

Pre-Proposal Conference

RFP: DEP-GTAC-7

Issuing Officer: Richard DeVore

Issuing Agency: Department of
Environmental Protection

January 4, 2019

1:00 PM

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



pennsylvania

BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

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Procurement Liaison

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

What do I need to do ?

- Consider subcontracting opportunities available for small diverse and small businesses
- Identify a general percentage commitment to either or both Small Diverse Businesses (SDBs) and/or Small Businesses (SBs)
- Complete and submit with your proposal via JAGGAER:
 - SDB/SB Participation Submittal Form – Attachment M

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Small Business

- *For-Profit US based business
- *Independently Owned
- *Not dominant in its field
- *No more than 100 full-time equivalent employees
- *The business may not exceed three-year average gross revenues of \$38.5 Million, regardless of business type

Small Diverse Business

- *Minority-Owned
- *Woman-Owned
- *Veteran-Owned
- *Service Disabled Veteran- Owned
- *Disability-Owned
- *Lesbian, Gay, Bi-Sexual, Transgender-Owned

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Request for Proposal (RFP) : Format and Template

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

Jaggaer RFP Format

- Description – General Information
- Supplier Attachments
- Questions
 - Part II: Criteria For Selection
 - SDB/SB Evaluation Criteria
 - Part V: Small Diverse and Small Business Participation Submittal
 - Contractual obligations resulting from SDB/SB Submittal
- **Appendix M- SDB/SB Participation Submittal Form**

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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/suppliersearch>

The Forms

SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB) PARTICIPATION SUBMITTAL	
Project Description:	
RFP #:	
Proposal Due Date:	
Commonwealth Agency Name:	
OFFEROR (Prime Contractor) INFORMATION	
Offeror Company's Name:	
Offeror Contact Name:	Email:
Title:	Phone:
Is your firm a DGS-Verified Small Diverse Business?	NO ▼ Verif Exp:
Is your firm a DGS-Self-Certified Small Business?	NO ▼ Cert Exp:
<small>To confirm your company's SDB/SB status and expiration, please click or use the following link: http://www.dgs.pa.gov/Businesses/Small_Diverse_Business_Program/Small-Diverse-Business-Verification/Pages/Finding-Small-Diverse-Businesses.aspx#.WVPvzp3D-</small>	
SUBCONTRACTING INFORMATION	
Percentage Commitment for SDB and SB Subcontracting Participation	
<p>After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Offeror commits to each of the following general independent percentages of the total contract cost for Small Diverse Business and Small Business subcontracting participation.</p>	
Small Diverse Business Subcontracting percentage commitment:	
<input type="text"/>	
Small Business Subcontracting percentage commitment:	
<input type="text"/>	

Revised 11-28-2018

Getting Started

Part II - Criteria for Selection & Part V - Submittal

- ❖ This section provides an overview of The Department of General Services' Small Diverse and Small Business Program.
- ❖ It includes general information, a review of the eligibility requirements, the RFP SDB/SB evaluation and scoring process, submittal requirements and contract requirements.
- ❖ All reference internet links and explanations of terms can be found here.

PART II

CRITERIA FOR SELECTION

- II-1. **Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must:
- A. Be timely received from an Offeror (see **Part I, Section I-12**); and
 - B. Be properly signed by the Offeror (see **Part I, Section I-13A**).
- II-2. **Technical Nonconforming Proposals.** The two (2) Mandatory Responsiveness Requirements set forth in **Section II-1** above (A-B) are the only RFP requirements that the Commonwealth will consider to be *non-waivable*. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in an Offeror's proposal, (2) allow the Offeror to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Offeror's proposal.
- II-3. **Evaluation.** The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Independent of the committee, DGS' Bureau of [Diversity, Inclusion, and Small Business Opportunity \(BDISBO\)](#) will evaluate the Small Diverse Business and Small Business Participation Submittal and provide the Issuing Office with a rating for this component of each proposal. The Issuing Office will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors.
- II-4. **Evaluation Criteria.** The following criteria will be used in evaluating each proposal:
- A. **Technical:** The Issuing Office has established the weight for the Technical criterion for this RFP as 50 % of the total points. Evaluation will be based upon the following in order of importance:
 - Offeror Qualifications
 - Personnel Qualifications
 - Understanding of the Problem
 - Soundness of Approach
 - Available Facilities

The final Technical scores are determined by giving the maximum number of technical points available to the proposal(s) with the highest raw technical score. The remaining proposals are rated by applying the Technical Scoring Formula set forth at the following webpage:
<http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Procurement-Resources/Pages/default.aspx>.

Participation Submittal Form

Section 1 – General Information

- ❖ Project Description – This can be found in the title of the solicitation
- ❖ RFP # - Found on the solicitation cover page
- ❖ Proposal Due Date – Found on the information page of the solicitation
- ❖ Commonwealth Agency Name Found on the cover and information page of the solicitation

SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB) PARTICIPATION SUBMITTAL	
Project Description:	
RFP #:	
Proposal Due Date:	
Commonwealth Agency Name:	

Participation Submittal Form

Section 2 – Offeror Information

- ❖ Offeror Company's Name – This should be the name of the Prime respondent to the solicitation.
- ❖ Offeror Contact Name – The name of the authorized representative who can, if and when necessary, provide clarification on the submitted forms. Their official job title and email and phone #.
- ❖ Is the Prime Offeror a DGS-verified SDB or DGS-self-certified SB? If "Yes" provide expiration date of Verification/Cert.
- ❖ A link to the DGS SDB/SB database is provided for reference purposes.
[Find Small and Small Diverse Businesses.](#)

OFFEROR (Prime Contractor) INFORMATION	
Offeror Company's Name:	
Offeror Contact Name:	Email:
Title:	Phone:
Is your firm a DGS-Verified Small Diverse Business?	YES ▼ Verif Exp:
Is your firm a DGS-Self-Certified Small Business?	NO ▼ Cert Exp:
<p>To confirm your company's SDB/SB status and expiration, please click or use the following link: http://www.dgs.pa.gov/Businesses/Small Diverse Business Program/Small-Diverse-Business-Verification/Pages/Small-Diverse-Businesses.aspx#WVPvzp3D-</p>	

If "YES", provide the Verification/Expiration date.

Participation Submittal Form

Section 3 – Subcontracting Information

- ❖ Total percent prime contractor commitments made to SDB and/or SB.
- ❖ The SDB and SB point allocation is based entirely on the percentage of the contract cost (as a percentage of the total amount that will be paid to the selected Offeror under the contract) committed to SDB or SB businesses.

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 each of the following general independent percentages of the total contract cost for Small Diverse Business and Small Business subcontracting participation.

Small Diverse Business Subcontracting percentage commitment:

Small Business Subcontracting percentage commitment:

Revised 11-28-2018

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What do I need to know ?

- Raw score will be calculated by crediting commitments to SDBs and SBs in accordance with percentages proposed.
- To receive utilization credit for SDB or SB subcontracting commitments, the SDB or SB subcontractor must be listed in the Department's directory of self-certified SBs and DGS/BDISBO-verified SDBs as of the date the work to be completed by the SDB or SB subcontractor commenced.
- Based on a maximum total of 200 available points for the Small Diverse Business and Small Business Participation Submittal, the scoring mechanism is as follows:

$$\text{SDB/SB Raw Score} = 200 (\text{SDB}\% + (\text{SB}\% \times 1/3))$$

- The Offeror submitting the highest scoring SDB/SB Participation Submittal will receive 200 points, with other Offerors' raw scores adjusted pro rata.

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What do I need to know?

- The percentages of Small Diverse Business and Small Business subcontracting commitments made at the time of proposal submittal, BAFO or contract negotiations, as applicable, become contractual obligations of the selected Offeror upon execution of its contract with the Commonwealth.
- Percentage subcontracting commitments cannot be altered without written approval from BDISBO.
- All SDB/SB subcontracting commitments must be maintained if the contract is assigned to another prime contractor.
- Selected Offeror must complete and submit quarterly utilization reports which track progress of meeting commitments.
- Selected Offeror shall notify the Contracting Officer of the Issuing Office and BDISBO when circumstances arise that may negatively impact the selected Offeror's ability to comply with Small Diverse Business and/or Small Business commitments and to provide a corrective action plan. Disputes will be decided by the Issuing Office and DGS.

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