


General Litigation &
Emergency Counsel RFP
Pre-Proposal Conference



pennsylvania
BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES



RFP # OGC-2020-07

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What's the Point?



equality
diversity
inclusion

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SDB and VBE Classification

Small Diverse Businesses:

- Women-owned
- Minority-owned
- LGBTQ-owned
- Disabled-owned
- Service-Disabled Veteran-owned

Veteran Business Enterprises:

- Veteran-owned
- Service-Disabled Veteran-owned

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Solicitation Specific Goals



SECTIONS 1.2 AND 1.3

	SDB	VBE
GENERAL LITIGATION & EMERGENCY COUNSEL	15%	3%

Primes are welcome to exceed the goal!

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Goal Analysis

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

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Note to Primes

- Know how to search for SDBs and VBEs
- Compliance will be closely monitored and enforced

Supplier Search

PA eMarketplace - Search Contracts -

Quick Search

Supplier Name or SAP Number Search

Advanced Search

View 10 entries

Supplier (click on name to display full record)	Contact	Address	SDB Validity Date	SDB Validity Date	VBE Validity Date	VBE Validity	Comments
FINAL CLEAN LLC	Mary Mikalay Co-Owner FINALCLEANLLC@GMAIL.COM (Phone) 724-813-7969	5119 E STATE ST HERMITAGE PENNSYLVANIA	1/12/2025	1/12/2022		No	

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

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Solicitation-Specific Goals



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New Forms and Processes

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

SECTIONS 1.2 AND 1.3

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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 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 meet or exceed the goal.

SDB Submittal – SDB-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-3) 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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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-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: ABC IT Solutions SAP Vendor Number: 123456 SDB Verification Number: 123456-2016-09-SB-M	MBE	IT staffing resources	%	\$
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE			
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> -----			

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Letter of Commitment – SDB-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 extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below:

Services or supplies the SDB will provide: _____

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Guidance to Document GFE – SDB-4

READ, READ, READ

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, DOBE, and SDVBE 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

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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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SDB GFE Documentation – SDB-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/Officer Company Name:	
Bidder/Officer Contact Name:	
Bidder/Officer Contact Email:	
Bidder/Officer 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
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

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REMINDER



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Questions?

Submit all
questions via email
to the Issuing
Officer at
jkiessling@pa.gov



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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

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