

Independent Audit Services for Medical Assistance Programs

Request for Proposal (RFP) #02-19

July 14, 2021

- **Mara Perez** – Office of Medical Assistance Programs
- **Eric McCoy** – DHS Bureau of Procurement & Contract Management, Issuing Officer
- **Audrey Smith** - Department of General Services (DGS)
Bureau of Diversity, Inclusion and Small Business Opportunities
- **Laura Schlagnhauser** - Office of Income Maintenance,
DHS Contractor Partnership Program



- Introductions
- Ground Rules
- DHS Mission
- Critical Points
- Project Overview
- Timeline
- Small Diverse Business/Veteran Business Enterprise Overview
- Contractor Partnership Program
- Questions
- Adjourn

- All questions must be submitted via the Q&A Board located in JAGGAER by July 16, 2021 at 12:00 PM EDT.
- Answers to Potential Applicant questions will be posted as an addendum on the DGS website (<http://www.emarketplace.state.pa.us/>) and JAGGAER by July 28, 2021.
- Any changes to the RFP will be issued as a formal written addendum.
- All communication shall be made **only** through the RFP Issuing Officer. Violation of this condition may result in rejection of the offending Offeror's proposal.

- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete proposal, including the required signature. Follow the proposal format as detailed in the RFP Description Language #13.B. Include the appropriate heading descriptions, respond to all requirements, and provide any other relevant information as an appendix.
- Each proposal must contain the following submittals: Technical, Cost, Small Diverse Business, Veteran Business Enterprise, and Contractor Partnership Program.
- Do not include any cost data in the Technical or the Small Diverse Business or Veteran Business Enterprise portions of your proposal.
- Proposals **must** satisfy all the mandatory responsiveness requirements listed in RFP Description Language #31. The Department does not have discretion to waive these requirements and failure to satisfy the mandatory requirements **will** result in rejection of your proposal.

- Proposals (the electronic copy in JAGGAER and the hard copies of the completed Corporate and Key Personnel Reference Questionnaires) must be received by 12:00 PM EDT on August 13, 2021.
- In accordance with RFP Description Language #16, the Department may request an oral presentation, written presentation, or both. The Department may also request Best and Final Offers pursuant to RFP Description Language # 20.
- The resulting contract will be for a term of 3 years with 2 one-year renewal options.
- Please read the ***entire*** RFP carefully before submitting questions. The answers to many questions may be found in subsequent sections of the RFP.

- The RFP will be evaluated based on the following criteria:
 - Technical – 65%
 - Cost – 35%
 - Domestic Workforce Utilization – Up to 3% bonus points
- The technical evaluation will be based upon the following criteria:
 - Soundness of Approach;
 - Applicant Qualifications;
 - Personnel Qualifications; and
 - Understanding the Project.
- Per RFP Description Language #26, the Department will notify all Offerors in writing of the Offeror selected for contract negotiations. Once negotiations have been successfully completed and the Department has received the final, negotiated contract signed by the selected Offeror, Offerors whose proposals were not selected will be notified of contract award.

Project Overview



- The Department is seeking an Independent Audit Services firm with Medicaid experience to provide as needed examinations and agreed upon procedures (“AUPs”) of Managed Care Organizations (“MCOs”), Disproportionate Share Hospitals (“DSHs”), Federally Qualified Health Centers/Rural Health Clinics (“FQHCs/RHCs”), and other healthcare providers, as necessary. The Independent Audit Services firm must also provide technical assistance and Commonwealth staff training, as well as litigation support, if necessary.
- The Department is the single state agency responsible for administering Pennsylvania’s Medicaid program, known as the Medical Assistance (“MA”) Program. The Department must administer the MA Program in accordance with requirements of Federal and State laws and regulations. The majority of MA beneficiaries in Pennsylvania receive services through an MCO.
- The services within the scope of this RFP are required by the Federal Centers for Medicare & Medicaid Services (“CMS”) for the different providers described above. The selected Offeror must provide services in accordance with federal and state law, including but not limited to generally accepted government auditing standards (“GAGAS”) issued by the Comptroller General of the United States.

- Offerors must respond to all areas of the technical submittal and propose how the Offeror will satisfy each of the following Requirements. Please reference the RFP for more information.
 - Customer Service Transformation;
 - Regulatory Requirements, including requirement to perform AUPs and examinations in accordance with GAGAS;
 - Maintain Independence (including subcontractors);
 - Document Security;
 - HIPAA Compliance;
 - Emergency Preparedness;
 - Lobbying Certification and Disclosure of Lobbying Activities; and
 - Travel and Administrative Costs.

This is a broad list of requirements. Please pay close attention to the details describing each Requirement in Part I the RFP.



- Offerors must respond to all areas of the technical submittal and propose how the Offeror will satisfy each of the following Tasks. Please reference Part I, Section I-5 of the RFP for more information.
 - Independent Audit Services are needed for the following;
 - MCO Annual AUP Engagements
 - MCO Quarterly Examinations
 - Federally Qualified Health Center (FQHC)/Rural Health Center (RHC) Examinations
 - Disproportionate Share Hospital (DSH) Annual Examinations
 - Litigation Support
 - Technical Assistance
 - Ad Hoc Engagements
 - Continuing Professional Education

Please refer to Part I, Section I-5 of the RFP for the estimated service hours for each of these tasks.

- Additional Tasks:
 - Transition
 - Turnover

This is a broad list of tasks. Please pay close attention to the details describing each Task in Part I of the RFP.

- In addition to the Tasks (Part I, Section I-5) and Requirements (Part I, Section I-6), an Offeror's Technical Submittal must include a response to each of the following sections of the RFP:
 - Statement of the Project (Part I, Section I-1)
 - Management Summary (Part I, Section I-2)
 - Qualifications (Part I, Section I-3), including:
 - Company Overview
 - Company Requirements
 - Prior Experience
 - Personnel
 - Financial Capability (Part I, Section I-4)
 - Reports and Project Control (Part I, Section I-7)
 - Performance Standards (Part I, Section I-8)
 - Objections and Additions to IT Contract Terms and Conditions (Part I, Section I-10)

Independent Auditing Services
RFP 02-19

Pre-Proposal Conference

Issuing Officer –
Eric McCoy



pennsylvania

BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES



July 14, 2021 2:30
PM

What's the Point?



Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Jaggaer

References:

Description

- #8. Small Diverse Business and Veteran Business Enterprise Participation
- #9. Pre-proposal Conference
- #13. Proposal Requirements
- #31. Mandatory Responsive Requirements

Questions – RFP Questions

- Group 1.2 – Small Diverse Business Participation
- Group 1.3 – Veteran Business Enterprise Participation

A Bidder/Offeror'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



Independent Auditing Services RFP 02-19	SDB	VBE
	28%	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'. The table is currently empty. Utility buttons for 'Export to Excel' and 'Reset Search Criteria' are also visible.

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

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
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS sales@nittanyvalley.com					No
22 GROUP, LLC ()	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.

The screenshot displays an advanced search interface with the following components:

- PA Counties:** A list of Pennsylvania counties with checkboxes. Cumberland County and Dauphin County are checked. A "Select all Counties" option is at the bottom.
- Supplier Classifications:** A list of business categories with checkboxes. Minority Business Enterprise, Woman Business Enterprise, LGBT Business Enterprise, Disabled-Owned Business Enterprise, Service-Disabled Veteran Business Enterprise, Veteran Business Enterprise, and Small Business are checked. Stocking Supplier and Non-Stocking Supplier are unchecked.
- UNSPSC Codes:** A detailed view of a list of codes. The "30150000 - Exterior finishing materials" category is expanded, showing sub-categories like "30151500 - Roofing materials" and "30151600 - Roofing accessories", which are checked. Other codes like "30140000 - Insulation" are also checked.
- Search Options:** Radio buttons for "Find only vendors that have all selected UNSPSC codes" (unchecked) and "Find only vendors that have at least one selected UNSPSC code" (checked).
- Buttons:** "Search" and "Reset" buttons.

Search Results

Advanced Search

Show 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
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Green@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCNTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	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

Supplier Profile

Name:	ADVANCED CLEANING SOLUTIONS LLC
SAP Number:	511377
Doing Business As:	ADVANCED CLEANING SOLUTIONS LLC
Other Names:	
Keywords:	
Web site:	
SB Validity Dates:	02/27/2018 - 03/31/2020
SDB Validity Dates:	02/27/2018 - 03/31/2020
VBE Validity Dates:	02/27/2018 - 03/31/2020
COSTARS Participant:	No

← SB, SDB & VBE Expiration Dates

Supplier Classifications

- Small Business
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise

← SB, SDB & VBE Classifications

Contact Information

Contacts

Contact Type	Contact Details	Phone
CORPORATE	Email: CLEANTEAM@ADVANCEDSOLUTIONSPA.COM	
SB MAIN	Nicholas Ward Title: Email: cleanteam@advancedsolutionsPA.com	610-597-0012

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	VBE Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Green@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCNTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	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

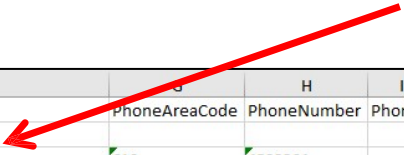
Veteran Business Enterprise

- 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@barbarajsales.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	Supplier Contacts	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.

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 an **SDB Utilization Schedule (SDB-3)**, which is required in order to be considered for award.

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 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 Participation Goal**.

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

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 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)	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 Offeror 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

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:	

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 Offeror 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 is required to 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 is being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the Solicitation 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 refused 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 am 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

Do's

- 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.
- Model Form SDB/VBE Subcontractor Agreement is provided for informational purposes only. To be completed by award winning vendor only.

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

Contractor Partnership Program

Bureau of Employment Programs
Hoa Pham, Bureau Director

7/15/2021

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 Contractors and Grantees?

- 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.

RFP Requirements

- The RFP contains an overview of CPP in Appendix G.
- Offerors should submit the information being requested in Section 3 of Appendix G 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 Offeror's CPP Submittal and may approve or request changes as part of negotiations.

Implementing a Hiring Plan

- As part of its CPP submittal, each Offeror should submit a hiring target.
- Offerors should review the positions the organization currently offers and anticipate their needs not only as a result of being awarded a contract 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, Offerors 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 selected Offerors with TANF beneficiaries?

- Selected Applicants can post available positions via PA CareerLink® online: 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	With a major redesign beginning July 2020, EARN and Work Ready now provide the following services to participants: <ul style="list-style-type: none">• Individualized coaching or case management• Support to address employment barriers• Employability skills development• Counseling services• Access to training programs leading to credentials
11 Community Action Agencies	<ul style="list-style-type: none">• Job placement and job search assistance• Support services such as child care and transportation• A minimum of one year of retention services to help navigate the transition into the workforce

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">• On-site support to pursue certificates and degrees• Help with navigating college requirements• Assistance with financial aid and scholarship applications• Support services such as child care, transportation, books, and supplies• Connections to other college services such as academic advising, tutoring, student activities, and career services

What are the responsibilities of oversight staff?

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

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

Contact Information

Contractor Partnership Program

Email: RA-BETPCPP@pa.gov

PA CareerLink® online:

pacareerlink.pa.gov

- The Project Timeline includes:
 - June 30, 2021– RFP was Issued
 - July 14, 2021 - Pre-proposal Conference
 - July 16, 2021 – Deadline to Submit Questions. Questions must be received by 12PM EDT.
 - July 28, 2021- Answers to questions posed will be posted on www.emarketplace.state.pa.us and JAGGAER.
 - August 13, 2021- Due date for proposals and references. Proposals must be received by the Issuing Office by 12 PM EDT.

- All questions must be submitted via the Q&A Board in JAGGAER as individual questions by July 16, 2021 by 12PM EDT.
- Answers to all questions posed will be posted to www.emarketplace.state.pa.us and JAGGAER by July 28, 2021. No further questions will be entertained or answered after this date.



Eric McCoy
Department of Human Services
Bureau of Procurement and Contract Management
Room 832 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120

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

This concludes the Pre-Proposal Conference.