

RFP 2025-1: Third Party Administrator for the Health Options Program and Premium Assistance Program

BDISBO Goal Setting Information Session: January 5th, 2026, 9:30am – 10:30am EST

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Pennsylvania

Department of General Services

PSERS RFP2025-1 Third Party Administrator for HOPS and PA Programs

BDISBO SDB/VBE Goal Setting Information

January 5, 2026 9:30AM

Issuing Officer –

Denise Holliday - ra-psprocurement@pa.gov



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Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Bid References

Part 1 – General Information

I-7. SDB and VBE Goal Setting Information Session.

I-11. Proposal Requirements.

CRITERIA FOR SELECTION

II-1. Mandatory Responsiveness Requirements.

PART V - SMALL DIVERSE BUSINESS AND VETERAN BUSINESS ENTERPRISE PARTICIPATION INFORMATION

Attachments

Appendix G - SDB and VBE Participation Summary Sheet TPA.pdf

Appendix H - SDB Participation Packet.pdf

Appendix I - VBE Participation Packet.pdf

Appendix J - Model Form SDB VBE Subcontract Agreement.pdf

DO NOT MERGE PARTICIPATION FILES – EACH SUBMITTAL MUST BE UPLOADED INDIVIDUALLY

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





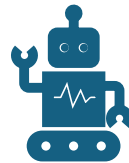
Solicitation Specific Goals

PSERS RFP 2025-1	SDB	VBE
	17%	3%

Goal Setting Process



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 3-5 years.



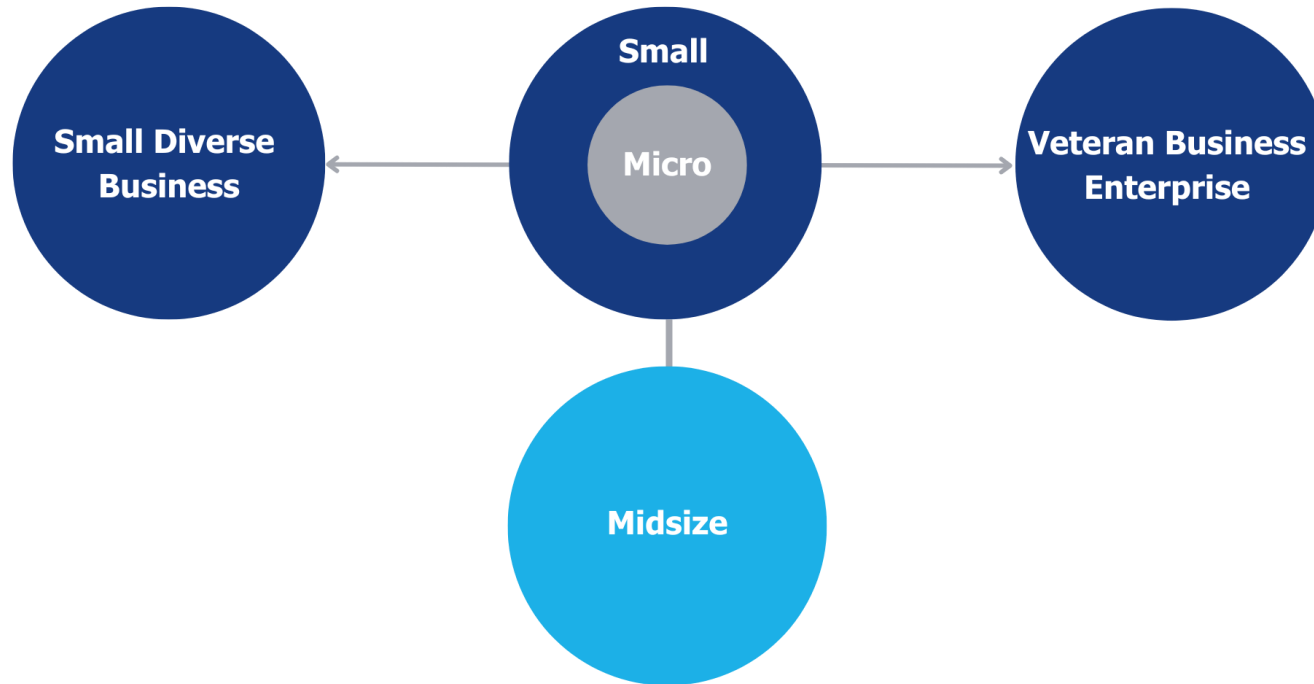
Primes are welcome to exceed the goal!



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Supplier Registration Classifications



Small Business (SB) Eligibility Requirements

- For-profit, USA business
- Business must be independently owned
- May not be dominant in its field of operation
- May not employ more than 100 full-time equivalent employees
- May not exceed 3-year average gross revenues of \$47 million, regardless of business type

Small Diverse Business (SDB)

- Disability-Owned Business Enterprise (DOBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Woman Business Enterprise (WBE)

Veteran Business Enterprise (VBE)

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

Micro Business (MCB)

- 25 or fewer full-time employees
- 3-year average revenue < \$1 million

Midsize Business (MDB)

- 750 or fewer full-time employees
- 3-year average revenue > \$47 million but < \$141 million

Goal Oriented



SDB and VBE Classification

SB Eligibility

- 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 \$47 Million, regardless of business type.

SDB

Small Diverse Business

Goal oriented

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

VBE

Veteran Business Enterprises

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

Small Business self-certification is a pre-requisite to registering as SDB/VBE. All certifications must be completed prior to bid close.

[Commonwealth Phone Directory | Department of General Services | Commonwealth of Pennsylvania](#)



How to Meet the Goal

3 Scenarios

- Self-Perform as a DGS-verified SDB and/or VBE Prime vendor
- Find Separate DGS-verified SDB and VBE vendors
- Use a DGS Dually-verified SDB/VBE vendor

Submittal Forms

- Complete SDB-2&3/VBE-2&3 by putting your company name as vendor with appropriate percentage commitment to fulfill each goal amount.
- Complete SDB-2&3/VBE-2&3 by noting SDB vendor on SDB submittal and VBE vendor on VBE submittal with appropriate percentage commitment to fulfill each goal amount.
- Complete SDB-2&3 /VBE-2&3 by noting same vendor on both SDB-2&3 and VBE-2&3 with highest percentage value



Finding SDB/VBE vendors



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



Access Search Guide -
<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SDBs%20and%20SDBs.pdf>




Supplier Search assistance
available from Issuing Officer or
Bureau of Diversity Procurement
Liaison



Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced



pennsylvania
DEPARTMENT OF GENERAL SERVICES

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

Advanced Search

Show 10 entries


[Export to Excel](#) [Reset Search Criteria](#)

Supplier (click on name to display full record)	Contact	Address	SB Exp Date	SDB	COSTARS
---	---------	---------	-------------	-----	---------

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



Quick Search

**pennsylvania**
DEPARTMENT OF GENERAL SERVICES

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

Hierarchy	Category Number	Name
Segment	<u>44</u> 000000	Office equipment and accessories & supplies
Family	44 <u>12</u> 0000	Office supplies
Class	4412 <u>17</u> 00	Writing Instruments
Commodity	441217 <u>06</u>	Wooden pencils

Click arrow to expand Segment for additional codes

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

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)

When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database.
Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for "landscaping" will find vendors who have selected any code that has "landscaping" anywhere in the description.
For more information visit [UNSPSC > Home](#)

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

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

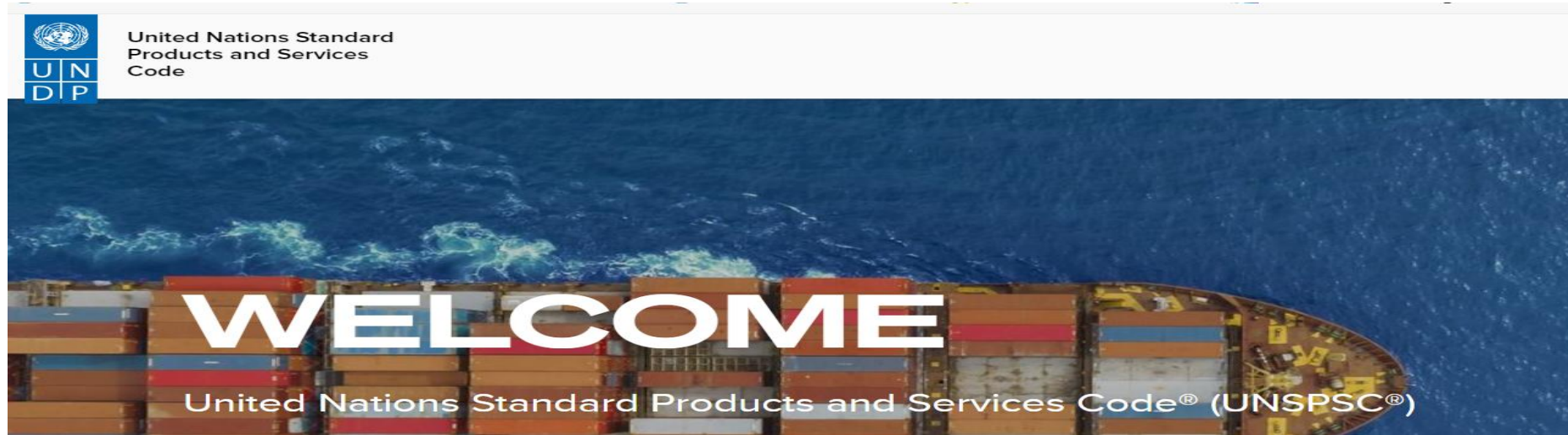
Select one or more classifications. To pull only SDBs, check "Select all Small Diverse Business Classifications" below. To Include SBs, check "Small Business".

OR

Browse and select one or more codes. Don't know the codes you want? Search for codes at www.UNSPSC.org.



UNSPSC Commodity Code Search



The **United Nations Standard Products and Services Code® (UNSPSC®)**, owned by the United Nations Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

You may browse and download the current version of the code at no cost. Click [HERE](#) to download the codeset.

For issues and other inquiries, please contact info.unspsc@undp.org



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Advanced Search (continued)

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

PA Counties

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

Supplier Classifications

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

UNSPSC Codes

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

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



Supplier Name or SAP Number

Search

Reset

Advanced Search

Show 10 entries

Export to Excel

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	MCB Validity Dates	MDB Validity Dates
Krabby Patty()	Mr. Krabs Owner	Under the Sea, Pineapple road	7/22/2024- 7/22/2026		8/23/2024- 7/22/2026	7/1/2025- 7/22/2026	
Lex Corp()	Lex Luthor Co-Owner (Phone) 717-867-5309	Superman hatred Road	7/22/2024 7/22/2026	<> 7/22/2024 <> 7/22/2026			
Duff Beer	Duff Man	SpringField D'oh					7/22/2024 7/22/2026
Ghostbusters, Inc.	Ray Stantz (Phone) 717-555-2368	110 N. Moore ST.	7/22/2024 7/22/2026			7/22/2024 7/22/2026	



Search Results

Advanced Search						
show 25 entries		Export to Excel Reset Search Criteria				
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
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@ADVANCEDBLDGCONTROLS.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 cleanleas@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 to Excel

Advanced Search						
show 25 entries			Export to Excel Reset Search Criteria			
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Greene@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@ADVANCEDBLDGCONTROLS.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
1	SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
2	104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
3	104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
4	119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
5	119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
6	119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
7	119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
8	122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
10	122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
11	134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
12	134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
13	134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
14	135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
15	135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsles.com	412	5233398		800	8137122
16	135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjservices.com					
17	137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
18	137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
19	144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
20	144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
21	144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
22	145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
23	145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
24	153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
25	153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
26	153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
27	157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
28	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
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Forms and Processes

- 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***

**DO NOT MERGE PARTICIPATION FILES – EACH
SDB/VBE SUBMITTAL PACKET MUST BE UPLOADED
INDIVIDUALLY**



Submittal – SDB/VBE -2

CRITICAL
✓ Check One, and Only One, Box

SDB-2
SDB PARTICIPATION SUBMITTAL

CHECK 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.

<input type="checkbox"/> I agree to meet the SDB participation goal	<input type="checkbox"/> I am requesting a partial waiver of the SDB participation goal.	<input type="checkbox"/> I am requesting a full waiver of the SDB participation goal
<p>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.</p>	<p>After making good faith 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.</p> <p>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:</p> <ol style="list-style-type: none">1. an SDB Utilization Schedule (SDB-3) for that portion of the SDB participation goal that I will meet; AND2. a Good Faith Efforts Waiver Request for the portion of the SDB participation goals that I am unable to meet.	<p>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.</p> <p>I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete SDB participation goal, which is required in order to be considered for award.</p>

NOTE: SDB primes who are submitting as bidders or offerors must complete an **SDB Utilization Schedule (SDB-3)** identifying any self-performance towards the SDB participation goal.



Utilization Schedule – SDB/VBE-3

CRITICAL
✓ Verify SDB/VBE
validity

SDB-3
SDB UTILIZATION SCHEDULE

Chart below 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 subcontractor (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)	Associated Dollar Value of Commitment
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"/> LGTBTE <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"/> LGTBTE <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"/> LGTBTE <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"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$ 0



Letter of Commitment- SDB/VBE-3.1

CRITICAL
✓ Complete all shaded areas.

SDB-3-1 LETTER OF COMMITMENT

This Letter of Commitment serves as confirmation of the commitment by the prime Bidder or Offeror to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number: _____

Solicitation Name: _____

	Bidder/Offeror Information	SDB Information
Name		
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 initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below:

Services or supplies the SDB will provide: _____

Specific Time Frame the SDB will provide the services or supplies: _____

Percentage Commitment. These services or supplies represent _____ % of the total cost of the Bidder/Offeror's cost submittal for the initial term of the contract. Depending on actual contract usage or volume, it is expected the SDB will receive \$ _____ during the initial contract term. Bidder/Offeror shall pay SDBs, after receipt of a proper invoice and all other required documentation from an SDB, within 10 days after receipt of payment from the Commonwealth.

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,

Printed name

Signature
Bidder/Offeror Point of Contact Name

Acknowledged

Printed name

Signature
SDB Point of Contact Name

* The work performed by a firm that is dually verified as both an SDB and VBE will be counted by BDISBO towards fulfilling both the SDB and VBE commitments unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office. See SDB-1 Instructions, Section II, Paragraph 4 for example of how work performed by a firm that is dually verified is credited.

Revised: January 26, 2024

SDB-3-1.1

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



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Guidance to Document GFE SDB/VBE-4



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 stated participation goal.



When seeking a Partial or Full GFE Waiver, 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/VBE-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 Waiver – Part 1

CRITICAL

- ✓ List all components of work offered for subcontracting.

Identified Items of Work Offeror Made Available to SDBs

List those items of contract work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and divided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total work to be performed by SDBs. Offeror must demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of 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
	<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

CRITICAL
✓ Specifics and Details
are important

Identified SDBs and Record of Solicitations

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).

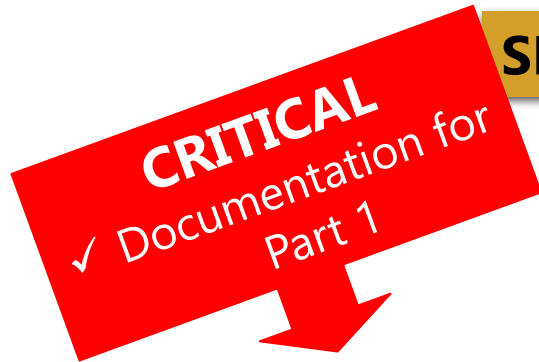
Attachments: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused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

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

Part 3 – SDB Outreach Compliance Statement

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):

☐

Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

☐

No pre-Bid/Proposal conference or Supplier Forum was held

☐

Offeror did not attend the pre-Bid/Proposal conference or Supplier Forum

Revised: January 26, 2024

SDB-5.3



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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 performed by a non-SDB, 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 each quote.

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

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each
vendor listed in Part
1

I am the firm of _____
(Name of SDB)

(Street)

(City) (State) (Zip)

I was given 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)



Do


- 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.

Do Not

- 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.
- **DO NOT MERGE PARTICIPATION FILES – EACH SDB/VBE SUBMITTAL PACKET MUST BE UPLOADED INDIVIDUALLY**



REMINDER



**Failure to submit fully
completed SDB and VBE
submittal packets or GFE
waiver request
documentation will result in
removal of your bid for award
consideration**



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

