



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE**

**Division of Procurement
Room 525, Health & Welfare Building
Commonwealth Avenue & Forster Street
PO Box 2675
Harrisburg, PA 17120**

**Daniel R. Boyd
Director**

**Telephone 717-783-3767
Fax 717-787-3560**

January 4, 2011

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**SUBJECT: RFP NO. 10-10 A STATE MEDICAL REVIEW TEAM FOR THE DISABILITY
ADVOCACY PROGRAM**

Dear Prospective Offeror:

The attached package represents a formal issuance of materials related to the Commonwealth of Pennsylvania, Department of Public Welfare Request for Proposal (RFP) 10-10, A State Medical Review Team for the Disability Advocacy Program.

1. MPP Presentation
2. CPP External Presentation Update

**NO ADDITIONAL QUESTIONS REGARDING RFP 10-10 WILL BE ACCEPTED OR
ANSWERED EITHER VERBALLY OR IN WRITING.**

All proposals must be received by January 27, 2011, **at or before 2:00 p.m.**, by the Department of Public Welfare, Division of Procurement, Room 525, Health and Welfare Bldg, 625 Forster Street, Harrisburg, Pennsylvania 17120.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel R. Boyd".

Daniel R. Boyd, Director
DPW Division of Procurement

Attachement(s)

Department of Public Welfare

Mentor Protégé Program Submittal



Priorities of Small Business Mentorship at DPW


- The purpose of the Mentor-Protégé relationship is to enhance the capabilities of the Protégés; and to improve their ability to successfully compete for Commonwealth contracts.
- Maximize DPW resources through collaborative partnerships with our contractors
- Introduce capacity building support to sustain the growth of small, disadvantaged and minority and women owned enterprises

Priorities of Small Business Mentorship at DPW

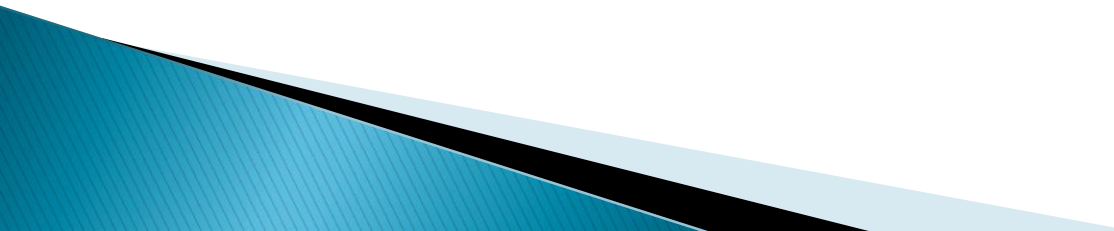
- Stimulate the economy through small business job creation
- Generate added value in the contracting process to further support the citizens of the Commonwealth

Who is Qualified to Participate?

Mentors

- Possess favorable financial health and character
 - Possess a track record of positive working relationships with DBs which includes honoring financial commitments to DBs , reporting requirements and compliance with other applicable contract conditions;
 - Does not appear on the list of debarred or suspended contractors;
 - Can add value to a Protégé from lessons learned, practical experience and professional expertise
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Protégés -

- Be identified as a DB on the instant contract
 - Certified as M/WBE by PA Department of General Services
 - Possess good standing as a M/WBE
 - Does not appear on the list of debarred or suspended contractors
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Mentor Protégé Action Planning to Support Your RFP Response

- Adopt the Mentor Protégé Program to provide a competitive advantage in your response
- Appoint a staff person who will drive this initiative internally
- Mentor and protégé firms enter into a written agreement that details the protégé's needs and the assistance the mentor has committed to provide.

Mentor Protégé Action Planning to Support Your RFP Response

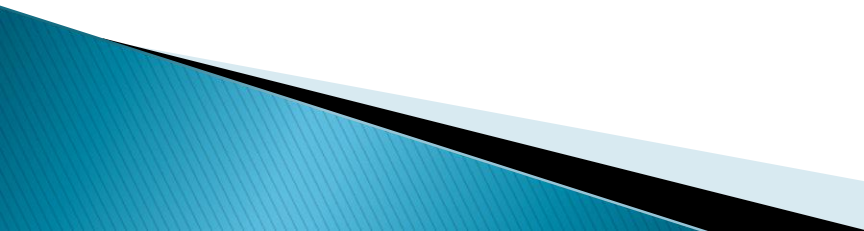
- Follow the MPP checklist outlined in the RFP
- ▶ Offerors should consider development of their selected DBs/BMWBO certified MBEs and WBEs in the following areas:
 - Management Expertise & Product / Service Specialization
 - Financial Management & Business Viability
 - Capacity-Building Measures / New Emerging Markets & Sales
 - Product / Service Technical Innovations
 - Expanded Expertise and Service Capacity
 - Professional Development & Training
 - Strategic Business Practices to Sustain Growth

Mentor Protégé Program Plan

At a minimum, a Mentor Protégé Program Plan should include the following information:

- ▶ Name, title, phone number and email address of the assigned staff person responsible for managing the Mentor Protégé Program.
- ▶ Name, contact person, phone number, email address and commodity or service of selected protégé(s) that will participate in this program.
- ▶ Identification of subcontracting opportunities selected for business mentorship related to this RFP.
- ▶ Anticipated subcontracting amount for each DB/MWBE selected.

Mentor Protégé Program Plan

- ▶ Detailed outline of mentoring services that will be provided to further develop the identified protégé including a timeline and criteria for successful completion of the mentorship program.
 - ▶ The Mentor and Protégé firms must have a plan that results in promoting meaningful and sustainable gains to the Protégé.
 - ▶ Written statement of agreement to provide DPW with reports and updated information concerning the Mentor Protégé Program on a quarterly basis.
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Mentor Protégé Program Submittal

Merry-Grace Majors

Bureau of Equal Opportunity

Mentor Protégé Program

Department of Public Welfare

E-mail: mmajors@state.pa.us



PA DEPARTMENT OF PUBLIC WELFARE

**Contractor
Partnership Program**

What is the Contractor Partnership Program?

- **The Contractor Partnership Program (CPP) was created by Pennsylvania's Department of Public Welfare (DPW) to create additional employment opportunities within the Commonwealth.**
- **CPP is designed to leverage the economic resources of DPW to create jobs for individuals currently receiving TANF cash assistance by maximizing the recruitment, hiring and retention of those individuals by Commonwealth contractors, subcontractors and grantees.**

Who's required to participate in the program?

- All contractors, vendors, organizations, fiscal agents, county governments etc. that receive funding (25,000 or more) from the Department of Public Welfare (DPW) or a DPW funded initiative in the form of a contract, grant, memorandum of understanding or other contracting vehicle

What are the Pre Selection responsibilities of the Contractors?

- Fully answer **all** questions outlined in the Contractor Partnership Submittal section of the this RFP and any applicable BAFO memos
- While developing hiring numbers and plans to be submitted for scoring and approval; look **both** company and subcontractor wide for the **full** duration of the contract, when evaluating openings and/or potential openings to be filled.
 - ❖ *Percentages and ranges are not acceptable*

It should be noted that...

- In recognition of the difficulties contractors may face in hiring TANF recipients due to the specific scope of services of some RFPs; CPP will credit contractors for TANF public assistance hires that are specific to this RFP, any TANF public assistance hires made in their respective organization not specific to this RFP, as well as any (non duplicated) TANF public assistance hires subcontractors make and maintain on behalf of contractors **during the life of this contract.**
- While DB/MWBs can volunteer to assist contractors in meeting CPP requirements, Contractors can not require DB/MWBs to hire qualified TANF recipients as a stipulation to partnership on any contract that derives from this RFP.

Where are these people located?

- **Contractors can partner with the local service delivery providers in their area; the Workforce Investment Agency (WIA) or Community Action Agency Program (CAAP)**
(Note: Contact CPP to locate an agency within your area)
- **Contractors can also work with faith based organizations, host targeted job fairs, post advertisements in newspapers or the internet**
- **Contractors can post job orders that match “CPP Eligible” TANF recipients via the Commonwealth Workforce Development System (CWDS)**

How do contractors identify that candidates are qualified?

- PA contracts with public and private businesses to provide job skills recipients of TANF
- These Employment and Training sites are located in every county in PA
- Sites train on all things job related ranging from GED, ESL, soft skills, computer skills through in demand trade certifications and associate degrees
- Sites assist TANF recipients with multiple services including but not limited to; transportation, tools, uniforms and childcare
- Sites are monitored by DPW for performance in training curriculum , participation, job placement and job retention of placements
- Sites have designated CPP contacts to facilitate assisting contractors to make qualified hires and to meet your CPP requirements



What organizations have hired individuals through the Contractor Partnership Program?

- Educational Data Systems Incorporated
- Keystone Mercy
- Ameri Choice
- Logisticare
- University of Pittsburgh Medical Center
- Health Partners
- Deloitte
- Community Behavioral Health
- Multiple County Commissions statewide

What type of positions are typically filled by CPP applicants?

- Outpatient Case Manager
- Customer/Member Service Representative
- Data Entry Clerk
- Help Desk Operator
- Administrative Assistant
- Certified Nursing Assistants

- Receptionist
- Janitorial
- Call Center Operator
- Care Manager
- Security
- Outreach Coordinator
- Home Health Aides

What are the reporting requirements for CPP?

- **Within 10 days of receiving the notice to proceed, Contractors must register in the Commonwealth Workforce Development System (CWDS). In order to register the selected contractor must provide business, location and contact details by creating an Employer Business Folder for review and approval, within CWDS at <HTTPS://WWW.CWDS.State.PA.US>.**
- **Contractors are required to complete and submit the PA 1540 Quarterly Employment Report Form on a quarterly basis to document the number of TANF cash assistance recipients hired for that quarter.**
- **The form must be completed in its' entirety and forwarded to the Contractor Partnership Program by the fifteenth day of the following month after the quarter ends. If the 15th falls on a weekend or state holiday the report is due the next business day.**
- **A copy must also be sent to the DPW Project Officer**

What are the reporting requirements for CPP?

Cont.

- **All Contractors, regardless of their contract start date, must submit the PA 1540 based on the calendar quarter. If a contract begins in the middle of a quarter the information reported will be based on activity that occurred from the contract start date through the end of the quarter.**
- **If no activity occurred the form must be completed by stating “No Activity in this Quarter with the Contractor’s comments. This report must be signed by the entity that holds the contract with the DPW; it may not be signed by a subcontractor.**
(This form will be available to be completed via CWDS in spring 2011.)
- **The information submitted on this report will be audited for its’ accuracy and the findings will be utilized to determine if the Contractor is meeting its’ hiring requirements as noted in the contract.**

What are the benefits for hiring via CPP?

- Contractor can utilize PA's vast Employment & Training Network to assist in training, hiring and retention at no cost
- Contractors may be eligible for tax credits for hiring individuals receiving cash assistance
- It depends on the specific profile of the individual candidate
 - Information on tax credits can be found at: <http://www.dli.state.pa.us> (Search for Work Opportunity Tax Credit) or call 1-800-345-2555



For Additional Questions and Information

PA Department of Public Welfare
Office of Income Maintenance – BETP
Contractor Partnership Program
Health & Welfare Building
7th & Forster Streets, 2nd Floor West

Harrisburg, PA 17105

Phone: 1-866-840-7214

Email: RA-BETPCPP@state.pa.us