

# **Medical Assistance Transportation Program Services in Philadelphia County**

## **Request for Applications (RFA) # 06-24**

### **Pre-Application Conference**

***January 23, 2025***

# Introductions



- Scott Matlock – Bureau of Managed Care Operations, Human Services Policy Research Evaluation Consultant
- Nadine Chinapoo – Bureau of Procurement & Contract Management, Issuing Officer
- Audrey Smith - DGS Bureau of Diversity, Inclusion and Small Business Opportunities
- Krista Shubert – Bureau of Employment Programs, Contractor Partnership Program

# Agenda



- Introductions
- Ground Rules for the Pre-Application Conference
- Project Overview
- Critical Points
- Key Requirements
- Tasks
- Small Diverse Business and Veterans Business Enterprise Program Overview
- Contractor Partnership Program - Overview and Requirements
- 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/>) following this presentation.
- All questions may be submitted via email to the resource account ([RA-pwrfaquestions@pa.gov](mailto:RA-pwrfaquestions@pa.gov)) by **January 28, 2025, at 12:00 PM EST**.
- Answers to Potential Applicant questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) by **February 11, 2025**.
- Any changes to the RFA will be issued as a formal written addendum in accordance with Section I-10 of the RFA.
- All communication concerning this RFA shall be made through the RFA Issuing Officer. Do not contact any other Commonwealth personnel concerning this RFA.

# Critical Points



- To minimize delays in application evaluation and to avoid rejection of your Application, read the RFA carefully and submit a complete Application, including signature. Evaluations will be based on what is submitted.
- Follow the Application format as detailed in Part I-13 of the RFA. Include the appropriate heading descriptions, respond to all requirements and provide any other relevant information as an appendix.
- An oral presentation with each Applicant may be requested by the Department.
- Each application must have five separate submittals:
  - Technical;
  - Cost;
  - Small Diverse Business (SDB) Participation (which must include either the SDB Utilization Schedule, the Good Faith Efforts Documentation to support Waiver Request, or both);



# Critical Points (cont'd)



- Veteran Business Enterprise (VBE) Participation (which must include either the VBE Utilization Schedule, the Good Faith Efforts Documentation to Support Waiver Request, or both); and
- Contractor Partnership Program (CPP).
- The references completing the Corporate and Key Personnel Reference Questionnaires must submit the completed forms electronically to [RA-PWBPCMReferForms@pa.gov](mailto:RA-PWBPCMReferForms@pa.gov).
- Do not include any cost data in the Technical, SDB or VBE portions of your application.
- Applications and completed Corporate and Key Personnel Reference Questionnaires must be received by **12:00:00 PM EST on March 4, 2025**.
- The resulting agreement will be for a term of 3-years with one additional 2-year optional renewal.

- Each application will be evaluated based on the following criteria:
  - Technical – **75%** (The total score for the Technical Submittal of the application must be greater than or equal to 75% of the available raw technical points)
  - Cost – **25%** of the total points
- The technical evaluation will be based upon the following criteria:
  - Soundness of Approach;
  - Applicant Qualifications;
  - Personnel Qualifications; and
  - Understanding the Project.

# Project Overview



- As detailed in the RFA 06-24, Section I-3, the Department is issuing this RFA to procure the services of a transportation broker that will be responsible for coordination of Non-Emergency Medical Transportation ("NEMT") for eligible Medical Assistance ("MA") consumers in Philadelphia County. The selected Applicant will provide transportation through a structured and cost-effective approach by coordinating various transportation modes that meet the needs of MA consumers in Philadelphia County.

# Project Overview (cont'd)



- 42 C.F.R. § 431.53 requires states to provide MA consumers with necessary emergency and NEMT to and from MA-enrolled providers. Pursuant to 42 C.F.R. § 440.170(a)(4), states are permitted to use a broker model to provide NEMT services.
- The Department provides NEMT services through its Medical Assistance Transportation Program (“MATP”). MATP provides transportation to MA consumers, who otherwise have no other means of transportation or have unmet transportation needs, and require access to medical treatment or evaluation, or to obtain their prescription drugs or medical equipment.
- The majority of MA consumers in Pennsylvania and in Philadelphia County receive their physical and behavioral health services through the Department’s mandatory managed care program known as HealthChoices. MA Consumers not covered by HealthChoices are covered through the Department’s Fee for Service Program.

As stated in Section I-4, the selected Applicant must provide adequate access to coordinated transportation services for MA consumers residing in Philadelphia County as well as streamlined processes for both consumers and subcontracted transportation providers. The selected Applicant must also:

1. Arrange the most appropriate and cost-effective transportation services for consumers that reduce the number of no-shows for medical services and medical appointments due to a lack of transportation.
2. Establish an adequately staffed Customer Service Center located within the service region, with a sufficient number of trained customer service specialists and operations staff to assist MA consumers requesting NEMT.
3. Perform gatekeeping and scheduling functions to provide for the appropriate use of transportation services.
4. Establish a sufficient network of transportation providers who have multiple modes of transportation options that meet the service delivery needs of MA consumers.

# Project Overview (cont'd)



5. Have the technological capacity to provide the full scope of services and to administer an efficient and effective program.
6. In conjunction with the Department, develop and maintain a complaint process that provides for the effective response to consumer issues regarding the delivery of transportation services.
7. In conjunction with the Department, develop policies and procedures to eliminate fraud and abuse.

# Requirements Overview



- Applicants must respond to all areas of the technical submittal and propose how the Applicant will satisfy each of the listed Requirements in the RFA. For instance:
  - A. Adherence to Department Policies and Guidance;
  - B. Development of a Disaster Recovery plan for electronic records and filed maintained by the Applicant;
  - C. Development of an Emergency Preparedness strategy for maintaining operations for an extended period of time in the event of an emergency;
  - D. Bolstering Service Delivery through a Digital Experience Strategy;
  - E. Meeting all Non-Commonwealth Hosting obligations;

# Requirements Overview (cont'd)



- F. Compliance with relevant federal and state Regulatory Requirements and Restrictions;
- G. Compliance with Referral and Conflict-Free Requirements; and
- H. Compliance with Data Confidentiality Requirements

This is a partial list of the requirements. Please pay close attention to the details describing each requirement in Section **III-7** the RFA.

- Applicants must respond to all areas of the technical submittal and propose how the Applicant will satisfy each of the following Tasks. Please reference the RFA for more information.
  - A. Readiness Review and Implementation Phase
  - B. Inform and Educate MA Consumers
  - C. Consumer Handbook
  - D. Written Materials
  - E. Limited English Proficiency (“LEP”).
  - F. Alternate Formats and Auxiliary Aids and Services Requirements
  - G. Operate a Customer Service Center
  - H. Telecommunications Capabilities
  - I. Systems Requirements
  - J. Recruit and Maintain an Adequate Transportation Network
  - K. Paratransit Network
  - L. Transportation Network Standards
  - M. Authorize Transportation Service
  - N. Authorize and Schedule Transportation

# Tasks Overview (cont.)



- O. Covered and Non-Covered Services
- P. Coverage Area
- Q. Modes of Transportation
- R. Pick-up and Drop-off Standards
- S. Escorts and Attendant Services
- T. Special Needs Coordination and Outreach
- U. Consumer No-Shows
- V. Satisfaction Surveys
- W. Adverse Conditions Plan
- X. MATP Advisory Committee
- Y. Complaint Process
- Z. Appeals and Fair Hearings for MA Consumers
- AA. Training
- BB. Fraud and Abuse
- CC. Continuous Quality Improvement
- DD. Performance Monitoring
- EE. Turnover

This is a broad list of tasks. Please pay close attention to the details describing each task in Section **III-6** of the RFA.

# RFA 06-24, Medical Assistance Transportation Program Services in Philadelphia County

## SDB/VBE Goal Setting Information Session

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Issuing Officer –  
Nadine Chinapoo –  
RA-PWRFAQQUESTIONS@PA.GOV

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January 23, 2025 at 1:15PM

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

## Part I - General Information

- I-11 Small Diverse Business ("SDB") and Veteran Business Enterprise ("VBE") Participation.
- I-13 Application Requirements

## Part II - Criteria for Selection

- II-1 Mandatory Responsive Requirements
- II-3. Evaluation

## Part V - Small Diverse Business Participation & Veteran Business Enterprise Participation Submittal Information

## Appendices

- Appendix D – Small Diverse Business Participation
- Appendix E – Veteran Business Enterprise Participation

**An Applicant'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 Application as nonresponsive.**



# Solicitation Specific Goals



RFA 06-24	SDB	VBE
	14%	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

**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.**

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



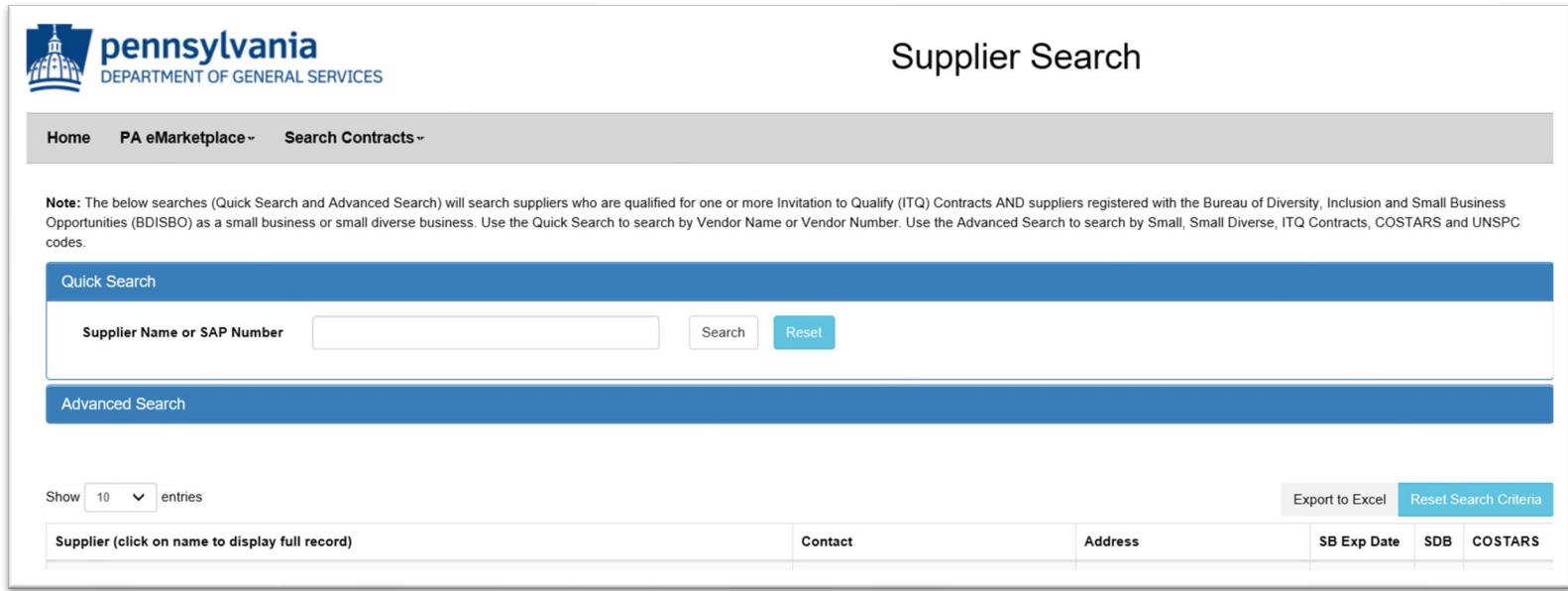
# Finding SDB/VBE vendors

- <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



# 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 features a header with the Pennsylvania state logo and 'pennsylvania DEPARTMENT OF GENERAL SERVICES'. Below the header is a navigation bar with links for 'Home', 'PA eMarketplace', and 'Search Contracts'. The main content area is titled 'Supplier Search' and contains two search sections: 'Quick Search' and 'Advanced Search'. The 'Quick Search' section has a text input for 'Supplier Name or SAP Number', a 'Search' button, and a 'Reset' button. The 'Advanced Search' section is currently inactive. At the bottom of the page, there are buttons for 'Show 10 entries', 'Export to Excel', and 'Reset Search Criteria'. A table below these buttons lists columns for 'Supplier', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

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

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



# Quick Search

 **pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

## Supplier Search

Home PA eMarketplace Search Contracts

**Note:** The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

**Quick Search**

Supplier Name or SAP Number  Search Reset

**IMPORTANT:** Always click Reset prior to a new search to clear parameters from previous searches

**Advanced Search**

Show 10 entries Export to Excel Reset Search Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS <a href="mailto:sales@nittanyvalley.com">sales@nittanyvalley.com</a>					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	44000000
Family	44120000
Class	44121700
Commodity	44121706

Supplier Classifications

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier
- Select all Classifications
- Select all Small Diverse Business Classifications

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 Components
- 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".

O  
R

Browse and select one or more codes. Don't know the codes you want? Search for codes at [www.UNSPSC.org](http://www.UNSPSC.org).



# UNSPSC Commodity Code Search

## UNSPSC Code List

Hierarchy	Category Number	Name
Segment	<a href="#"><u>44000000</u></a>	Office equipment and accessories & supplies
Family	<a href="#"><u>44120000</u></a>	Office supplies
Class	<a href="#"><u>44121700</u></a>	Writing Instruments
Commodity	<a href="#"><u>44121706</u></a>	Wooden pencils

### UNSPSC Codes

- ▷  43000000 - Information Technology Broadcasting and Telecommunications
- ↳  44000000 - Office Equipment and Accessories and Supplies
  - ▷  44100000 - Office machines and their supplies and accessories
  - ▷  44110000 - Office and desk accessories
  - ↳  44120000 - Office supplies
    - ▷  44121500 - Mailing supplies
    - ▷  44121600 - Desk supplies
    - ▷  44121700 - Writing instruments
    - ▷  44121800 - Correction media
    - ▷  44121900 - Ink and lead refills
    - ▷  44122000 - Folders and binders and indexes
    - ▷  44122100 - Fastening supplies



# Advanced Search

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

**PA Counties**

- Clinton County
- Clearfield 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 Ent
- Woman Business Ent
- LGBT Business Ent
- Disabled-Owned Bu
- Service-Disabled Ve
- Veteran Business Ent
- 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 Results

Advanced Search
Export to Excel
Reset Search Criteria

Show 25 entries

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES <a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a> (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly  <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTOLS.COM">CCONNELLY@ADVANCEDBLDGCONTOLS.COM</a> (Phone) 215-520-9964	PO BOX 303  HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019- 2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier  <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR  POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019- 12/20/2021	12/20/2019- 12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward  <a href="mailto:cleanteam@advancesolutionsPA.com">cleanteam@advancesolutionsPA.com</a> (Phone) 610-597-0012	PO BOX 3223  ALLENTOWN, PENNSYLVANIA 18106	2/27/2018- 3/21/2020	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

Contact Type	Contact Details	Phone
CORPORATE	Email: CLEANTEAM@ADVANCEDSOLUTIONSPA.COM	
SB MAIN	Nicholas Ward Title: Email: cleanteam@advancedsolutionsPA.com	610-597-0012

Contacts



# 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	DBE Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES <a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a> (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly  <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTOLS.COM">CCONNELLY@ADVANCEDBLDGCONTOLS.COM</a> (Phone) 215-520-9964	PO BOX 303  HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019- 2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier  <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR  POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019- 12/20/2021	12/20/2019- 12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward  <a href="mailto:cleanteam@advancesolutionsPA.com">cleanteam@advancesolutionsPA.com</a> (Phone) 610-597-0012	PO BOX 3223  ALLENTOWN, PENNSYLVANIA 18106	2/27/2018- 3/31/2020	2/27/2018- 3/31/2020	2/27/2018- 3/31/2020	No

## Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

## Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

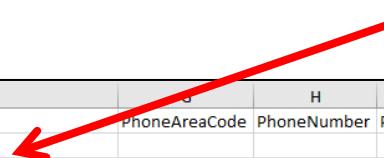
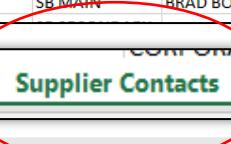
## Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



# Excel Export Results – Supplier Contacts

Excel Export Results includes Vendor ID, Supplier Name, Contact Name, Email, Phone, Fax

A	B	C	D	E	F	G	H	I	J	K	
1	SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
2	104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
3	104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864	610	4588875	
4	119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
5	119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
6	119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
7	119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
8	122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302	717	6579805	
10	122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
11	134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
12	134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090	717	2992297	
13	134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
14	135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
15	135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@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			bgoodwork@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



# 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*
- 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*



# Submittal Instructions – SDB/VBE-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



# Submittal – SDB/VBE -2

**CRITICAL**  
✓ Check One, and  
Only One, Box

**SDB-2**  
**SDB PARTICIPATION SUBMITTAL**

Applicant Name: \_\_\_\_\_ Solicitation #: \_\_\_\_\_  
Solicitation Name: \_\_\_\_\_

**CHECK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT  
IN REJECTION OF YOUR APPLICATION.**  
*Click on bold titles to navigate to that specific page*

<input type="checkbox"/> I agree to meet the SDB participation goal	<input type="checkbox"/> I am requesting a partial waiver of the SDB participation goal. After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.	<input type="checkbox"/> I am requesting a full waiver of the SDB participation goal After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , 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.
---------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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



# Utilization Schedule – SDB/VBE-3

**CRITICAL**  
✓ Verify SDB/VBE  
validity

**SDB-3**  
**SDB UTILIZATION SCHEDULE**

Solicitation #: \_\_\_\_\_

For SDBs, including where applicable a prime SDB Applicant is self-performing a portion of the work, that will be used to meet the utilization goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each SDB subcontractor (and any 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 Applicant)	LEAVE BLANK
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	%	LEAVE BLANK
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		%	LEAVE BLANK
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		%	LEAVE BLANK
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		%	LEAVE BLANK
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		%	LEAVE BLANK
Attach additional sheets if necessary			Total % SDB commitment: 0	LEAVE BLANK



# 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 Applicant to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number: \_\_\_\_\_

Solicitation Name: \_\_\_\_\_

	Applicant Information	SDB Information
Name	_____	_____
Address	_____	_____
Point of Contact	_____	_____
Telephone number	_____	_____
Email address	_____	_____

**Services/Supplies and Time Frame.** If Applicant is the selected CHC-MCO, the SDB shall perform or provide the following administrative services during the initial Agreement term and any extensions, as more specifically set forth below:

Services the SDB will provide:

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

**Percentage Commitment.** These services or supplies represent \_\_\_\_\_ % of the Administrative portion of the PMPM rate. Applicant agrees to utilize the SDB during the initial Agreement term and any extensions. Applicant 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\*** The SDB represents that it meets the SDB requirements set forth in the Solicitation and all required documentation has been provided to the Applicant for its SDB submission.

Sincerely,

Printed name

Signature  
Applicant Point of Contact Name

Acknowledged

Printed name

Signature  
SDB Point of Contact Name

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

Revised: August 05, 2024

Supplies\_Services\_DHS\_CHIP\_Participation\_Form\_SDB

SDB-3-1.1

**SDB/VB  
E to  
expect a  
letter  
and  
SIGN it!**



# Guidance to Document GFE SDB/VBE-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.
- 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 Documentation – SDB/VBE-5

Complete all five parts

SDB-5

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

Project Description:	
Contract Number:	
Solicitation #:	
Solicitation Due Date and Time:	
Applicant's Company Name:	
Applicant's Contact Name:	
Applicant's Contact Email:	
Applicant's Contact Phone Number:	

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

Identify those items of contract work that the Applicant made available to SDBs. This includes, where appropriate, those items the Applicant 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. The Applicant 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 Applicant 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.

Revised: August 05, 2024

Supplies\_Services\_DHS\_CHIP\_Participation\_Form\_SDB

SDB-5.1



# 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 Applicant Made Available to SDBs

Identify those items of contract work that the Applicant made available to SDBs. This includes, where appropriate, those items the Applicant 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. The Applicant 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 Applicant 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.

Revised: August 05, 2024

Supplies\_Services\_DHS\_CHIP\_Participation\_Form\_SDB

SDB-5.1



# GFE Waiver – Part 2

**CRITICAL**

✓ Specifics and  
Details are  
important

## Identified SDBs and Record of Solicitations

### SDB-5

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

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

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

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, Applicant should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Applicant that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

Name of Identified SDB and Classification	Describe Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Received?	Quote Used?	Reason Quote Rejected
SDB Name:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date:  <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date:  <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing
SDB Name:  <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		Date:  <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date:  <input type="checkbox"/> mail <input type="checkbox"/> email <input type="checkbox"/> fax	Date and Time of Call:  Spoke with:  Left Message:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Used other SDB <input type="checkbox"/> Used non-SDB <input type="checkbox"/> Self performing

Attach additional sheets as necessary.



# GFE Waiver – Part 3

## SDB Outreach Compliance Statement

**CRITICAL**  
✓ Documentation for  
Part 1

### 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 application instructions) used to solicit Identified SDBs for these subcontract opportunities.

3. Applicant made the following attempts to contact the Identified SDBs:

4. Bonding Requirements (Please Check One):  
 This project does not involve bonding requirements.  
 Applicant assisted Identified SDBs to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):

5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):

- Applicant did attend the pre-Bid/Proposal conference or Supplier Forum
- No pre-Bid/Proposal conference or Supplier Forum was held
- Applicant did not attend the pre-Bid/Proposal conference or Supplier Forum



# GFE Waiver – Part 4

## Additional Information Regarding Rejected SDB Quotes

**CRITICAL**  
✓ Documentation for  
Part 2

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

#### Part 4 – Additional Information Regarding Rejected SDB Quotes

This form must be completed if Part 2 indicates that an SDB quote was rejected because the Applicant is using a non-SDB or is self-performing the Identified Items of Work. List the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if applicable, state the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of each quote.

Describe Identified Items of Work not being performed by SDBs (include specific section from application)	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Amount of non-SDB quote \$	Name of other firms that provided quotes and whether they are SDB	Amount quoted \$	Reason why SDB quote was rejected along with brief explanation
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name: _____		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name: _____		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name: _____		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other
	<input type="checkbox"/> self-performing <input type="checkbox"/> using Non-SDB Name: _____		<input type="checkbox"/> SDB <input type="checkbox"/> Non-SDB Name: _____		<input type="checkbox"/> price <input type="checkbox"/> capabilities <input type="checkbox"/> other

Attach additional sheets as necessary.



# GFE Waiver – Part 5

## SDB 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)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

was offered 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)

\_\_\_\_\_ (DGS SDB Certification #) \_\_\_\_\_ (Telephone #)

\*\*\*\*\*  
3. If the SDB does not complete this form, the prime contractor must complete the following:

To the best of my knowledge and belief, the above-listed SDB is either unavailable for the work/service  
for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and  
has not completed the above portion of this submittal.

\_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Revised: August 05, 2024

Supplies\_Services\_DHS\_CHIP\_Participation\_Form\_SDB

SDB-5.5



# Best Practices

## Do's

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

## Don'ts

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



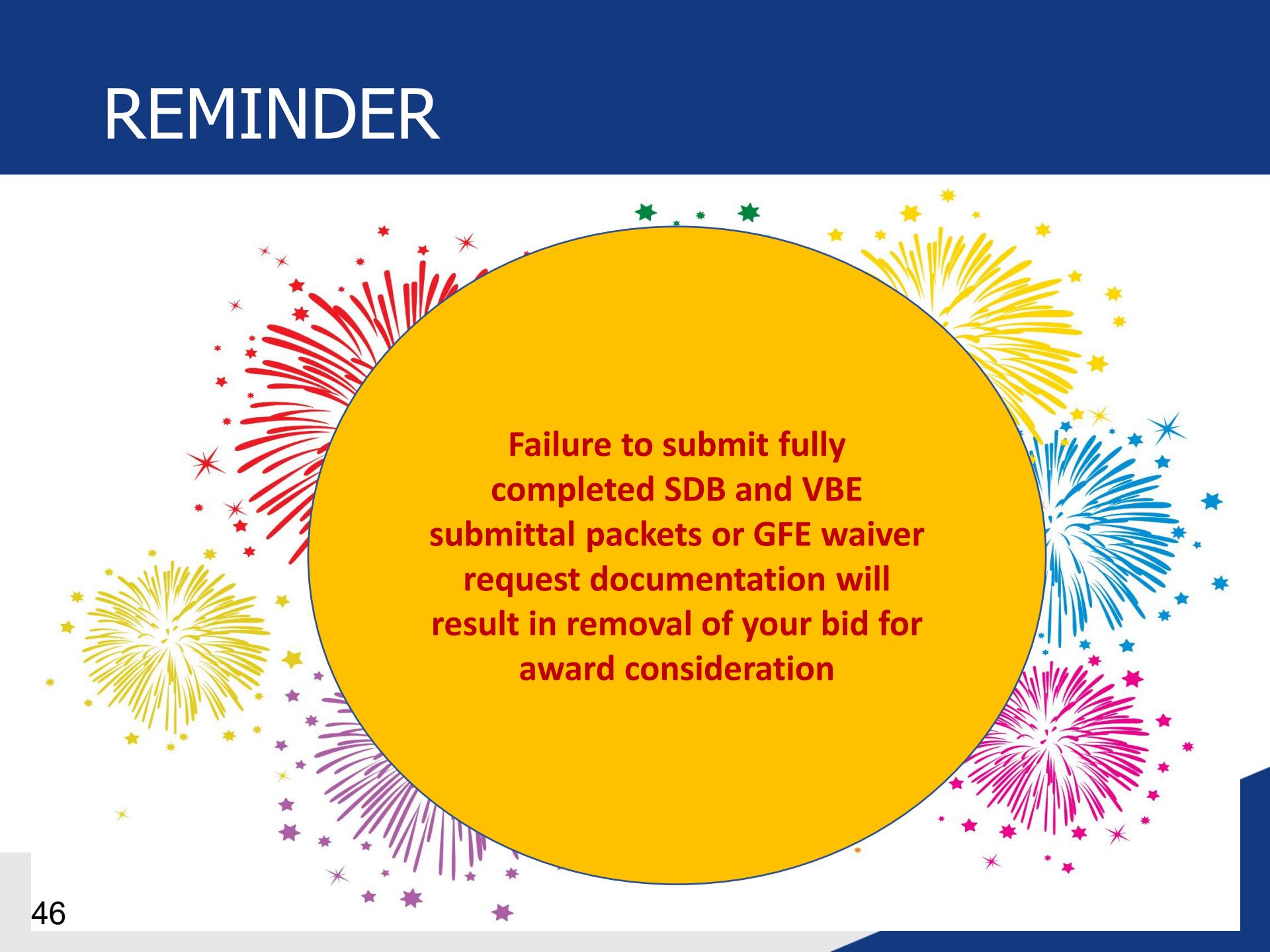
# Important Notes

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

- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.
- Model Form SDB/VBE Subcontractor Agreement (Jaggaer 1.2.3 and 1.3.3) - is 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](mailto:GS-BDISBO@pa.gov)



# The Contracted Partnership Program (CPP)

Bureau of  
Employment  
Programs

Bureau Director  
Jolene Reid



# 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.

# 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 entity 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 G.
- Offerors should submit the information being requested in Section 3 of Appendix G 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 Offeror's CPP Submittal and may approve or request changes as part of negotiations.

## Implementing a Hiring Plan

- As part of its CPP submittal, each Offeror should submit a hiring target; subgrantees must be included if part of the grant
- Offerors 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, Offerors 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, **for each year of the contract.**

The CPP submittal should include the total hiring target for the full length of the contract period.

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

# Contracted Partnership Program



## Contractor Requirements

- Submit a hiring target. The hiring target should be 10% of the average of annual PA hires over the past 3 years.
- 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. This will also serve as reporting to the Department of Labor and Industries PA New Hire Report.
- 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

# Contracted Partnership Program



## How can DHS connect selected Offerors with TANF beneficiaries?

- Selected Applicants can post available positions via PA CareerLink® online:  
[pacareerlink.pa.gov](http://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

DHS TANF Employment and Training Programs



EARN

Work Ready

KEYS

### EARN and Work Ready

Providers	Participant Services
22 Local Workforce Development Boards	<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"><li>• Individualized coaching or case management</li><li>• Support to address employment barriers</li><li>• Employability skills development</li><li>• Counseling services</li><li>• Access to training programs leading to credentials</li><li>• Job placement and job search assistance</li><li>• Support services such as child care and transportation</li><li>• A minimum of one year of retention services to help navigate the transition into the workforce</li></ul>
11 Community Action Agencies	

### **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"><li>• On-site support to pursue certificates and degrees</li><li>• Help with navigating college requirements</li><li>• Assistance with financial aid and scholarship applications</li><li>• Support services such as child care, transportation, books, and supplies</li><li>• Connections to other college services such as academic advising, tutoring, student activities, and career services</li></ul>

# 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

# Contractor Partnership Program

## Contact Information

Contractor Partnership Program  
**Email:** [RA-BETPCPP@pa.gov](mailto:RA-BETPCPP@pa.gov)

PA CareerLink® online:  
[pacareerlink.pa.gov](http://pacareerlink.pa.gov)

- The Project Timeline includes:
  - January 17, 2025 – RFA 06-24 is Issued
  - January 23, 2025 – Pre-Application Conference
  - January 28, 2025 at 12:00:00 PM EST – Deadline to submit questions
  - February 11, 2025 – Answers to Potential Applicants' questions will be posted to the Department of General Services (DGS) website
  - March 4, 2025 at 12:00:00 PM EST – Due date for Applications

Please note the following:

- All questions must be submitted via email to the following resource account, [RA-PWRFAQuestions@pa.gov](mailto:RA-PWRFAQuestions@pa.gov), by January 28, 2025, at 12:00 PM EST.
- Answers to all questions posed will be posted to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx> by close of business on February 11, 2025.
- When questions are submitted after the date specified in the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. If the Department decides to respond to a non-administrative question *after* the date for receipt of questions, DHS will provide the answer to all Applicants through an addendum.

This concludes the Pre-Application conference.  
Thank you for attending.

Nadine Chinapoo  
Department of Human Services  
Bureau of Procurement & Contract Management  
Health & Welfare Bldg., Rm 832  
Harrisburg, PA 17120  
mailto: [RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV)

Any contact with the Department concerning this RFA must be through  
the RFA Issuing Officer.