

OMAP Project Management Consulting and Quality Assurance Services

**Request for Proposals (RFP)
25-RFP-13693**

Pre-Proposal Conference

10/09/2025

Introductions



- Sandy Marcella – Bureau Director, Bureau of Data and Claims Management, Office of Medical Assistance Programs
- Ben Speros – Issuing Officer, DHS Bureau of Procurement & Contract Management.
- Charles Connahan – DHS Bureau of Procurement & Contract Management.
- Audrey Smith - DGS Bureau of Diversity, Inclusion and Small Business Opportunities.
- Krista Schubert – DHS Bureau of Employment Programs, Contractor Partnership Program.

Agenda



pennsylvania
DEPARTMENT OF HUMAN SERVICES

- Introductions
- Ground Rules
- Critical Points
- Project Overview
- Tasks Overview
- Technical Submittal Overview
- Small Diverse Business and Veterans Business Enterprise Overview
- Contractor Partnership Program
- Timeline
- Adjourn

Ground Rules



- The Department will post this presentation and attendance list as an addendum on the DGS website (<http://www.emarketplace.state.pa.us/>) and in JAGGAER following this presentation.
- All questions must be submitted via the Q&A Board in JAGGAER by 10/15/2025 by 12:00:00 PM EST.
- Answers to Potential Offeror questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) and in JAGGAER by 10/22/2025.
- Any changes to the RFP will be issued as a formal written addendum in accordance with Section #11 of the RFP JAGGAER Description.
- All communication concerning this RFP shall be made through the RFP Issuing Officer.

Critical Points



- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete timely proposal, including the required signature. Follow the proposal format as detailed in RFP Description Section #14.B. Include the appropriate heading descriptions, respond to all sections of the Technical and Cost Submittals, and provide any other relevant information as an appendix.
- The Department may request an oral or written presentation or both from Offerors.
- Each proposal must have five separate submittals; Technical, Cost, Small Diverse Business Participation (SDB), Veteran Business Enterprise Participation (VBE), and Contractor Partnership Program (CPP).

Critical Points (cont.)



- Do not include any cost data in the Technical portion of your proposal.
- Offerors must submit a complete response to this RFP in JAGGAER.
- Proposals must adhere to the mandatory responsiveness requirements identified in the RFP.
- Proposals (the electronic copy in JAGGAER) must be received by 12:00:00 PM on 11/17/2025.
- The resulting contract will be for a term of 5 years with 4 additional one-year renewal options.

- **Technical Nonconforming Proposals.** The four Mandatory Responsiveness Requirements set forth in Section 32 of the RFP JAGGAER Description are the only RFP requirements that the Commonwealth will consider to be *non-waivable*. The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Offeror's proposal, (2) allow the Offeror to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Offeror's proposal.

- The RFP will be evaluated based on the following criteria:
 - Technical – 65% of the total available points
 - Cost – 35% of the total available points

To be considered a responsible Offeror, and thus eligible for selection for Best and Final Offers or contract negotiations, the raw score of the Offeror's Technical Submittal must be greater than or equal to 75% of the available raw technical points.

- The technical evaluation will be based upon the following criteria:
 - Soundness of Approach;
 - Offeror Qualifications;
 - Personnel Qualifications; and
 - Understanding the Project.

Project Overview



This is a broad overview of the project, and the programs involved. Please refer to the RFP Description Sections #4 and #5 for additional details.

The Department is seeking a qualified Offeror to provide Project Management Consulting and Quality Assurance Services. The Department will select a single contractor to be responsible for all PMCQA Services.

- Offerors should respond to all tasks listed in the Technical Submittal and propose how the Offeror will satisfy each of the tasks. Please reference the Technical Submittal in Buyers Attachments for more information.

- 1. Provide Medicaid Management Information System (“MMIS”) Consulting including research, analysis, and recommending future enhancement to the current MMIS to transition into industry leading fully operational modular MMIS.

 2. Provide a Project Management Office (“PMO”) under the strategic leadership of the Department to manage the implementation of modules to replace the current MMIS known as with individual modules working together to form a cohesive MMIS. The goal is to sunset the current PROMISe MMIS.

3. Provide Independent Verification and Validation (“IVV”) consulting during the implementation of future modules to verify and validate vendor’s products, services, systems, and specifications ensuring the intended purposes of the Department are met by the module vendor and CMS Certification is achieved.

This is a broad list of tasks. Please pay close attention to the details within the Technical Submittal of the RFP.

Technical Submittal Overview



- Offerors should respond to all areas of the Technical Submittal and propose how the Offeror will satisfy each section of the Technical Submittal. Please refer to the RFP for more information.
 - I-1 Statement of the Project
 - I-2 Management Summary
 - I-3 Qualifications
 - I-4 Financial Capability
 - I-5 Tasks
 - I-6 Core Team Services
 - I-7 Requirements
 - I-8 Reports and Project Control
 - I-9 Performance Standards
 - I-10 Objections and Additions to IT Contract Terms and Conditions

- Please pay close attention to the details within the Technical Submittal of the RFP and provide a complete response to each section of the Technical Submittal.



Pennsylvania
Department of General Services

RFP 25 RFP 13693 OMAP Project Management Consulting and Quality Assurance

BDISBO SDB/VBE Goal Setting Information Session

October 9, 2025 2:00 PM
Benjamin Speros - bsperos@pa.gov



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

Jagger References:

Description

- #13. Small Diverse Business (“SDB”) and Veteran Business Enterprise (“VBE”) Participation
- #14. Proposal Requirements
 - B. Proposal Format
- #32. Mandatory Responsiveness Requirements

Questions – RFP Questions

- Group 1.2 – Small Diverse Business Participation
- Group 1.3 – 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

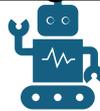




Solicitation Specific Goals

25-RFP-13693	SDB	VBE
	18%	3%

Goal Setting Process



Available subcontracting opportunities across the entire state for the applicable services,

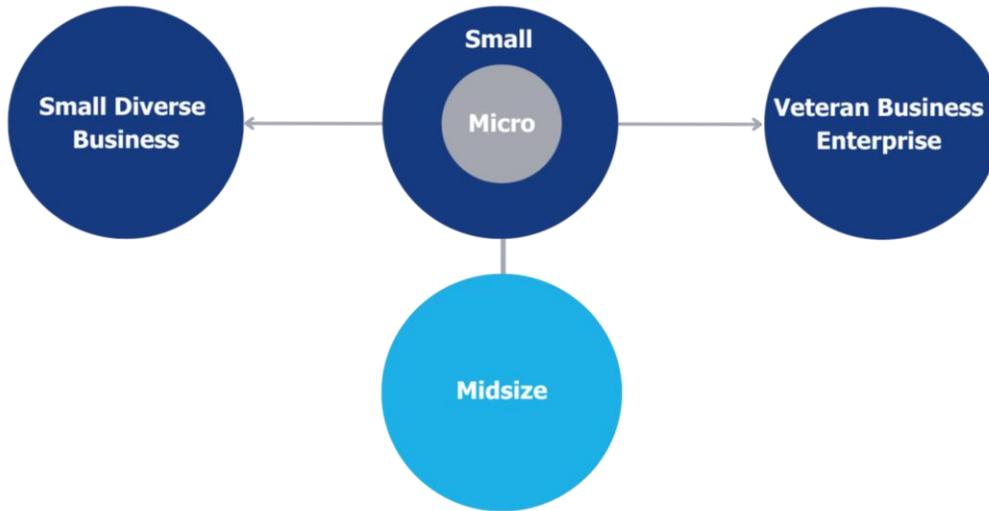
Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and

Historical analysis of similar projects within the last 3-5 years.

Primes are welcome to exceed the goal!



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)

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

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 percentages



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

The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. The page includes a navigation bar with 'Home', 'PA eMarketplace', and 'Search Contracts'. A note explains that the search functions will find suppliers qualified for ITQ contracts and registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (DISBO). The 'Quick Search' section has a text input for 'Supplier Name or SAP Number' and 'Search' and 'Reset' buttons. The 'Advanced Search' section is currently empty. At the bottom, there is a 'Show 10 entries' dropdown, 'Export to Excel', and 'Reset Search Criteria' buttons. A table header is visible with columns: 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

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



Quick 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 (DISBO) 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 Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS sales@rbutkinsvalley.com					No
22 GROUP, LLC	Caroline M. Harper	757 PUBLIC RD	9/23/2015-	9/23/2015-		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	4400000	Office equipment and accessories & supplies
Family	4412000	Office supplies
Class	4412170	Writing Instruments
Commodity	44121706	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

OR

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 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 Resin 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

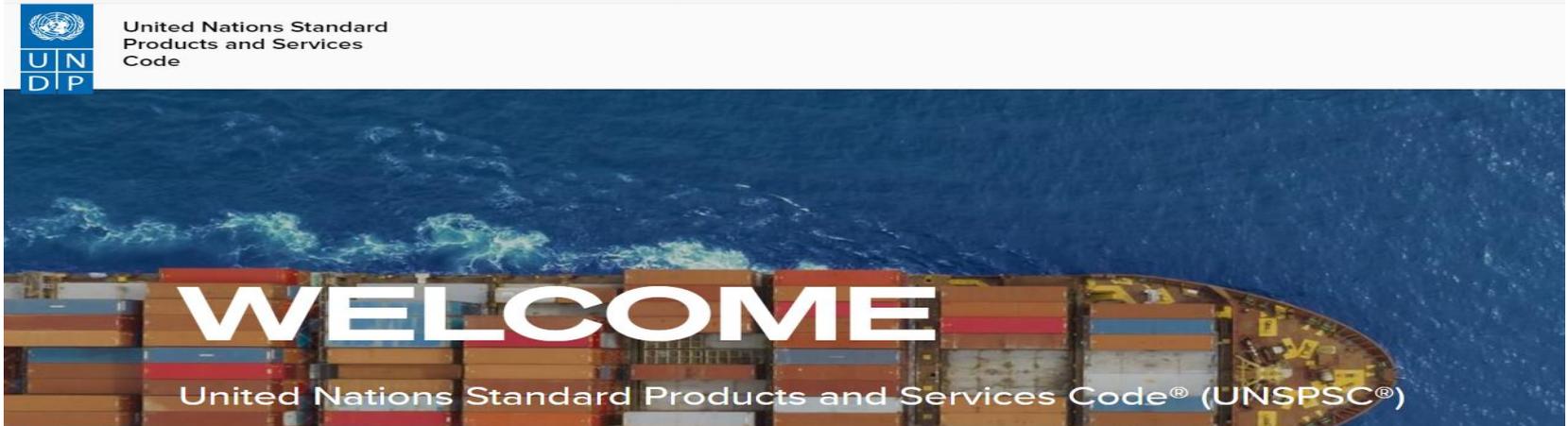
Search Reset

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

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

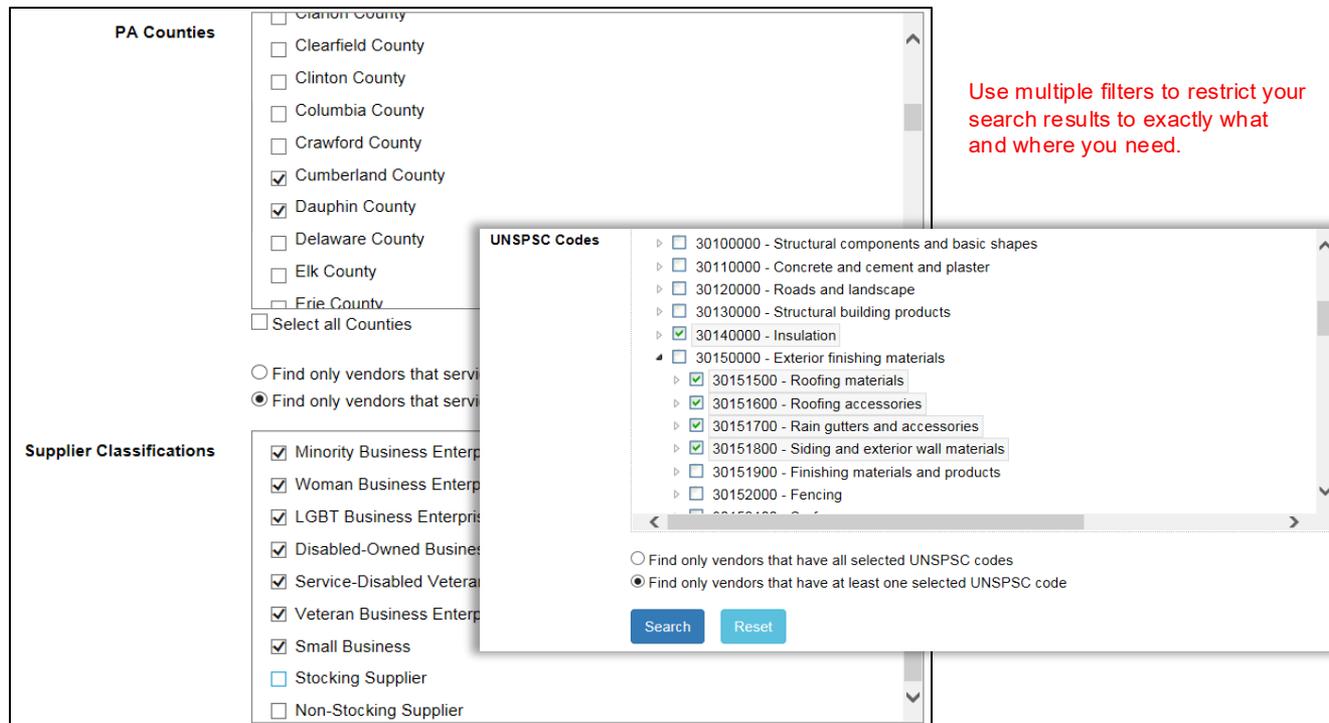
Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

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



Advanced Search (continued)



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

Find only vendors that serve...

Find only vendors that serve...

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

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



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 Operations (BIDIS). The searches include: small (SB), minority (MCB), diverse (SD), veteran (VBE), business effective July 1, 2025. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Business Classification, COSTARS and other information. Click here for help on how to use DGS Supplier Search.

Quick Search

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

How: 25 entries

Export to Excel Export 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.Greene@advancedav.com (Phone) 610-719-6194 (Fax) 610-662-6421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Oraly Connelly CONNELLY@ADVANCEDBUILDINGCONTROLS.COM (Phone) 215-620-9964	PO BOX 303 HOLKONG, PENNSYLVANIA 18029 (Phone) 215-620-9964	2/11/2019- 2/26/2021			No
ADVANCED BUILDING PERFORMANCE INC (D)	Pat Pat Cavalier PFC@ANBP.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 anbp.com	12/09/2019- 12/09/2021	12/09/2019- 12/09/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward nicholasward@advancedcleaning.com (Phone) 610-987-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18136	3/27/2019- 3/31/2020	3/27/2019- 3/31/2020	3/07/2019- 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

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

Now: 25 entries

Export to Excel

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SD 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) 610-692-6421	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 CONNELLY@ADVANCEDBUILDINGCONTROLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18029 (Phone) 215-520-9964	2/11/2019- 2/26/2021			No
ADVANCED BUILDING PERFORMANCE INC (S)	Pin Pin Cavalier PPC@ABPOX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpox.com	12/09/2019- 12/09/2021	12/09/2019- 12/09/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward clearteam@advancedcleaningsolutionsPA.com (Phone) 610-697-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2019- 3/31/2020	2/27/2019- 3/31/2020	2/27/2019- 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
SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
122594	HOUCK SERVICES INC	CORPORATE	JARROD HERROLD		jherrold@houcks.com					
122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsles.com	412	5233398		800	8137122
135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjsservices.com					
137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
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.

- I agree to meet the SDB participation goal.
- I am requesting a partial waiver of the SDB participation goal.
- I am requesting a full waiver of the SDB participation goal.

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.

As an offeror, I am unable to meet 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 or proposal both of the following, which are required in order to be considered for award:

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

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 or proposal a **Good Faith Efforts Waiver Request** for the complete SDB participation goal, which is required in order to be considered for award.

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.

Revised: January 26, 2024

SDB-2.1



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: ABC IT Solutions SAP Vendor Number: 123456 SDB Verification Number: 123456-2016-09-SB-M	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: 0.0

Revised: January 26, 2024

SDB-3.1



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, _____ Acknowledged _____
 Printed name Printed name

Signature _____ Signature _____
 Bidder/Offeror Point of Contact Name 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.

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



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)



GFE 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 contract value for each item. Offeror must demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage 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

... to provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB ... which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, ... being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on ... Schedule (SDB-2).

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

Name of Identified SDB and Clarification	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"/> LGTBQE <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"/> LGTBQE <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

CRITICAL
✓ Documentation
for Part 1

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



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 Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if applicable, 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

Describe the 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"/> SDB		<input type="checkbox"/> price

GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each vendor listed in Part 1

1. I, _____, the firm of _____
(Name of SDB)

(Street)

(City) (State) (Zip)
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)

41



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.



Important Notes

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

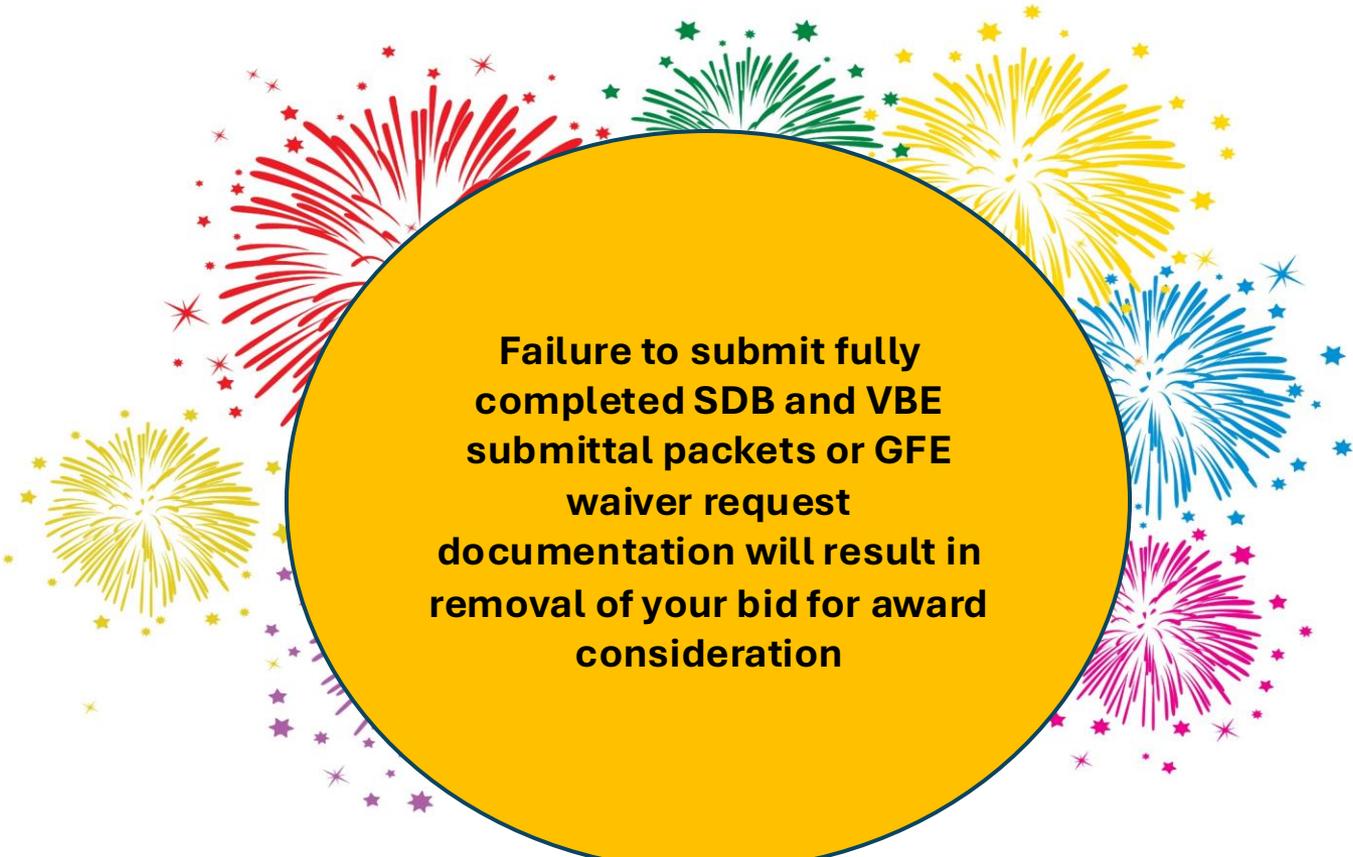
- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.
- Provided for informational purposes only. May be completed by award winning vendor only.

Model Form SDB/VBE Subcontractor Agreement

- 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**



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



The Contracted Partnership Program (CPP)

Bureau of
Employment
Programs

Bureau Director
Jolene Reid



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DEPARTMENT OF HUMAN SERVICES



What is the Contracted Partnership Program (CPP)?

CPP is a collaboration between the Pennsylvania Department of Human Services (DHS) and its contractors to increase the employment rate of TANF beneficiaries. TANF is the Temporary Assistance to Needy Families cash assistance program.

Contractors who hold agreements meeting certain criteria with DHS are required to establish a TANF hiring target and implementation plan that supports TANF beneficiaries in obtaining employment with the contractor, grantee, or their subcontractors.



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Contracted Partnership Program



What are the Benefits for Contractors and Grantees?

- Fulfills workforce needs by connecting entities to a pool of job candidates.
- Connects entities to PA's Employment & Training network who can assist in developing workforce training, hiring and retention at no cost.
- Entities may be eligible for tax credits for hiring individuals receiving TANF such as the Work Opportunity Tax Credit [WOTC](#)
- Establishes your organization as part of a collective solution to lifting people out of poverty.

Contractor Partnership Program

RFP Requirements

- The RFP contains an overview of CPP in Appendix E.
- Applicants should submit the information being requested in RFP Questions Group 1.5 of Appendix E as their CPP Submittal.
- This submittal will NOT be part of the scoring criteria, but it must be completed. After selection for negotiations, DHS will review the selected Applicant's CPP Submittal and may approve or request changes as part of negotiations.



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Implementing a Hiring Plan

- As part of its CPP submittal, each applicant should submit a hiring target; subgrantees must be included if part of the grant
- Applicants should review the positions the organization currently offers and anticipate their needs not only as a result of being awarded a contract but generally throughout the organization for:
 - CPP hires are not specific to the work outlined in the contract
 - All positions, both in the grantee and any subgrantee, should be considered, not just positions assigned to the contract work

Contracted Partnership Program

How is the hiring target determined?

As part of their CPP submittal, Applicants will report their number of Pennsylvania hires annually for the past three years and calculate their average number of hires per year; the target will be 10% of the average multiplied by the number of years of the contract.

- The CPP submittal must also contain and take into consideration any hires made by subcontractors within the same period following the same calculation.
- Contractor and subcontractor hires should then be combined to create the hiring target



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Contractor Requirements- Additional Notes

Example of How to Calculate a Hiring Target:

Proposed agreement/contract is to provide services for 5 years.

Applicant reported hires for the past 3 years as:

2021-125/hires
2022-156/hires
2023-116/hires

$125+156+116=397$
 $397*.10=39.7$ (since this is greater than .5 round up to 40)

Calculated average is 40 hires over the past 3 years
Agreement/contract term is 5 years

40 (average hires from past 3 years)* 5 (agreement/contract term)= 200

Applicant will submit 200 hires as their proposed hiring target

Be advised hiring targets of zero, decimals, ranges, “TBD” or “Unknown” will not be accepted. Only whole numbers

Contracted Partnership Program



Applicant Requirements

- Submit a hiring target. The hiring target should be 10% of the average of annual PA hires over the past three years multiplied by the number of years of the contract.
- Establish a Business Folder in the Commonwealth Workforce Development System (CWDS) and ensure contact information remains current.
- Implement the hiring plan by posting jobs or by connecting with Employment and Training programs to find qualified candidates.
- Effective June 2023, report all PA hires through the PA CareerLink website. When entering CPP hires, the information will also be shared with the Department of Labor and Industries New Hire Database.
- Maintain communication with program office contract monitors or CPP staff on progress and challenges.

Contractor Requirements- Additional Notes

- **Contract Specific:** The CPP requirement is contract specific, meaning each contract held with the Department may require a hiring target. If a contractor has multiple contracts with DHS, they may have multiple hiring targets.

- **Subcontractors:** Hires made by subcontractors also count towards the CPP hiring target. All hires made by the grantee and subgrantees should be used to determine the 10% hiring target. Subcontractors may also be designated to submit all hires via the PA CareerLink website

- **Eligible positions:** Hires can be for any position; the position does not have to be related to the specific contract project(s). TANF beneficiaries possess a wide range of skill sets and can fulfill a variety of positions, depending on the individual's background and experience. Common industry-specific certifications include areas such as:
 - Data Entry Specialist
 - Customer Service
 - Health Care
 - Administrative Services



How can DHS connect selected Applicants with TANF beneficiaries?

- Selected Applicants can post available positions via PA CareerLink® online:
pacareerlink.pa.gov
- DHS can connect entities with local employment and training programs including the Employment Advancement and Retention Network (EARN), Work Ready, and Keystone Education Yields Success (KEYS) providers who work directly with TANF beneficiaries

EARN

Work Ready

KEYS

EARN and Work Ready

Providers	Participant Services
22 Local Workforce Development Boards 11 Community Action Agencies	<p>With a major redesign beginning July 2020, EARN and Work Ready now provide the following services to participants:</p> <ul style="list-style-type: none">• Individualized coaching or case management• Support to address employment barriers• Employability skills development• Counseling services• Access to training programs leading to credentials• Job placement and job search assistance• Support services such as child care and transportation• A minimum of one year of retention services to help navigate the transition into the workforce

Keystone Education Yields Success (KEYS)

Providers	Services
14 Community Colleges	<p>The KEYS Program supports participants who are attending an approved program primarily at Pennsylvania’s community colleges. Services include:</p> <ul style="list-style-type: none">• On-site support to pursue certificates and degrees• Help with navigating college requirements• Assistance with financial aid and scholarship applications• Support services such as child care, transportation, books, and supplies• Connections to other college services such as academic advising, tutoring, student activities, and career services

Contractor Partnership Program

What are the responsibilities of oversight staff?

The Bureau of Employment Programs (BEP) and Project Monitors will work together to:

- Provide support to selected Applicants
- Ensure that the selected Applicants designate and maintain a point of contact for CPP purposes
- Support selected Applicants in making connections to job candidates
- Conduct outreach when selected Applicants fail to submit PA hires via PA CareerLink, no less than quarterly
- Review CPP targets during annual monitoring and targeted technical assistance visits
- Share quarterly updates with DHS leadership



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DEPARTMENT OF HUMAN SERVICES

Contractor Partnership Program

Contact Information

Contractor Partnership Program
Email: RA-BETPCPP@pa.gov

PA CareerLink® online:
pacareerlink.pa.gov



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- The Project Timeline includes:
 - 10/01/2025 – RFP 25-RFP-13693 is Issued.
 - 10/09/2025 – Pre-Proposal Conference.
 - 10/15/2025 by 12:00 PM – Deadline to submit questions.
 - 10/22/2025 – Answers to Potential Offerors' questions will be posted as an Addendum in JAGGAER and on the Department of General Services (DGS) website.
 - 11/17/2025 by 12:00:00 PM – Due date for proposals.



- All questions must be submitted in JAGGAER by the specified due date and time.

Conclusion



- This concludes the Pre-Proposal conference.
- Answers to all questions will be posted to JAGGAER and the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx> by close of business on 10/22/2025.

Benjamin Speros
Department of Human Services
Bureau of Procurement & Contract Management
Health & Welfare Building, Rm 528
625 Forster Street
Harrisburg, PA 17120

RA-PWRFPQUESTIONS@PA.GOV

Any contact with the Department concerning this RFP must be in writing and through the RFP Issuing Officer.