



Pre-proposal Conference PA Department of Education System of Assessments RFP 6100032526

**Issuing Officer: Jennifer
Habowski**

**May 12, 2015
1:30 – 3:30 pm**



- Introductions
- Housekeeping
- Supplier Support
- Background
- Bureau of Small Business Opportunities (BSBO)
- RFP Requirements
- Review of Submitted Questions and Answers
- Additional Questions and Answers



- **Department of General Services**

- Jennifer Habowski, Issuing Officer
- Curtis Burwell, BSBO

- **Department of Education**

- John Weiss, Curriculum, Assessment and Instruction



- In the event of a fire drill:
 - Exit building via stairs
 - Cross Walnut Street
 - Gather in the grass at the corner of Walnut and Commonwealth (across from Forum Building)
- Restrooms through secure door to the left
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to eMarketplace
- Blank question sheet

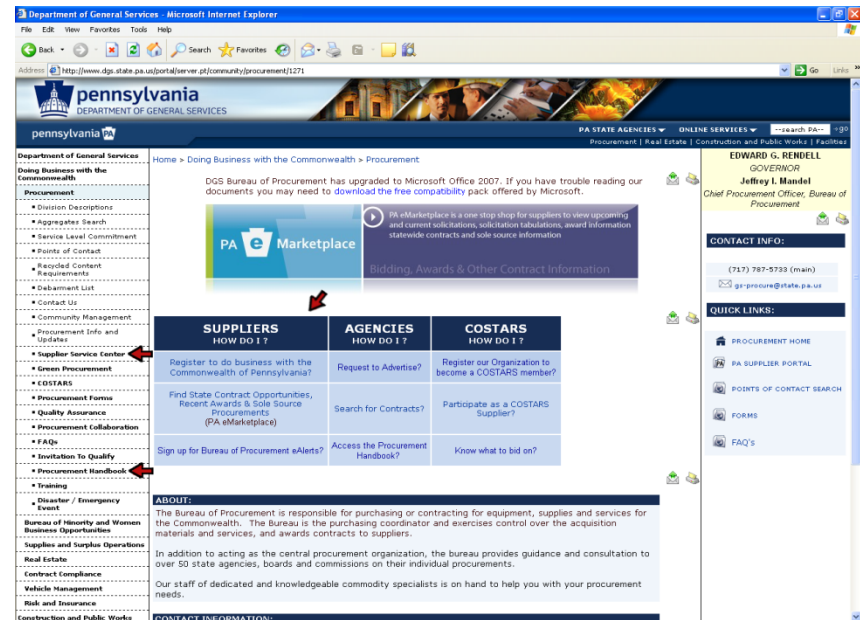


www.eMarketplace.state.pa.us

Your Gateway to All Procurement Information

Links to:

- Supplier Service Center
- PA e-Marketplace
- PA Supplier Portal
- Procurement Handbook

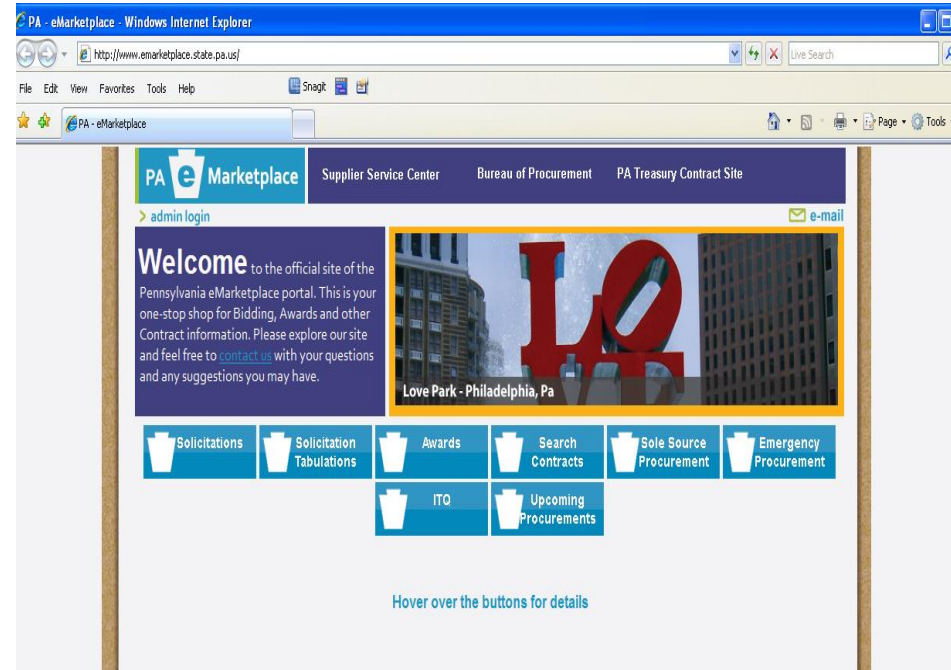




www.eMarketplace.state.pa.us

Your Gateway to Contract Information

- **Solicitations**
- **Tabulations**
- **Awards**
- **Contracts**
- **Sole Source**
- **Upcoming Procurements**
- **Links:**
 - **Supplier Service Center**
 - **Treasury Contracts**

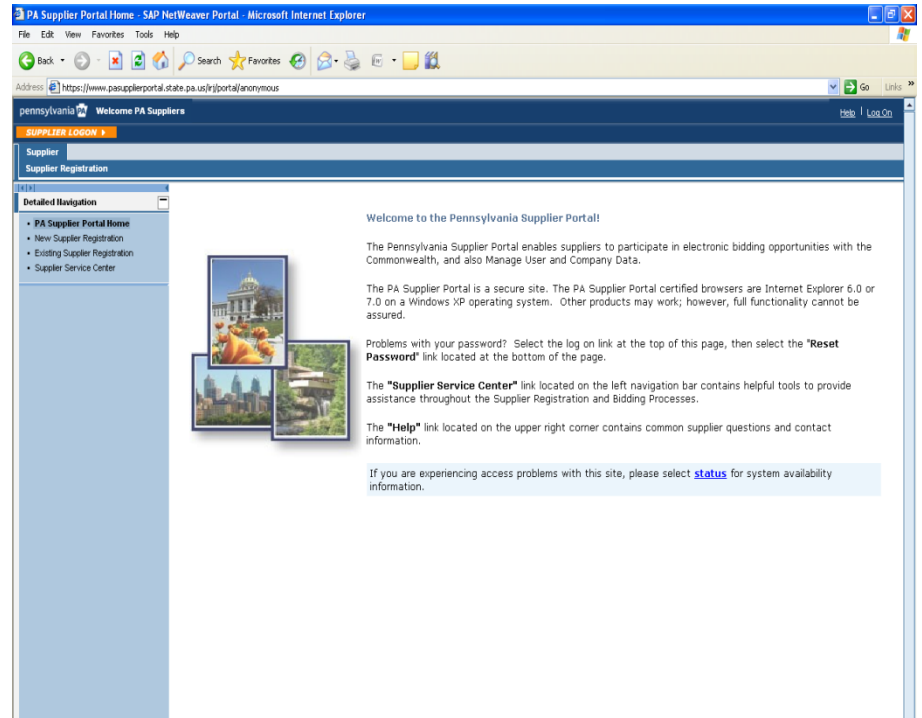




www.pasupplierportal.state.pa.us

Your Gateway to Procurement

- New Supplier Registration
- Manage company data
- Link:
 - Supplier Service Center





Supplier Service Center

Resources

➤ Frequently Asked Questions

➤ How to Register

➤ E-Alerts

➤ COSTARS

➤ Reset Password

➤ Resource Toolbox

➤ Brochures

➤ Guides

The screenshot shows the Pennsylvania Supplier Service Center website in a Microsoft Internet Explorer browser window. The address bar displays the URL: http://www.dgs.state.pa.us/portal/server.pt?community/supplier_service_center/5104/bidding_help/488800. The website header includes the Pennsylvania Department of General Services logo and navigation links for PA State Agencies, Online Services, and a search bar. The main content area is titled "BIDDING HELP" and provides information for individuals with Administrative User or Bidder roles. It includes sections for "View Current Commonwealth Solicitations, Awards & Contracts" and "Bid on Commonwealth Solicitations". The left sidebar contains a navigation menu with links such as "Supplier Service Center", "PA Supplier Portal Home", "Log On or Password Reset", "W-9 Form", "Bidding Help", "PA eMarketplace", "eAlerts", "C-List/CS Number", "Bureau of Minority & Women Business Opportunities", "COSTARS", "Procurement vs. Non Procurement Suppliers", "Need Help with Supplier Services", "Supplier FAQ's", "Resource Toolbox", "New Supplier Registration", "Existing Supplier Registration", "Green Procurement", "COSTARS", "Procurement Forms", "Quality Assurance", "Procurement Collaboration", "FAQs", "Invitation to Qualify", "Procurement Handbook", and "Training".



Telephone - Toll Free: 877-435-7363

Telephone - Harrisburg: 717-346-2676

Web: www.pasupplierportal.state.pa.us

e-Mail: RA-PSC Supplier Requests@pa.gov

- **Vendor Registration Guide**
- **Bidding Reference Guide**
- **eAlerts**
- **W-9 Form**



The Pennsylvania state assessment system is composed of assessments and the reporting associated with the results of those assessments. The assessment system includes the Pennsylvania System of School Assessment (“PSSA”), the Keystone Exams (end-of-course), and the Classroom Diagnostic Tools (“CDT”). PDE, per the federal Elementary and Secondary Education Act (“ESEA”) and the SBE Chapter 4 regulations, measures academic progress across the Commonwealth through the use of statewide standardized criterion referenced assessments, which are aligned to the Pennsylvania Core Standards (PCS) and matched to the appropriate assessment anchors and eligible content. The development of assessments, distribution of test materials, instructions to educators on administering assessments, maintenance and implementation of test security, collection of test materials, scoring of tests, tabulation of scores, and reporting information are necessary to meet the requirements of the ESEA and SBE Chapter 4.

The PSSA includes assessments in English Language Arts and Mathematics in Grades 3-8 and Science in Grades 4 and 8.



- Keystone Exams are currently administered in Algebra I, Literature, and Biology as end of course exams. New tests may be developed in the future for English Composition and Civics/Government, in the event funding is made available by the state legislature.
- In addition to these assessments, Pennsylvania employs a Classroom Diagnostic Tool (CDT) which is available in nine content areas aligned to the Keystone Exams and PSSAs. The CDT is available for Mathematics, Algebra I, Algebra II, Geometry, Reading/Literature, Science, Biology, Chemistry, and Writing/English Composition for students in grades 3 through high school.



➤ **Current Contract Information:**

- Current Vendor: Data Recognition Corporation
- Contract Numbers: 4400003075 and 4400004674
- Spend: \$450 million over the life of the two contracts combined

➤ **Term of New Contract:**

- Five and half (5 1/2) years with an addition renewal term of three (3) years.



Bureau of Small Business Opportunities (BSBO)

Curtis Burwell



Small Diverse Business Program (SDB)

Program designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.



To receive credit for being a Small Diverse Business or for subcontracting with a Small Diverse Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Small Diverse Business qualification in the Small Diverse Business participation submittal of the proposal, as indicated in section II of the RFP.

- Photocopy of its DGS issued certificate entitled “Notice of Small Business Self-Certification and Small Diverse Business Verification” indicating its diverse status
- Small Diverse Business(es) must be named including address and phone
- Letter of intent that specifies the type of goods or services the small diverse business will provide along with percentage of commitment
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be preformed by the Offeror and not by subcontractors and suppliers
- All Offerors must include a numerical percentage which represents the total percentage of the work (as a percentage of the total cost in the Cost Submittal) to be performed by the Small Diverse business as subcontractors

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION
AND SMALL DIVERSE BUSINESS VERIFICATION**



pennsylvania

DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

AGENCY GUEST ACCOUNT

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology

CERTIFICATION NUMBER: 336949-2012-07-SB-MWBE

ISSUE DATE: 07/15/2012

EXPIRATION DATE: 07/16/2015

RECERTIFIED DATE: 7/16/2014

A handwritten signature in black ink, appearing to read 'C. Topper', positioned above a horizontal line.

Curtis M. Topper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania



**SMALL DIVERSE BUSINESS
LETTER OF INTENT**

[DATE]

[SDB Contact Name]

Title

SDB Company Name

Address

City, State, Zip]

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB)] on RFP [RFP number and Title] issued by the [Commonwealth agency name].

If [Offeror] is the successful vendor, [SDB] shall provide [identify the specific work, goods or services the SDB will perform, and the specific timeframe during the term of the contract and any option/renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Offeror's] cost submittal for the initial term of the contract. Dependent on final negotiated contract pricing and actual contract usage or volume, it is expected that [SDB] will receive an estimated [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial contract term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFP and all required documentation has been provided to [Offeror] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Offeror Name

Title

Company

Phone number

SDB Name

Title

Company

Phone number



Contact Information

Bureau of Small Business Opportunities (BSBO)

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@pa.gov



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

Technical Submittal

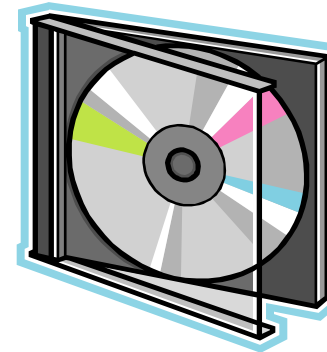
(6 paper copies with 1 marked "Original")

Cost Submittal (1 paper copy); and

Small Diverse Business Submittal

(2 paper copies)

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



CD

OR



Flash Drive

*** In accordance with Part I-19 of the RFP - If claiming confidential proprietary information, or trade secrets, include a redacted version of the proposal along with a signed written statement on the CD or Flash Drive clearly marked "REDACTED".**



PAPER SUBMISSION

Due on or before June 2, 2015 at 10:00 am EST

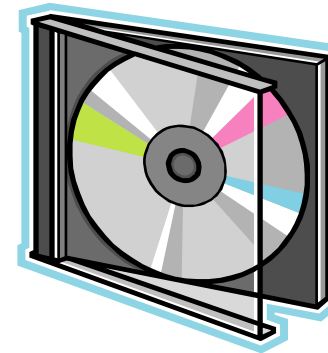
**PA Department of General Services
Bureau of Procurement
Attn: Jennifer Habowski/RFP 6100032526
555 Walnut Street
Forum Place, 6th Floor
Harrisburg, PA 17101**

- * Late Submittals will automatically be rejected**
- * If using Fedex, allow an extra day or two**



Offeror's Technical Submittal

1. **Appendix A** - Proposal Cover Sheet
2. **Narrative Response** to RFP Part II-1 through II-8
***Part II-3 (Work Plan)** – Describe in narrative form your technical plan for accomplishing the work. Use **Part IV** of the RFP as reference.
3. **Appendix B** – Trade Secret Form
4. **Appendix C** – Personnel by Experience
5. **Appendix F** – Domestic Workforce
6. **Appendix G** – Lobbying Certification



CD

OR



Flash Drive

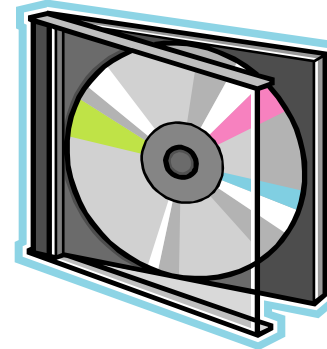
***DO NOT include any cost information in your technical submittal response.**



Offeror's Cost Submittal

Appendix E – Cost Submittal Form

* The Cost Submittal will be evaluated based on the group total comprised of the initial contract term (5 ½ Years).



CD

OR



Flash Drive

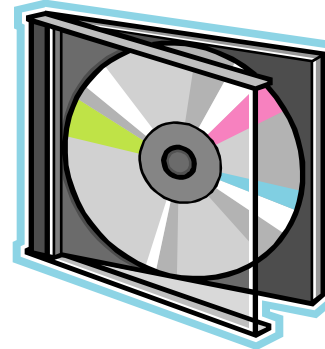
MAKE NO ASSUMPTIONS. If there are any assumptions included in the cost submittal, your proposal may be rejected.



Offeror's SDB Submittal

Narrative Response to RFP Part II-9

Appendix D – SDB Letter of Intent



CD

OR



Flash Drive



MANDATORY REQUIREMENTS

- Proposal must be received by the proposal due date and time.
(Paper Submission)
- Proposal Cover Sheet (Appendix A) must be properly signed by an authorized official that binds Offeror to the provisions contained in their proposal.

CONTRACT REQUIREMENTS

- Must obtain 70% of total available technical points to advance.
- If you specify that the proposal is not firm for the time period 120 days or until a contract is fully executed, your proposal may be rejected.
- If there are any assumptions included in the cost submittal, your proposal may be rejected.
- If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.



CRITERIA FOR SELECTION

Technical = 50% of the total points

Small Diverse Business = 20% of the total points

Cost = 30% of the total points

Bonus Points: Domestic Workforce Utilization



- Review of Questions
- Additional Questions

**ALL questions
must be in
written form...**

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





Answers provided today are considered unofficial and not binding.

All questions and responses will be posted on the
DGS Emarketplace Website:

<http://www.emarketplace.state.pa.us>

All Commonwealth responses are not official until they are confirmed in writing and posted to the eMarketplace website as an Addendum to the solicitation.



pennsylvania

DEPARTMENT OF GENERAL SERVICES

THANK
YOU