

OGC-2024-12 OGC-2024-12  
General Obligation Bond  
Counsel

BDISBO Goal Setting  
Overview/Pre-Proposal  
Conference

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Issuing Officer –  
Jordan Kiessling -  
[jkiessling@pa.gov](mailto:jkiessling@pa.gov)

June 18, 2024 1:30 pm

Offerors may ask questions during the Session, however responses provided during the Session are **not official** until the question is submitted in writing to the Issuing Officer, Jordan Kiessling at [jkiessling@pa.gov](mailto:jkiessling@pa.gov).

Pennsylvania Department of General Services



# What's the Point?



# Diversity Defined

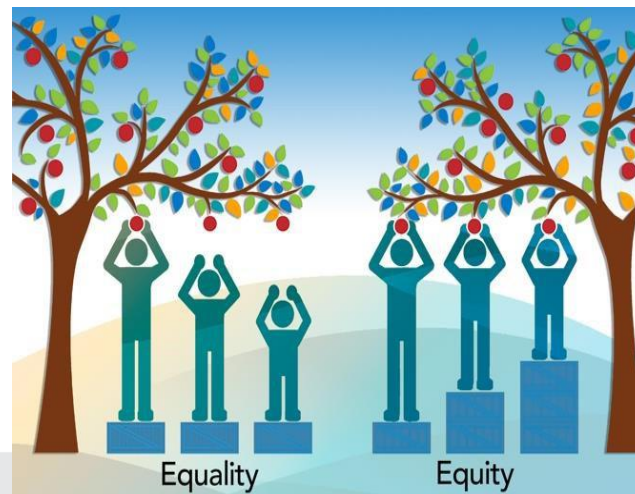
- Diversity is...
  - everything that makes us unique,
  - our cognitive skills and personality traits, and
  - also the things that shape our identity (*e.g. race, age, gender, religion, sexual orientation, cultural background*), etc.

Diversity is the Mix  
Inclusion is making the mix work.  
~Andres Tapia



# Equity Defined

**Equity** is the fair treatment, **access**, **opportunity**, and advancement for [all](#) people, while at the same time striving to identify and **eliminate barriers** that have prevented the full participation of *small businesses*.



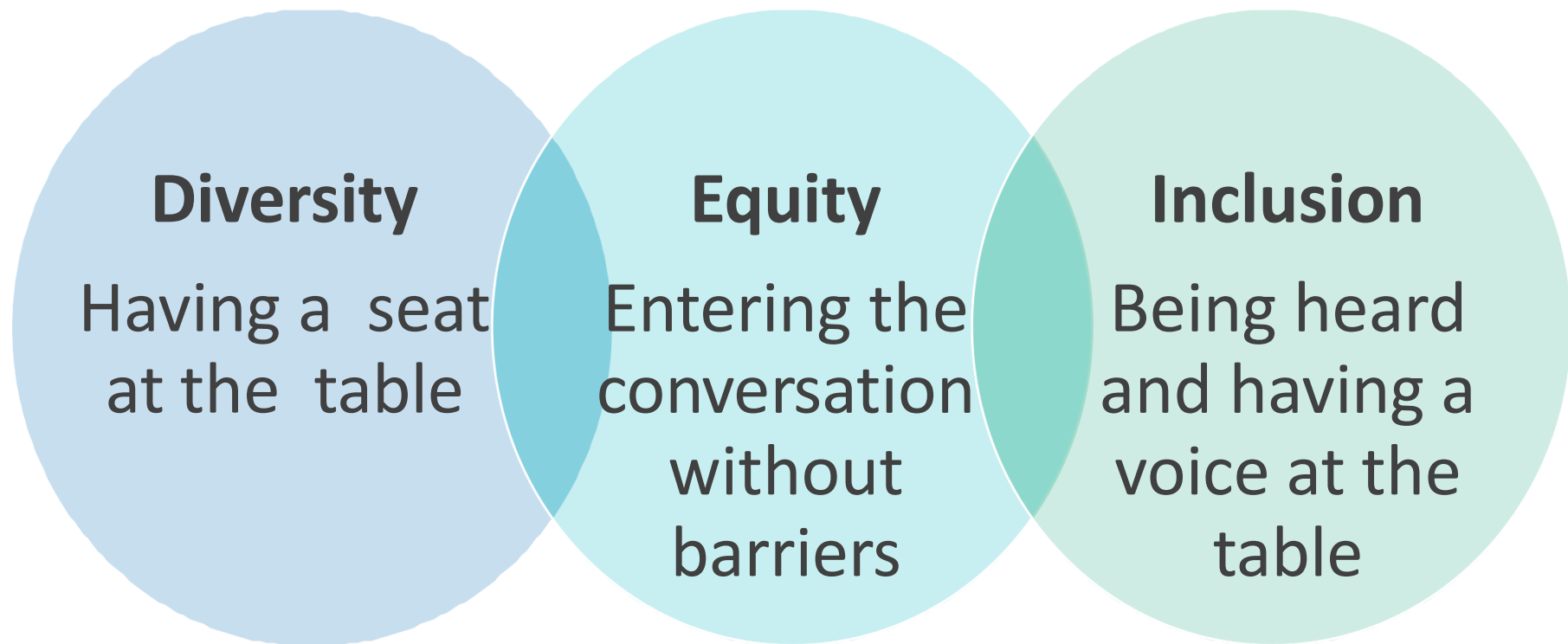
# Inclusion Defined

Inclusion is about:

- *Small Businesses* as prime contractors
- *Primes* subcontracting with SDB,VBE vendors
- Engaging with vendors representative of the community



# Diversity, Equity, and Inclusion



# Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) References:

## **PART I GENERAL INFORMATION**

- I-8 New SDB and VBE Goal Information Session
- I-12. Proposals
- I-13. Small Diverse Business and Veteran Business Enterprise Information

## **PART II PROPOSAL REQUIREMENTS**

- II-3. Small Diverse Business Participation Submittal
- II-4. Veteran Business Enterprise Participation Submittal

## **PART III CRITERIA FOR SELECTION**

- III-1. Mandatory Responsiveness Requirements
- III-3. Evaluation

## **PART IV STATEMENT OF WORK**

- IV-5. Contract Requirements—Small Diverse Business and Veteran Business Enterprise Participation

## APPENDICES

- Appendix G – Small Diverse Business Participation
- Appendix H– Veteran Business Enterprise Participation
- Appendix I – Model Form SDB VBE Subcontract Agreement - For reference only

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



OGC-2024-12	SDB	VBE
Professional and Para-Professional Legal Services Only	25%	3%

- Available subcontracting opportunities across the entire state for the applicable services,
- Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and
- Historical analysis of similar projects within the last 3 years.

**Primes are welcome to exceed the goal!**





# SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation.

## SB Eligibility Requirements

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$47 Million, regardless of business type.

## Small Diverse Business (SDB)

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)

## Veteran Business Enterprise (VBE)

Goal oriented

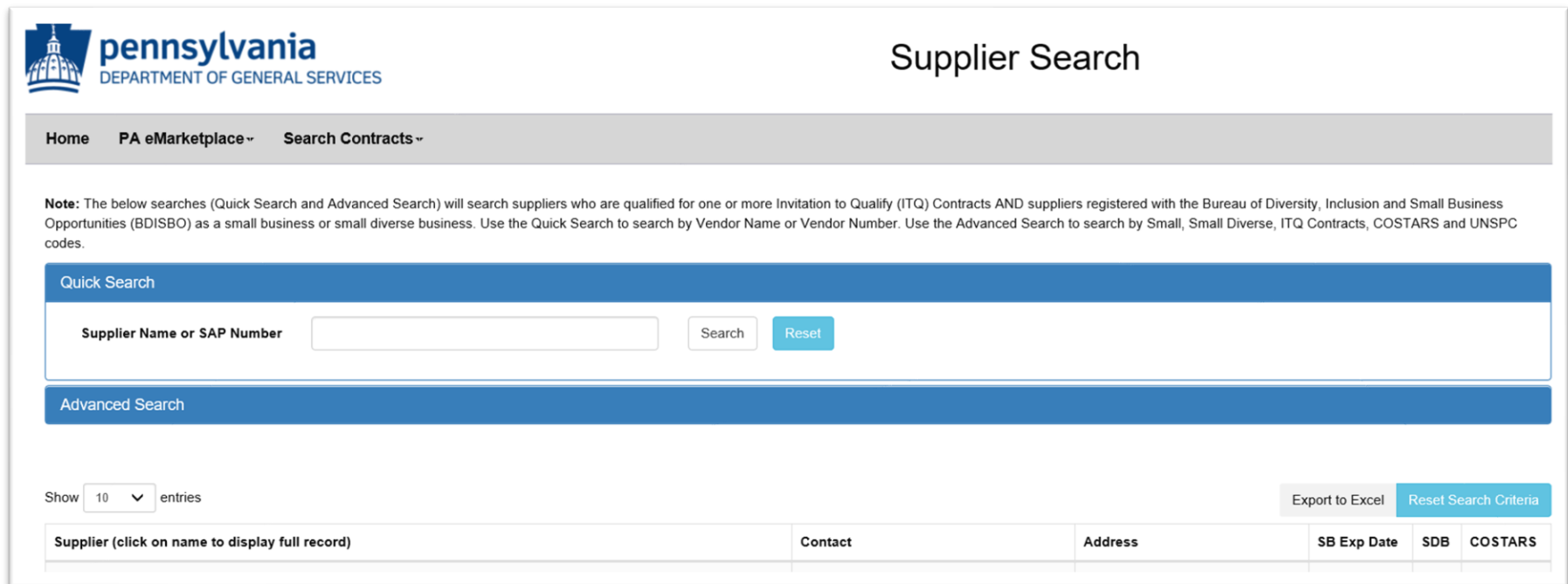
- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

**SDBs and VBEs must be certified/valid as of bid close due date and time.**



# Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced



The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. The header includes the state logo and the department name. A navigation bar contains links for Home, PA eMarketplace, and Search Contracts. A note explains that searches will find suppliers qualified for ITQ contracts and registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). The page features two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number' and buttons for 'Search' and 'Reset'; and 'Advanced Search'. At the bottom, there is a table with columns for 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'. Above the table, there are controls for 'Show 10 entries' and buttons for 'Export to Excel' and 'Reset Search Criteria'.

**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

**Advanced Search**

Show  entries

Supplier (click on name to display full record)	Contact	Address	SB Exp Date	SDB	COSTARS
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<http://www.dgs.internet.state.pa.us/suppliersearch>




# 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%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison



# 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
<a href="#">21ST CENTURY MEDIA NEWSPAPER LLC</a>	ROBERT BUTKINS <a href="mailto:sales@nittanyvalley.com">sales@nittanyvalley.com</a>					No
<a href="#">22 GROUP, LLC ()</a>	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
Segment	44000000
Family	44120000
Class	44121700
Commodity	44121706

**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](http://www.UNSPSC.org).

Click arrow to expand Segment for additional codes



# UNSPSC Commodity Code Search



Find A Partner

Menu

UNv24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)

## Search the Code

Version 24.0301  
Code Number: (2-8  
digits)



Code Name:



## Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN 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



# UNSPSC Commodity Code Search

Write down  
your code  
selections



- HOME
- FAQS
- SUBSCRIBE
- LIBRARY
- CODESET-DOWNLOADS
- INITIATIVES
- EDUCATION
- FIND A PARTNER

Version 24.0301

Search Code

Search Title

Search

painting

Code	Title
31211900	Paint applicators and painting accessories
60121001	Paintings
60121225	Watercolor painting mediums
60124101	Multicultural painting products
72151300	Painting and paper hanging services
72151301	Residential painting service
72151302	Commercial painting service
72151303	Industrial painting service
72151304	Aircraft painting service
72151305	Bridge painting service
72151307	Ship painting service
73181104	Painting services
78181501	Vehicle body repair or painting service
78181836	Aircraft fixed wing coating and painting service
86131502	Painting



# Advanced Search

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

**PA Counties**

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

☐ Find only vendors that s  
☒ Find only vendors that s

**Supplier Classifications**

☒ Minority Business En  
☒ Woman Business En  
☒ LGBT Business Ente  
☒ Disabled-Owned Bu  
☒ Service-Disabled Ve  
☒ Veteran Business En  
☒ 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

Search

Reset





# 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 <a href="mailto:John.Greene@advancedav.com">John.Greene@advancedav.com</a> (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 <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTROLS.COM">CCONNELLY@ADVANCEDBLDGCONTROLS.COM</a> (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 <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a> (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: <a href="mailto:CLEANTEAM@ADVANCEDSOLUTIONSPA.COM">CLEANTEAM@ADVANCEDSOLUTIONSPA.COM</a>	
SB MAIN	Nicholas Ward Title: Email: <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a>	610-597-0012



# Search Results

Advanced Search						
Show <input type="text" value="25"/> entries			<a href="#">Export to Excel</a> <a href="#">Reset Search Criteria</a>			
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	DB Validity Dates	VBE Validity Dates	COSTARS
<a href="#">ADVANCED AUDIO VISUAL SALES INC</a>	JOHN GREENE DIRECTOR OF SALES <a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a> (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
<a href="#">ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)</a>	Craig Connelly  <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTOLS.COM">CCONNELLY@ADVANCEDBLDGCONTOLS.COM</a> (Phone) 215-520-9964	PO BOX 303  HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
<a href="#">ADVANCED BUILDING PERFORMANCE INC ()</a>	Pei Pei Cavalier  <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR  POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
<a href="#">ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)</a>	Nicholas Ward  <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a> (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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# New 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***
- Utilization Schedule – ***SDB 3.1/VBE-3.1***
- Guidance for Good Faith Effort (GFE) Waiver – ***SDB-4/VBE-4 READ***
- GFE Waiver – ***SDB-5/VBE-5***



# Appendix G – SDB Participation Summary

## Small Diverse Business (SDB) Participation Summary Sheet

Solicitation/Project #: **OGC-2024-12**

Issuing Agency: **Office of General Counsel**

Name of Procurement/Project: **General Obligation ("GO") Bond Counsel**

SDB Participation Goal (for MBE, WBE, LGBTBE, DOBE, and SDVBE): 25%

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### **Attachments:**

SDB-1	Instructions for completing SDB Participation Submittal and SDB Utilization Schedule
SDB-2	SDB Participation Submittal
SDB-3	SDB Utilization Schedule
SDB-3.1	SDB Letter of Commitment
SDB-4	Guidance for Documenting Good Faith Efforts to meet the SDB Participation goal
SDB-5	Good Faith Efforts Documentation to Support Waiver Request of SDB Participation Goal





# Appendix H – VBE Participation Summary

## Veteran Business Enterprise (VBE) Participation Summary Sheet

Solicitation/Project #: **OGC-2024-12**

Issuing Agency: **Office of General Counsel**

Name of Procurement/Project: **General Obligation ("GO") Bond Counsel**

VBE Participation Goal (for VBE and SDVBE): 3%

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### **Attachments:**

- |         |  |
|---------|--|
| VBE-1   | Instructions for completing VBE Participation Submittal and VBE Utilization Schedule |
| VBE-2   | VBE Participation Submittal  |
| VBE-3   | VBE Utilization Schedule   |
| VBE-3.1 | VBE Letter of Commitment   |
| VBE-4   | Guidance for Documenting Good Faith Efforts to meet the VBE participation goal       |
| VBE-5   | Good Faith Efforts Documentation to Support Waiver Request of VBE Participation Goal |



# SDB Submittal Instructions – SDB-1

## SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

*PLEASE READ BEFORE COMPLETING THESE DOCUMENTS*  
*Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal*

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

The following instructions also include details for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

A Bidder/Offeror's failure to meet the SDB participation goal in full or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.

I. SDB Participation Goal: The SDB participation goal is set forth in the eMarketplace advertisement and also in the Notice to Bidders. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.

### II. SDB Eligibility:

1. Finding SDB firms: Offerors can access the directory of DGS-verified SDB firms from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
2. Only SDBs verified by DGS and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, must be DGS-verified for the services, materials or supplies that it has committed to perform on the SDB Utilization Schedule (SDB-3). A firm whose SDB verification is pending or





# SDB Submittal – SDB-2

**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.**

☐ I agree to meet ☐ I am requesting a partial ☐ I am requesting a full

participation  
goal in full.

I have completed  
and am  
submitting with  
my bid/proposal  
an **SDB  
Utilization  
Schedule  
(SDB-3)**, which  
is required in  
order to be  
considered for  
award.

participation goal. After  
making good faith outreach  
efforts as more fully described  
in the **Guidance for  
Documenting Good Faith  
Efforts to Meet the SDB  
Participation Goal**, I am  
unable to achieve the total SDB  
participation goal for this  
solicitation and am requesting a  
partial waiver of the SDB  
participation goal.  
I have completed and am  
submitting with my bid/proposal  
both of the following, which are  
required in order to be  
considered for award:

1. **SDB Utilization**

participation goal

After making good faith  
outreach efforts as more fully  
described in the **Guidance  
for Documenting Good  
Faith Efforts to Meet the  
SDB Participation Goal**, I  
am unable to achieve any part  
of the SDB participation goal  
for this solicitation and am  
requesting a full waiver of the  
SDB participation goal.

I have completed and am  
submitting with my bid/  
proposal a **Good Faith  
Efforts Waiver Request** for  
the complete SDB  
participation goal, which is



# SDB Utilization Schedule – SDB-3

## SDB-3 SDB UTILIZATION SCHEDULE

### Law Firms to complete the following:

**Amount of SDB participation goal to be met through the use of SDB subcontractors:** Law Firms are not required to identify the specific SDB subcontractors within this SDB Utilization Schedule, but must identify the total percentage (%) of work to be performed by SDB subcontractors. However, a Law Firm selected for a Bond Counsel engagement must submit the Closing Statement identifying the SDB subcontractors used to meet the portion of the SDB participation goal listed below, as required by Section I-24(K) and IV-5.E.1. of the RFQ. To receive credit toward meeting the SDB participation goal, the SDB subcontractor must be a DGS-verified SDB as of the date the work to be completed by the SDB commences.

Percentage of work to be performed by SDB subcontractors:

\_\_\_\_\_ %

**If the Prime Law Firm is a DGS-verified SDB,** complete the following:

SAP Vendor Number (6-digit number): \_\_\_\_\_

SDB Verification Number (located on DGS SDB verification): \_\_\_\_\_

Type of SDB: ☐ MBE  
☐ WBE  
☐ LGBTBE  
☐ DOBE  
☐ SDVBE

Description of Work to be Performed (Statement of Work/Specification reference):

Percentage of work to be self-performed by SDB Law Firm \_\_\_\_\_ %

Revised: October 28, 2021

SDB-3.1

**CRITICAL**  
✓ Verify SDB  
percentage of work



# Guidance to Document GFE SDB-4

## READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.
- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.



# Good Faith Efforts Packet SDB-5

## Good Faith Efforts (GFE) Partial or Full Waiver

- ☐ Identified Items of Work Applicant Made Available to SDBs (Part 1)
- ☐ Identified SDBs and Record of Solicitations (Part 2)
- ☐ SDB Outreach Compliance Statement (Part 3)
- ☐ Additional Information Regarding Rejected SDB Quotes (Part 4)
- ☐ SDB Subcontractor Unavailability Certificate (Part 5)



# SDB GFE Documentation – SDB-5

## SDB-5

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

<b>Project Description:</b>	
<b>Commonwealth Agency Name:</b>	
<b>Solicitation #:</b>	
<b>Solicitation Due Date and Time:</b>	
<b>Bidder/Offeror Company Name:</b>	
<b>Bidder/Offeror Contact Name:</b>	
<b>Bidder/Offeror Contact Email:</b>	
<b>Bidder/Offeror Contact Phone Number:</b>	

Complete all five parts

#### Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror's responsibility to demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Identified Items of Work	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no



# GFE Waiver – Part 1

## Identified Items of Work Offeror Made Available to SDBs

**CRITICAL**  
✓ List all components of work offered for subcontracting.

### Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of contract work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract cost. Offeror must demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Identified Items of Work	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
	<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

# GFE Waiver – Part 2

## Identified SDBs and Record of Solicitations

**CRITICAL**  
✓ Specifics and  
Details are  
important

### Part 2 – Identified SDBs and Record of Solicitations

Identify the SDBs solicited to demonstrate interest to perform the Anticipated Scopes of Work made available for SDB participation. Include the name of the SDB solicited, anticipated scopes of work for which the Bidder/Offeree solicited interest, date and manner of initial and follow-up, whether the SDB provided a response, and whether the SDB will be used toward meeting the SDB participation goal.

Note: 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 that Bidder/Offeree is not using to meet the SDB participation goal, Bidder/Offeree should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Bidder/Offeree that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

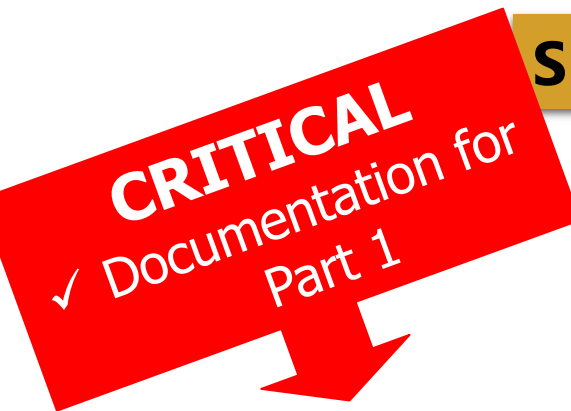
Name of Identified SDB and Classification	Describe Anticipated Scope of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	SDB interested in Anticipated Scope of Work?	Will SDB be Used?	Reason SDB Rejected
SDB Name:  <input type="checkbox"/> 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





# GFE Waiver – Part 4

## Additional Information Regarding Rejected SDB Quotes



### SDB-5

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

##### Part 4 – Additional Information Regarding Rejected SDBs

This form must be completed if Part 2 indicates that an SDB was rejected because the Bidder/Offeror will use a non-SDB or will self-perform the Anticipated Scopes of Work. List the Anticipated Scopes of Work, indicate whether the work will be performed by a non-SDB or will be self-performed, and if applicable, state the name of the non-SDB firm.

Describe Anticipated Scope of Work not being performed by SDBs	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Reason why SDB was not used for anticipated scope of work along with brief explanation
	<input type="checkbox"/> self-performing <input type="checkbox"/> using 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"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using 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"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____	<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other

Attach additional sheets as necessary.



# GFE Waiver – Part 5

## Subcontractor Unavailability Certificate

**CRITICAL**  
✓ Required for each  
vendor listed in Part 1

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

**Part 5 – SDB Subcontractor Unavailability Certificate**

1. It is hereby certified that the firm of \_\_\_\_\_  
(Name of SDB)

located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_ was offered an opportunity to provide  
(City) (State) (Zip)

\_\_\_\_\_ on Solicitation No. \_\_\_\_\_  
(anticipated scope of work)

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):



# How to Meet the Goal

## 3 Scenarios

1. Self-Perform as a **DGS-verified** SDB and/or VBE Prime vendor
2. Find Separate **DGS-verified** SDB and VBE vendors
3. Use a **DGS Dually-verified SDB/VBE** vendor

## Submittal Forms

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



# DGS Dually Verified SDB/VBE

## SDB-3 SDB UTILIZATION SCHEDULE

Sample Scenario - 10% SDB Goal ; \$1,000.00 total project cost

List in the chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each SDB 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>	MBE	IT staffing resources	%	\$
Name: <u>Name of Dually Verified Sub-Contractor</u> SAP Vendor Number: <u>6 Digit Number</u> SDB Verification Number: <u>Obtain from SDB</u>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		6 %	\$60.00
Name: <u>DGS-verified SDB Sub-Contractor</u> SAP Vendor Number: <u>6 Digit Number</u> SDB Verification Number: <u>Obtain from SDB</u>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		4 %	\$40.00
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: 10%	Total \$ amount: \$100.00

## VBE-3 VBE UTILIZATION SCHEDULE

Sample Scenario - 3% VBE Goal ; \$1,000.00 total project cost

List in the chart below VBEs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the VBE participation goal (add additional pages if necessary). Submit a **Letter of Commitment (VBE-3-1)** for each VBE subcontractor (add additional Letters of Commitment as necessary).

VBE Name SAP Vendor Number (6-digit number provided by VBE) VBE Verification Number (located on DGS VBE verification)	Type of VBE (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by VBE bidder/offeror)	Associated Dollar Value of Commitment
Name: <u>ABC IT Solutions</u> SAP Vendor Number: <u>123456</u> VBE Verification Number: <u>123456-2016-09-SB-M</u>	MBE	IT staffing resources	%	\$
Name: <u>DGS Dually-verified Sub-Contractor</u> SAP Vendor Number: <u>6 Digit Number</u> VBE Verification Number: <u>Obtain from VBE</u>	<input type="checkbox"/> VBE <input type="checkbox"/> SDVBE		6 %	\$60.00
Name: SAP Vendor Number: VBE Verification Number:	<input type="checkbox"/> VBE <input type="checkbox"/> SDVBE	This credit may exceed the Participation Goal Percentage	%	
Name: SAP Vendor Number: VBE Verification Number:	<input type="checkbox"/> VBE <input type="checkbox"/> SDVBE		%	
Name: SAP Vendor Number: VBE Verification Number:	<input type="checkbox"/> VBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % VBE commitment: 6%	Total \$ amount: \$60.00

Sample Scenario: Solicitation Participation Goals  
SDB = 10% VBE= 3%  
Estimated contract value = \$1,000.00



# Dually-Verified Vendor Instructions

If a DGS-verified SDB is dually verified as a VBE, the firm will receive credit towards both the SDB participation goal and the VBE participation goal as set forth on the SDB and VBE Participation Summary Sheet. This credit may exceed the participation goal percentage, as shown in the example below.

*Example: The SDB participation goal is 10% and the VBE participation goal is 5%. A subcontractor is DGS-verified as both an SDB and a VBE and will perform 10% of the contract work. The prime contractor can satisfy both the SDB participation goal and the VBE participation goal through that dually verified subcontractor's performance of 10% of the contract work, unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office.*

*Based on this example, the percentage commitment indicated on SDB-3 for SDB work on this contract would be 10%, and the VBE percentage commitment indicated on VBE-3 on this contract would be 10% as well. These contractual commitments meet the SDB participation goal of 10% and **exceed** the 5% VBE participation goal for this contract. Please note that the dually verified SDB/VBE firm only receives 10% of the contract work based on the example above.*

## Newly Revised



# Best Practices

## Do's

- Read the solicitation and all instructions completely.
- Submit SEPARATE SDB and VBE submittal forms.
- Validate subcontractor SDB/VBE status in DGS Supplier Database.
- Ensure that all appropriate forms are completed and signed correctly.
- Submit questions early per the solicitation requirements.

## Don'ts

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.
- Forget to verify subcontractor status as current SDB/VBE in DGS Supplier Database.




# Important Notes

NEW Prompt Payment Terms (non- construction) – 7/1/2023

- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.
- Model Form SDB/VBE Subcontractor Agreement (Appendix I)- is provided for informational purposes only. To be completed by award winning vendor only.



# 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**





# Questions?



# BDISBO Contact Info

## **Bureau of Diversity, Inclusion and Small Business Opportunities**

North Office Building  
401 North Street, Room 611  
Harrisburg, PA 17120-0500  
717.783.3119

[GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)

