

Pre-Proposal Conference

JNET Staffing and Services Delivery
RFP # 6100041751

Issuing Officer: Tom Schwartz
Office of Administration,
Bureau of IT Procurement

May 22, 2017 @ 2:00 PM Eastern

- Housekeeping
- Introductions
- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
- Project Background
- Proposal Requirements
- Proposal Structure
- Proposal Delivery Information
- Questions & Answers

- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to e-Marketplace
- In the event of a fire drill:
 - Exit the room towards the lobby, assemble as a group in the parking lot.
- Restrooms:
 - Located outside of the room near the lobby

Commonwealth Representatives:

- Office for Information Technology
 - Tom Schwartz, Issuing Officer
- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
 - Audrey Smith, Procurement Liaison
- OA – Justice Network
 - Eric Webb – JNET Executive Director

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

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

Audrey Smith
Procurement Liaison

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

Request for Proposal (RFP) : Format and Template

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

Part I: General Information

- SDB/SB Eligibility and Program Information

Part II: Criteria For Selection

Part III: Technical Submittal

Part IV: Cost Submittal

Part V: Small Diverse and Small Business Participation Submittal

- Contractual obligations resulting from SDB/SB Submittal

Appendix K: Small Diverse Business and Small Business Participation Submittal Form

Appendix L: Small Diverse and Small Business Letter of Intent

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

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, service-disabled veteran-owned business, LGBT owned or disability-owned business enterprise.

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

What do I need to do – Part I?

- Consider subcontracting opportunities available for small diverse and small businesses
- Search the DGS database of SDBs and SBs and identify SDB/SB business partners for opportunities and inclusion
- Complete and submit electronically with your proposal
 - SDB/SB Participation Submittal Form
 - Small Diverse Business Letter of Intent

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

How do I find SDBs and SBs?

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

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

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

SDB / SB Participation Submittal

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

Project: _____ **RFP NAME AND DESCRIPTION**

Offeror Firm: _____

Offeror Contact Name: _____ Email: _____

OFFEROR INFORMATION:

Is your firm a DGS-Verified Small Diverse Business? Yes No (**MUST** check one)

Is your firm a DGS-Self-Certified Small Business? Yes No (**MUST** check one)

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 Offeror commits to the following percentages of the total contract cost for Small Diverse Business and Small Business subcontracting participation.

Small Diverse Business Subcontracting percentage commitment:

_____ % _____ Percent
(Figure) (Written)

Small Business Subcontracting percentage commitment:

_____ % _____ Percent
(Figure) (Written)

REVISED: 3/26/15, 2015

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)

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

SDB / SB Letter of Intent

APPENDIX N

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

Title

Company

Phone number

SDB or SB Name

Title

Company

Phone number

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

What do I need to know – Part II?

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.

$$\begin{aligned} \text{SDB/SB Raw Score} &= \\ \text{TOTAL POINTS} & (2/3 \times \text{SDB}\% + 1/3 \times \text{SB}\% + 1/3 \times \text{SDB}\%) \\ \text{Simplified to:} & 200 (\text{SDB}\% + (\text{SB}\% \times 1/3)) \end{aligned}$$

- 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

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

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

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

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

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

What's New?

- Consideration for and inclusion of Small Businesses as prime contractors and subcontractors in addition to Small Diverse Businesses in scoring
- Simple, consistent template form for SDB/SB submittal supported by executed Letters of Intent
- DGS issued SDB/SB certificate not required with submittal

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

Contact Information:

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

Telephone: (717) 783-3119

Audrey Smith, Procurement Liaison

E-Mail: audresmith@pa.gov

717-346-8105

Curtis Burwell, Procurement Compliance

E-Mail: cburwell@pa.gov

- Areas of Focus
 - Statement of the Project (Understanding)
 - Qualifications (Offeror, Subcontractors and Personnel)
 - Training
 - Financial Capability
 - Work Plan (Technical Plan)
 - Transition
 - Staffing
 - Requirements (RFP Part III-6)
 - Reports and Project Control (Contract management)
 - Cost Submittal (Appendix Z)

JNET Staffing and Services Delivery

Eric Webb

Executive Director

JNET

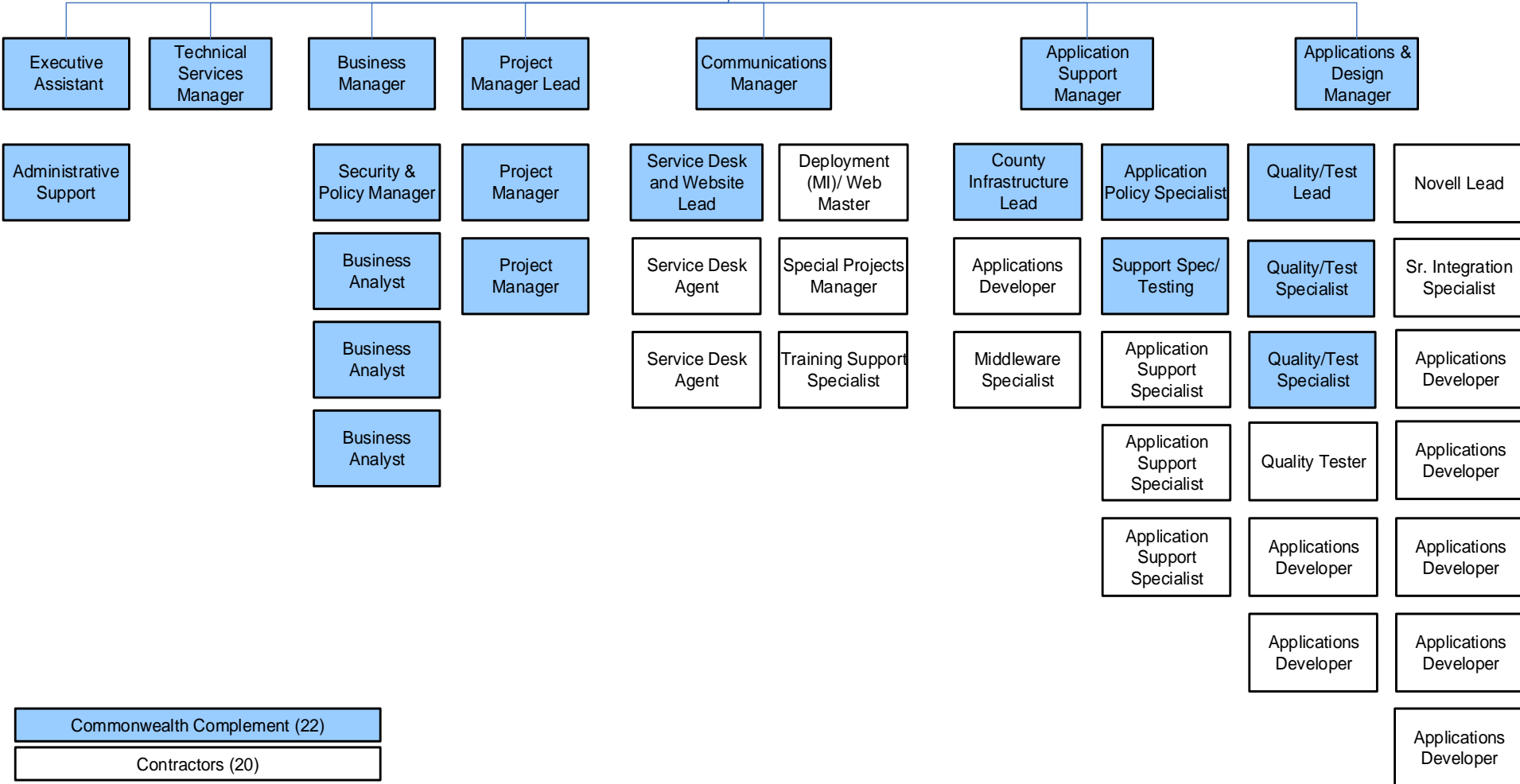
- What is JNET?
- Who uses JNET?
- Levels of Access
- Applications
- Web Services
- Notifications
- MARIS
- JNET Updates

What is JNET?

- JNET is the Commonwealth's primary public safety and criminal justice information broker.
- Provides access to 40 applications with information from 19 data providers.
- Offers web services and notifications.

Executive Director

Governance and Policy Steering Committee
JNET Agency Advisory Subcommittee



Commonwealth Complement (22)

Contractors (20)

Data Providers

- Commonwealth Law Enforcement Assistance Network (CLEAN)
- National Crime Information Center (NCIC)
- National Law Enforcement Telecommunications System (NLETS)
- Interstate Identification Index (III)
- Interstate Photo Imaging Network (IPIN)
- Pennsylvania State Police (PSP)
- Administrative Office of Pennsylvania Courts (AOPC)
- Pennsylvania Board of Probation and Parole (PBPP)
- Pennsylvania Department of Corrections (DOC)
- Pennsylvania Department of Transportation (PennDOT)

Data Providers

- Pennsylvania Juvenile Court Judges' Commission (JCJC)
- Pennsylvania Commission on Sentencing (PCS)
- Pennsylvania Commission on Crime and Delinquency (PCCD)
- Pennsylvania Department of Public Welfare Automated Child Support Enforcement System (PACSES)
- Department of Conservation and Natural Resources (DCNR)
- Department of Health (DOH)
- Department of Human Services (DHS)
- Department of Labor and Industry (DLI)
- Over **100** county adult probation and prison record management systems

JNET serves law enforcement and public safety officials at the federal, state, and local level. Typical users are police, probation officers, courts, 911 and booking centers, district attorneys and domestic relations.

37 state organizations

44 federal agencies

8 Business Partners

67 counties connected to JNET

1,187 municipal police departments

- **Criminal History (CH)** This role provides the highest level of access to criminal history records that JNET can provide. Users requesting access to this role must work for a criminal justice agency as defined by the Criminal History Records Information Act (CHRIA) and require access to criminal history records as part of their official duties conducted in the administration of criminal justice.
- **Criminal Justice (CJ)** Access to all criminal justice information available within JNET, but not criminal history records. May be subject to CHRIA statute provisions and audit requirements. This is the default setting for JNET users who belong to a criminal justice or law enforcement agency before they complete CLEAN certification. Users requesting access to this role must work for a criminal justice agency as defined by the Criminal History Records Information Act (CHRIA).
- **Non-Criminal Justice (Non-CJ)** Access to all public information available within JNET including, PennDOT photos. Limited access to criminal justice information through AOPC and no access to criminal history records.

JNET Applications

The JNET Portal is an internet accessible website that provides access to the following applications based on user role.

- AOPC UJS Portal
- Crime Network (cNET)
- DCNR ATV and Snowmobile Inquiry
- DOH Birth Record Inquiry
- Domestic Relations Warrants
- DHS Recipient Address Inquiry
- Electronic Reporting Statistics
- ISOATS
- **JNET Address Search**
- JNET Automated Registration System
- JNET Background Check
- **JNET Federated Search**

JNET Applications

- JNET Photo Search
- **JNET Traffic Stop**
- JNET Warrant Search
- **JNET Warrant Correction**
- JNET Facial Recognition System (JFRS)
- JNET User Provisioning System
- Juvenile Case Management System Inquiry
- Juvenile Tracking System
- Learning Management System (LMS)
- Law Enforcement Justice Information Web Interface
- Notifications
- **License Plate Reader (LPR) Suspended and Expired**
- **PA Department of Labor & Industry Employment Query**
 - PBPP-259
 - PCCD Constable Query

JNET Applications

- PCCD Sheriff/ Deputy Sheriff Query
- PennDOT In-Transit Tag
- PennDOT License/Registration Pickup
- **PennDOT Photos/History**
- PennDOT Vehicle Inspection and Emissions
- PennDOT Vehicle Registration
- Pre-sentence Investigation (PSI) Index
- Protection from Abuse Database (PFAD)
- PSP CLEAN PortalXL
- Sentencing Guidelines Software (SGS Web)
- Statistical Reports
- User Transaction Log Lookup Report
- WebCPIN
- Web Services Monitoring Tool

Use this application to search prison location, probation/parole supervision information, current and historical addresses. The information you can access is based on your JNET security and application roles. Records are obtained and returned from the following sources:

WebCPIN	PennDOT Driver Info	Domestic Relations Warrants
AOPC	PSP-CLEAN	State/County Probation and Parole
DOC Inmate Locator	Prison Electronic Reporting	PA Dept. of Labor & Industry

This application is not a replacement for the underlying applications. To perform additional searches, the underlying applications may be accessed via the JNET Portal homepage.


STEP 1: To begin your search, **click one of the tabs below (Demographic, SID or OLN)**, enter your search criteria, and then click Search. To clear what you have entered and enter new criteria, click Clear.

Demographic | **SID** | **OLN**

Last Name

First Name


Middle Name

DOB / /  (mm/dd/yyyy)

SSN - - (xxx-xx-xxxx)

FOR DEMOGRAPHIC SEARCH ONLY:

Last Name, First Name (or First Initial) and DOB are mandatory for preliminary response from PSP-CLEAN.

Purpose: 

Reason:

Attention:

Enter a specific reason for query (e.g. incident or case number, etc.)

Requesting Agency ORI (To be entered by 911 Center Only):

Reminder: 911 Center must enter ORI of agency requesting the query in the Requesting Agency ORI field.

ARREST

PSP-CCH SUMMARY REQUEST (QH)

PSP-PA RAP SHEET (RS)

WEBCPIN PHOTOS

CORRECTIONS

COUNTY CORRECTIONS

STATE DOC

COURT

AOPC DOCKET SHEETS

PSP-PROTECTION ORDER(QPO)

PROBATION & PAROLE

COUNTY PROBATION

PBPP

ALL

SEARCH CRITERIA

Last Name:

First Name:

Middle Initial:

DOB:

SSN:

SID:

OTN:

FBI #:

 Search

Clear

VEHICLE TAG

PERSON

SEARCH CRITERIA

State 

Tag

 Search

Clear


VEHICLE TAG

PERSON

SEARCH CRITERIA

State PA

Tag

 Search

Clear

VEHICLE TAG

PERSON

STATE

State

OLN search will return the most complete results.

SEARCH CRITERIA

OLN*

or

Name * *

Date of Birth*

Sex

Please enter the ORI for Warrant you wish to modify:

Submit

Clear

Content Provided by: JNET Project Office
Webmaster: JNET Webmaster



Update Schedule: As Needed
Last Modified: December 05, 2014

All information provided is for authorized JNET users only. This information is provided in response to the JNET user's request and is to be used exclusively by the requestor in the performance of criminal justice responsibilities only. Secondary dissemination is strictly prohibited. Although the information may continue to be valid over a period of time, it should be considered complete and accurate only on the date of response.

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The PA Department of Labor & Industry Employment Query allows users to search the PA Department of Labor & Industry records for employment data for the preceding 16 quarters (4 years). Either employer address information only or employer address information as well as earnings for each quarter will be displayed.

SSN

Include Wage Information

Employment Information

SSN: ***-**-4470 Last Name: SMITH First Name: JOHN Middle Name: T Suffix:

Period	Employer Name	Employer Address
3Q 2015	HAVIS, INC.	75 JACKSONVILLE RD WARMINSTER, PA 18974
2Q 2013	NATIONAL AUTO DETAILING INC	111 HARDING AVENUE BELMAWR, NJ 08031
1Q 2013	NATIONAL AUTO DETAILING INC	111 HARDING AVENUE BELMAWR, NJ 08031
4Q 2012	NATIONAL AUTO DETAILING INC	111 HARDING AVENUE BELMAWR, NJ 08031
3Q 2012	NATIONAL AUTO DETAILING INC	111 HARDING AVENUE BELMAWR, NJ 08031



Driver Name

Driver Name & D.O.B


Driver Name & City

Driver License Number

Last Name:

First Name:

Middle Initial:

 Search

Clear

ATTENTION: 911 Center, Police Communication Operators, and Law Enforcement Officers.

This application does not access the Commonwealth Law Enforcement Network (CLEAN) wanted person hot files. Please use PSP CLEAN PortalXL to access this information.

Content Provided by: JNET Project Office | Update Schedule: As Needed | Last Modified: May 09, 2016 12:26 PM

All information provided is for authorized JNET users only. This information is provided in response to the JNET user's request and is to be used exclusively by the requestor in the performance of criminal justice responsibilities only. Secondary dissemination is strictly prohibited. Although the information may continue to be valid over a period of time, it should be considered complete and accurate only on the date of response.



LAST 10 SEARCHES

Driver Details

Driver Demographics

Driver License Number: 26 486 145

Driver Name: JOE PENNDOT

Date Of Birth: 03/01/1983

Gender: M

Height (inches): 71

Eye Color: (BL) BLUE

Organ Donor: YES

Veteran Status: NOT DECLARED

Driver Address:

1101 S FRONT ST

HARRISBURG, PA 17104

[View Map](#)

Driver History >

Emergency Contacts >

Driver License

Issue Date: 06/05/2016

Expiration Date: 03/02/2020

Duplicate Count: 00

Suspension Information: (0) No suspension

Endorsements: N.A.

Record Type: (RL) REG LICENSE

Restrictions: N.A.

License Class: (C) SINGLE VEH <= 26,000

Commercial Restrictions: N.A.

CDL Medical Certification Status: N.A.

CDL Downgraded Date: N.A.

CDL Medical Self Certification: N.A.

Driver Emergency Contact



Primary Contact Information

Contact Name: Mom Penndot

Contact Relationship: PARENT

Address:

1101 south front street

harrisburg, PA 17104

Home Phone Number: 123-456-7890

Cell Phone Number: 123-456-7890

Email: test@test.com

Secondary Contact Information

Contact Name: Dad penndot jr

Contact Relationship: SPOUSE/PARTNER

Address:

1101 south front street

harrisburg, PA 17104

Home Phone Number: 123-456-7890

Work Phone Number: 123-456-7890

Email: test@test.com

Close

JNET Application Usage

All totals below are for FY 15/16

JNET Warrant Search

1,331,249

JNET Traffic Stop

533,864

**Department of Labor & Industry
Employment Information**

86,882

JNET Address Search

234,184

JNET Federated Search

534,402

**Domestic Relations
Warrant Search**

62,538

JNET Photo Search

1,804,618

**JNET
Background Check**

158,303

**Department of
Human Services
Recipient Address Search**

50,783

JNET Web Services

JNET offers system to system integration that provides for an agency's records system to interface directly with JNET to access data such court information, photos, or warrant information. Below are available web services:

- Address Service
- All-Terrain Vehicle (ATV) and Snowmobile Service (DCNR)
- Arrest Message (PSP)
- Birth Certificate (DOH)
- Child Support Warrant (DHS)
- Court Case Event (CCE) Message (AOPC)
- Court Case Request/Reply (AOPC)
- Deceased Person Message (DOH)
- Deputy Sheriff and Constable Contact Information (PCCD)
- Driver Service (PennDOT)
- Driver's Address Change Message (PennDOT)

JNET Web Services

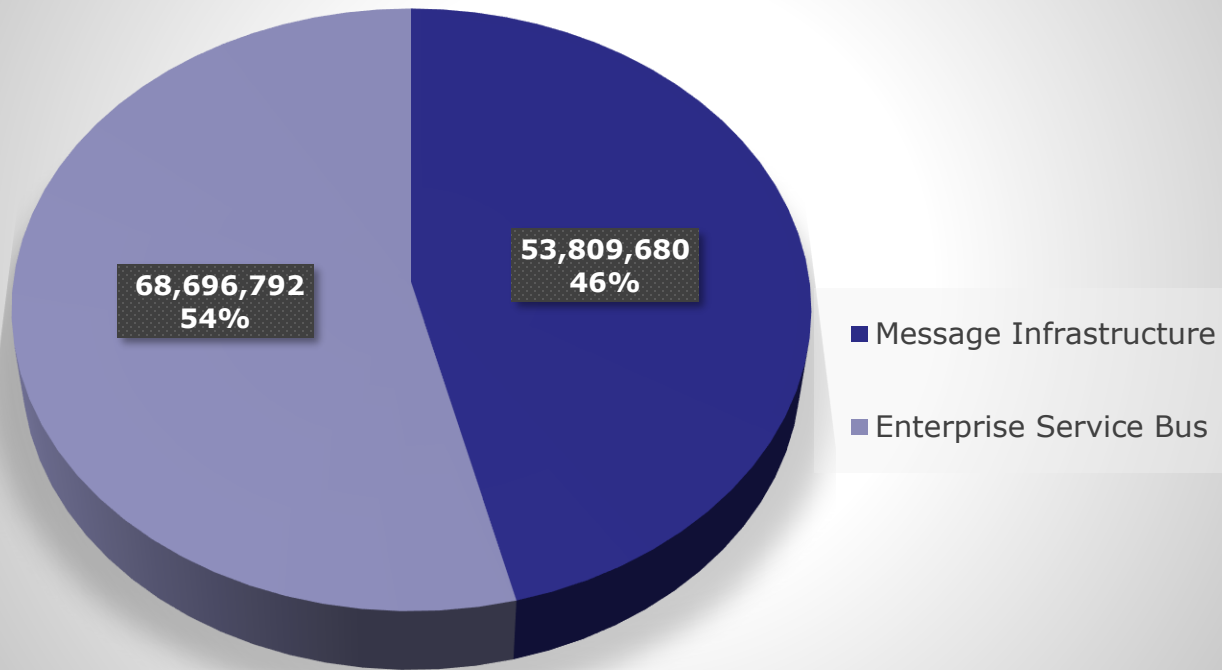
- Electronic Filing (E-Filing) Court or Case Filing (AOPC)
- Electronic Reporting (ER) Adult Probation and Parole (ER2P) (PBPP)
- Electronic Reporting and Inmate Information (ERII) County Prison (DOC)
- Electronic Reporting (ER) Subscription Service (DOC, PBPP)
- Employment Service (DLI)
- Facial Recognition Watchlist (JFRS)
- Fish and Boat Registration Service (Fish and Boat Commission)
- Inmate Misconduct Message (DOC)
- Juvenile Court Case Event (CCE) Message (AOPC)
- Maryland Arrest (State of Maryland)

JNET Web Services

- Offender Inquiry
- Originating Agency Identifiers (ORI) Update Message (PSP)
- Parole Violation Message (PBPP)
- **Photo Service (PCCD, PennDOT)**
- Sentencing Guideline Request/Reply (PCS)
- Sentencing Guideline Message (PCS)
- Vehicle Service (PennDOT)
- Virtual Notifications
- Wanted Person Message (PSP)
- **Warrant Service (AOPC, PSP, DHS)**
- Watch List Query Service
- Watch List Update Service

JNET Messaging

JNET Messaging - FY 15/16 Total 127,506,472



Notifications Available:

Adult and Juvenile Arrest

Out-of-State Arrest – (Corrections and Probation)

- Delaware
- New York
- Virginia
- Washington DC
- West Virginia

State Parole Violation

PSP Wanted Person

PennDOT Driver's Address Change

DOH Deceased Person Notice

Child Support Warrant

Protection From Abuse Order – needs PCADV approval

County Probation Events

- Offender Supervision Effective Date
- Offender Supervision Closed
- Absconder Message
- Offender Change of Address

Court Case Events

- CP Bind over
- CP Sentencing
- CP Warrant
- MDJ Court Case Initiation
- MDJ Sentencing
- MDJ Warrant

County Jail Events

- Admission
- Permanent Release
- Temporary Release
- Detainer Update
- Escape
- Bond Update

PennDOT

- Driver Query Audit

JNET Notifications FY 15/16

Court Case
Event
Notifications

• 294,155

Prison
Notifications

• 72,660

Arrest
Notifications

• 61,295

Driver License
Address
Change
Notification

• 37,496

Out of State
Arrest
Notifications*

• 428

Protection
from Abuse
Notifications

• 2,046

Domestic
Relations
Warrant
Notifications

• 2,630

Parole
Notifications

• 3,453

MARIS – Mid-Atlantic Region Information Sharing

Participating Jurisdictions:

- Pennsylvania
- Maryland
- Delaware
- District of Columbia

Partners:

- National Criminal Justice Association (NCJA)
- SEARCH
- Bureau of Justice Assistance, U.S. Department of Justice (BJA/DOJ)

Out of State Arrests

Year	Month	Total Arrests	DC	DE	MD	NY	VA	WV
2016	Sept	11,549	441	433	1,625	3,926	4,004	1,120
2016	Oct	62,662	3,844	3,288	9,624	30,735	8,165	7,006
2016	Nov	44,426	3,187	2,950	7,829	25,670	0	4,790
2016	Dec	65,582	3,527	2,730	8,860	28,216	15,704	6,545
2017	Jan	120,969	3,868	3,182	10,027	31,411	66,112	6,369

Notifications Confirmed – 1067

Enhancement Efforts

- Traffic Stop – June 2017

Current Projects

- Inter-County Transfers
- LEEP
- Electronic Reporting Improvement
- Circuit Migration
- Megan's Law Web Service

Planned Projects

- NPLEx
- Application Consolidation

Training

- On-line
- Instructor-led
- Custom

JNET Conference

- Semi-Annual at The Penn Stater

Questions about the Justice Network?



Proposal Structure

- Proposal is divided into the following three parts:
 - 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 = maximum available 3% [Appendix I]

Proposal Structure

- 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 as described in 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.

Proposal Requirements

- Provide a single electronic proposal with 3 separate files
 - Technical Submittal
 - Cost Submittal
 - Small Drives Business and Small Business Participation Submittal
- Electronic Proposal Format options
 - CD
 - DVD
 - Flash Drive

Proposal Requirements Continued

Mandatory Responsiveness Requirements

- Timely received from an Offeror
- Properly Signed by the Offeror

Proposal Requirements Continued

- Additional Proposal Requirements
 - Appendix H, Proposal Cover Sheet must be submitted in order for the proposal to be considered responsive
 - Proposal Cover Sheet must be signed by an official representative to bind the company to a contract.
 - The proposal must consist of:
 - Technical Submittal
 - Cost Submittal
 - Small Diverse Business Submittal
 - Submit proposals as outlined and referenced in the RFP.
 - The total score for the technical submittal must be greater than or equal to 75% of the available technical points to advance.

Proposal Requirements Continued

- **Do not** include any cost information in your technical submittal. If your proposal includes cost information, it shall be deemed non-responsive.
- **Do not** include any assumptions in your cost submittal.
Appendix Z, Cost Submittal Template
- Submit proposal, including the cost proposal, on the basis of the terms and conditions set out in Appendix BB
- If the proposal is contingent on negotiations of terms and conditions, your proposal may be deemed non-responsive

Proposal Requirements Continued

- **ADDRESS PACKAGES PROPERLY**
 - Reference Calendar of Events, page 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 may be deemed non-responsive.
 - Include RFP # 6100041751
 - Number Multiple Packages (i.e. 1 of 3, 2 of 3, etc.)
 - Must be Sealed
 - Allow time for delivery

Calendar of Events

Answers to Potential Offeror questions posted to the DGS website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	Friday June 2, 2017
Please monitor the DGS website for all communications regarding the JNET Staffing and Services Delivery RFP 6100041751	Potential Offerors	Ongoing
Sealed proposal must be received by :	Offerors	Friday June 16, 2017 1:00 PM

Proposal Delivery Address

Sealed proposal must be received on or before **Friday June 16, 2017 by 1:00 PM**, to the Issuing Office at the following address:

**Tom Schwartz, 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 & Answers (Q&A)

Questions

- All questions must be submitted using the template provided in Appendix G – Questions Submittal template as directed in RFP
- All Q&A will be posted to the DGS PA e-Marketplace website:
<http://www.emarketplace.state.pa.us>
- **Any answers provided today, are considered unofficial and not binding. 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.