

OGC-2025-09 General Obligation Bond Counsel

BDISBO Goal Setting Overview/Pre-Proposal Conference

Issuing Officer –
Jordan Kiessling -
jkiessling@pa.gov

November 13, 2025 2:30 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.

Pennsylvania Department of General Services



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

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-2025-09 | 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!



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.



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 (effective 11/1/2018).

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 interface features a 'Quick Search' section with a text input for 'Supplier Name or SAP Number', a 'Search' button, and a 'Reset' button. Below this is an 'Advanced Search' section. At the bottom, there is a 'Show 10 entries' dropdown, 'Export to Excel' and 'Reset Search Criteria' buttons, and a table header with columns: Supplier (click on name to display full record), Contact, Address, SB Exp Date, SDB, and COSTARS.

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 |
|---|---------|---------|-------------|-----|---------|
|---|---------|---------|-------------|-----|---------|

<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 |
|--|--|---------------|-------------------|--------------------|--------------------|---------|
| 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 |
|-----------|-------------------|
| Segment | <u>44</u> 000000 |
| Family | 44 <u>12</u> 0000 |
| Class | 4412 <u>17</u> 00 |
| Commodity | 441217 <u>06</u> |

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.

Click arrow to expand Segment for additional codes



UNSPSC Commodity Code Search



United Nations Standard
Products and Services
Code



WELCOME

United Nations Standard Products and Services Code® (UNSPSC®)

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



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 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 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



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

| Advanced Search | | | | | | |
|---|--|---|---|-----------------------|---------------------|---------|
| Show <input type="text" value="25"/> entries | | | Export to Excel Reset Search Criteria | | | |
| Supplier (click on name to display full record) | Contact | Address | SB Validity Dates | DB 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@ADVANCEDBLDGCONTOLS.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@barbarajsales.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 |
|-----------|--------------------|-------------------|----------|--------------------------|------|---------------|--------------|



Appendix F – SDB Participation Summary

Small Diverse Business (SDB) Participation Summary Sheet

Solicitation/Project #: **OGC-2025-09**

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%

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 G – VBE Participation Summary

Veteran Business Enterprise (VBE) Participation Summary Sheet

Solicitation/Project #: **OGC-2025-09**

Issuing Agency: **Office of General Counsel**

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

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

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 |



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*



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

VBE-2 VBE 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.

☐ I agree to meet the VBE

in full.

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

☐ I am requesting a partial waiver of the VBE participation goal.

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

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:

1. an **VBE Utilization Schedule (VBE-3)** for that portion of the VBE participation goal that I will meet; AND
2. a **Good Faith Efforts Waiver Request** for the portion of the VBE participation goals that I am unable to meet.

☐ I am requesting a full waiver of the VBE

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

I have completed and am submitting with my bid or proposal a **Good Faith Efforts Waiver Request** for the complete VBE participation goal, which is required in order to be considered for award.

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



SDB Utilization Schedule – SDB-3

SDB-3 SDB UTILIZATION SCHEDULE

CRITICAL
✓ Verify SDB
percentage of work

Enter 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: _____ SAP Vendor Number: _____ SDB Verification Number: _____ | <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <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"/> LGBTBE <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"/> LGBTBE <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"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE | | % | |
| Attach additional sheets if necessary | | | Total % SDB commitment: 0 | Total \$ amount: \$ 0 |



Letter of Commitment SDB-3.1



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.

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

* For purposes of monitoring compliance with SDB and VBE commitments, the work performed by a firm that is both an SDB and a 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.

Only complete
if you are an
SDB/VBE
Planning to
self-perform
to meet
stated goal.



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

| | |
|---|--|
| Project Description: | |
| Commonwealth Agency Name: | |
| Solicitation #: | |
| Solicitation Due Date and Time: | |
| Bidder/Offeree Company Name: | |
| Bidder/Offeree Contact Name: | |
| Bidder/Offeree Contact Email: | |
| Bidder/Offeree Contact Phone Number: | |

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/Officer 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/Officer is not using to meet the SDB participation goal, Bidder/Officer should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Bidder/Officer 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):



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 Subcontract Agreement Form** - Appendix I
Provided for informational purposes only. May 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

