

# Pre-Proposal Conference

Department of Public Welfare's  
Office Of Developmental Program Training Platform

RFP 6100026610

Issuing Officer: Christina Geegee-Dugan

Thursday, March 6, 2014 @ 10:00 AM

- Housekeeping
- Introductions
- Project Background / Critical Points
- Small Diverse Business
- RFP Requirements
- 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**

## Agency Representatives:

- **Office for Information Technology:**
  - Christina Geegee-Dugan, Issuing Officer
  
- **Bureau of Small Diverse Business**
  - Gayle Nuppnau, DGS Procurement Liaison
  
- **Department of Public Welfare:**
  - Constance Meeker, Bureau Director, PW Bur. Plcy. & Prgm. Spt.
  - Toni Hoffecker, Human Services Program Rep 2

## Bureau of Small Business Opportunities (BSBO)

Gayle Nuppnau

DGS, Procurement Liaison

# Bureau of Small Business Opportunities

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

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- 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.

# Bureau of Small Business Opportunities

- 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), a 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.
- Copy of verification letter
- 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 business as subcontractors

# Bureau of Small Business Opportunities

## Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: [gnuppnau@pa.gov](mailto:gnuppnau@pa.gov)





**pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

# ODP

Constance Meeker, Bureau Director, PW Bur.  
Plcy. & Prgm. Spt.

Toni Hoffecker, Human Services  
Program Rep 2



# Background

ODP administers the statewide programs for people with developmental disabilities. Part of our responsibility is to provide training and timely information to the people who work in the system and to the people who receive our services and their families.

# Background cont.

Over the past 10 years, we have been moving to more web-based learning and information.

Because the move to web-based learning and information has been incremental, we have ended up with multiple contractors and subcontractors who have developed multiple platforms that are not integrated. We currently have 11 platforms that house training and informational material.

# Goals and Objectives

The goal of this RFP is to create one platform that all of our training vendors would use. This will increase efficiency, ease of use for our customers, and provide better access to metrics for ODP.

# Goals and Objectives

## Specific.

- The selected Offeror shall be responsible for supplying and managing a web-based learning management system, and providing ongoing technical assistance.
- The solution must be hosted by the selected Offeror and may be either Software as a Service (SaaS) or Commercial Off The Shelf (COTS) offering.

# Areas of Attention

## IV-3. Requirements

- Functional and Technical Requirements
- Hosting Requirements
- Federal Policies, Procedures and Standards
- Service level Agreements (SLA) and System Support Standards
- Maintenance Requirements
- Project Management
- Communication Management
- Quality Assurance

## IV-4. Tasks

## IV-5. Reports and Project Control

- Mandatory Responsiveness Requirements:
  - Timely received from an Offeror
  - Properly Signed by the Offeror

# RFP Requirements

## ➤ Proposal Requirements:

- The proposal must consist of three separately sealed submittals:
  - Technical Submittal = 50% of total points
  - Cost Submittal = 30% of total points
  - Small Diverse Business Submittal = 20% of total points
- 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.
- Do not include any assumptions in your cost submittal. [Appendix C]
- Do not make your proposal contingent on the negotiation of the terms and conditions set out in Appendix A.



- 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) Involvement Submittal,
  - Two (**2**) complete and exact copies of the entire proposal (Technical, Cost and Small Diverse Business (SDB) Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or compatible format.

## ADDRESS PROPERLY

- Include RFP Number – 6100026610
- Number Multiple Packages (i.e. 1 of 3, 2 of 3, etc.)
- Must be Sealed
- Allow time for delivery

# Delivery Address

Sealed proposal must be received on or before **Friday, April 4, 2014, by 1:00 PM** to the Issuing Office at the following address:

**Christina Geegee-Dugan, 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 the address stated above and must be time and date stamped by the facility receiving the proposals. Proposals may only be hand-delivered between 6:00 a.m. and 2:45 p.m., Monday through Friday, excluding Commonwealth holidays. The Issuing Office will not accept proposals that are hand delivered to 506 Finance Building.

# Calendar of Events

<p>Answers to Potential Offeror questions posted to the DGS website (<a href="http://www.dgsweb.state.pa.us/RTA/Search.aspx">http://www.dgsweb.state.pa.us/RTA/Search.aspx</a>) no later than this date.</p>	<p>Issuing Office</p>	<p><b>Friday, March 21, 2014</b></p>
<p>Please monitor website for all communications regarding the RFP.</p>	<p>Potential Offerors</p>	<p>Ongoing</p>
<p>Sealed proposal must be received by the Issuing Office at: Bureau of IT Procurement c/o Commonwealth Mail Processing Center 2 Technology Park (rear) Attn: IT Procurement, 506 Finance Harrisburg, PA 17110 Attn: Christina Geegee-Dugan</p> <p>Proposals must be time and date stamped by the facility receiving the proposal. Proposals may only be hand-delivered between 6:00 a.m. and 2:45 p.m., Monday through Friday, excluding Commonwealth holidays.</p>	<p>Offerors</p>	<p><b>Friday, April 4, 2014 by 1:00 PM</b></p>

## ➤ Questions

- Please write down all questions on the Q&A sheets provided.
- All questions and answers will be posted on the DGS e-marketplace website:  
<http://www.emarketplace.state.pa.us>
- **Answers provided today are considered unofficial and not binding. All Q&A will become official when posted to the DGS e-marketplace website.**

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