

**Pre-proposal Conference
Out-of-State Lien Enforcement
RFP OGC-2017-02**

Issuing Officer: Jordan M. Kiessling

4/4/2017

2:00 p.m.



Agenda

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



Introductions

- Department of General Services
 - Shawn E. Smith, Deputy Chief Counsel
 - Jordan M. Kiessling, Issuing Officer
 - Audrey Smith, Bureau of Diversity, Inclusion & Small Business Opportunities

- PA Department of Revenue
 - Jonathan W. Chatham, Deputy Chief Counsel

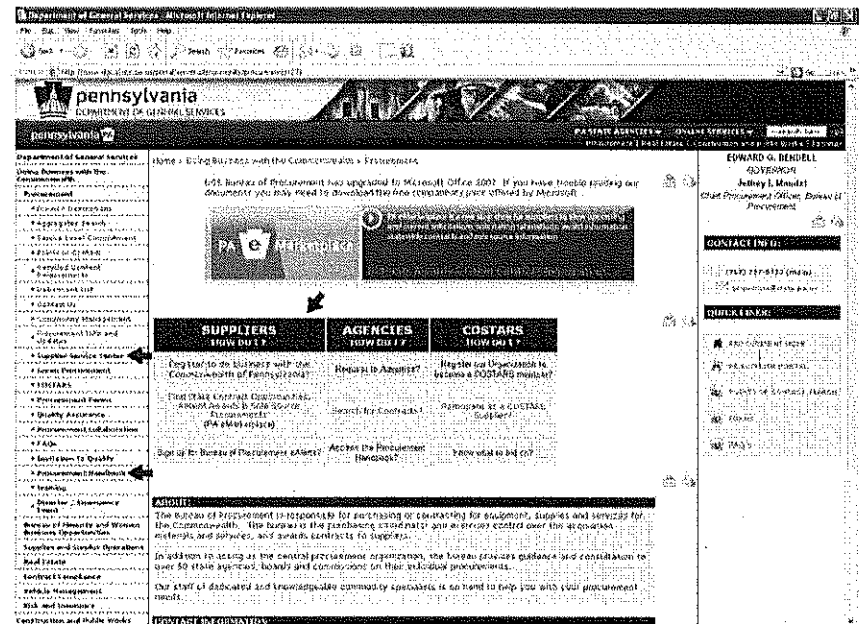
Supplier Support

www.eMarketplace.state.pa.us

Your Gateway to All Procurement Information

Links to:

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



Supplier Development & Support

Supplier Service Center Resources

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

The screenshot shows the Pennsylvania Department of General Services Supplier Service Center website. The page features a navigation menu with links for Home, Doing Business with the Commonwealth, Procurement, Supplier Service Center, and Help. The main content area is titled "BIDDING HELP" and provides information for Administrative Users and Bidders. It includes sections for "View Current Commonwealth Solicitations, Awards & Contracts" and "Bid on Commonwealth Solicitations". The "Bid on Commonwealth Solicitations" section lists the following information 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/Extend a Bid" from the left navigation bar.

The page also includes a "BIDDING HELPFUL TOOLS" section with links for Bidding Process Reference Guide and Supplier Response to a Solicitation - Bidder. At the bottom, there is a "View Bidding Related Frequently Asked Questions (FAQS)" section with links for How to Submit or Change a Bid, How to Add a Bidder, How to Submit a Bid Form, How to Register or Unregister, and How to Access Bid/Response.



Registering for e-Alerts

- To register for eAlerts for upcoming OGC RFPs for Legal Services or Professional Services, go to the Supplier Service Center:

<http://www.dgs.pa.gov/Businesses/Materials%20and%20Services%20Procurement/Supplier%20Service%20Center/Pages/default.aspx>

- Click the e-Alerts link under Bidding:

http://www.dgs.internet.state.pa.us/EAlerts_V2/Login.aspx

- After registering, you'll be directed to the page where you can select one or more categories of materials, services and construction bidding to be informed about.
- Select the Services dropdown under Bureau of Procurement, then select the following category:

80120000-Legal Services. This segment includes outside counsel legal services such as advising clients regarding the law; preparing documents and legal instruments of all kinds for clients which require a familiarity with legal principles; and appearing for, preparing pleadings and other documents, and managing actions and proceedings on behalf of, clients before public tribunals. The firm or individual providing legal services must be a licensed attorney admitted to practice in Pennsylvania and before any identified tribunals. Executive agencies must receive approval from the Office of General Counsel before engaging outside counsel.



Supplier Development & Support

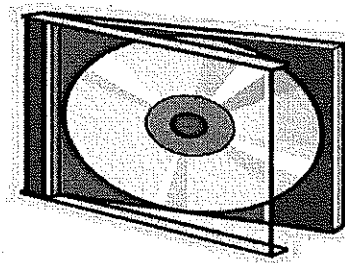
- Telephone - Toll Free: **877-435-7363**
 - Telephone - Harrisburg: **717-346-2676**
 - Web: **www.pasupplierportal.state.pa.us**
 - e-Mail: **RA-PSC Supplier [Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)**
-
- **Vendor Registration Guide**
 - **Bidding Reference Guide**
 - **eAlerts**
 - **W-9 Form**

RFP Requirements

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

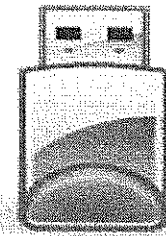
- Technical Submittal
(6 paper copies)
- Cost Submittal (1 paper copy)
- Small Diverse Business/Small Business Submittal
(2 paper copies); and
- Entity Diversity Submittal
(2 paper copies)

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



CD

OR



Flash Drive



RFP Requirements

Paper Submission Due by Thursday, April 20,
2017 @ 4:00 pm EST (hand carried or mailed)

Department of General Services
Office of Chief Counsel
401 North Street
North Office Building, Room 603
Harrisburg, PA 17120
ATTN: Jordan M. Kiessling

* Late submittals will not be accepted



Technical Submittal

Offeror's Technical Submittal

1. **Appendix A** - Proposal Cover Sheet
2. **Appendix C** – Trade Secret Notice
3. **Appendix D** – Statement of Qualifications/Technical Questionnaire
4. **Appendix E** – Personnel Experience by Key Position
5. **Appendix F** – Project References

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

* If you are subcontracting with an SDB or SB, you should include the firm in which you are subcontracting with and what duties they will be performing, but **NOT** the percentage in which you are subcontracting out.



Cost Submittal

Offeror's Cost Submittal

- **Appendix B – Cost Submittal Form**
- * **The Department will pay a contingent fee for collections on cases placed with the entity.**



SDB/SB Submittal

Offeror's SDB/SB Submittal

- **Appendix G** – Small Diverse Business Letter of Intent
- **Appendix H** – Small Diverse Business & Small Business Participation Submittal



Entity Diversity Submittal

Offeror's Entity Diversity Submittal

- **Appendix I** – Entity Diversity Submittal
- **Appendix J** – Workforce Breakdown Chart

- Any points received for the Entity Diversity criterion are bonus points in addition to the total points for this RFP.
- The maximum amount of bonus points available for this criterion is **10%** of the total points for this RFP.
- Each proposal will be scored for the Entity's commitment to diversity in both its internal and external practices.



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.
- Must obtain 80% of total available technical points to advance.




Criteria for Selection

- **Technical** = 70 total points available
 - ✓ Soundness of Approach
 - ✓ Offeror's Qualifications
 - ✓ Proposed Personnel Qualifications
 - ✓ Understanding the Problem
- **Small Diverse Business/Small Business** = 20 total points available
- **Cost** = 10 total points available
- **Entity Diversity** = 10 possible bonus points



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

**Audrey Smith
Procurement Liaison**



Request for Proposals (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: Proposal Requirements

Part III: Criteria For Selection

Part IV: Statement of Work

- Small Diverse And Small Business Participation Submittal
- *Contractual obligations resulting from SDB/SB Submittal*

Appendix G: Small Diverse and Small Business Letter of Intent

Appendix H: Small Diverse Business and Small Business Submittal



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.



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 two (2) SDB/SB Participation Submittal Forms in separately sealed envelope (1 original and 1 copy) and corresponding Letters of Intent



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>

SDB/SB Participation Submittal

Small Business (SDB)

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

Project: [RFP NAME/DESCRIPTION HERE]

Proposer Firm: _____

PROPOSER INFORMATION:

Is your firm a DUNS Verified Small Business? Yes No (SBE) check one.

Proposed small business is a DUNS Verified Small Business and is not a DUNS Verified Small Business. If you are a DUNS Verified Small Business, you must check the "Yes" box.

Is your firm a DUNS Self-Certified Small Business? Yes No (SBE) check one.

Proposed small business is a DUNS Self-Certified Small Business and is not a DUNS Verified Small Business.

SUBCONTRACTING INFORMATION:

Percentage Commitment for SDB and SB Subcontracting Participation

After completion of this contract, I/we will make good faith effort to [] [] of total contract value [] of total contract value to be used for subcontracting participation.

Total Diverse Business Subcontracting (total percentage commitment)

\$_____ Percent

Total Business Subcontracting (total percentage commitment)

\$_____ Percent

Small Business (SB)

Listing SDB and SB Subcontractors

This proposal 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, description of SDB or SB, DUNS ID 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 subcontractors for contract execution. Include amount paid as necessary. **Contract must include a Letter of Intent as indicated in RFP Section 11.9 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	SDB/SB to be used for optional proposal? (Yes/No)

Signature/Initials
Required on each entry.

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



What do I need to know – Part I I?

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: $20 (\text{SDB}\% + (\text{SB}\% \times \frac{1}{3}))$

- 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?

Scenario Score	
<u>Proposer 1:</u> SDB Prime • 100% SDB Score = $20 (1 + (1/3 \times 0))$	20 points
<u>Proposer 2:</u> SB Prime, with SDB Commitment • 100% SB; 15% SDB Commitment Score = $20 (.15 + (1/3 \times 1))$	9.667 points
<u>Proposer 3:</u> points Non-SDB/SB Prime, with SDB/SB Commitments • 15% SDB Commitment; 10% SB Commitment Score = $20 (.15 + (1/3 \times .10))$	3.667



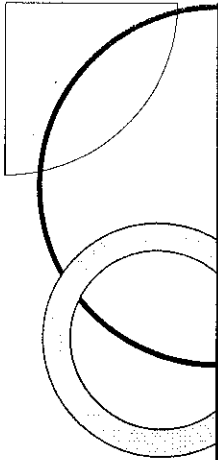
What do I need to know – Part V?

- 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



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



Contact Information

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

Telephone: (717) 783-3119

Audrey Smith, Procurement Liaison

E-Mail: audresmith@pa.gov



Curtis Burwell, Procurement Compliance

E-Mail: Cburwell@pa.gov



Out-of-State Lien Enforcement

Jonathan W. Chatham
Deputy Chief Counsel
PA Department of Revenue



Substantive Background

- The Department currently utilizes debt collection agencies as part of its process in the collection of outstanding tax debts.
 - Collection practices currently involve:
 - Dunning notices
 - Telephone calls
 - Levy and/or Garnishment
 - Third-party collection agencies
- The Department is interested in expanding its collection practices to include legal enforcement of its Pennsylvania liens against debtors who are located in other states.



Services to be Provided

- Legal Enforcement Services (Legal Action)
 - The RFP seeks active legal enforcement. Offerors should explain how they will provide representation on a national basis; information regarding any subcontracting firms and their personnel must also be provided.
 - Previous entity experience or assigned personnel experience in these matters should also be highlighted.
 - Offerors will need to export Pennsylvania tax liens to foreign judgment and initiate legal action to collect the debt.
- Advanced Location/Collection Services (Administrative Action)
 - Locator and skip-tracing services will need to be utilized for debtors and their assets.
- Offerors should establish their proposed plan of action consistent with the above mentioned topics.



Project Framework

- Cases will be referred by the Department to the vendor after the case has run through its traditional collection process with the Department.
- The vendor will analyze the case and determine whether it is worth pursuing after employing its administrative actions.
- If the vendor determines the case is worth pursuing, the vendor may employ traditional collection practices. If legal action is needed, coordination with the Department will occur and the vendor will pursue that course until an acceptable resolution is achieved.
 - The Department's ultimate goal is to collect on the judgment.

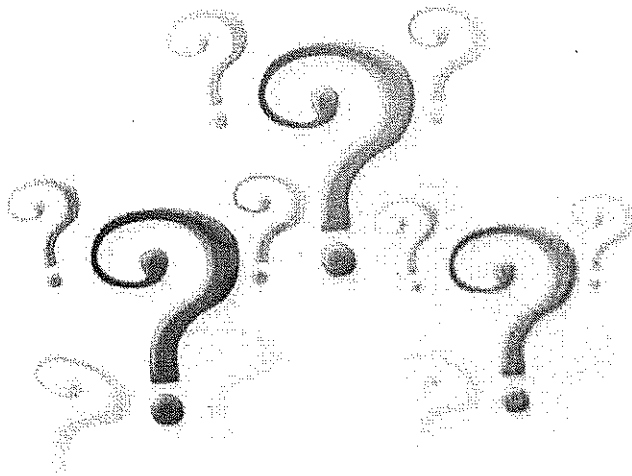


Additional Project Details

- Frequency of Case Referrals
 - The Department envisions referring cases on a monthly or quarterly basis.
 - Cases will remain with the vendor for 365 days after which an extension may be requested.
- Compensation
 - The Department will compensate the vendor for actual collections using a single contingent fee. The Department will not advance any costs nor may any costs be added by the vendor onto the debtor's judgment.

Questions & Answers

- Review of Questions
- Additional Questions



ALL questions must be in written form...

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

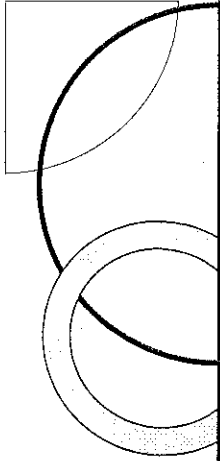


Questions & Answers

- Answers provided today are considered unofficial and not binding.
- All questions and responses will be posted as an Addendum to the solicitation and can be found at the link below:

<http://www.emarketplace.state.pa.us/Solicitations.aspx?SID=OGC-2017-02>

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



thank
you!