

# **VENDOR/FISCAL EMPLOYMENT AGENT FINANCIAL MANAGEMENT SERVICES**

## **Request for Applications (RFA) # 07-21**

### **Pre-Application Conference**

### **March 24, 2022**

- Chuck Frick – DHS, Office of Developmental Programs
- Holly Zeiders – Bureau of Procurement & Contract Management, Issuing Officer
- Audrey Smith – DGS Bureau of Diversity, Inclusion and Small Business Opportunities
- Laura Schlaghauer – DHS Bureau of Employment Programs, Contractor Partnership Program
  
- **Attendees**
  - Michael Hale, DHS, Director, Bureau of Fee for Service Programs, Office of Long-Term Living (OLTL)
  - Kathy Montag – Project Manager, DHS, OLTL
  - Jennifer Grimm – Contract Manager, DHS, Office of Developmental Programs (ODP)
  - Pamela Bell – Manager & Contract Administrator for ODP Participant Direct Services

# Agenda



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

- Introductions
- Ground Rules
- Pre-Application Conference Purpose
- Project Background and Goals
- Project Overview
- Critical Points and Focus Areas
- Timeline
- Small Diverse Business/Small Business Overview
- Contractor Partnership Program Overview and Requirements.
- RFA Timeline
- Questions
- Adjourn

# Ground Rules



- All questions must be submitted via email to the resource account ([RA-pwrfaquestions@pa.gov](mailto:RA-pwrfaquestions@pa.gov)) today, March 24, 2022, by 5:00 PM EST.
- Answers to Potential Applicant questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) by March 31, 2022.
- Any changes to the RFA will be issued as a formal written addendum in accordance with Part I General Information, Section I-10 of the RFA.
- All communication concerning this RFA shall be made through the RFA Issuing Officer.

- To minimize delays in Application evaluation and to avoid rejection of your Application, read the RFA carefully and submit a complete Application, including signature. Evaluations will be based on what is submitted. Follow the Application format as detailed in Part I of the RFA. Include the appropriate heading descriptions, respond to all requirements and provide any other relevant information as an appendix.
- An oral presentation with each Applicant may be requested by the Department.
- Each Application must have five separately sealed submittals; Technical, Cost, Small Diverse Business Participation, Veteran Business Enterprise Participation, and Contractor Partnership Program.

## Critical Points (cont.)



- Do not include any cost data in the technical or the Small Diverse Business or the Veteran Business Enterprise portion of your Application.
- The resulting agreement will be for a term of three years with four additional six-month renewal options.

- The RFA will be evaluated based on the following criteria:
  - Technical – 75% (Applicant’s Application must receive at least 75% of the available raw technical points)
  - Cost – 25%
  
- The technical evaluation will be based upon the following criteria:
  - Soundness of Approach;
  - Applicant Qualifications;
  - Personnel Qualifications;
  - Understanding the Project.

- As detailed in the RFA # 07-21, the Pennsylvania Department of Human Services is seeking a Vendor Fiscal/Employer Agent (“VF/EA”) Financial Management Services (“FMS”) organization to perform payment-related employer responsibilities on behalf of participants or their representatives who exercise employer or budgetary authority with respect to their participant-directed services.



- Participating Program Offices include:
  - The Office of Developmental Programs (“ODP”)
  - The Office of Long-Term Living (“OLTL”)
  
- Programs include:
  - Participating ODP waiver programs including the Consolidated Waiver, the Community Living Waiver, the Person/Family Directed Support (“P/FDS”) Waiver, and the Adult Autism Waiver.
  - Participating OLTL programs include a 100% State funded program called the Act 150 program and the OBRA Waiver.
  
- Participant Count:
  - Approximately 964 ODP participants and 625 OLTL participants have chosen participant-directed services and use the VF/EA FMS model.

# Project Overview (cont.)



- Applicants must respond to all areas of the technical submittal and propose how the Applicant will satisfy each of the following Requirements. Please reference the RFA for more information. There are nine categories in the Technical Submittal that require an Applicant response. They include:

Technical Submittal Categories			
1	Statement of the Project	6	Work Plan
2	Management Summary	7	Requirements
3	Qualifications	8	Reports and Project Control
4	Training	9	Performance Standards
5	Financial Capability		

This is a broad list of requirements. Please pay close attention to the details describing each in Part III of the RFA.

## ➤ Cost Submittal Worksheet:

- Recommend paying close attention to the instructions tab of the Cost Submittal worksheet to understand what costs should be included in the all-inclusive Per Member Per Month (PM/PM) fixed administrative fee.
- The Department will not reimburse any incurred costs outside of the all-inclusive PM/PM Fixed Administration Fee.
- Please note that any pricing that contains conditions placed on the acceptance of the rate or includes assumptions will be found to be non-responsive to the requirements of the RFA and will disqualify the contractor.

Goal Setting Information  
Session

---

---

RFA 07-21

---

---

Issuing Officer –  
Holly Zeiders -  
hzeiders@pa.gov



**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

---

---



March 24, 2022, 1:00 PM

# What's the Point?



# Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Jaggaer References:

## Part I - General Information

- I-11. Small Diverse Business (“SDB”) and Veteran Business Enterprise (“VBE”) Participation.
- I-13. Application Requirements

## Part II - Criteria for Selection

- II-1. Mandatory Responsive Requirements
- II-3. Evaluation

## Part V - Small Diverse Business Participation & Veteran Business Enterprise Participation Submittal Information

## Appendices

- Appendix D – Small Diverse Business Participation
- Appendix E – Veteran Business Enterprise Participation

**A Bidder/Applicant’s failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of either the SDB or VBE participation goal will result in the rejection of the Bid or Proposal as nonresponsive.**

# Solicitation Specific Goals



RFA 07-21	SDB	VBE
	5%	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.



**Primes are welcome to exceed the goal!**

# 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 \$38.5 Million, regardless of business type (effective 11/1/2018).

## Small Diverse Business (SDB)

Goal oriented

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- 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.**



# Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page on the Pennsylvania Department of General Services website. The page includes a navigation bar with 'Home', 'PA eMarketplace', and 'Search Contracts'. A note explains that searches will find suppliers qualified for ITQ contracts and registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). There are two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number' and 'Search'/'Reset' buttons; and 'Advanced Search'. At the bottom, there is a table with columns for 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'. A 'Show 10 entries' dropdown and 'Export to Excel'/'Reset Search Criteria' buttons are also visible.

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

# 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%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison

# Quick Search



## Supplier Search

Home PA eMarketplace Search Contracts

**Note:** The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

### Quick Search

Supplier Name or SAP  
Number

Search

Reset

**IMPORTANT:** Always click **Reset** prior to a new search to clear parameters from previous searches

### Advanced Search

Show 10 entries

Export to Excel Reset Search Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
<a href="#">21ST CENTURY MEDIA NEWSPAPER LLC</a>	ROBERT BUTKINS <a href="mailto:sales@nittanyvalley.com">sales@nittanyvalley.com</a>					No
<a href="#">22 GROUP, LLC ()</a>	Caroline M. Harper	757 PUBLIC RD	9/23/2019-	9/23/2019-		No

To search or browse ALL Small and Small Diverse Businesses by Name OR 6-digit SAP Number (option also available through Advanced Search)

# Advanced Search

## Supplier Classifications

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier
- Select all Classifications
- Select all Small Diverse Business Classifications

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

Find only vendors that have all selected classifications  
 Find only vendors that have at least one selected classification

## UNSPSC Description

Enter a brief code description (e.g. Door)

Type in any part of a UNSPSC code description to find vendors who have selected that UNSPSC code. ex: Landscaping will find vendors who have selected any UNSPSC code that has landscaping anywhere in the description. [Click here to download the entire list in Excel format.](#)

← OR ↓

## UNSPSC Codes

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories
- 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
- 26000000 - Power Generation and Distribution Machinery and Accessories

Click arrow to expand Segment for additional codes

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

See slide 13 to understand the UNSPSC code hierarchy.

Find only vendors that have all selected UNSPSC codes  
 Find only vendors that have at least one selected UNSPSC code

# Advanced Search

Use multiple filters to restrict your search results to exactly what and where you need.

**PA Counties**

- Clarion County
- Clearfield County
- Clinton County
- Columbia County
- Crawford County
- Cumberland County
- Dauphin County
- Delaware County
- Elk County
- Erie County
- Select all Counties

Find only vendors that s

Find only vendors that s

**Supplier Classifications**

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran-Owned Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

**UNSPSC Codes**

- 30100000 - Structural components and basic shapes
- 30110000 - Concrete and cement and plaster
- 30120000 - Roads and landscape
- 30130000 - Structural building products
- 30140000 - Insulation
- 30150000 - Exterior finishing materials
  - 30151500 - Roofing materials
  - 30151600 - Roofing accessories
  - 30151700 - Rain gutters and accessories
  - 30151800 - Siding and exterior wall materials
  - 30151900 - Finishing materials and products
  - 30152000 - Fencing

Find only vendors that have all selected UNSPSC codes

Find only vendors that have at least one selected UNSPSC code

# Search Results

Advanced Search

Show 25 entries

Export to Excel [Reset Search Criteria](#)

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
<a href="#">ADVANCED AUDIO VISUAL SALES INC</a>	JOHN GREENE DIRECTOR OF SALES <a href="mailto:John.Greene@advancedav.com">John.Greene@advancedav.com</a> (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
<a href="#">ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)</a>	Craig Connelly <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTOLS.COM">CCONNELLY@ADVANCEDBLDGCONTOLS.COM</a> (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
<a href="#">ADVANCED BUILDING PERFORMANCE INC ()</a>	Pei Pei Cavalier <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
<a href="#">ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)</a>	Nicholas Ward <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a> (Phone) 610-597-0012	PO BOX 3223 ALLEN TOWN, PENNSYLVANIA 16710	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

## Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

## Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

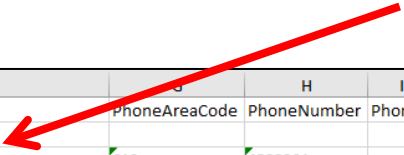
## Veteran Business Enterprise

- Advanced Cleaning Solutions LLC

# Excel Export Results – Supplier Contacts

Excel Export Results includes Vendor ID, Supplier Name, Contact Name, Email, Phone, Fax

A	B	C	D	E	F	G	H	I	J	K
SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsles.com	412	5233398		800	8137122
135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjsservices.com					
137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
157009	CONTRACT HARDWARE AND SUPPLY	SB MAIN	BRAD BOTTEICHER		bradb@chsupplyinc.com	814	9412340		814	9412342



Suppliers	Supplier Addresses	<b>Supplier Contacts</b>	Counties	Supplier Classifications	ITQs	ITQ Contracts	UNSPSC Codes
-----------	--------------------	--------------------------	----------	--------------------------	------	---------------	--------------

# New Forms and Processes

## Attachment A

- 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*



# 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***  
*Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal*

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.

The following instructions also include details 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.

**A Bidder/Offeror's failure to meet the SDB participation goal in full or their failure to 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 eMarketplace advertisement and also in the Notice to Bidders. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.

II. **SDB Eligibility:**

1. **Finding SDB firms:** Offerors can access the directory of **DGS-verified** SDB firms from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
2. **Only SDBs verified by DGS** and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, **must be DGS-verified for the services, materials or supplies that it has committed to perform on the SDB Utilization Schedule (SDB-3).** A firm whose SDB verification is pending or

# SDB Submittal – SDB-2

## SDB-2 SDB PARTICIPATION SUBMITTAL

**CRITICAL**  
✓ Check One, and Only One, Box

**CLICK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.**  
*Click on bold titles to navigate to that specific page.*

**I agree to meet the SDB participation goal in full.**     **I am requesting a partial waiver of the SDB participation goal.**     **I am requesting a full waiver of the SDB participation goal.**

**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 required in order to be considered for award.

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 participation goal.

I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award:

1. an SDB Utilization Schedule

**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 for this solicitation and am requesting a full waiver of the SDB participation goal.

I have completed and am submitting with my bid or proposal a **Good Faith Efforts Waiver Request for the SDB**

# SDB Utilization Schedule – SDB-3

**CRITICAL**  
 ✓ Verify SDB/VBE validity

## SDB-3 SDB UTILIZATION SCHEDULE

Identify all SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will 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 (add additional Letters of Commitment as necessary).

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DG5 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)	Dollar Value of Commitment (after applying any calculation per SDB-1, Section IV, Calculating SDB participation)
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 <input type="checkbox"/> SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <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"/> LGBTBE <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"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$ 0

# Letter of Commitment SDB-3.1

**CRITICAL**  
 ✓ Complete all shaded areas.

## SDB-3-1 LETTER OF COMMITMENT

as confirmation of the commitment by the prime Bidder or Offeror  
 (SDB) on the below-referenced Solicitation/Project.

Organization Name: \_\_\_\_\_

	Bidder/Offeror Information	SDB Information
Address		
Point of Contact		
Telephone number		
Email address		

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 term of the prime contract, as more specifically set forth below:

Services or supplies the VBE will provide:	
Specific Time Frame the VBE will provide the services or supplies:	

Dollar Value of Commitment These services or supplies represent \$ \_\_\_\_\_ for the term of the contract.

SDB verified By signing below, the SDB represents that it meets the SDB requirements set forth in the Solicitation and all required documentation has been provided to the Bidder/Offeror for its SDB submission.

Sincerely,	Acknowledged
_____	_____
Printed name	Printed name

**SDB to expect a letter and SIGN it!**

# 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 Applicant 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.

# 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)

# SDB GFE Documentation – SDB-5

## SDB-5

### GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

<b>Project Description:</b>	
<b>Commonwealth Agency Name:</b>	
<b>Solicitation #:</b>	
<b>Solicitation Due Date and Time:</b>	
<b>Bidder/Offeror Company Name:</b>	
<b>Bidder/Offeror Contact Name:</b>	
<b>Bidder/Offeror Contact Email:</b>	
<b>Bidder/Offeror Contact Phone Number:</b>	

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

# GFE Waiver – Part 1

## Identify Items of Work Applicant Made Available to SDBs

**CRITICAL**  
 ✓ List all components of work offered for subcontracting.

Identify all items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified as possible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total work that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of SDB participation met or exceeded the SDB participation goal set for the procurement.

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

Attach additional sheets if necessary.



# GFE Waiver – Part 2

## Identified SDBs and Record of Solicitations

**CRITICAL**  
 ✓ Specifics and Details  
 are important

Offeror must provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB was used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on Schedule (SDB-2).

Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB was used to sign the SDB Subcontractor Unavailability Certificate.

Name of Identified SDB and Classification	Describe Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Received?	Quote Used?	Reason Quote Rejected
SDB Name:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing
SDB Name:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date: <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing

Attach additional sheets as necessary.

# GFE Waiver – Part 3

## SDB Outreach Compliance Statement

**CRITICAL**  
✓ Documentation for  
Part 1

1. List the Identified Items of Work for subcontracting opportunities for the solicitation along with specific work categories:

2. Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these subcontract opportunities.

3. Offeror made the following attempts to contact the Identified SDBs:

4. Bonding Requirements (Please Check One):

This project does not involve bonding requirements.

Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements.  
(DESCRIBE EFFORTS):

5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):

# GFE Waiver – Part 4

## Additional Information Regarding Rejected SDB Quotes

**CRITICAL**  
 ✓ Documentation for Part 2

Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the work for the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if applicable, provide the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of

Describe Identified Items of Work not being performed by SDBs (include specific section from bid or proposal)	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Amount of non-SDB quote \$	Name of other firms that provided quotes and whether they are SDB	Amount quoted \$	Reason why SDB quote was rejected along with brief explanation
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name:		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name:		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other

# GFE Waiver – Part 5

## Subcontractor Unavailability Certificate

**CRITICAL**  
✓ Required for each vendor listed in Part 1

I hereby certified that the firm of \_\_\_\_\_  
(Name of SDB)

located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

was offered an opportunity to bid on Solicitation No. \_\_\_\_\_

by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\*\*\*\*\*

2. \_\_\_\_\_ (SDB), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_ (Signature of SDB's Representative) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

# Best Practices

## Dos

- 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.

## Don'ts

- 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.

# Notes

- READ, READ, READ, solicitation instructions completely.
- Subcontractors identified in SDB-3, Utilization Schedule must be validated as of bid due date and time.
- Appendix F – Model Form SDB/VBE Subcontractor Agreement is provided for informational purposes only (1.2.3 and 1.2.3). To be completed by award winning vendor only.

# 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**

# 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](mailto:GS-BDISBO@pa.gov)

# Contractor Partnership Program

Bureau of Employment Programs  
Hoa Pham, Bureau Director

3/29/2022

## **What is the Contractor Partnership Program (CPP)?**

The CPP is a collaboration between the Pennsylvania Department of Human Services (DHS) and its contractors to increase the employment rate of TANF beneficiaries.

Contractors who hold agreements meeting certain criteria with DHS are required to establish a TANF hiring goal and implementation plan that supports TANF beneficiaries in obtaining employment with the contractor, grantee, or their subcontractors.

## What are the benefits for Applicants and Subgrantees?

- Fulfills workforce needs by connecting entities to a pool of job candidates.
- Connects entities to PA's Employment & Training network who can assist in developing workforce training, hiring, and retention at no cost.
- Entities may be eligible for tax credits for hiring individuals receiving TANF such as the Work Opportunity Tax Credit

### [WOTC](#)

- Establishes entities as part of a collective solution to lifting people out of poverty.

## RFA Requirements

- The RFA contains an overview of CPP in Part VI.
- Applicants should submit the information being requested in Part VI-3 of the RFA as their CPP Submittal.
- This submittal will NOT be part of the scoring criteria, but it must be completed. After selection for negotiations, DHS will review the selected Applicant's CPP Submittal and may approve or request changes as part of negotiations.

## Implementing a Hiring Plan

- As part of its CPP submittal, each Applicant should submit a hiring target.
- Applicants should review the positions the organization currently offers and anticipate their needs not only as a result of being awarded an agreement but generally throughout the organization for:
  - Both degree and non-degree positions
  - Subcontractor positions should be considered
  - CPP hires are not specific to the work outlined in the contract

## How is the hiring target determined?

As part of their CPP submittal, Applicants will report their number of Pennsylvania hires annually for the past three years and calculate their average number of hires per year; the target will be 10% of the average.

*\*Total workforce hires in Pennsylvania\**

# Contractor Partnership Program

## *Hiring Target Example:*

*Company X hired **50** people in 2018, **47** in 2017 and **35** in 2016 in Pennsylvania.*

$$(50 + 47 + 35)/3 = 44 \text{ hires on average per year}$$

$$10\% \text{ of } 44 = 4.5$$

*4-5 CPP hires is the target for each year of the agreement*



## Program Requirements

- Submit a hiring goal. The hiring goal should be 10% of the average of annual PA hires over the past 3 years. (Example)
- Beginning October 2019, submit a hiring implementation plan as part of the RFA/RFP application.
- Establish a Business Folder in CWDS and ensure contact information is current.
- Implement the hiring plan (post jobs, connect with programs, interview, etc.)
- Complete quarterly employment forms via the Commonwealth Workforce Development System (even if no hires were made during that quarter).

Q1-October 15	Q3-April 15
Q2-January 15	Q4-July 15
- Maintain communication with program office contract monitors or CPP staff on progress and challenges.

# Contractor Requirements-Additional Notes

- **Contract Specific:** The CPP requirement is contract specific, meaning each contract held with the Department may require a hiring goal. If a contractor has multiple contracts with DHS, they may have multiple goals.
  
- **Subcontractors:** Hires made by subcontractors can also count towards the CPP hiring goal. Subcontractors may also be designated to complete the quarterly reports in CWDS.
  
- **Eligible positions:** Hires can be for any position; the position does not have to be related to the specific contract project(s). TANF beneficiaries possess a wide range of skill sets and can fulfill a variety of positions, depending on the individual's background and experience. Common industry-specific certifications include areas such as:
  - Food Prep and Safety
  - Hospitality
  - Health Care
  - Administrative Services

## How can DHS connect the selected Applicant with TANF beneficiaries?

- The selected Applicant can post available positions via PA CareerLink® online: [pacareerlink.pa.gov](https://pacareerlink.pa.gov)
- DHS can connect entities with local employment and training programs including the Employment Advancement and Retention Network (EARN), Work Ready, and Keystone Education Yields Success (KEYS) providers who work directly with TANF beneficiaries.

## EARN and Work Ready

Providers	Participant Services
22 Local Workforce Development Boards  11 Community Action Agencies	<p>With a major redesign beginning July 2020, EARN and Work Ready now provide the following services to participants:</p> <ul style="list-style-type: none"><li>• Individualized coaching or case management</li><li>• Support to address employment barriers</li><li>• Employability skills development</li><li>• Counseling services</li><li>• Access to training programs leading to credentials</li><li>• Job placement and job search assistance</li><li>• Support services such as child care and transportation</li><li>• A minimum of one year of retention services to help navigate the transition into the workforce</li></ul>

## Keystone Education Yields Success (KEYS)

Providers	Services
14 Community Colleges	<p>The KEYS Program supports participants who are attending an approved program primarily at Pennsylvania’s community colleges. Services include:</p> <ul style="list-style-type: none"><li>• On-site support to pursue certificates and degrees</li><li>• Help with navigating college requirements</li><li>• Assistance with financial aid and scholarship applications</li><li>• Support services such as child care, transportation, books, and supplies</li><li>• Connections to other college services such as academic advising, tutoring, student activities, and career services</li></ul>

## What are the responsibilities of oversight staff?

The Bureau of Employment Programs (BEP) and Project Monitors will work together to:

- Provide support to selected Applicant;
- Ensure that the selected Applicant designates and maintains a point of contact for CPP purposes;
- Support selected Applicant in making connections to job candidates and provide technical assistance as needed;
- Conduct outreach when the selected Applicant fails to respond to program requests;
- Review CPP targets during annual monitoring and targeted technical assistance visits; and
- Share quarterly updates, and hold further discussions, if needed.

## Contact Information

Contractor Partnership Program

**Email:** [RA-BETPCPP@pa.gov](mailto:RA-BETPCPP@pa.gov)

PA CareerLink® online:

[pacareerlink.pa.gov](http://pacareerlink.pa.gov)

- The Project Timeline includes:
  - March 10, 2022 – RFA # 07-21 was Issued
  - March 24, 2022 – Pre-Application Conference
  - March 24, 2022 – Deadline to submit questions
  - March 31, 2022 – Answers to Potential Applicants’ questions will be posted to the Department of General Services (“DGS”) website
  - April 25, 2022 – Due date for Applications



- To date, no written questions have been submitted by email.
- We will not answer any question not provided in writing.
- No answer is official until it is answered in writing and posted to the DGS website as an addendum to the RFA.
- All questions must be submitted via email to the following resource account, [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV), by March 24, 2022, at 5pm.

- This concludes the Pre-Application conference.
- Answers to all questions posed will be posted to the DGS website at:  
<http://www.emarketplace.state.pa.us/Search.aspx>  
by close of business on March 31, 2022.

Holly Zeiders  
Department of Human Services  
Bureau of Procurement & Contract Management  
Health & Welfare Bldg., Rm 832  
Harrisburg, PA 17120  
Email to: [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV)

Any contact with the Department concerning this RFA  
must be through the RFA Issuing Officer.