

**Pre-proposal Conference
Immigration Counsel
RFP OGC-2019-15**

Issuing Officer: Jordan M. Kiessling

10/10/2019

10:00 a.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 State System of Higher Education
 - Jeffrey B. Hawkins, University Legal 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

The screenshot displays the official website of the Pennsylvania Department of General Services. The page features a navigation menu on the left, a main content area with a search bar and various links, and a right sidebar with contact information. The main content area includes a section for 'SUPPLIERS' with a 'HOW TO' guide, 'AGENCIES' with a 'HOW TO' guide, and 'COSTARS' with a 'HOW TO' guide. Below this is a 'PURCHASING' section with a brief description of the department's role. The right sidebar contains contact information for Edward G. Bennett, Chief Procurement Officer, including a phone number and email address.

Supplier Development & Support

Supplier Service Center Resources

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

The screenshot displays the Pennsylvania Department of General Services Supplier Service Center website. The page features a navigation menu on the left with links such as 'Home', 'Doing Business with the Commonwealth', 'Procurement', 'Supplier Service Center', and 'Help'. The main content area is titled 'BIDDING HELP' and provides instructions for users with administrative or bidder roles. It includes sections for 'View Current Commonwealth Solicitations, Awards & Contracts', 'Bid on Commonwealth Solicitations', and 'BIDDING HELPFUL TOOLS'. The 'BIDDING HELPFUL TOOLS' section lists resources like 'Bidding Process Reference Guide' and 'Supplier Response to a Solicitation - Brochure'. A 'Frequently Asked Questions (FAQS)' section is also visible at the bottom, listing common queries such as 'How do I Submit or Change a bid?', 'How do I Add a Bidder?', and 'How do I Submit a V-9 Form?'.



Registering for e-Alerts

- To register for eAlerts for upcoming OGC RFPs for Legal 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

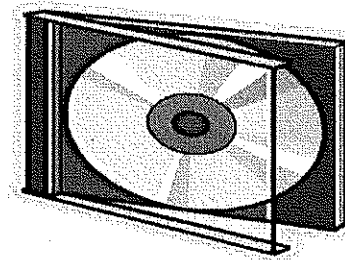
- Telephone - Toll Free: **877-435-7363**
 - Telephone - Harrisburg: **717-346-2676**
 - Web: **www.pasupplierportal.state.pa.us**
 - e-Mail: **RA-PSC Supplier [Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)**
-
- **Vendor Registration Guide**
 - **Bidding Reference Guide**
 - **eAlerts**
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

RFP Requirements

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

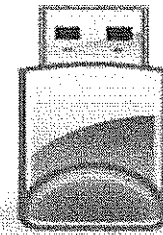
- **Technical Submittal**
(6 paper copies)
- **Cost Submittal** (1 paper copy)
- **SDB Participation Submittal**
(2 paper copies); and
- **Law Firm Diversity Submittal**
(2 paper copies)

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



CD

OR



Flash Drive



RFP Requirements

Paper Submission Due by Friday, October 25,
2019 @ 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
5. **Appendix F** – Project References

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



Cost Submittal

Offeror's Cost Submittal

- **Appendix B** – Cost Submittal Form



SDB Participation Submittal

Offeror's SDB
Participation Submittal

- **Appendix G** – SDB
Participation Summary
Sheet



Law Firm Diversity Submittal

Offeror's Law Firm Diversity Submittal

- **Appendix H – Law Firm Diversity Submittal**
 - **Appendix I – Workforce Breakdown Chart**
- Any points received for the Law Firm 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.



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.
- Must obtain 75% of total available technical points to advance.
- Must contain an SDB Participation Submittal and additional required documentation.



Criteria for Selection

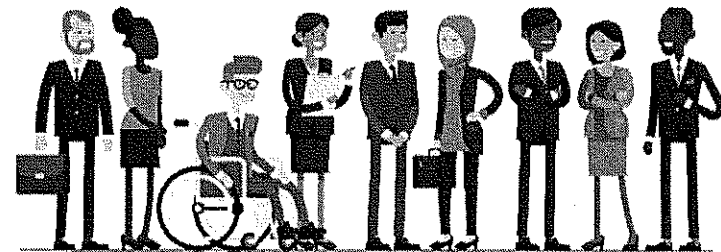
- **Technical** = 750 total points available
 - ✓ Understanding the Problem
 - ✓ Offeror's Qualifications
 - ✓ Proposed Personnel Qualifications
 - ✓ Soundness of Approach
- **Cost** = 250 total points available
- **Law Firm Diversity** = 100 possible bonus points

What's New
with
Goal Setting



pennsylvania

BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES

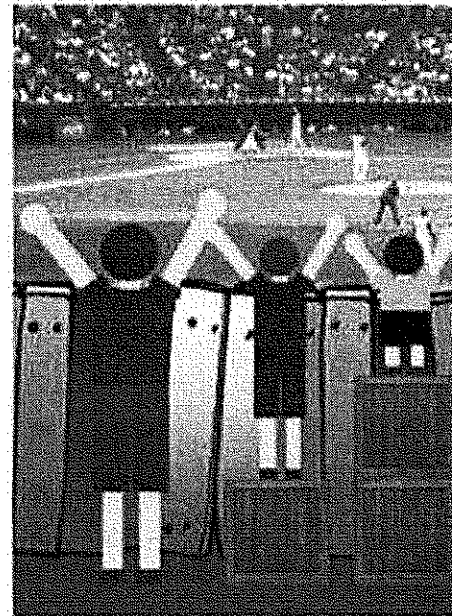


PASSHE Immigration Counsel
October 2019

What's the Point?



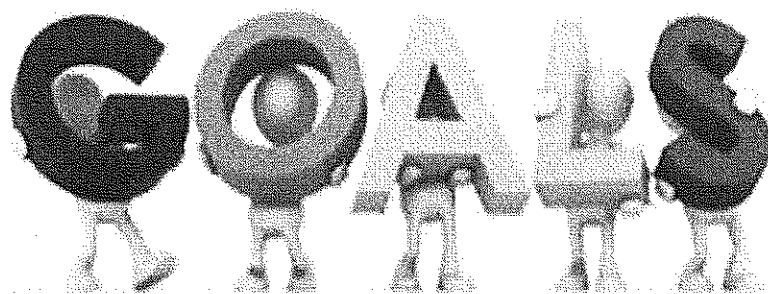
Equal



Fair



Overall Goals



Goal SDB – 20.6% VBE – 0%

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

How do I find SDBs?

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

<http://www.dgs.internet.state.pa.us/suppliersearch>

- For this RFP, the Commonwealth will only consider commitments for the provision of professional or para-professional services towards the SDB participation goal.

Solicitation-Specific Goals



New Forms and Processes

- SDB Instructions – *SDB 1 Read*
- SDB Participation Submittal – *SDB 2*
- SDB Utilization Schedule – *SDB 3*
- Letter of Commitment – *SDB 4*
- Guidance for GFE Waiver – *SDB 5 Read*
- Good Faith Effort (GFE) Waiver – *SDB 6*

SDB Submittal Instructions – SDB-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 attempt 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

SDB Submittal – SDB-2

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.

I agree to meet the SDB participation goal in full.

I have completed and am submitting with my bid or proposal an SDB Listing, which is required in order

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

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

SDB Utilization Schedule – SDB-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-4) 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 checked="" 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:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE			

SDB Letter of Commitment - SDB-4

SDB-4 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 Guidance for GFE Waiver SDB-5

SDB-5

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-6) 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 (BDISRO) will determine whether or not the Offeror that requests a Good

Good Faith Efforts Packet SDB-6

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)

SDB GFE Documentation - SDB-6

SDB-6

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:	

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
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Questions?



BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

North Office Building
401 North Street, Room 611
Harrisburg, PA 17120-0500
717.783.3119
GS-BDISBO@pa.gov



Immigration Counsel

Jeffrey B. Hawkins

University Legal Counsel

PASSHE

Questions & Answers

- Review of Questions
- Additional Questions

ALL questions must be in written form...



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

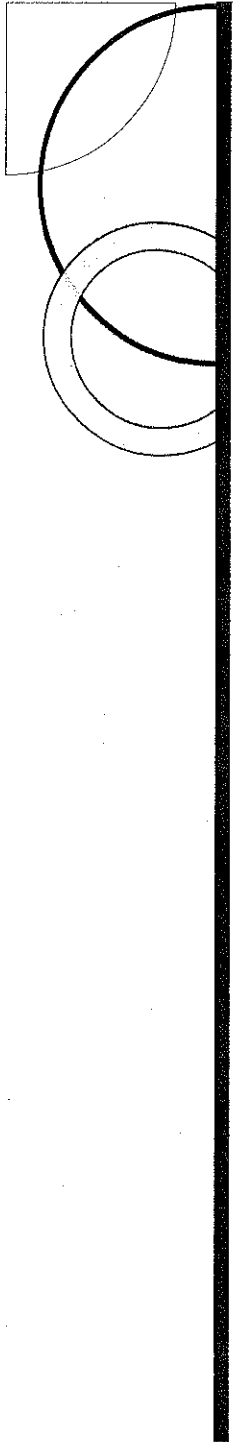


Questions & Answers

- 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-2019-15>

**** 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!