



# **Pre-proposal Conference Underground Storage Indemnification Fund Financial Services RFP 6100037044**

**Issuing Officer: Jennifer  
Habowski**

**May 23, 2016**

**10:00 am**



- Introductions
- Housekeeping
- Supplier Support
- Background
- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
- RFP Requirements
- Review of Submitted Questions and Answers
- Additional Questions and Answers



- **Department of General Services**
  - Jennifer Habowski, Issuing Officer
  - DeShawn Lewis, Director of Bureau of Diversity, Inclusion and Small Business Opportunities
  
- **PA Insurance Department**
  - Richard Burgan, Director of Special Funds

- In the event of a fire drill:
  - Exit building via stairs
  - Cross Walnut Street
  - Gather in grass at Forum Building
- Restrooms through secure door to the left
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to eMarketplace
- Blank question sheet

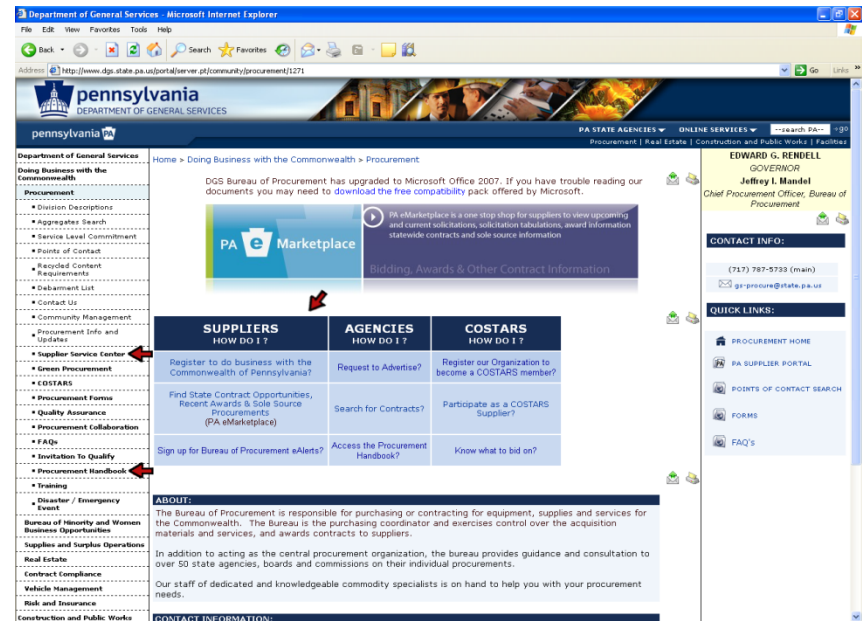


[www.eMarketplace.state.pa.us](http://www.eMarketplace.state.pa.us)

## Your Gateway to All Procurement Information

### Links to:

- **Supplier Service Center**
- **PA e-Marketplace**
- **PA Supplier Portal**
- **Procurement Handbook**

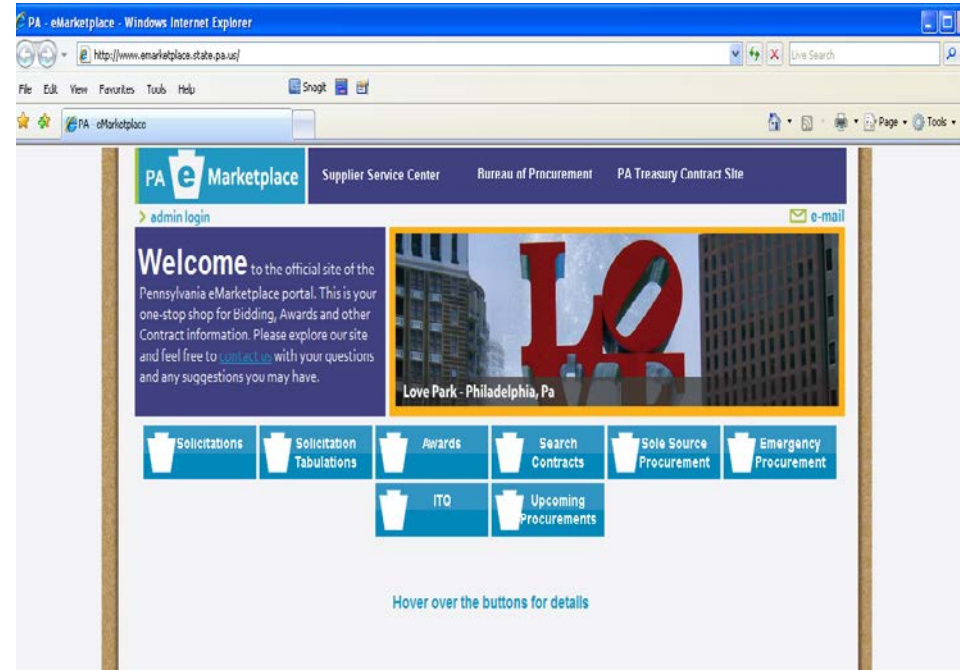




[www.eMarketplace.state.pa.us](http://www.eMarketplace.state.pa.us)

## Your Gateway to Contract Information

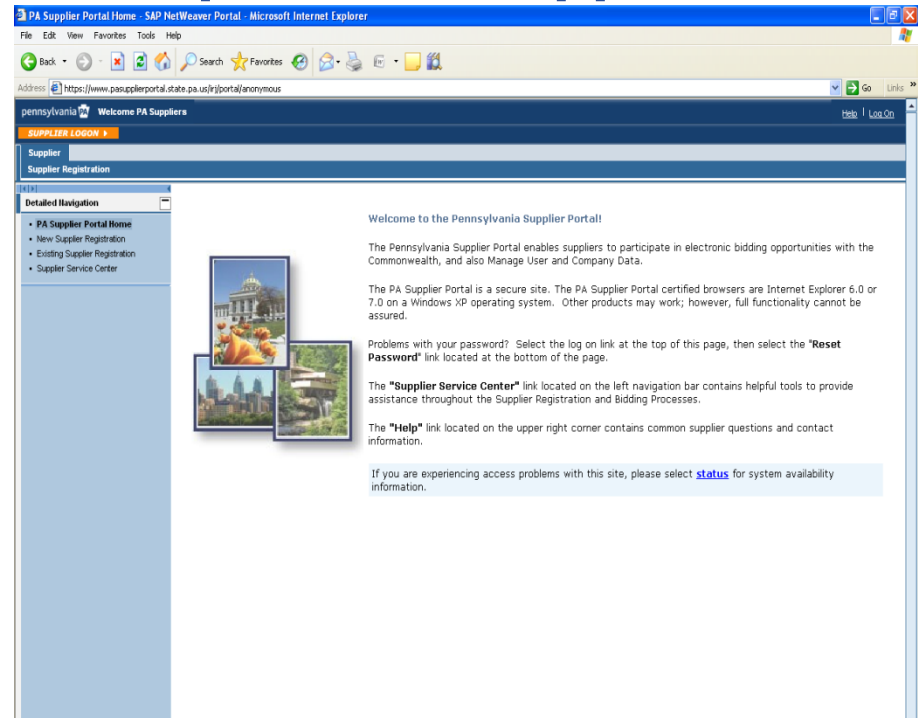
- **Solicitations**
- **Tabulations**
- **Awards**
- **Contracts**
- **Sole Source**
- **Upcoming Procurements**
- **Links:**
  - **Supplier Service Center**
  - **Treasury Contracts**



[www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)

## Your Gateway to Supplier Development & Support

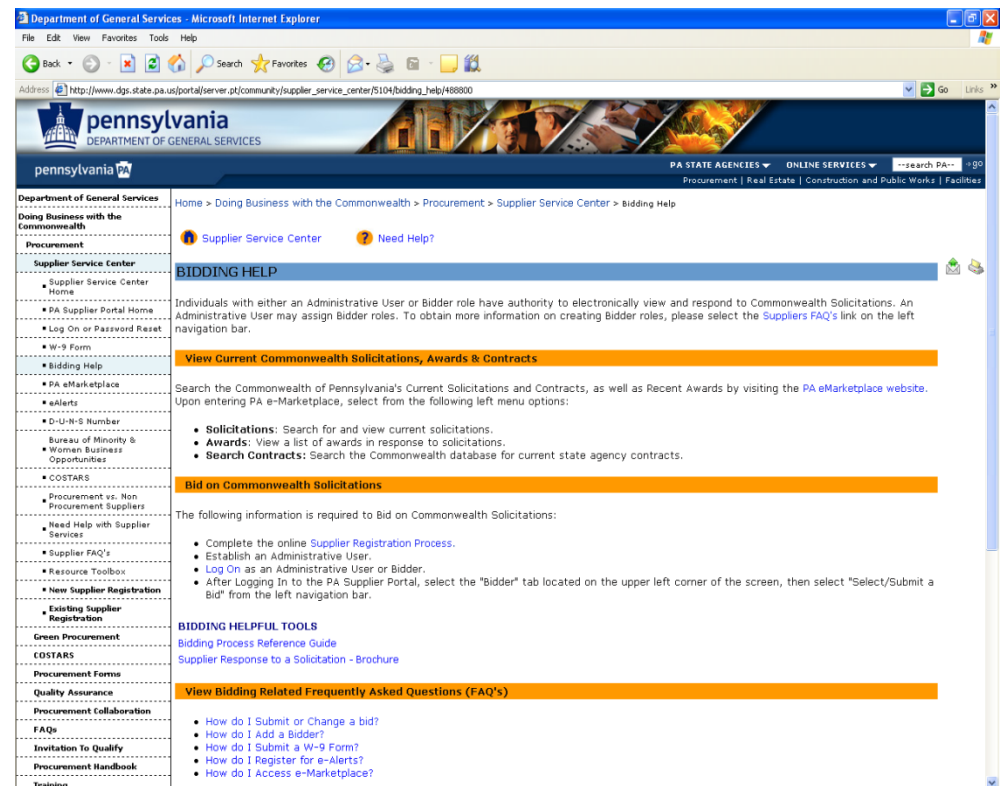
- **New Supplier Registration**
- **Manage company data**
- **Link:**
  - **Supplier Service Center**



## Supplier Service Center

### Resources

- Frequently Asked Questions
- How to Register
- E-Alerts
- COSTARS
- Reset Password
- Resource Toolbox
  - Brochures
  - Guides



Department of General Services - Microsoft Internet Explorer

Address: http://www.dgs.state.pa.us/portal/server.pt/community/supplier\_service\_center/5104/bidding\_help/488800

**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

PA STATE AGENCIES ONLINE SERVICES Search PA-- go  
Procurement | Real Estate | Construction and Public Works | Facilities

Home > Doing Business with the Commonwealth > Procurement > Supplier Service Center > Bidding Help

Supplier Service Center Need Help?

### BIDDING HELP

Individuals with either an Administrative User or Bidder role have authority to electronically view and respond to Commonwealth Solicitations. An Administrative User may assign Bidder roles. To obtain more information on creating Bidder roles, please select the [Suppliers FAQ's](#) link on the left navigation bar.

**View Current Commonwealth Solicitations, Awards & Contracts**

Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by visiting the [PA eMarketplace website](#). Upon entering PA e-Marketplace, select from the following left menu options:

- Solicitations:** Search for and view current solicitations.
- Awards:** View a list of awards in response to solicitations.
- Search Contracts:** Search the Commonwealth database for current state agency contracts.

**Bid on Commonwealth Solicitations**

The following information is required to Bid on Commonwealth Solicitations:

- Complete the online [Supplier Registration Process](#).
- Establish an Administrative User.
- Log On as an Administrative User or Bidder.
- After Logging In to the PA Supplier Portal, select the "bidder" tab located on the upper left corner of the screen, then select "Select/Submit a Bid" from the left navigation bar.

**BIDDING HELPFUL TOOLS**

[Bidding Process Reference Guide](#)  
[Supplier Response to a Solicitation - Brochure](#)

**View Bidding Related Frequently Asked Questions (FAQ's)**

- How do I Submit or Change a bid?
- How do I Add a Bidder?
- How do I Submit a W-9 Form?
- How do I Register for e-Alerts?
- How do I Access e-Marketplace?

**Department of General Services**

Doing Business with the Commonwealth

**Procurement**

- Supplier Service Center Home
- PA Supplier Portal Home
- Log On or Password Reset
- W-9 Form
- Bidding Help
- PA eMarketplace
- eAlerts
- CR-16's Number
- Bureau of Minority & Women Business Opportunities
- COSTARS
- Procurement vs. Non Procurement Suppliers
- Read Help with Supplier Services
- Supplier FAQ's
- Resource Toolbox
- New Supplier Registration
- Existing Supplier Registration

**Green Procurement**

**COSTARS**

**Procurement Forms**

**Quality Assurance**

**Procurement Collaboration**

**FAQs**

**Invitation to Quality**

**Procurement Handbook**

**Training**



**Telephone - Toll Free: 877-435-7363**

**Telephone - Harrisburg: 717-346-2676**

**Web: [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)**

**e-Mail: RA-PSC Supplier [Requests@pa.gov](mailto:Requests@pa.gov)**

- **Vendor Registration Guide**
- **Bidding Reference Guide**
- **eAlerts**
- **W-9 Form**



The Commonwealth of Pennsylvania is seeking a financial services entity that can manage and process the various fees submitted to the USTIF ultimately transferring them to USTIF's special account for processing and payment of claims. The financial services entity will also be tasked with printing and mailing hard copy invoices to tank owners and tank installers; generating electronic invoice versions for posting to the various USTIF stakeholder accounts; and for providing the collection of payments via ACH, Checks and payment cards.

Currently USTIF has three lockboxes with PNC Bank, which are used to process our tank owners, distributors, and tank installers' monthly payments. In total, USTIF receives approximately 1500 checks per month.

➤ **Current Contract Information:**

- Current Vendor: PNC Merchant Services
- Contract Number: 4300453071
- Spend: \$55,092.00 per year

➤ **Term of New Contract:** Five years with no renewals.



# **Bureau of Diversity, Inclusion and Small Business Opportunities**



## Request for Proposal(RFP) : Format and Template

### **RFP Small Diverse (SDB) and Small Business(SB) Components:**

#### Part I-13: General Information

- SDB/SB Eligibility and Program Information

#### Part II-8: Proposal Requirements

- Instructions for completion of the SDB/SB Participation Submittal

Appendix D: Small Diverse Business and Small Business Submittal

Appendix E: Small Diverse and Small Business Letter of Intent

#### Part III-4C: Criteria for Selection

- Scoring formulas for all components, including SDB/SB Submittal

#### Part V.46: Standard Terms and Conditions

- Contractual obligations resulting from SDB/SB Submittal



## What do I need to do – Part II?

- Consider subcontracting opportunities
- Search the DGS database of SDBs and SBs and identify SDB/SB business partners for opportunities and inclusion
- Complete and submit two (2) SDB/SB Participation Submittal Forms in separately sealed envelope (1 original and 1 copy), along with executed Letters of Intent



## What do I need to know – Part I?

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

- 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.
- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.



## How do I find SDBs and SBs?

To search all DGS-verified SDBs and DGS-certified SBs, visit the DGS website at:

<http://www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx>



## Small Business Certificate

### NOTICE OF SMALL BUSINESS SELF-CERTIFICATION



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

#### **TRAINING**

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, with the following designation:

**BUSINESS TYPE(s): Procurement Services, Information Technology**

**CERTIFICATION NUMBER: 123456-2014-03-SB**

**ISSUE DATE:**

**03/27/2014**

**EXPIRATION DATE:**

**03/27/2016**

**RECERTIFIED DATE:**

**3/21/2015**

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

#### Title

Notice of Small Business Certification

#### Certification Number

1. Vendor ID
2. Initial certification Year/Month
3. Designation as Small Business (SB)





## Small Diverse Business Certificate

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



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

#### **TRAINING**

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): Procurement Services, Information Technology**

**CERTIFICATION NUMBER: 123456-2014-03-SB-WBE**

**ISSUE DATE: 03/27/2014                      EXPIRATION DATE: 03/27/2016**

**RECERTIFIED DATE: 3/21/2015**

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

#### Title

Notice of Small Business  
Certification

#### **AND**

Small Diverse Business  
Verification

#### Certification Number

1. Vendor ID
2. Initial certification  
Year/Month
3. Designation as Small  
Business (SB)

#### **AND**

Small Diverse Business



# SDB / SB Participation Submittal

**REVISED: May 6, 2014**

**SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB) PARTICIPATION SUBMITTAL**

Project: (RFP NAME/DESCRIPTION HERE)

Proposer Firm: \_\_\_\_\_

**PROPOSER INFORMATION:**

In your firm a DGS-Verified Small Diverse Business?  Yes  No (YES/NO check one)

Proposer must include its "Notice of Small Business Self-Certification and Small Diverse Business Verification" indicating its diverse status to receive credit for proposing as a Small Diverse Business.

In your firm a DGS-Self-Certified Small Business?  Yes  No (YES/NO check one)

Proposer must include its "Notice of Small Self-Certification" to receive credit for proposing as a Small Business.

**SUBCONTRACTING INFORMATION:**

**Percentage Commitment for SDB and SB Subcontracting Participation**

After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Proposer commits to the following percentages of the total contract value for Small Diverse Business and Small Business subcontracting participation.

**Small Diverse Business Subcontracting annual percentage commitment:**

\_\_\_\_\_ % \_\_\_\_\_ Percent  
Figure (Numeric)

**Small Business Subcontracting annual percentage commitment:**

\_\_\_\_\_ % \_\_\_\_\_ Percent  
Figure (Numeric)

Request for Proposal  
Department of General Services

**REVISED: May 6, 2014**

**Listing SDB and SB Subcontractors**

The proposer must list in the chart below potential SDBs and SBs that will be used to meet the percentage commitments provided above. Include the SDB/SB company name, designation of SDB or SB, SDB/SB Primary Contact Information, and the description service or supplies the SDB/SB will provide, percent of contract value committed, dollar value of total contract value committed, and an indication as to the Proposer's intent to utilize the SDB/SB subcontractor for contract options or renewals. Include as many pages as necessary. **Offerors must also include a Letter of Intent as indicated in RFP Section II-9 for each SDB/SB listed.**

SDB/SB Name	SDB or SB	Primary Contact Name & Email	Description of Services or Supplies to be provided	% of total Contract Value Committed	Estimated \$ value of Commitment	Will SDB/SB be used for options/renewals? (yes/no)

Request for Proposal  
Department of General Services



## SDB / SB Letter of Intent

### APPENDIX E

#### SMALL DIVERSE AND SMALL BUSINESS LETTER OF INTENT

[DATE]

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

Dear [SDB / SB Contact Name]:

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

If [Offeror] is the successful vendor, [SDB or SB] shall provide [identify the specific work, goods or services the SDB/SB 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 or SB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB/SB] represents that it meets the small or small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB/SB 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	SDB or SB Name
Title	Title
Company	Company
Phone number	Phone number



## What do I need to know – Part III?

Raw score will be calculated by crediting commitments to SDBs at 67% of total available points and adding commitments to SBs at 33% of total available points.

SDB/SB Raw Score =

TOTAL POINTS  $(\frac{2}{3} \times \text{SDB}\% + \frac{1}{3} \times \text{SB}\% + \frac{1}{3} \times \text{SDB}\%)$

Simplified to:  $200 (\text{SDB}\% + (\text{SB}\% \times \frac{1}{3}))$

- SDBs are already qualified as a SBs, therefore SDB Proposers are eligible to receive 100% of the SDB/SB points
- Proposers who indicate subcontracting commitments to SDB/SBs will be credited in accordance with percentages proposed
- Proposer submitting the highest scoring SDB/SB Participation Submittal will receive all available points, with other Proposers' raw scores adjusted pro rata



## How is the SDB/SB Submittal Scored?

### Scoring Examples:

Scenario	Score
<u>Proposer 1:</u> SDB Prime • 100% SDB Score = $200(1 + (1/3 \times 0))$	200 points
<u>Proposer 2:</u> SB Prime, with SDB Commitment • 100% SB; 15% SDB Commitment Score = $200(.15 + (1/3 \times 1))$	96.67 points
<u>Proposer 3:</u> Non-SDB/SB Prime, with SDB/SB Commitments • 15% SDB Commitment; 10% SB Commitment • Score = $200(.15 + (1/3 \times .10))$	36.67 points



## What do I need to know – Part V?

- Contract commitments made to SDBs/SBs become contractual obligations upon contract execution
- Selected Proposer must submit a final, executed subcontract for each SDB/SB named within 30 days of contract execution
  - SDB/SB subcontractors must perform 50% of the work subcontracted to them
  - If subcontract cannot be achieved, Selected Proposer must notify BDISBO
- Individual percent commitments cannot be altered without written approval from BDISBO
- All SDB/SB commitments must be maintained if the contract is assigned to another prime contractor.
- Selected Proposer must complete quarterly utilization reporting, tracking progress in meeting commitments
- Selected Proposer must contact BDISBO if circumstances arise that may affect the ability to comply with contract commitments



## **Contact Information**

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

**Telephone: (717) 783-3119**

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

The proposal shall consist of **three** separately sealed submittals:

**Technical Submittal**

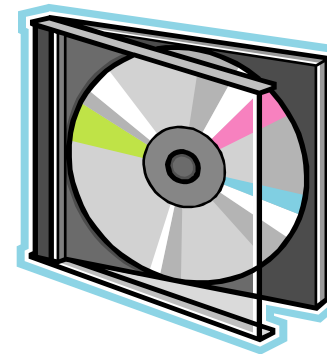
(6 paper copies with 1 marked “Original”)

**Cost Submittal** (1 paper copy); and

**Small Diverse Business Submittal**

(2 paper copies)

Include CD/Flash drive of **complete and exact** copy of each entire proposal



CD

OR



Flash Drive

**\* In accordance with Part I-19 of the RFP - If claiming confidential proprietary information, or trade secrets, include a redacted version of the proposal along with a signed written statement on the CD or Flash Drive clearly marked “REDACTED”.**





## PAPER SUBMISSION

(hand carried or mailed) by **June 13, 2016 at 10:00 am ET**

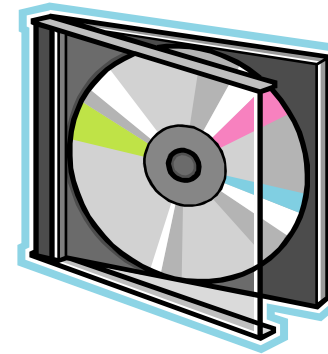
**PA Department of General Services  
Bureau of Procurement  
Attn: Jennifer Habowski/RFP 6100037044  
555 Walnut Street  
Forum Place, 6<sup>th</sup> Floor  
Harrisburg, PA 17101**

- \* Late Submittals will automatically be rejected**
- \* If using Fedex, allow an extra day or two**



## Offeror's Technical Submittal

1. **Appendix A** - Proposal Cover Sheet
2. **Narrative Response** to RFP Part II-1 through II-7  
**\*Part II-3 (Work Plan)** – Describe in narrative form your technical plan for accomplishing the work. Use **Part IV** of the RFP as reference.
3. **Appendix B** – Trade Secret Form
4. **Appendix C** – Project Reference
5. **Appendix G** – Domestic Workforce
6. **Appendix K** - Transaction Detail Report



CD

OR



Flash Drive

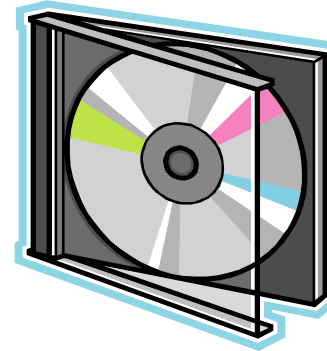
**\*DO NOT include any cost information in your technical submittal response.**



## Offeror's Cost Submittal

### Appendix F – Cost Submittal Form

\* The Cost Submittal will be evaluated based on the group total comprised of the initial contract term (5 years).



CD

OR



Flash Drive

**MAKE NO ASSUMPTIONS.** If there are any assumptions included in the cost submittal, your proposal may be rejected.

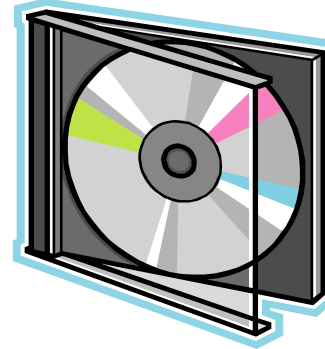


## Offeror's SDB Submittal

**Narrative Response** to RFP Part II-8

**Appendix D** – SDB & SB Participation Submittal

**Appendix E** – SDB & SB Letter of Intent



CD

**OR**



Flash Drive



## **MANDATORY REQUIREMENTS**

- Proposal must be received by the proposal due date and time.  
(Paper Submission)
- Proposal Cover Sheet (Appendix A) must be properly signed by an authorized official that binds Offeror to the provisions contained in their proposal.

## **CONTRACT REQUIREMENTS**

- Must obtain 70% of total available technical points to advance.
- If you specify that the proposal is not firm for the time period 120 days or until a contracted is fully executed, your proposal may be rejected.
- If there are any assumptions included in the cost submittal, your proposal may be rejected.
- If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.



## **CRITERIA FOR SELECTION**

**Technical = 50%** of the total points

**Cost = 30%** of the total points

**Small Diverse Business = 20%** of the total points

**Bonus Points:** Domestic Workforce Utilization



## **Credit Card Processing:**

The Commonwealth has a contract for electronic payment processing with PNC Merchant Services. The selected Offeror **MUST** use the Commonwealth's contract for credit card processing. The Commonwealth is currently going through the RFP process for electronic payment services; therefore the Commonwealth's current contractor may change prior to awarding of the USTIF Financial Services contract.

- Review of Questions
- Additional Questions

**ALL questions  
must be in  
written form...**

**Blank question  
sheets are  
available at the  
Sign-In Desk.**







Answers provided today are considered unofficial and not binding.

All questions and responses will be posted on the  
DGS Emarketplace Website:

<http://www.emarketplace.state.pa.us>

***All Commonwealth responses are not official until they are confirmed in writing and posted to the eMarketplace website as an Addendum to the solicitation.***

