


BDISBO Goal Setting Information Session




pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND EQUAL OPPORTUNITIES

111 P. INDEPENDENCE
Harrisburg, PA 17133
Phone: 717-781-1000


Pre-Proposal Conference
Issuing Officer –
Tina Rebeck –
March 27, 2024 8:00AM

Pennsylvania Department of General Services




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What's the Point?



Diversity, Equity, and Inclusion
RE-IMAGINING THE CULTURE OF YOUR WORKPLACE

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Diversity Defined

- Diversity is...
 - everything that makes us unique,
 - our cognitive skills and personality traits, and
 - also the things that shape our identity (e.g. race, age, gender, religion, sexual orientation, cultural background), etc.



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Diversity is the Mix
Inclusion is making the mix work. ~Andres Tapia

Each ingredient has an important role to play and...

Each ingredient adds color to the mix...

Through the inclusion of many people of color, we can understand the diversity...

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Equity Defined

Equity is the fair treatment, **access**, **opportunity**, and advancement for **all** people, while at the same time striving to identify and **eliminate barriers** that have prevented the full participation of *small businesses*.

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EQUALITY IS THE END GOAL.
EQUITY IS THE MEANS TO GET THERE.

Equality **Equity**

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Inclusion Defined

Inclusion is about:

- *Small Businesses* as prime contractors
- *Primes* subcontracting with SDB,VBE vendors
- Engaging with vendors representative of the community

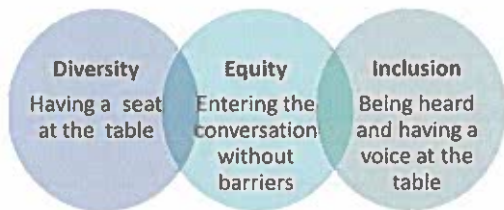
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Diversity, Equity, and Inclusion



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Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) bid references:

General Specifications – Bid Instructions

- 9. SMALL DIVERSE BUSINESS and VETERAN BUSINESS ENTERPRISE PARTICIPATION:
- SPECIAL REQUIREMENT NO. 1 - SMALL DIVERSE BUSINESS and VETERAN BUSINESS ENTERPRISE PARTICIPATION
- SPECIAL REQUIREMENT NO. 2 – ASSIGNMENT AND SUBCONTRACTS

Attachments

- SDB Participation Packet – Instructions for SDB-1 through SDB-5
- VBE Participation Packet – Instructions for VBE-1 through VBE-5

BIDS FOR THIS PROJECT WILL ONLY BE ACCEPTED ELECTRONICALLY THROUGH WWW.PASUPPLIERPORTAL.STATE.PA.US


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Solicitation Specific Goals



RFQ #G10000630	SDB	VBE
1 General Construction	9%	3%

- Available subcontracting opportunities across the entire state for the applicable services.
- Availability of DGS verified SDB/VBEs to perform commercially useful functions, and
- Historical analysis of similar projects within the last 3 years

A Bidder/Officer's failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approval of Good Faith Efforts status for any contract portion of either the SDB or VBE participation goal will result in the rejection of the Bid or Proposal as non-responsive.

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SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation

SB Eligibility Requirements

- The business must be a for profit, United States Business
- The business must be independently owned
- The business may not be dominant in its field of operation
- The business may not employ more than 100 full time equivalent employees
- The business may not exceed three year average gross revenues of \$47.5 Million, regardless of business type (effective 11/1/2018)

Small Diverse Business (SDB)

Goal oriented

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

Veteran Business Enterprise (VBE)

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

SDBs and VBEs must be certified/valid as of bid close due date and time

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Finding SDB/VBE vendors

- <http://www.dgs.internet.state.pa.us/suppliersearch>
- Access Search Guide - <https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SDBs%20and%20DBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison

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Advanced Search

Select one or more classifications. To pull only SDBs, check "Select all Small Diverse Business Classifications" below. To include SBs, check "Small Business"

OR

Browse and select one or more codes. Don't know the codes you want? Download the entire list in Excel.

Click on the expand Segment for additional codes

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UNSPSC Commodity Code Search

UNSPSC

Find a Page

Search the Code

44120000

Code Number

Search

Welcome

The State of Pennsylvania's Department of General Services (DGS) is proud to offer the UNSPSC Commodity Code Search tool to help you find the right commodity code for your procurement needs.

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Letter of Commitment SDB-3.1

CRITICAL
✓ Complete all shaded areas

008.11
LETTERS OF COMMITMENT
The contractor shall complete this Letter of Commitment for each SDB identified in the contract to demonstrate the contractor's commitment to the SDB participation goal.

SDB Name	NAIBS Number	NAIBS Title

Services to be provided by SDBs include:
 - Provide a list of SDBs to be used on the project.
 - Provide a list of SDBs to be used on the project.
 - Provide a list of SDBs to be used on the project.

Signature: _____
 Title: _____

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Guidance to Document GFE SDB-4

READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the SDB participation goal.
- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.

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Good Faith Efforts Packet SDB-5

Good Faith Efforts (GFE) Partial or Full Waiver


- Identified Items of Work Applicant 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)

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Best Practices


<p>Do's</p> <ul style="list-style-type: none"> • Read the solicitation and all instructions completely. • Submit SEPARATE SDB and VBE submittal forms. • Validate subcontractor SDB/VBE status in DGS Supplier Database. • Ensure that all appropriate forms are completed and signed correctly. • Submit questions early per the solicitation requirements. 	<p>Don'ts</p> <ul style="list-style-type: none"> • Make any assumptions. • Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter. • Skip any portion of the GFE request documentation. • Forget to verify subcontractor status as current SDB/VBE in DGS Supplier Database.
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REMINDER


Failure to submit fully completed SDB and VBE submittal packets or GFE waiver request documentation will result in removal of your bid for award consideration

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Questions?



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BDISBO Contact Info

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