949-2012-07-SB-MWBE

ISSUE DATE: 07/15/2012

EXPIRATION DATE: 07/16/2015

RECERTIFIED DATE: 7/16/2014

A handwritten signature in black ink, appearing to read "C. Topper", written over a horizontal line.

Curtis M. Topper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania

**SMALL DIVERSE BUSINESS
LETTER OF INTENT**

[DATE]

[SDB Contact Name
Title
SDB Company Name
Address
City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name
Title
Company
Phone number

SDB Name
Title
Company
Phone number



Contact Information

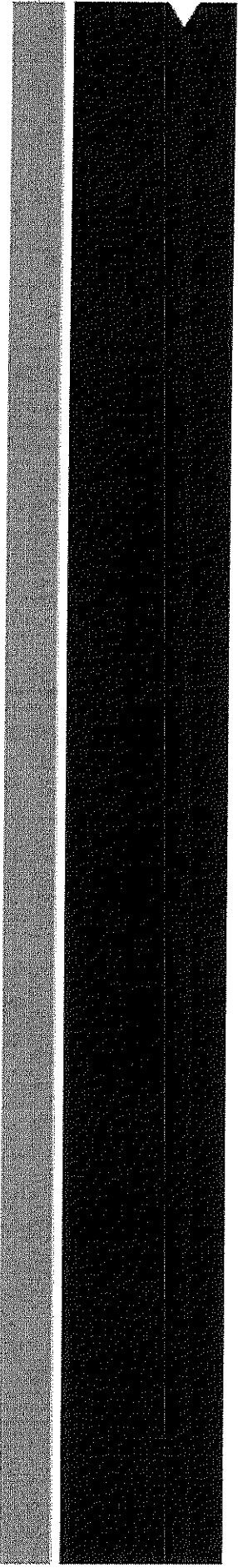
**Bureau of Diversity, Inclusion and Small Business
Opportunities (BDISBO)**

Mr. Curtis Burwell

Procurement Compliance Officer

Telephone: (717) 787-4834

E-Mail: cburwell@pa.gov

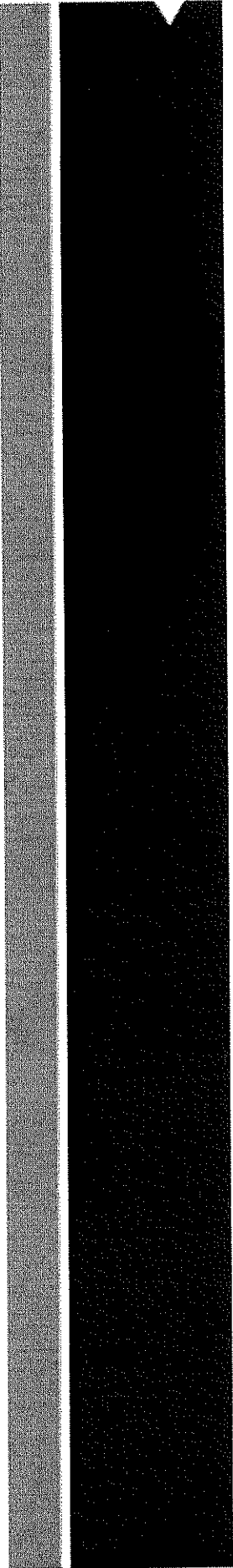


**Unemployment Compensation Benefits
Modernization**

**Debra Devlin
Interim Project Manager**

**Ashley Bleacher
Project Manager**

Department of Labor & Industry



**Department of Labor & Industry (DLI)
Unemployment Compensation Benefits
Modernization Vision**

Successfully implement a UC benefits system that enhances customer service, improves quality, increases operational efficiencies, and is sustainable and adaptable to the future.



The focus of this RFP is to modernize the benefits and appeals systems. The wage and tax systems were part of a previous system modernization project.

- New wage system implemented in 2008
- New tax system implemented in 2011



DLI is currently reliant upon aging legacy systems to pay benefits.

The current legacy systems do not support many modern standard system capabilities, which limits the functionality available to staff, employers, and citizens.

DLI's intent is to:

- Replace and modernize the existing IT systems for the UC benefit program, including benefit appeals, with a proven, comprehensive solution that:
 - has been successfully implemented in another state
 - is configurable and customizable for PA UC benefits and appeals
 - is industry proven and technologically sound
- Automate business processes where it makes the most sense to do so
- Provide accurate and timely benefits to eligible individuals
- Meet and/or exceed US DOL performance measures

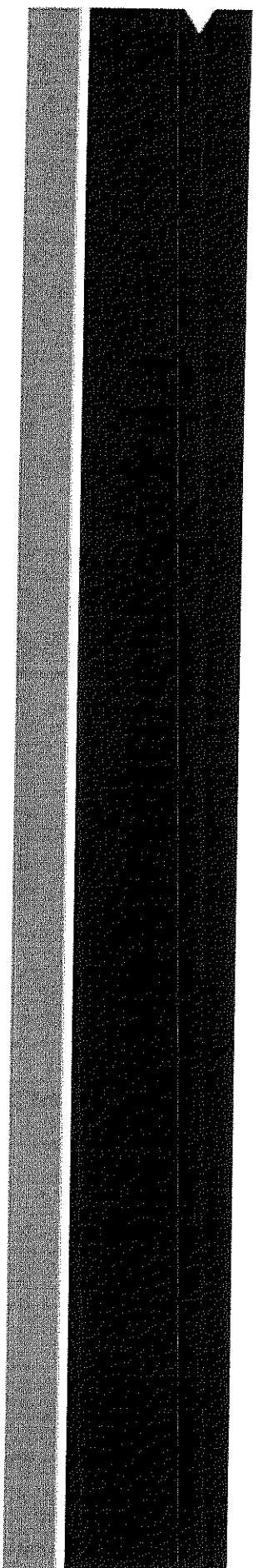
- Proposal is divided into the following three parts that must be submitted in separate individual sealed envelopes:

(III-4. A-C. Evaluation Criteria)

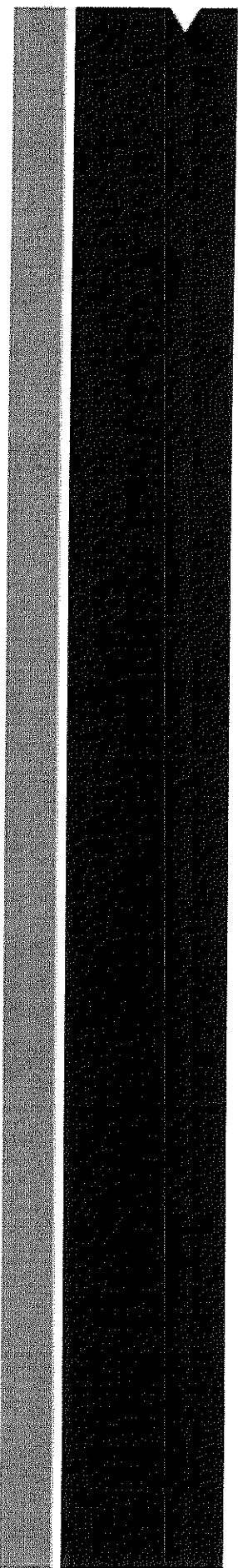
- Technical Submittal = **50%** of total points
- Cost Submittal = **30%** of total points
- Small Diverse Business (SDB) Submittal = **20%** of total points

- Bonus Points:

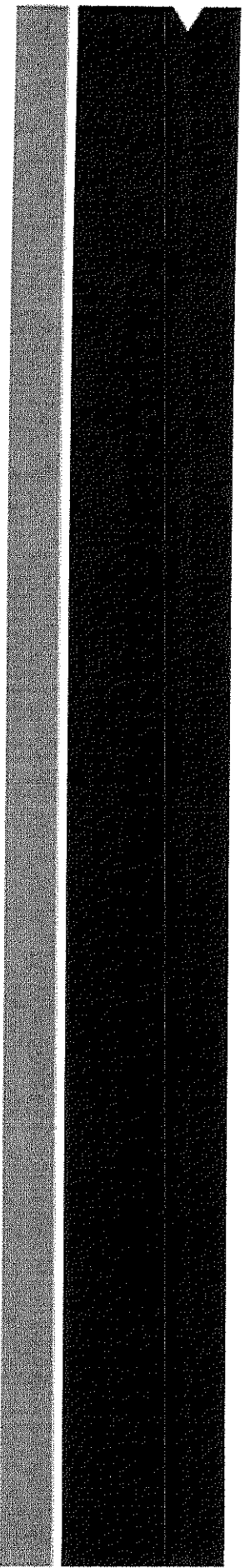
- Domestic Workforce Utilization(**III-4. D Appendix I**) The maximum points available for this is **3%**

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- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal.
 - Follow as completely as possible the proposal format given in **Part II Proposal Requirements** of the RFP; this will aid the evaluation process.
 - The evaluation will be based on what is submitted.
 - Provide as much detail as possible in response to all requirements in the RFP.

- Each Offeror must provide the following: [Section I-12 Proposals, pg. 3]
 - **Twelve (12)** paper copies of the Technical Submittal
 - **Two (2)** paper copies of the Cost Submittal
 - **Two (2)** paper copies of the Small Diverse Business (SDB) Submittal
 - **Two (2)** complete and exact copies of the entire proposal (Technical, Cost and SDB Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or compatible format.
 - Provide One (1) electronic copy of a redacted version of the entire proposal, in a separate folder on the CD or Flash Drive submittal. (Reference Part I, Section I-18 Proposal Contents C. Public Disclosure. Appendix D, Trade Secret/Confidential Proprietary Information Notice to this proposal).

- 
- **Mandatory Responsiveness Requirements (Part III Section III-1 A. B.)**
 - **Timely received from an Offeror**
 - **Properly Signed by the Offeror**

- Additional Proposal Requirements
 - Signed by an official representative to bind the company to a contract.
 - **Appendix C, Proposal Cover Sheet (Section I-12)** must be submitted in order for the proposal to be considered responsive.
 - The proposal must consist of **three (3)** separately sealed submittals:
 - Technical Submittal
 - Cost Submittal
 - Small Diverse Business Submittal
 - Submit proposals as outlined and referenced in **Part II Proposal Requirements**.
 - The total score for the technical submittal must be greater than or equal to **70%** of the available technical points to advance.
 - **Do not** include any cost information in your technical submittal. If your proposal includes cost information, it shall be deemed non-responsive.

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- **Do not include any assumptions in your cost submittal. [Appendix H, Cost Matrix]**
 - Submit proposal, including the cost proposal, on the basis of the terms and conditions set out in **Appendix A.**
 - If the proposal is contingent on negotiations of terms and conditions, your proposal may be deemed non-responsive.



- **ADDRESS PACKAGES PROPERLY**

- Reference Calendar of Events, pg. V.
 - **Note:** All proposals must be received by the Commonwealth Mail Processing Center. If the proposals are delivered directly to 506 Finance Building, your proposal will not be accepted.
- Include RFP Number – 6100034489
- Number Multiple Packages (i.e. 1 of 3, 2 of 3, etc.)
- Must be Sealed
- Allow time for delivery

Answers to Potential Offeror questions posted to the DGS website (<http://www.emarketplace.state.pa.us>) no later than this date.

Issuing Office

**Friday
August 10, 2016,
by 4:00 PM
EST**

Please monitor the DGS website for all communications regarding the RFP.

Potential Offerors

Ongoing

Sealed proposal must be received by the Issuing Office at:

**Michael Gress, Bureau of IT Procurement
c/o Commonwealth Mail Processing Center
2 Technology Park (rear)
Attn: IT Procurement 506 Finance
Harrisburg PA 17110**

Offerors

**Wednesday
August 31, 2016,
by 1:00 PM
EST**

Note: Hand-delivered proposals must be delivered to the address set forth in the Calendar of Events and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:15 a.m. and 2:15 p.m., Monday through Friday, excluding Commonwealth holidays.

Sealed proposal must be received on or before **Wednesday, August 31, by 1:00 pm EST** to the Issuing Office at the following address:


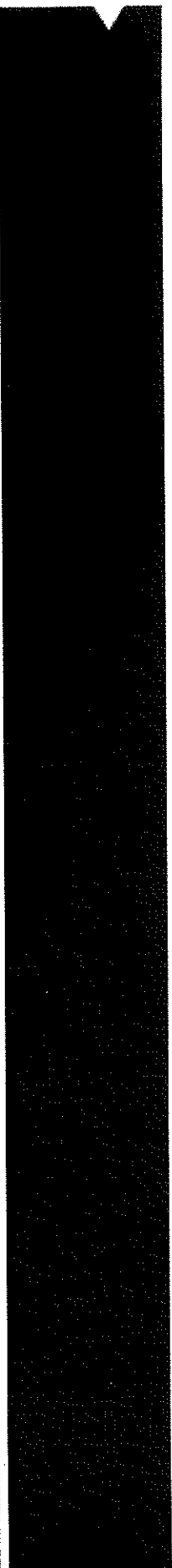
**Michael Gress, Bureau of IT Procurement
c/o Commonwealth Mail Processing Center
2 Technology Park (rear)
Attn: IT Procurement 506 Finance
Harrisburg, PA 17110**

Note: Hand-delivered proposals must be delivered to Commonwealth Mail Processing Center, 2 Technology Park (rear), and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:15 a.m. and 2:15 p.m., Monday through Friday, excluding Commonwealth holidays. The Issuing Office will not accept proposals that are hand delivered to 506 Finance Building.



- **Questions**

- All additional questions must be written on the Q&A sheets provided.
- All Q&A will be posted to the DGS PA e-Marketplace website:
<http://www.emarketplace.state.pa.us>
- **The Q&A final document will become official when posted to the DGS PA e-Marketplace website.**



**Thank you for attending today's
Pre-proposal conference.**