

**REQUEST FOR APPLICATIONS FOR**

**Winter Coat Program**

**ISSUING OFFICE**

**Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Procurement and Contract Management  
Room 528 Health and Human Services Building  
625 Forster Street  
Harrisburg, PA 17120**

**RFA NUMBER**

**25-RFA-17369**

**DATE OF ISSUANCE**

**January 16, 2026**

**REQUEST FOR APPLICATIONS FOR  
Winter Coat Program 25-RFA-17369**

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## CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA-PWRFAQUESTIONS@PA.GOV</a>	Potential Applicants	January 26, 2026 12:00 PM EST
Answers to Potential Applicant questions posted to the Department of General Services website at <a href="http://www.emarketplace.state.pa.us/Search.aspx">http://www.emarketplace.state.pa.us/Search.aspx</a> no later than this date.	DHS	February 4, 2026
Please monitor this website for all communications regarding this Request for Applications.	Potential Applicants	Ongoing
Application must be received by the Issuing Office at <a href="mailto:RA-PWRFAQUESTIONS@PA.GOV">RA-PWRFAQUESTIONS@PA.GOV</a> as provided in Part I, Sections I-10 and I-11.A.	Applicants	February 20, 2026 12:00 PM EST

## PART I

### GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for **Winter Coat Program** (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the service to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Jennifer Koch, [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV), the Issuing Officer for this RFA. Please refer all inquiries to the Issuing Officer.
- I-3. Overview of Project.** The annual Winter Coat Program has been implemented for more than ten years and provides winter coats to the children and young adults served by the County Assistance Offices (“CAO”). The children and young adults identified to receive the winter coats are determined by each participating CAO.
- I-4. Objectives.**
- A. General.** The objective of this RFA is to secure an organization to administer the Winter Coat Program so vulnerable children and young adults of the Commonwealth can remain warm and protected against the harsh elements of the winter months.
- B. Specific.** The Department’s specific objective is to work with an organization to obtain a minimum of 5,500 coats for all-sized boys, girls, and young adults. The selected Applicant shall work with a coat manufacturer to procure the coats and shall store the coats and transport them to regional locations designated by the Department. The selected Applicant shall collaborate with the Department so that the CAOs may retrieve and distribute these coats to children and young adults served by the local CAOs.
- I-5. Type of Agreement.** The Department intends to award one grant agreement as the result of this RFA. If the Department enters into an agreement, it will be a cost reimbursement with firm fixed rate agreement containing the Standard Grant Terms and Conditions as shown in **Appendix E** of this RFA. The Department, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of the Department, show them to be qualified, responsible and capable of performing the Project.
- I-6. Rejection of Applications.** The Department, in its sole and complete discretion, may reject any application received as a result of this RFA.
- I-7. Incurring Costs.** The Commonwealth and the Department are not liable for any costs an Applicant incurs in the preparation and submission of its application, in participating in the RFA process, or in anticipation of agreement award.

- I-8. Questions & Answers.** If an Applicant has questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line “25-RFA-17369 Question”**) to the Issuing Officer named in **Part I, Section I-2** of this RFA. If the Applicant has questions, they must be submitted as they arise via email but **no later than** the date stated in the Calendar of Events. The Applicant shall not attempt to contact the Issuing Officer by any other means.

When questions are submitted after the date specified in the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. If the Department decides to respond to a non-administrative question *after* the date for receipt of questions, the Department will provide the answer to all Applicants through an addendum.

All questions and responses will be posted on the Department of General Services (“DGS”) website and are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-9** of this RFA.

- I-9. Addenda to the RFA.** If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to eMarketplace at <http://www.emarketplace.state.pa.us/Search.aspx>. It is the Applicant’s responsibility to periodically check the website for any new information or addenda to the RFA. The Department shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFA or formally issues as an addendum.

- I-10. Response Date.** To be considered for selection, Applicants must submit electronic copies of their applications to the Issuing Office and the Issuing Office must receive the applications **no later than** the date and time specified in the Calendar of Events. Electronic copies of applications must be submitted to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV). Applicants should allow sufficient time for electronic submission and receipt of their applications. The Department will **not** accept hard copy applications or applications via facsimile transmission. **The Department will reject late applications or portions of applications.** “Late” includes, but is not limited to, applications which are received within a minute or less after the due date and time, as well as, applications that are received several hours or days after the due date and time.

**I-11. Application Requirements.**

- A. Application Submission:** To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part I, Section I-11.B**, providing **one copy of the Technical Submittal, and one copy of the Cost Submittal** via email to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV). The subject line of the email must specify “#25-RFA-17369 Application.” Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format. Any part of the application or its attachments over that limit must be sent via separate emails, with each labeled “#25-RFA-17369 Application Part X of Y” (total number of emails). The Department will not accept encrypted email for the application submission.

The electronic response must be in Microsoft Office or Microsoft Office-compatible format to include Adobe Acrobat .pdf files, except for **Appendix C**, Cost Submittal, which should be submitted as a Microsoft Excel Spreadsheet; and any spreadsheets must be in Microsoft Excel. Adobe submittals may not be in a Portfolio format. If an Applicant designates information as confidential or proprietary or trade secret protected in accordance with **Part I, Section I-17**, the Applicant must also include one redacted version of the Technical Submittal, also excluding financial capability information. Applicants may not lock or protect any cells or tabs on the Cost Submittal Worksheet. **Applicants**

**shall not lock, encrypt or restrict access to any files.** Applicants shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the **Application Cover Sheet (Appendix A** to this RFA) and the Application Cover Sheet is attached to the Applicant's application, the requirement will be met. For this RFA, the application must remain valid for 120 days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers or negotiations, agreement obligations.

Each Applicant submitting an application specifically waives the ability to withdraw or modify it, except that the Applicant may withdraw its application by written notice and submitting it to [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV) prior to the date and time specified in the Calendar of Events of when applications are due. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new application or modification that complies with the RFA requirements.

**B. Application Format:** Applicants should submit their applications in the format, including heading descriptions, outlined below. To be considered, the Applicant should respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application. All cost data relating to this application should be kept separate from and not included in the Technical Submittal. Applicants should not reiterate technical information in the Cost Submittal. Each application shall consist of the following two separate submittals:

**1. Technical Submittal:**

**a.** Applicants should format their responses as outlined below and should consider the email attachment file size limitations included in **Section I-11.A** for file contents. **Do not include cost data in the Technical Submittal.** The Technical Submittal shall include the following sections:

- Table of Contents
- Statement of the Project
- Management Summary
- Qualifications
- Training
- Financial Capability
- Work Plan
- Requirements
- Reports & Project Control
- Performance Standards

**b.** Complete and include **Appendix D, Worker Protection and Investment Certification Form.**

**2. Cost Submittal, in response to Part IV;**

Technical Submittals must adhere to the following format:

- a. Pages must be 8.5 by 11 inches with right and left margins of one inch.
- b. Must use Arial or Times New Roman font with a type size of 12.
- c. Section headings, shown in this **Part I, Section I-11**, should be used.
- d. Include a page number and identification of the Applicant in the page footer of each page.
- e. Specifically reference materials provided in any appendix by page numbers in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule or for graphical exhibits and material in appendices.

The Department may request additional information which, in the Department's opinion, is necessary to verify that the Applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFA.

The Department may make investigations as deemed necessary to determine the ability of the Applicant to perform the Project, and the Applicant shall furnish to the Issuing Office all requested information and data. The Department may reject any application if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Department that such Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

- I-12. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFA.
- I-13. Alternate Applications.** The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.
- I-14. Discussions for Clarifications and Negotiations.** Applicants may be required to make an oral or written clarification of their applications, or both, to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarifications. Clarifications may occur at any stage of the evaluation and selection process prior to the award of an agreement.

The Department, in its sole discretion, may undertake negotiations with Applicants whose applications, shown them to be qualified, responsible, and capable of performing the Project. Negotiations may occur at any stage of the evaluation and selection process prior to the award of an agreement.

- I-15. Oral or Written Presentations.** Applicants may be required to make an oral or written presentation of their applications to the Department to demonstrate an Applicant's capabilities and ability to provide the services required in the RFA. The Department will initiate requests for presentations; and for oral presentations, may include a request that key personnel be present. The oral presentation will be held in Harrisburg, Pennsylvania. Presentations may be requested at any stage of the evaluation and selection process prior to the award of the grant agreement.
- I-16. Prime Applicant Responsibilities.** The selected Applicant must perform services valued at least at 50% of the total agreement cost. Nevertheless, the Department will require the Applicant assume responsibility for all services offered in its application whether it produces them itself or by sub-agreement. The Department will consider the selected Applicant to be the sole point of contact for all agreement matters.

## I-17. Application Contents.

- A. Confidential Information. The Commonwealth does not require, confidential proprietary information or trade secrets be included as part of Applicants' submissions. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in Subsection C below and must provide a redacted version of its application in accordance with **Part I, Section I-11.A**, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use. All material submitted with the application shall be the property of the Commonwealth. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of an agreement. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure. After the award of a grant, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application contains confidential proprietary information or trade secrets, the Applicant must provide a signed written statement to this effect with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix B** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement. If financial capability information is submitted in response to **Part III, Section III-4** such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

## I-18. Best and Final Offers ("BAFO").

- A. While not required, the Department may conduct discussions with Applicants for the purpose of obtaining BAFOs. To obtain BAFOs, the Department may do one or more of the following, in any combination and order:
  - 1. Schedule oral presentations;
  - 2. Request revised applications; and
  - 3. Enter into pre-selection negotiations.
- B. The following Applicants will **not** be invited by the Department to submit a BAFO:
  - 1. Those Applicants, which the Department has determined to be not responsible or whose applications the Department has determined to be not responsive.
  - 2. Those Applicants, which the Department has determined from the submitted and gathered financial and other information, do not possess the financial capability, experience or qualifications to ensure good faith performance of the grant agreement.

3. Those Applicants whose raw score for their Technical Submittal is less than 75% of the total amount of raw technical points allotted to the technical criterion.

The Department may further limit participation in the BAFO process to those remaining responsible Applicants that the Department has, within its discretion, determined to be within the top competitive range of responsive applications.

- C. The Evaluation Criteria found in **Part II, Section II-4**, shall also be used to evaluate the BAFOs.
  - D. Price reductions offered shall have no effect upon the Applicant's Technical Submittal.
  - E. The Department, in its sole discretion, also may undertake negotiations with Applicants whose applications, in the judgement of the Department, show them to be qualified, responsible, and capable of performing the Project.
- I-19. News Releases.** Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Department, and then only in coordination with the Department.
- I-20. Restriction of Contact.** From the issue date of this RFA until the Department selects an application for award, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant agreement. Applicants shall not distribute any part of their applications beyond the Issuing Office. An Applicant who shares information contained in its application with other Commonwealth personnel or consultants or competing Applicant personnel may be disqualified.
- I-21. Department Participation.** The selected Applicant shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in **Part I, Section I-21**. The Department will provide a Grant Administrator, who will be the selected Applicant's primary contact and resource for issues related to the administration of the Project, as well as any general questions.
- I-22. Term of Agreement.** The term of the agreement will commence on the Effective Date and will end one year after the Effective Date. Subject to the performance of the Applicant and other considerations, the Department may extend the agreement on the same terms and conditions for up to four additional one year periods. The Department will fix the Effective Date after the agreement has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by the Commonwealth have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date.
- I-23. Applicant's Representations and Authorizations.** By submitting its application, each Applicant understands, represents, and acknowledges that:
- A. All Applicant's information and representations in the application are material and important, and the Department will rely upon its contents in awarding the agreement. The Commonwealth may treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.

- B. The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C. The Applicant has not disclosed the price(s), the amount of the application, nor the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential applicant, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events.
- D. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than its application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.
- G. To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
- H. The Applicant is not currently under suspension or debarment by the Commonwealth, and has not been precluded from participation in any federally funded health care program by any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- I. The Applicant has not made, under separate agreement with the Department, any recommendations to the Department concerning the need for the services or the specifications for the services described in the application.
- J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Department information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K. Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, no legal and valid agreement exists, in law or in equity, and the Applicant shall not begin to perform.
- L. The Applicant is not currently engaged, and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction that the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.

**I-24. Notification of Selection.**

**A. Negotiations.** The Department will notify all Applicants in writing of the Applicant selected for negotiations after the Department has determined, taking into consideration all evaluation factors, the application that is the most advantageous to the Department.

**B. Award.** Applicants whose applications are not selected will be notified when negotiations have been successfully completed and the Department has received the final negotiated agreement signed by the selected Applicant.

**I-25. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. If a conflict arises between a version of the RFA in the Applicant's possession and the Issuing Office's version of the RFA, the Issuing Office's version shall govern.

## PART II

### CRITERIA FOR SELECTION

**II-1. Mandatory Responsiveness Requirements.** To be eligible for selection, an application must:

- A. Be timely received from an Applicant (see **Part I, Section I-10**); and
- B. Be properly signed by the Applicant (see **Part I, Section I-11.A**).

**II-2. Technical Nonconforming Applications.** The two Mandatory Responsiveness Requirements set forth in **Section II-1** are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the application.

**II-3. Evaluation.** The Department has selected a committee of qualified personnel to review and evaluate the Technical Submittals of the timely submitted applications that are eligible for selection. The Department will provide written notice of its selection for negotiations the responsible Applicant whose application is determined to be the most advantageous to the Commonwealth after taking into consideration all evaluation factors.

**II-4. Evaluation Criteria.** The following criteria will be used in evaluating each application:

**A. Technical:** The Department has established the weight for the Technical criterion as **65%** of the total points. Evaluation will be based upon the following: **Soundness of Approach, Applicant Qualifications, Personnel Qualifications, and Understanding the Project.**

- **Soundness of Approach.** This includes, but is not limited to, the Applicant's technical approach for completion of all services by this RFA, if it is responsive to all requirements of the RFA and if it meets the Project's objectives.
- **Applicant Qualifications.** This includes, but is not limited to, the ability of the Applicant to meet the terms of the RFA, including the time constraints involved with the Project and the quality, relevancy, and recentness of projects completed. This also includes the Applicant's ability to undertake a Project of this size.
- **Personnel Qualifications.** This includes, but is not limited to, the competence and sufficiency of the personnel and staff who would be assigned to the Project by the Applicant.
- **Understanding the Project.** This includes the Applicant's understanding of Commonwealth's needs that generated the RFA, the objectives of the RFA, and of the nature and scope of the work involved.

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications are rated by applying the formula located at:

[https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx)

- B. Cost:** The Department has established the weight for the Cost criterion for this RFA as **35%** of the total points. The cost criterion is rated by giving the application with the lowest total cost the maximum number of Cost points available. The remaining applications are rated by applying the formula located at:

[https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP\\_SCORING\\_FORMULA.aspx](https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx)

- II-5. Applicant Responsibility.** To be responsible, an Applicant must submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability for the good faith performance of the agreement.

For an Applicant to be considered responsible for this RFA and eligible for selection for BAFO and selection for negotiations:

- A.** The total score for the Technical Submittal of the application must be greater than or equal to **75%** of the **available raw technical points**;
- B.** The Applicant's financial information must demonstrate that the Applicant possesses the financial capability for the good faith performance of the agreement. The Commonwealth will review the Applicant's previous three financial statements, any additional information received from the Applicant, and any other publicly-available financial information concerning the Applicant, and assess each Applicant's financial capacity based on calculating and analyzing various financial ratios, and comparison with industry standards and trends.

An Applicant that fails to demonstrate sufficient financial capability to ensure good faith performance of the agreement as specified herein may be considered by the Department, in its sole discretion, for BAFO or negotiation contingent upon such Applicant providing performance security for up to the full agreement base term cost proposed by the Applicant in a form acceptable to the Department. Based on the financial condition of the Applicant, the Department may require a certified or bank (cashier's) check, letter of credit, or a performance bond conditioned upon the faithful performance of the agreement by the Applicant. The required performance security must be issued or executed by a bank or surety company authorized to do business in the Commonwealth. The cost of the required performance security will be the sole responsibility of the Applicant and cannot increase the Applicant's cost application or the agreement cost to the Commonwealth.

Further, the Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

**II-6. Final Ranking and Award.**

- A.** After any BAFO process is conducted, the Issuing Office will combine the evaluation committee's final technical scores and the final cost scores, in accordance with the relative weights assigned to these areas as set forth in this **Part II**.
- B.** The Issuing Office will rank responsible Applicants according to the total overall score assigned to each, in descending order.

- C. Except as provided in **Section II-6.D**, the Department must select for negotiations the Applicant with the highest overall score.
- D. The Department has the discretion to reject all applications or cancel the RFA, at any time prior to the time an agreement is fully executed, when it is in the best interests of the Commonwealth. The reasons for the rejection or cancellation shall be made part of the RFA file.
- E. The Department intends to award a grant as a result of this RFA with maximum funding of \$100,000 each grant year, contingent on the availability of funding.

## PART III

### TECHNICAL SUBMITTAL

**III-1. Statement of the Project.** State in succinct terms your understanding of the Project and the service required by this RFA. The Applicant's response should demonstrate that the Applicant fully understands the scope of services to be provided, the Applicant's responsibilities, and how the Applicant will effectively manage the grant.

#### *Applicant Response*

**III-2. Management Summary.** Include a narrative description of the proposed effort and a list of the items to be delivered and services to be provided. The Applicant should condense and highlight the contents of the Technical Submittal in a manner that allows a broad understanding of the entire Technical Submittal.

#### *Applicant Response*

**III-3. Qualifications.**

**A. Company Overview.** The Applicant should describe the corporate history and relevant experience of the Applicant. This section must detail information on the ownership of the company (names and percent of ownership), the date the company was established, the date the company began operations, the physical location of the company, and the current size of the company. The Applicant should provide a corporate organizational chart.

The Applicant should describe its corporate identity, legal status and forms, including the name, address, telephone number, and email address for the legal entity that is submitting the application. In addition, the Applicant should provide the name of the principal officers, a description of its major services, and any specific licenses and accreditations held by the Applicant.

Applicants should provide similar organizational background information on any significant subcontractor for services. A "significant subcontractor" is defined as an organization undertaking more than 10% on the total cost basis of the work associated with this RFA.

If an Applicant is proposing to use the services or products of a subsidiary or affiliated firm, the Applicant should describe the business arrangement with that entity and the scope of the services the entity will provide.

If the experience of any proposed subcontractor is being used to meet the qualifications and requirements of this RFA, the Applicant should provide the same information as listed above for the subcontractor. This information must be presented separately within this section, clearly identifying the subcontractor experience and name of the subcontractor.

The Applicant should disclose any agreement or agreement cancellations, or terminations within five years preceding the issuance of this RFA. If a contract or agreement was canceled or terminated for lack of performance, the Applicant must provide details on the customer's allegations, the Applicant's position relevant to the allegations, and the final resolution of the cancellation or the termination. The

Applicant must include each customer's Company or entity name, address, contact name, phone number, and email address.

The Department may disqualify an Applicant based on a failure to disclose such a cancelled or terminated contract or agreement. If the Department learns about such a failure to disclose after an agreement is awarded, the Department may terminate the agreement.

### ***Applicant Response***

- B. Prior Experience.** The Applicant should include experience with projects which involve procurement of garments and logistical support to distribute across the Commonwealth. Experience should be work done by individuals who will be assigned to this Project as well as that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address and telephone number of the responsible official of the customer, company, or agency who may be contacted.

### ***Applicant Response***

- C. Personnel.** Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. "Key Personnel" includes a Project Manager, who will serve as the main point of contact for the agreement, and a backup Project Manager, who will serve in the absence of Project Manager. For "Key Personnel," include the employee's name and, through a resume or similar document, the Project personnel's education and experience in similar in size and scope projects. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. For non-Key Personnel, include position descriptions and minimum qualifications.

Submitted responses are not to include personal information that will, or will be likely to, require redaction to release of the application under the Pennsylvania Right-to-Know Law, including but not limited to home addresses and phone numbers, Social Security Numbers, driver's license numbers or numbers from state identification cards issued in lieu of a driver's license, and financial account numbers. If the Commonwealth requires any of this information for security validation or other purposes, the information will be requested separately and as necessary.

Include organizational charts outlining the staffing, reporting relationships and staff members in its description. Show the total number of staff proposed and indicate the Full Time Equivalents ("FTE") to account for any additional staff (non-Key Personnel) that are not assigned on a full-time basis. Provide similar information for any subcontractors that are proposed. The organizational chart must illustrate the lines of authority, designate the positions responsible and accountable for the completion of each component in the RFA, indicate the names and job title and number of personnel that will be assigned to each role, and the number of hours per week each person is projected to work on the Project. The organizational chart must clearly indicate any functions that are subcontracted along with the name of the subcontractors entities and the services they will perform.

**Key Personnel Diversions or Replacement.** Once Key Personnel are approved by the Department, the selected Applicant may not divert or replace personnel without prior approval of the Department's Grant Administrator. The selected Applicant must provide notice of a proposed diversion or replacement to the Department's Grant Administrator at least 30 calendar days in advance and provide the name, qualifications, and background check (if required) of the person who will replace the

diverted personnel. The Department's Grant Administrator will notify the selected Applicant within ten business days of the diversion notice whether the proposed diversion is acceptable and if the replacement was approved.

"Divert" or "diversion" is defined as the transfer of personnel by the selected Applicant or its subcontractor to another assignment within the control of either the Applicant or subcontractor. Advance notification and approval does not include changes in Key Personnel due to resignations, death, disability, dismissal for cause or dismissal as a result of the termination of a subcontract or any other causes that are beyond the control of the selected Applicant or its subcontractor. The Department's Grant Administrator must approve the replacement personnel.

The Department's Grant Administrator may request that the selected Applicant remove a person from this Project at any time. For vacancies other than those caused by diversions and unless otherwise approved by the Grant Administrator, the selected Applicant will have ten business days to interim fill and 60 calendar days to permanently fill the vacancy with a person acceptable in terms of experience and skills, subject to the Department Grant Administrator's approval.

### ***Applicant Response***

**D. Subcontractors.** Provide a subcontracting plan for all subcontractors who will be assigned to the Project. The selected Applicant is prohibited from subcontracting or outsourcing any part of this Project without the express written approval of the Commonwealth. Upon award of the grant agreement, subcontractors included in the application submission are approved. For each position included in your subcontracting plan provide:

1. Name of subcontractor;
2. Address of subcontractor;
3. Primary contact name, email address and phone number;
4. Type of organization;
5. Date of formation;
6. Status of charter and corporate charter number;
7. Unique Entity Identifier Number;
8. SAP/SRM Vendor Number;
9. Number of years worked with the subcontractor;
10. Number of employees by job category to work on this Project;
11. Description of services to be performed;
12. What percentage of time the staff will be dedicated to this Project;
13. Geographical location of staff; and
14. Resumes (if appropriate and available).

If applicable, the Applicant's subcontractor information should include the employees' names, education and experience in the services outlined in this RFA. Information provided should also include the responsibilities each individual will have in this Project and how long each has been with subcontractor's company.

### ***Applicant Response***

**III-4. Financial Capability.** Describe your company's financial stability and economic capability to perform the agreement requirements. Provide your company's financial statements (audited, if available) for the past three fiscal years. Financial statements must include the company's Balance Sheet and Income

Statement or Profit/Loss Statements. If your company is a publicly traded company, please provide a link to your financial records on your company website in lieu of providing hardcopies. The Commonwealth may request additional information it deems necessary to evaluate an Applicant's financial capability.

### ***Applicant Response***

**III-5. Work Plan.** Describe in narrative form your technical plan for accomplishing the work with the Project tasks and the major milestones and deliverables provided below as a reference point. Modifications of tasks are permitted; however, reasons for changes should be fully explained. Include a Program Evaluation and Review Technique ("PERT") or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach. The relationship between Key Personnel and the specifics tasks, assignments, and deliverables proposed to accomplish the scope of work should also be described.

The Applicant should describe its management approach, including how it will implement its proposed work plan. Where applicable, the Applicant should provide specific examples of methodologies or approaches, including monitoring approaches, it will use to fulfill the RFA requirements and examples of similar experience and approach on comparable projects. The Applicant should describe the management and monitoring controls it will use to achieve the required quality of services and all performance requirements. The Applicant should also address its approach to internally monitor and evaluate the effectiveness of meeting the agreement requirements.

The Applicant should be including in the work plan its planned approach and process for establishing and maintaining communication between all parties and a technical approach that is aligned with all written specifications and requirements contained in the RFA.

**A. Tasks:** The selected Applicant shall:

1. Work with the Department to determine the total number of coats that can be procured with the grant funding each year. Based on this determination, the Department will provide the selected Applicant with the total number and the specifications (such as size and gender) of winter coats to be procured. The total number of winter coats to be procured is at least 5,500, unless otherwise directed by DHS.
2. Procure high-quality winter coats in the amount and with the specifications provided by the Department from a well-established, reputable, and cost-effective manufacturer.
3. If funding remains available in a given year, procure additional winter coats, beyond the minimum number specified by the Department, until all funding is exhausted.
4. Prior to accepting the winter coats from the manufacturer, inspect the procured winter coats to verify they conform to the amount and specifications provided by the Department.
5. Prior to accepting the winter coats from the manufacturer, inspect the procured winter coats to verify that they are of satisfactory quality as determined by the selected Applicant. The quality inspection should include consideration of the materials, insulation, and stitching to confirm that the coats are durable and sufficiently warm. If the Department receives repeated complaints regarding the quality of the coats, the Department may require the selected Applicant to implement a solution such as revising the selected Applicant's

inspection process or utilizing a different manufacturer.

6. Coordinate the transportation of the winter coats from the manufacturer to the selected Applicant's storage site.
7. Provide sufficient storage space to temporarily house the procured coats. The storage site must be moisture-free, mold-free, and climate-controlled.
8. Organize all temporarily stored winter coats for each participating CAO so that they are ready to be transported from the storage site to the regional locations designated by the Department. The Department will provide the selected Applicant with information concerning the number and specifications of coats for each participating CAO, as well as the regional locations to which the selected Applicant shall deliver each CAO's coats. Exterior packaging should clearly identify sizes and quantities of items contained within. Each regional location serves as a pickup location for multiple CAOs.
9. Coordinate delivery with the Department's staff so that regional location staff are prepared to receive the coats. The selected Applicant shall deliver all coats to the designated regional locations by September 30 of each calendar year, unless the selected Applicant receives the Department's prior, written approval to deliver the coats by a later date.
10. The Department will inspect the delivered coats to confirm that the order is complete and accurate with respect to the amount and specifications of coats. The Department will also inspect the coats for damage and will notify the selected Applicant if it discovers any damaged coats. The selected Applicant **may not** invoice the Department for any damaged coats and the Department shall not pay selected Applicant for any such coats.
11. Provide a flyer draft to the Department by June 1 of each calendar year that advertises the Winter Coat Program. The Department staff shall review, approve, and initiate printing of the flyers for CAOs.
12. If the selected Applicant wants to use the grant agreement to participate in a public outreach opportunity that involves public statements, press releases, or public communications pertaining to the Winter Coat Program, the selected Applicant shall request and obtain written approval by the Department prior to doing so.

### ***Applicant Response***

#### **III-6. Requirements.**

##### **A. Emergency Preparedness.**

To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential agreements that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

1. Describe how you anticipate such a crisis will impact your operations.

2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or, at a minimum, summarize how your plan addresses the following aspects of preparedness:
  - a. Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
  - b. Identified essential business functions and key employees necessary to carry them out.
  - c. Contingency plans for:
    - i. How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
    - ii. How employees in your organization will carry out the essential functions if measures prevent from coming to the primary workplace.
  - d. How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
  - e. How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

#### **Applicant Response**

- B. Worker Protection and Investment.** Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, application or quote. This form is attached as **Appendix D**.

#### **Applicant Response**

**III-7. Reports and Project Control.** The selected Applicant shall timely and accurately submit all required reports to accurately document all Project activities. Failure to submit this information within the required timeframes or provide additional information as required shall be regarded as a serious administrative failure and may result in the termination of a selected Applicant's grant agreement, a potential loss of funding, or both.

- A. Status Report.** A periodic progress report covering activities, problems and recommendations. This report should be keyed to the work plan the selected Applicant developed in its application, as amended or approved by the Issuing Office.

1. After procuring the winter coats from the manufacturer, the selected Applicant shall provide a confirmation status report that includes the total number of coats procured (broken down by size and gender) designated for each CAO. The selected Applicant shall include in the status report the estimated delivery date to the selected Applicant's storage site. The selected Applicant shall submit the report to the Department no later than five business days from the date of procurement. If the

selected Applicant identifies delays in procuring some or all of the required number of coats, the selected Applicant shall provide a status report explaining the delay and including information on the plan to address the delay. If the Department identifies delays, it will inform the selected Applicant.

2. After all procured winter coats are successfully delivered to the temporary storage facility, the selected Applicant shall provide a confirmation status report that validates that the required number of coats, separated by size and gender, were successfully delivered to the temporary storage site. The selected Applicant shall submit the report to the Department no later than five business days from the delivery date. If the selected Applicant identifies delays in some or all of the required number of coats (separated by size and gender) from being delivered to the temporary storage facility, the selected Applicant shall provide a status report explaining the delay and including information on the plan to address the delay.
3. After all procured winter coats are successfully delivered to the designated regional locations, the selected Applicant shall provide a confirmation status report that verifies that the required number of coats designated for each CAO were successfully delivered to each corresponding regional location by September 30 of the grant agreement year (or a later date if the selected Applicant receives prior, written approval from the Department). The selected Applicant shall submit the report to the Department no later than five business days from the delivery date. If the selected Applicant identifies delays in some or all of the required number coats from being delivered to one or more of the designated regional locations, the selected Applicant must provide a status report explaining the delay and including information on the plan to address the delay.

#### ***Applicant Response***

- B. Problem Identification Report.** An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include the selected Applicant’s recommendations with supporting rationale.

#### ***Applicant Response***

- C. Final Report.** The selected Applicant shall provide a report confirming that the total coats ordered were delivered and explain any discrepancies. The selected Applicant shall provide the Final Report to the Department within five days after delivery of the coats is completed.

#### ***Applicant Response***

- III-8. Key Performance Standards.** The Commonwealth has developed a set of minimum Key Performance Standards defined below, which the selected Applicant shall meet, or exceed. The first three months are a transition period and the Department will not impose damages based on a failure to meet performance standards. Where an assessment is defined as an “up to” amount, the dollar value will be set at the discretion of the Department.

The selected Applicant’s performance will be reviewed and assessed as outline below. The Department’s Grant Administrator will give written notice of each failure to meet a performance standard to the selected Applicant. The Department may impose financial assessments for a selected Applicant’s failure to meet the performance standards. If the Department does not assess liquidated damages in a particular instance,

the Department is not precluded from pursuing other or future assessments relating to those performance standards and their associated damages.

Describe your ability to meet or exceed these minimum performance standards.

CATEGORY	CRITERIA	IF NON COMPLIANT, AMOUNT OWED
Winter Coat specifications and timeliness.	The Department shall examine the coats upon delivery to the regional locations, and determine timeliness and completeness of the order.	If the required number of coats are not delivered to each designated regional location by the required date, the Department may assess liquidated damages in the amount of up to \$100 for each regional location that receives an untimely or incomplete delivery.
Reports	The Department will review all submitted reports for accuracy and timeliness.	<ul style="list-style-type: none"> <li>• If the selected Applicant submits any status or inventory reports containing information that the Department determines to be inaccurate, the Department may assess liquidated damages in the amount of up to \$50 for each inaccurate report.</li> <li>• If the selected Applicant submits any reports after the specified due date, the Department may assess liquidated damages in the amount of up to \$25 per day for each late report.</li> </ul>

A. For any deficiency, including ones relating to the performance standards, the selected Applicant will prepare and submit a corrective action plan for any observation or finding contained in a notice of deficiency. The selected Applicant must submit the corrective action plan to the Department within ten business days of notification of the deficiency or such longer time as may be agreed to by the Department.

B. The corrective action plan must include, but is not limited to:

1. Brief description of the findings;
2. Specific steps the selected Applicant will take to correct the situation or reasons why it believes corrective action is not necessary;
3. Name(s) and title(s) of responsible staff person(s);
4. Timetable for performance of the corrective action steps;
5. Monitoring that will be performed to implement corrective action;
6. Signature of the selected Applicant’s Program Manager or a senior executive.

C. The selected Applicant must implement the corrective action plan within the timeframe agreed to by the parties for that particular corrective action plan. Failure to implement a corrective action plan, in

the manner agreed to, may result in further action by the Department, including, but not limited to, a finding of default.

- D.** In the event the Department determines a deficiency to be a serious non-compliance with the selected Applicant's obligations under the agreement, the Department may find the selected Applicant in default.

***Applicant Response***

## PART IV

### COST SUBMITTAL

**IV-1. Cost Submittal.** The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted as a separate attachment, and shall not be submitted as part of the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Appendix C – Cost Submittal Worksheet**. Applicants should **not** include any assumptions in their cost submittals. If the Applicant includes assumptions in its Cost Submittal, the Department may reject the application. Applicants should direct in writing to the Issuing Officer pursuant to **Part I, Section I-8** any questions about whether a cost or other component is included or applies. All Applicants will then have the benefit of the Department’s written answer so that all applications are submitted on the same basis.

**Applicants may not propose costs in excess of the maximum amount identified in Section II-6.E.**

**The Department will reimburse the selected Applicant for work satisfactorily performed after execution of a written agreement and the Effective Date of the grant agreement, in accordance with agreement requirements.**