



New SDB Goal Information Session

RFP 6100048295

**Prescription Drug Monitoring Program System
(ABC-MAP)**

**Issuing Officer: Barbara Booher
December 9, 2019 at 1:00 PM**



AGENDA

- Introductions
- Building and Safety
- Supplier Support
- Background
- Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
- RFP Points of Interests
- Questions and Answers



Introductions

- **Department of General Services**
 - Barbara Booher, Issuing Officer
 - Audrey Smith, BDISBO

- **Department of Health**
 - Nikhil Munasa, Project Manager



Building and Safety

- In the event of a fire drill:
- Restrooms through **secure door to the left**
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to the Buyer Attachment section in JAGGAER.



Supplier Support

PA Supplier Portal

<https://pasupplierportal.state.pa.us/irj/portal/anonymous>

- Register as a Supplier
- Register for E-Alerts
- Small and Small Diverse Business Registration

PA e-Marketplace

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

- Solicitations
- Tabulations
- Awards
- Contracts
- Upcoming Procurements



Supplier Support - Continued

JAGGAER

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CommonwealthPA>

- Register as a Supplier
- Review and Submit Response to RFPs and ITQs

Background

Objectives

- Procure a Software-as-a-Service (SaaS) solution to host and support a Prescription Drug Monitoring Program (PDMP) that aligns with Act 191 of 2014.
- Securely collect information on all controlled substances (Schedule II-V) dispensed in Pennsylvania.
- Increase the quality level of patient care by enabling medical professionals to make more informed clinical decisions.
- Provide information and resources to prescribers regarding safe and effective prescribing and substance abuse treatment options.
- Aid regulatory and law enforcement in the detection and prevention of fraud, prescription drug abuse, and the criminal diversion of controlled substances.

Term of Contract

- 3 years with 4 additional one-year renewals.



Background - Continued

End Result

- The procured vendor will assist the Pennsylvania Department of Health (DOH) with the operation of the PDMP.
- The selected vendor will also be responsible for continued maintenance and enhancements of the system, which is to be used by approximately 110,000 users including Pennsylvania health care professionals who prescribe or dispense controlled substances and their delegates.



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

Audrey Smith, BDISBO

PMPD
SDB/VBE Goal
Information



pennsylvania

BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES



December 9, 2019

Goal Setting . . .

Replaces the current SB/SDB participation scoring process.



Solicitation Specific Goals



SDB = 10% VBE = 5%

Primes are welcome to exceed the goal!

SDB/VBE Forms and Processes

- SDB/VBE Instructions – *[SDB-1 Read](#)*
- SDB/VBE Participation Submittal – *SDB-2*
- SDB/VBE Utilization Schedule – *SDB-3*
- SDB/VBE Letter of Commitment – *SDB 3.1*
- SDB/VBE Guidance for Good Faith Effort (GFE) Waiver – *[SDB-4 Read](#)*
- SDB/VBE GFE Waiver – *SDB-5*

Submittal Instructions – SDB/VBE-1

SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

This form also includes instructions for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

Bidder/Offeror shall agree to achieve the SDB participation goal set forth in the SDB Participation Summary Sheet or request a waiver from meeting the entire or a portion of the goal.

A Bidder/Offeror's failure to meet the SDB participation goal in full or receive an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.

- I. **SDB Participation Goal:** The SDB participation goal is set forth in the SDB Participation Summary Sheet. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.

Participation Submittal – SDB/VBE-2

CRITICAL
✓ Check One, and Only One, Box

SDB-2 SDB PARTICIPATION SUBMITTAL

CHECK ONE, AND ONLY ONE, BOX. FAILURE TO SUBMIT A COMPLETED SDB PARTICIPATION SUBMITTAL WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.

<input type="checkbox"/> I agree to meet the SDB participation goal in full. I have completed and am submitting with my bid or proposal an SDB Utilization Schedule (SDB-2) , which is	<input type="checkbox"/> I am requesting a partial waiver of the SDB participation goal. After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB	<input type="checkbox"/> I am requesting a full waiver of the SDB participation goal After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal , I am unable to achieve any part of the SDB participation goal
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Utilization Schedule – SDB/VBE-3

SDB-3 SDB UTILIZATION SCHEDULE

List in the chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3.1)** for each SDB subcontractor, supplier, or manufacturer.

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Associated Dollar Value of Commitment
Name: <u>ABC IT Solutions</u> SAP Vendor Number: <u>123456</u> SDB Verification Number: <u>123456-2016-09-SB-M</u>	<input type="checkbox"/> MBE	IT staffing resources	%	\$
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE			
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE			
Name:	<input type="checkbox"/> MBE			

Letter of Commitment SDB/VBE-3.1

SDB-3.1 LETTER OF COMMITMENT

This Letter of Commitment serves as confirmation of the commitment by the prime as the Bidder/Offeror to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number: _____

Solicitation Name: _____

	Bidder/Offeror Information	SDB Information
Name		
Address		
Point of Contact		
Telephone number		
Email address		

**SDB to
expect
a letter
and
SIGN it!**

Services/Supplies and Time Frame. If Bidder/Offeror is the successful vendor, the SDB shall perform or provide the following services or supplies during the initial term of the prime contract and during any

GFE Instructions – SDB/VBE-4

SDB-4

GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL

In order to show that the Bidder/Offeror has made Good Faith Efforts to meet the SDB participation goal on a solicitation, the Offeror must either (1) meet the SDB participation goal and document its commitments for participation of SDB firms, or (2) when it does not meet the SDB participation goal, submit a Good Faith Efforts waiver request as set forth in Section IV below and the Good Faith Efforts Documentation to Support Waiver Request (SDB-5) of the SDB Participation Goal.

I. Definitions

SDB participation goal – “SDB participation goal” refers to the SDB participation goal set for a procurement for MBE, WBE, LGBTBE, and DOBE utilization.

Good Faith Efforts - The “Good Faith Efforts” requirement means that when requesting a waiver, the Offeror must demonstrate that it took all necessary and reasonable steps to achieve the SDB participation goal. Those steps are considered necessary and reasonable when their scope, intensity, and relevance could reasonably be expected to obtain sufficient SDB participation, even if those steps were not fully successful. The Issuing Agency and Department of General Services’ Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) will determine whether or not the Offeror that requests a Good

GFE Packet SDB/VBE-5

Good Faith Efforts (GFE) Partial or Full Waiver

- Identified Items of Work Offeror Made Available to SDBs (Part 1)
- Identified SDBs and Record of Solicitations (Part 2)
- SDB Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected SDB Quotes (Part 4)
- SDB Subcontractor Unavailability Certificate (Part 5)

GFE Documentation – SDB/VBE-5

SDB-5

GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

Project Description:	
Commonwealth Agency Name:	
Solicitation #:	
Solicitation Due Date and Time:	
Bidder/Offeror Company Name:	
Bidder/Offeror Contact Name:	
Bidder/Offeror Contact Email:	
Bidder/Offeror Contact Phone Number:	

Complete all five parts

Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror's responsibility to demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Identified Items of Work	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

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401 North Street, Room 611
Harrisburg, PA 17120-0500
717.783.3119

GS-BDISBO@pa.gov



RFP POINTS OF INTEREST



RFP Changes – Description Section

➤ Evaluation Criteria

- **Technical** = 65% of the total points
- **Cost** = 35% of the total points
- **Bonus Points**: Domestic Workforce Utilization

➤ Offeror Responsibility

- The total score for the technical submittal of the Offeror's proposal must be greater than or equal to **75%** of the available technical points and the Offeror must demonstrate the financial capability to assure good faith performance of the contract.



JAGGAER Overview

JAGGAER

- Buyer Attachments will contain the technical submittal and associated appendices
 - Please check the Buyer Attachment Sections regularly for any revised documents. It's the offeror's responsibility to submit its proposal response with the most update-to-date document version.
 - If a document needs revised, the old document will be deleted and replaced with the updated version. The naming convention will contain a revision date.

- Questions Section (RFP Questions and Additional Required Documents)
 - Make sure to upload documents (if required) to the appropriate question.
 - Before final submission, verify all documents have uploaded and to the appropriate question.



JAGGAER Overview - Continued

- All question and answers will be submitted/responded to via the Question & Answer (Q&A) board
 - Question will be answered on a rolling basis.



Question and Answers

All questions and responses must be submitted via
JAGGAER:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CommonwealthPA>

All Commonwealth responses are not official until they are submitted and responded to in JAGGAER.



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