

**Enrollment Assistance Program Services for the
Benefit of Individuals Eligible for
Pennsylvania's HealthChoices Physical Health
Program and Children's Health Insurance
Program**

Request for Applications (RFA) #11-23

Pre-Application Conference

March 21, 2024

- Scott Matlock– Human Services Policy Research Evaluation Consultant, DHS Office of Medical Assistance Programs (OMAP), Bureau of Managed Care Operations (BMCO)
- Teresa Allen– Issuing Officer, DHS Bureau of Procurement & Contract Management
- Audrey Smith - DGS Bureau of Diversity, Inclusion and Small Business Opportunities
- Melody DeLaine – DHS Bureau of Employment Programs, Contractor Partnership Program



- Ground Rules
- Project Background and Goals
- Project Overview
- Critical Points and Focus Areas
- Small Diverse Business/Veteran Business Enterprise Overview and Requirements
- Contract Partnership Program Overview and Requirements
- RFA Timeline
- Adjourn

- All questions must be submitted via email to the resource account (RA-pwrfaquestions@pa.gov) by March 21, 2024, by 2:00:00 PM EST.
- Answers to Potential Applicant questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) by April 2, 2024.
- 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, Teresa Allen.

- 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 Section I-13.B of the RFA. Include the appropriate heading descriptions, respond to all requirements and provide any other relevant information as an appendix.
- Each Application must have five separately sealed submittals; Technical, Cost, Small Diverse Business Participation, Veteran Business Enterprise Participation and Contractor Partnership Program.
 - Copies of the completed Corporate and Key Personnel Reference Forms must be submitted electronically to RA-pwrfaquestions@pa.gov.

Critical Points (cont.)



- Do not include any cost data in the Technical or the Small Diverse Business or the Veteran Business Enterprise portions of your Application.
- Applications must adhere to the mandatory responsiveness requirements identified in the RFA.
- Applications and the completed Corporate and Key Personnel Reference Forms must be received by 12:00 PM EST on April 23, 2024.
- The Department may request oral or written presentations from each Applicant.
- The resulting agreement will be for a term of three years with one additional two-year renewal option.

- The RFA will be evaluated based on the following criteria:
 - Technical – 75% (Applicant’s technical submittal must achieve a raw score greater than or equal to 75% of the available raw technical points)
 - Cost – 25%

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

- As detailed in RFA #11-23, the Department is seeking Applicants to provide enrollment, outreach and educational services to HealthChoices Physical Health (HC-PH) Program and Children's Health Insurance Program (CHIP) Consumers and individuals eligible for these programs.

The term of the agreement will commence on the Effective Date, anticipated to be no sooner than June 1, 2024, and will end three years after the Effective Date.

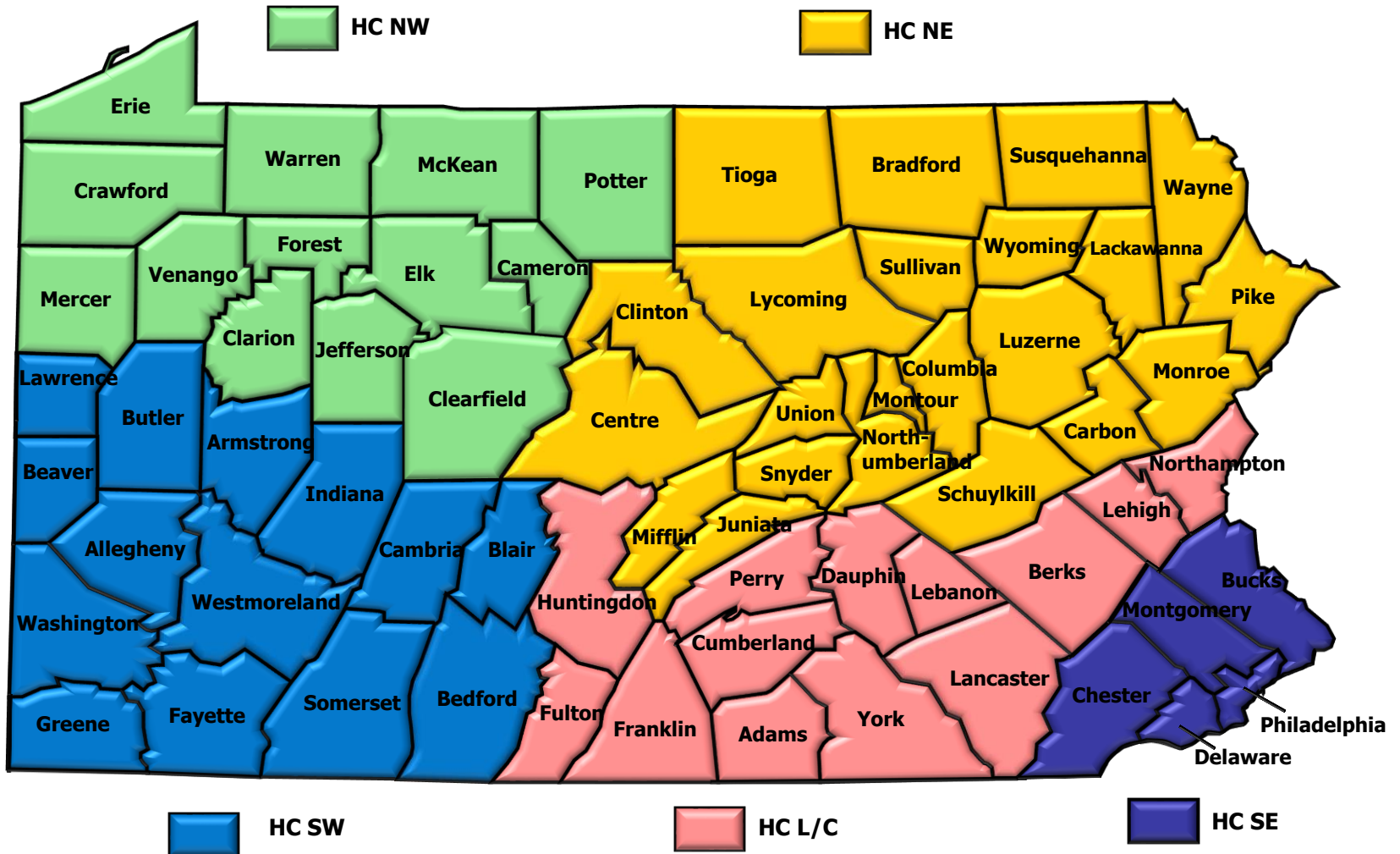
HealthChoices Physical Health Program

- >2.6 million Medical Assistance Consumers receive physical health coverage through HealthChoices PH-MCOs.
- Operates statewide in 67 counties that comprise five geographic Zones.
- Diverse cultural population with a wide range of complex health care issues.
- HC-PH Consumers must be linked to Health Care Providers and provided access to health care in urban, suburban, and rural areas, and accomplishing these tasks in some areas of the Commonwealth may be more challenging than in other areas.
- Outreach activities and coordinated efforts within individual communities are essential in such areas to inform and provide timely information on their choices to MA Consumers.

Project Overview (cont.)



pennsylvania
DEPARTMENT OF HUMAN SERVICES



Project Overview (cont.)



- The following table shows the counties that make up each HealthChoices Zone, and the PH-MCOs that currently serve each zone as of January 2024.

Zone	Service Area	PH-MCOs
HealthChoices Southeast Zone	Bucks, Chester, Delaware, Montgomery, and Philadelphia	Geisinger Health Partners Health Plan Keystone First Health Plan UnitedHealthCare Community Plan UPMC for You
HealthChoices Southwest Zone	Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington, and Westmoreland	Geisinger Health Partners Highmark Wholecare UPMC for You
HealthChoices Lehigh/Capital Zone	Adams, Berks, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Lancaster, Lebanon, Lehigh, Northampton, Perry, and York	AmeriHealth Caritas Pennsylvania Geisinger Health Partners Highmark Wholecare UPMC for You
HealthChoices Northwest Zone	Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Mercer, McKean, Potter, Venango, and Warren	AmeriHealth Caritas Pennsylvania Geisinger Health Partners UPMC for You
HealthChoices Northeast Zone	Bradford, Carbon, Clinton, Centre, Columbia, Juniata, Lackawanna, Lycoming, Mifflin, Monroe, Montour, Northumberland, Luzerne, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wyoming, and Wayne	AmeriHealth Caritas Geisinger Health Plan Health Partners UPMC for You

Children's Health Insurance Program

Joint state and federal program to provide health insurance coverage through CHIP-MCOs

Approximately 124,000 uninsured children under age 19 who are not eligible for or enrolled in MA.

Eight MCOs currently participate in CHIP, although the number and identity of participating MCOs may be different when the selected Applicant begins providing services to CHIP Enrollees in 2024.

Most families in CHIP receive this insurance coverage for free. Households with incomes above a certain level pay premiums and co-payments. Premium requirements determined by the number of members in the household, as well as total household income.

CHIP-MCOs provide both physical and behavioral health services to CHIP Enrollees.

CHIP Enrollees have a single, all-inclusive benefit package regardless of premium or co-pay requirements. Like the HC-PH program, CHIP operates in 67 counties.

- **Applicants must respond to all areas of the Technical Submittal and propose how the Applicant will satisfy each of the following Requirements. Please refer to the RFA for more information. The selected Applicant shall provide:**
- Independent link between potential and current HC-PH Consumers and HC-PH Managed Care Organizations (MCOs) and between CHIP Consumers and CHIP MCOs
 - Information and assistance to help HC-PH and CHIP consumers select and enroll in an MCO, choose a Primary Care Provider (see Appendix I, Definitions) and complete transfers between MCOs
 - Enrollment services and the outreach, educational, and administrative processes and activities that support these services
 - Enrollment services that are unbiased, promote choice, and provide useful and accurate information to potential and current HealthChoices and CHIP Consumers and their families to assist them in making informed decisions

- Applicants must respond to all areas of the Technical Submittal and propose how the Applicant will satisfy each of the following Tasks. Please reference RFA Section III-6 for more information.
 - A. Readiness Review and Implementation
 - B. Management Information System
 - C. Enrollment Center Operations
 - D. Telecommunications Capabilities
 - E. Outreach and Coordination with Community-Based Organizations and Agencies
 - F. Enrollment Assistance Internet Website
 - G. Materials Development, Production, Mailings
 - H. MA and CHIP Consumer Enrollments, PCP Selections and Plan Transfers
 - I. Enrollment of Special Populations
 - J. Advisory Committees, MA and CHIP Consumer Feedback
 - K. Complaint Process
 - L. Training
 - M. Monitoring
 - N. Turnover
- This is a broad list of tasks. Please pay close attention to the details describing each in Part III of the RFA.

Goal Setting Information Session

RFA 11-23
Enrollment Assistance

Issuing Officer –
Teresa Allen
RA-PWRFAQUESTIONS@PA.GOV



3/21/2024

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What's the Point?



Diversity Defined

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



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

Baking a
cake

Each
ingredient
has its own
distinct taste
and
quality...



Baking a
cake

Each
ingredient
adds *value*
to
the recipe...



Baking a
cake

Recognizing the
individuality
and the value
of *every* person
is essential to
understanding
the concept of
diversity.

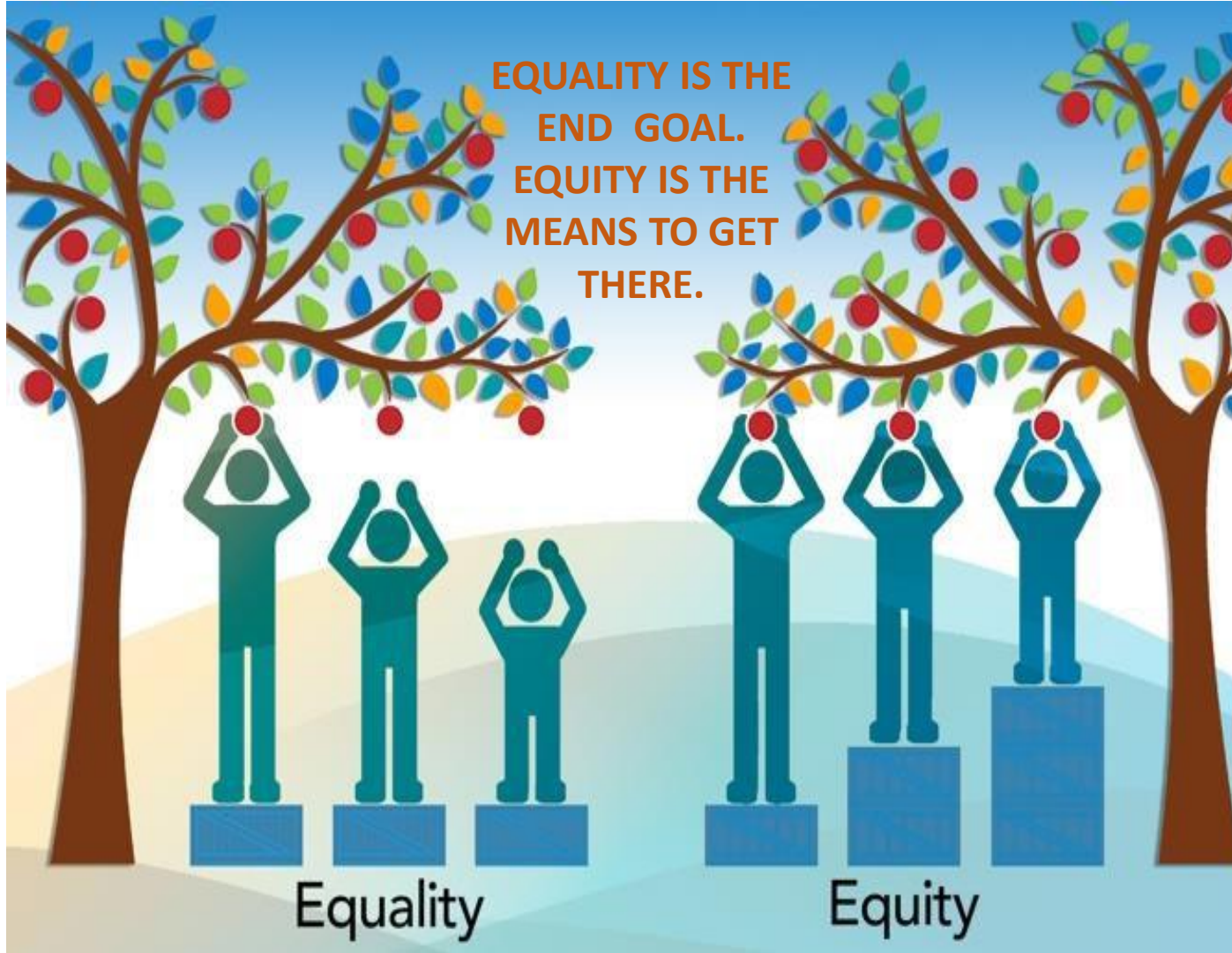


Equity Defined

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



EQUALITY IS THE
END GOAL.
EQUITY IS THE
MEANS TO GET
THERE.



Equality

Equity

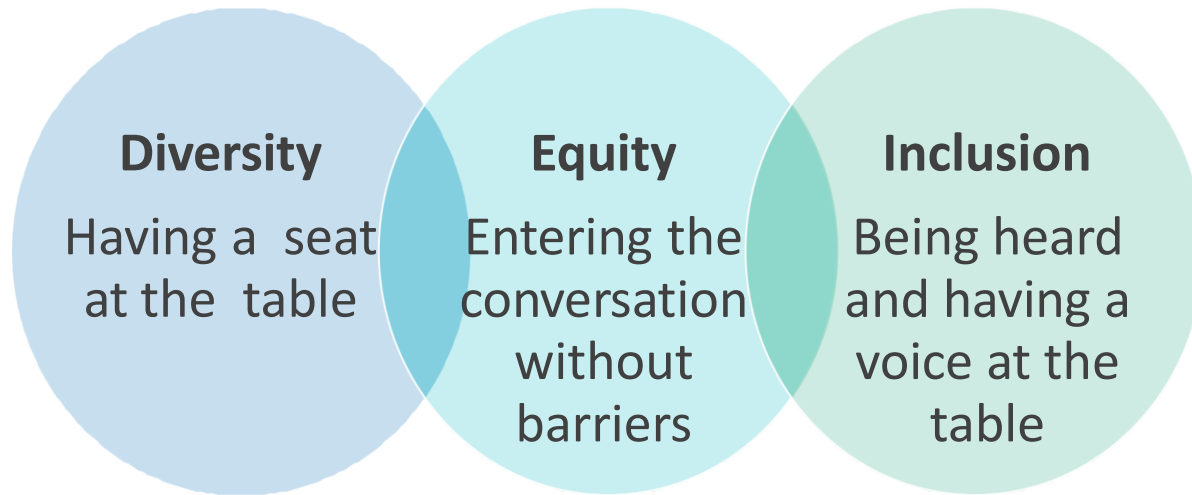
Inclusion Defined

Inclusion is about:

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



Diversity, Equity, and Inclusion



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

General Information

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

Criteria for Selection

- II-1.C and D - Mandatory Responsive Requirements
- II-3 - Evaluated for compliance, not scored

Small Diverse Business Participation & Veteran Business Enterprise Participation Submittal Information

- V-2. – Small Diverse Business Participation
- V-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



RFA 11-23	SDB	VBE
	18%	3%

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

Primes are welcome to exceed the goal!



SDB and VBE Classification

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

<h2>SB Eligibility Requirements</h2> <ul style="list-style-type: none">•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).	<h2>Small Diverse Business (SDB)</h2> <p>Goal oriented</p> <ul style="list-style-type: none">➤ Woman Business Enterprise (WBE)➤ Service-Disabled Veteran Business Enterprise (SDVBE)➤ Minority Business Enterprise (MBE)➤ LGBT Business Enterprise (LGBTBE)➤ Disability-Owned Business Enterprise (DOBE)	<h2>Veteran Business Enterprise (VBE)</h2> <p>Goal oriented</p> <ul style="list-style-type: none">➤ Veteran Business Enterprise (VBE)➤ Service-Disabled Veteran Business Enterprise (SDVBE)
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SDBs and VBEs must be certified/valid as of bid close due date and time.



Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced

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

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



Finding SDB/VBE vendors

- <http://www.dgs.internet.state.pa.us/suppliersearch>
- Access Search Guide - <https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison



Advanced Search

Hierarchy	Category Number
Segment	<u>44</u> 000000
Family	441 <u>2</u> 0000
Class	4412 <u>17</u> 00
Commodity	441217 <u>06</u>

Supplier Classifications

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

Select all Classifications
 Select all Small Diverse Business Classifications

Find only vendors that have all selected classifications
 Find only vendors that have at least one selected classification

UNSPSC Description

Enter a brief code description (e.g. Door) ←

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

UNSPSC Codes →

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti-corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories
- 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components

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

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



Click arrow to expand Segment for additional codes

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



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 (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

Quick Search

Supplier Name or SAP Number Search Reset

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

Advanced Search

Show 10 entries Export to Excel Reset Search Criteria


Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS sales@nittanyvalley.com					No
22 GROUP, LLC ()	Caroline M. Harper	757 PUBLIC RD	9/23/2019-	9/23/2019-		No

To search or browse ALL Small and Small Diverse Businesses by Name OR 6-digit SAP Number (option also available through Advanced Search)

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UNSPSC Commodity Code Search



Find A Partner Menu

UNV24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)

Search the Code

Version 24.0301
Code Number: (2-8 digits)



Code Name:

Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

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

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





UNSPSC Commodity Code Search



Write down
your code
selections

[HOME](#) [FAQS](#) [SUBSCRIBE](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#) [FINDAPARTNER](#)

Version 24.0301

Search Code
Search Title

Code	Title
31211900	Paint applicators and painting accessories
60121001	Paintings
60121225	Watercolor painting mediums
60124101	Multicultural painting products
72151300	Painting and paper hanging services
72151301	Residential painting service
72151302	Commercial painting service
72151303	Industrial painting service
72151304	Aircraft painting service
72151305	Bridge painting service
72151307	Ship painting service
73181104	Painting services
78181501	Vehicle body repair or painting service
78181836	Aircraft fixed wing coating and painting service
88131502	Painting



Advanced Search

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

The screenshot displays an advanced search interface with three main filter sections:

- PA Counties:** A list of Pennsylvania counties with checkboxes. Cumberland County and Dauphin County are checked.
- Supplier Classifications:** A list of business categories with checkboxes. Minority Business Enterprise, Woman Business Enterprise, LGBT Business Enterprise, Disabled-Owned Business Enterprise, Service-Disabled Veteran Business Enterprise, Veteran Business Enterprise, Small Business, and Non-Stocking Supplier are checked.
- UNSPSC Codes:** A hierarchical tree of codes with checkboxes. Selected codes include 30140000 (Insulation) and 30150000 (Exterior finishing materials), with sub-codes 30151500 (Roofing materials), 30151600 (Roofing accessories), 30151700 (Rain gutters and accessories), and 30151800 (Siding and exterior wall materials) also checked.

At the bottom of the filter sections, there are radio buttons for search criteria: "Find only vendors that have all selected UNSPSC codes" (unselected) and "Find only vendors that have at least one selected UNSPSC code" (selected). "Search" and "Reset" buttons are located at the bottom of the filter area.



Search Results

Advanced Search

how 25 entries

Export to Excel Print 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) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCNTOLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR ROCKVILLE, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas W... cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18101	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
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			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	6618830		724	6618832
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



Upcoming Supplier Search Training

The training will focus on the basics of the supplier search process including recognizing the UNSPSC Codes Structure, accessing the DGS Supplier Search Database and Searching for Small, Small Diverse and Small Veteran Owned Businesses to gain a better understanding of supplier search results.

The 30-minute sessions will be offered via Teams on-line presentations on the following dates in 2024: **(No RSVP Required)**

Targeted Audience (External): Potential prime contractors that conduct business with the commonwealth who want to learn the basics of finding DGS certified small diverse and veteran owned businesses.

- 10AM March 28 (Thu)
- 10AM April 17 (Wed)
- 10AM May 1 (Wed)
- 10AM May 22 (Wed)
- 10AM June 5 (Wed)
- 10AM June 20 (Thu)
- 10AM July 3 (Wed)
- 10AM July 17 (Wed)
- 10AM July 31 (Wed)
- 10AM Aug 14 (Wed)
- 10AM Aug 28 (Wed)
- 10AM Sep 4 (Wed)
- 10AM Sep 18 (Wed)
- 10AM Oct 16 (Wed)
- 10AM Oct 30 (Wed)
- 10AM Nov 13 (Wed)
- 10AM Nov 27 (Wed)
- 10AM Dec 11 (Wed)

[BDISBO Events Page](#)



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*



SDB Submittal Instructions – SDB-1

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

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

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

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

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

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

II. **SDB Eligibility:**

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



SDB Submittal – SDB-2

CRITICAL
✓ Check One, and Only One, Box

SDB-2 SDB PARTICIPATION SUBMITTAL

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

<input type="checkbox"/> I agree to meet the SDB participation goal in full. 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.	<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 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	<input type="checkbox"/> I am requesting full waiver of the SDB participation goal. After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal , I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal. I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for SDB
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SDB Utilization Schedule – SDB-3

CRITICAL
 ✓ Verify SDB/VBE
 validity

SDB-3 SDB UTILIZATION SCHEDULE

Identify all 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 SDB subcontractor, supplier, or manufacturer (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)	Dollar Value of Commitment (after applying any calculation per SDB-1, Section IV, Calculating SDB participation)
Name: <u>ABC IT Solutions</u> SAP Vendor Number: <u>123456</u> SDB Verification Number: <u>123456-2016-09-SB-M</u>	<input checked="" type="checkbox"/> MBE	IT staffing resources	%	\$
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBE <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"/> LGTBE <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"/> LGTBE <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"/> LGTBE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$ 0



Letter of Commitment SDB-3.1

CRITICAL
 ✓ Complete all shaded areas.

**SDB-3-1
 LETTER OF COMMITMENT**

I, _____, as confirmation of the commitment by the prime Bidder or Offeror _____ (SDB) on the below-referenced Solicitation/Project.

Organization Name: _____

	Bidder/Offeror Information	SDB Information
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 term of the prime contract, as more specifically set forth below:

Services or supplies the VBE will provide:	
Specific Time Frame the VBE will provide the services or supplies:	

Dollar Value of Commitment. These services or supplies represent \$ _____ for the term of the contract.

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

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



Guidance to Document GFE SDB-4

READ, READ, READ

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



Good Faith Efforts Packet SDB-5

Good Faith Efforts (GFE) Partial or Full Waiver

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



SDB GFE Documentation – SDB-5

SDB-5

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

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

Complete all five parts

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

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

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



GFE Waiver – Part 1

Identify Items of Work Applicant Made Available to SDBs

CRITICAL
 ✓ List all components of work offered for contract

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

Item	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

Identified SDBs and Record of Solicitations

CRITICAL
 ✓ Specifics and
 Details are
 important

Offeror is required to provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the quote was used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the SDB Participation 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 listed below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

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

Attach additional sheets as necessary.



GFE Waiver – Part 3

CRITICAL
✓ Documentation
for Part 1

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):



GFE Waiver – Part 4

Additional Information Regarding Rejected SDB Quotes

CRITICAL
 ✓ Documentation
 for Part 2

Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the work. For the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if 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 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

CRITICAL
✓ Required for each vendor listed in Part 1

Subcontractor Unavailability Certificate

I am 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)



How to Meet the Goal

3 Scenarios

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

Submittal Forms

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



DGS Dually Verified SDB/VBE

SDB-3 SDB UTILIZATION SCHEDULE

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

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

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Associated Dollar Value of Commitment
Name: ABC IT Solutions SAP Vendor Number: 123456 SDB Verification Number: 123456-2016-09-SB-M	MBE	IT staffing resources	%	\$
Name: Dually Verified Sub-Contractor SAP Vendor Number: 6 Digit Number SDB Verification Number: Obtain from SDB	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		6 %	\$60.00
Name: DGS-verified SDB Sub-Contractor SAP Vendor Number: 6 Digit Number SDB Verification Number: Obtain from SDB	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		4 %	\$40.00
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 10%	Total \$ amount: \$100.00

VBE-3 VBE UTILIZATION SCHEDULE

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

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

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

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



Dually-Verified Vendor Instructions

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

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

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

Newly Revised



Best Practices

Do's

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

Don'ts

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




Important Notes

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

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



REMINDER



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

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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



Contractor Partnership Program

Bureau of Employment Programs
Jolene Reid, Bureau Director

3/21/2024

What is the Contractor Partnership Program (CPP)?

The 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.

Grantees 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.

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.

RFA Requirements

- The RFA contains an overview of CPP in Part VI.
- Applicants should submit the information being requested in Section VI-3 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 Applicants's CPP Submittal and may approve or request changes as part of negotiations.

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

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, **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

Grantee 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/Grantee 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 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

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

Contact Information

Contractor Partnership Program

Email: RA-BETPCPP@pa.gov

PA CareerLink® online:

pacareerlink.pa.gov

- The Project Timeline includes:
 - March 6, 2024 – RFA #11-23 is Issued
 - March 21, 2024, at 10:00 AM – Pre-Application Conference
 - March 21, 2024, at 2:00 PM EST – Deadline to submit questions
 - April 2, 2024– Answers to Potential Applicants’ questions will be posted as an Addendum on the Department of General Services website.
 - April 23, 2024, at 12:00 PM EST – Due date for applications

- We will not answer any question not provided in writing.
- No answer is official until it is answered in writing and posted to the DGS website as an addendum to the RFA.
- All questions must be submitted via email to the following resource account, ra-pwrfaquestions@pa.gov, by March 21, 2024, at 2:00 pm.

- Answers to all questions will be posted to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx> by close of business on April 2, 2024.
- Per the RFA - When questions are submitted after the deadline, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that the Department decides to respond to a non-administrative question *after* the deadline date for receipt of questions, the Department will provide the answer to all Applicants through an addendum.
- This concludes the Pre-Application Conference.

Teresa Allen
Department of Human Services
Bureau of Procurement & Contract Management
Health & Welfare Building, Rm 832
625 Forster Street
Harrisburg, PA 17120

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