

SOLICITATION ADDENDUM

Date: **August 13, 2015**
Subject: **Department of General Services Annex Land Planner**
Solicitation Number: **6100034895**
Due Date/Time: **September 21, 2015**
Addendum Number: **3**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

SMALL DIVERSE BUSINESS PARTICIPATION

- **Attachment F, section 6, is replaced in its entirety with the following:**

Small Diverse Business Participation: To maximize Small Diverse Business participation in the project, the greatest consideration will be given to a Small Diverse Business quoting as a prime contractor. For all other prime contractors subcontracting to a Small Diverse Business, briefly explain what your company’s approach will be to maximize Small Diverse Business participation in the project if you are selected for award. This should include detail on which portions of the contract will be performed by the Small Diverse Business. Include specific percentage commitments to be paid to Small Diverse Business based upon the total contract value. The more definitive the commitment and the greater the percentage commitment, the greater consideration that your company will receive for this best value selection factor.

- A. 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 Bidder must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated below:

A Small Diverse Business verified by BSBO as a Small Diverse Business must provide a photocopy of its DGS issued certificate entitled “Notice of Small Business Self-Certification and Small Diverse Business Verification” indicating its diverse status.

- B. In addition to the above certificate, the Bidder must include in the Small Diverse Business participation submittal of the proposal the following information:
1. **All** Bidders 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 Bidder and not by subcontractors and suppliers.
 2. **All** Bidders must include a numerical percentage which represents the total percentage of the total cost in the Cost Submittal that the Bidder commits to paying to Small Diverse Businesses (SDBs) as subcontractors. To support its total percentage SDB subcontractor commitment, Bidder must also include:



- a) The percentage and dollar amount of each subcontract commitment to a Small Diverse Business;
 - b) The name of each Small Diverse Business. The Bidder will not receive credit for stating that after the contract is awarded it will find a Small Diverse Business.
 - c) The services or supplies each Small Diverse Business will provide, including the timeframe for providing the services or supplies.
 - d) The location where each Small Diverse Business will perform services.
 - e) The timeframe for each Small Diverse Business to provide or deliver the goods or services.
 - f) A subcontract or letter of intent signed by the Bidder and the Small Diverse Business (SDB) for each SDB identified in the SDB Submittal. The subcontract or letter of intent must identify the specific work, goods or services the SDB will perform, how the work, goods or services relates to the project, 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. In addition, the subcontract or letter of intent must identify the fixed percentage commitment and associated estimated dollar value that each SDB will receive based on the total value of the initial term of the contract as provided in the Bidder's Cost Submittal. Attached is a letter of intent template (**Attachment G – Small Diverse Business Letter of Intent**) which may be used to satisfy these requirements.
 - g) The name, address and telephone number of the primary contact person for each Small Diverse Business.
3. The total percentages and each SDB subcontractor commitment will become contractual obligations once the contract is fully executed.
 4. The name and telephone number of the Bidder's project (contact) person for the Small Diverse Business information.
- C. The Bidder is required to submit **two** copies of its Small Diverse Business participation submittal. The submittal shall be clearly identified as Small Diverse Business information and sealed in its own envelope, separate from the remainder of the proposal.
 - D. A Small Diverse Business can be included as a subcontractor with as many prime contractors as it chooses in separate proposals.
 - E. A Bidder that qualifies as a Small Diverse Business and submits a proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Bidders.
- **Attachment G – Small Diverse Business Letter of Intent** is now made part of this RFQ.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Margaret Mary Juran
Title: Issuing Officer
Phone: 717-703-2940
Email: mjuran@pa.gov

**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 [Bidder] to utilize [Small Diverse Business (SDB)] on RFQ [RFQ number and Title] issued by the [Commonwealth agency name].

If [Bidder] 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 [Bidder'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 RFQ and all required documentation has been provided to [Bidder] 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,

Bidder Name

Title

Company

Phone number

SDB Name

Title

Company

Phone number