

# **Children's Health Insurance Program Services**

**Request for Application ("RFA") #41-21**

**Pre-Application Conference**

September 9, 2024

- **Stephanie Hostetler** – Bureau of Procurement & Contract Management (RFA Issuing Officer)
- **Audrey Smith** - Department of General Services (DGS)  
Bureau of Diversity, Inclusion and Small Business Opportunities
- **Krista Schubert** - Office of Income Maintenance,  
DHS Contractor Partnership Program

# Agenda



- Introductions
- Ground Rules
- Critical Points
- Project Overview
- Small Diverse Business/Veteran Business Enterprise Overview
- Contractor Partnership Program
- RFA Timeline
- Adjourn

# Ground Rules



- All questions must be submitted via email to the resource account ([RA-pwrfaquestions@pa.gov](mailto:RA-pwrfaquestions@pa.gov)) by September 11, 2024, at 12:00:00 PM EST.
- Answers to Potential Applicant questions will be posted as an addendum to the DGS website (<http://www.emarketplace.state.pa.us/>) by September 25, 2024.
- Any changes to the RFA will be issued as a formal written addendum in accordance with Section I-11 of the RFA.
- All communication shall be made through the RFA Issuing Officer.

- To avoid rejection of your application, read the RFA carefully and submit a complete application, including the signature. Follow the application format as detailed in Part I 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 four separately sealed submittals; Technical, Small Diverse Business Participation, Veteran Business Enterprise Participation, and Contractor Partnership Program.
  - Do not include any cost data in the technical or the Small Diverse Business or the Veteran Business Enterprise portion of your Application.

# Critical Points - Continued



- The resulting agreement will be for a term of five years with two, one-year renewal options.
- Please read the **entire** RFA carefully before submitting questions. The answers to many questions may be found in subsequent sections of the RFA.
- The Department will be able to respond in a more expeditious manner if it does not have to respond to questions that only require a reference to another section of the RFA.

# Project Overview



- CHIP provides free, low-cost, and full-cost healthcare coverage to uninsured children and teens up to age 19 who are not eligible for or enrolled in Medicaid, known as Medical Assistance (“MA”) in Pennsylvania.
- CHIP operates statewide requiring that a selected applicant provide for the CHIP services required under the RFA and the final CHIP-MCO Agreement in the entire CHIP geographic service area for which it applies and is selected.
- CHIP is available to families whose income is above the established minimum federal poverty level (“FPL”) for CHIP.
- CHIP offers comprehensive physical and behavioral health care benefits across five different subprograms as shown in the chart.

| Program   | FPL               |
|---|-------------------|
| Free  | Between 133 – 208 |
| Subsidized 1 (Enrollee pays 25% of capitated rate per month, per child) | >208 – 262        |
| Subsidized 2 (Enrollee pays 35% of capitated rate per month, per child) | >262 – 288        |
| Subsidized 3 (Enrollee pays 40% of capitated rate per month, per child) | >288 – 314        |
| Full Cost (Enrollee pays 100% of capitated rate per month, per child)   | >314              |

# Requirements Overview



Applicants must satisfy all of the following eligibility requirements as set forth in Section II-4 of the RFA:

- Be licensed as a health insurance entity by the Pennsylvania Insurance Department and must maintain its license as a health insurance entity throughout the term of the agreement.
- Have an established health care provider network of primary, preventative, and specialty health care licensed by the Pennsylvania Insurance Department in the geographic service area in which it is to provide CHIP health care services. It shall maintain such networks through the term of the agreement.
- Identify the county or counties in which it intends to offer CHIP coverage. If the Applicant proposes to serve only a portion of a county, it must identify the zip codes it will serve within that county.
- Be financially solvent and maintain financial solvency during the entire term of any agreement, including maintaining sufficient reserves, at the sole discretion of the Commonwealth, to fulfill all contractual obligations.



# Requirements Overview (cont.)



- Provide a certification signed by an authorized corporate officer that the Applicant is able to provide managed care services to children enrolled in CHIP using a health plan accredited by the National Committee for Quality Assurance (“NCQA”) either by achieving NCQA Accreditation statues based on compliance with NCQA’s requirements and the health plan’s performance on Health Employer Data and Information Set (“HEDIS®”) and Consumer Assessment of Health Care Providers and Systems (“CAHPS®”) measures. Provide a certification signed by an authorized corporate officer that the Applicant is able to provide the services prescribed by this RFA and all of its appendices, including, but not limited to, **Appendix B**, Draft CHIP Agreement, and **Appendix N**, Program Requirements.
- Conduct marketing and outreach activities to identify and inform potentially eligible children of the availability of the program.

Applicants may demonstrate compliance with these eligibility requirements by providing the information and responses requested in Part III, Sections III-1 to III-6. Applicants should respond to all areas of the technical submittal, including, but not limited to, the eligibility requirements as well as the additional application information requested in section III-7 of the RFA.

# RFA 41-21 Children's Health Insurance Program

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Issuing Officer –  
Stephanie Hostetler –  
[RA-PWRFAQUESTIONS@PA.GOV](mailto:RA-PWRFAQUESTIONS@PA.GOV)

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September 9, 2024 10AM

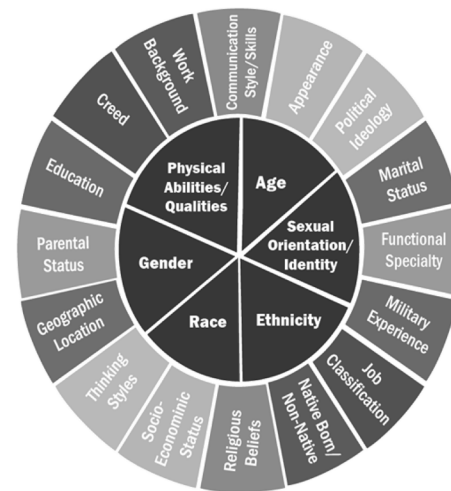


# What's the Point?



# 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.

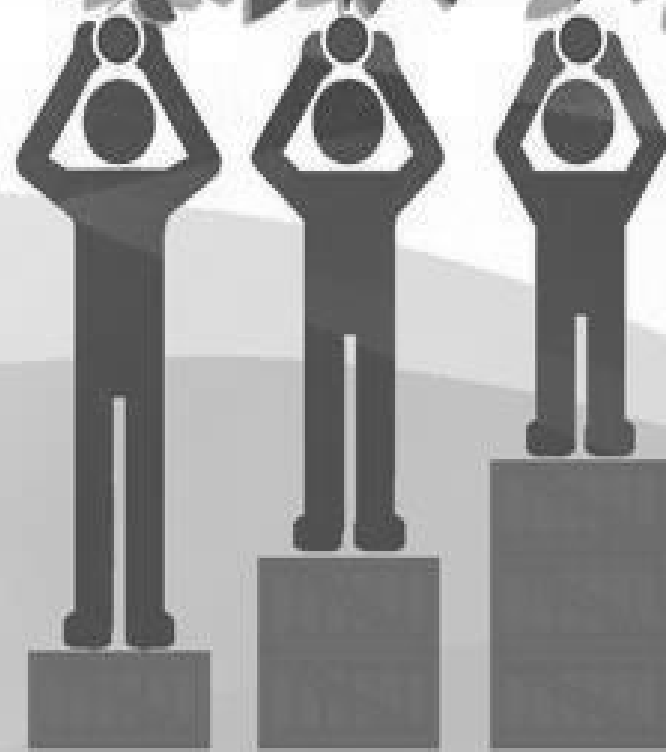


©SheWearsMany

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



Equality



Equity

# Diversity, Equity, and Inclusion

## **Diversity**

Having a seat  
at the table

## **Equity**

Entering the  
conversation  
without  
barriers

## **Inclusion**

Being heard  
and having a  
voice at the  
table



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

### Part I - General Information

- I-12. Small Diverse Business ("SDB") and Veteran Business Enterprise ("VBE") Participation.
- I-14 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 F – 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 41-21 | SDB | VBE |
|-----------|-----|-----|
|           | 11% | 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!**



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

**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

## Supplier Search

Home PA eMarketplace Search Contracts

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

**Quick Search**

Supplier Name or SAP Number

**Advanced Search**


Show 10 entries

| 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<br>sales@nittanyvalley.com |               |                   |                    |                    | No      |
| 22 GROUP, LLC ()                                | Caroline M. Harper                        | 757 PUBLIC RD | 9/23/2019-        | 9/23/2019-         |                    | No      |

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



# Advanced Search

| Hierarchy | Category Number |
|-----------|-----------------|
| Segment   | 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 Code

- ☐ 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 classifications

Find only vendors that have at least one selected classification

Find only vendors that have all selected UNSPSC codes

Find only vendors that have at least one selected UNSPSC code

Search Reset

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

OR

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

Click arrow to expand Segment for additional codes



# UNSPSC Commodity Code Search

## UNSPSC Code List

| Hierarchy | Category Number   | Name  |
|-----------|-------------------|---|
| Segment   | <u>44</u> 000000  | Office equipment and accessories & supplies |
| Family    | 44 <u>12</u> 0000 | Office supplies                             |
| Class     | 4412 <u>17</u> 00 | Writing Instruments                         |
| Commodity | 441217 <u>06</u>  | 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



# 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 |
| 86131502 | Painting   |



# Advanced Search

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

**PA Counties**

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

**Supplier Classifications**

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

**UNSPSC Codes**

- ☐ 30100000 - Structural components and basic shapes
- ☐ 30110000 - Concrete and cement and plaster
- ☐ 30120000 - Roads and landscape
- ☐ 30130000 - Structural building products
- ☒ 30140000 - Insulation
- ☒ 30150000 - Exterior finishing materials
  - ☒ 30151500 - Roofing materials
  - ☒ 30151600 - Roofing accessories
  - ☒ 30151700 - Rain gutters and accessories
  - ☒ 30151800 - Siding and exterior wall materials
  - ☐ 30151900 - Finishing materials and products
  - ☐ 30152000 - Fencing

☐ Find only vendors that have all selected UNSPSC codes

☒ Find only vendors that have at least one selected UNSPSC code



# Search Results

Advanced Search

Show 25 entries

Export to Excel Reset Search Criteria

| Supplier (click on name to display full record)                     | Contact   | Address  | SB Validity Dates     | SDB Validity Dates    | VBE Validity Dates  | COSTARS |
|---|---|--|-----------------------|-----------------------|---------------------|---------|
| ADVANCED AUDIO VISUAL SALES INC                                     | JOHN GREENE<br>DIRECTOR OF SALES<br>John.Green@advancedav.com<br>(Phone) 610-719-6194<br>(Fax) 610-692-8421 | 208 CARTER DRIVE SUITE 7<br>WEST CHESTER, PENNSYLVANIA 19382<br>(Phone) 610-719-6194 |                       |                       |                     | No      |
| ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC) | Craig Connelly<br>CCONNELLY@ADVANCEDBLDGCONTROLS.COM<br>(Phone) 215-520-9964                                | PO BOX 303<br>HOLICONG, PENNSYLVANIA 18928<br>(Phone) 215-520-9964                   | 2/11/2019-2/28/2021   |                       |                     | No      |
| ADVANCED BUILDING PERFORMANCE INC ()                                | Pei Pei Cavalier<br>PEIPEI@ABPCX.COM<br>(Phone) 301-760-9989  | 11225 HURDLE HILL DR<br>POTOMAC, MARYLAND 20854<br>(Phone) 301-760-9989<br>abpcx.com | 12/20/2019-12/20/2021 | 12/20/2019-12/20/2021 |                     | No      |
| ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)   | Nicholas Ward<br>cleansteam@advancedsolutionsPA.com<br>(Phone) 610-597-0012                                 | PO BOX 3223<br>ALLENTOWN, PENNSYLVANIA 18105   | 2/27/2018-2/27/2020   | 2/27/2018-3/31/2020   | 2/27/2018-3/31/2020 | No      |

## Certified Small Businesses

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

## Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

## Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



# Supplier Profile

|                      |                                 |
|----------------------|---------------------------------|
| Name:                | ADVANCED CLEANING SOLUTIONS LLC |
| SAP Number:          | 511377                          |
| Doing Business As:   | ADVANCED CLEANING SOLUTIONS LLC |
| Other Names:         |                                 |
| Keywords:            |                                 |
| Web site:            |                                 |
| SB Validity Dates:   | 02/27/2018 - 03/31/2020         |
| SDB Validity Dates:  | 02/27/2018 - 03/31/2020         |
| VBE Validity Dates:  | 02/27/2018 - 03/31/2020         |
| COSTARS Participant: | No                              |

← SB, SDB & VBE Expiration Dates

### Supplier Classifications

- Small Business
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise

← SB, SDB & VBE Classifications

### Contact Information

#### Contacts

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



# Search Results

| Advanced Search   |   |  |                                   |                       |                     |         |
|---|---|--|-----------------------------------|-----------------------|---------------------|---------|
| show 25 entries   |   |  | Export to Excel Research Criteria |                       |                     |         |
| Supplier (click on name to display full record)                     | Contact   | Address  | SB Validity Dates                 | DB Validity Dates     | VBE Validity Dates  | COSTARS |
| ADVANCED AUDIO VISUAL SALES INC                                     | JOHN GREENE<br>DIRECTOR OF SALES<br>John.Green@advancedav.com<br>(Phone) 610-719-6194<br>(Fax) 610-892-8421 | 208 CARTER DRIVE SUITE 7<br>WEST CHESTER, PENNSYLVANIA 19382<br>(Phone) 610-719-6194 |                                   |                       |                     | No      |
| ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC) | Craig Connelly<br>CCONNELLY@ADVANCEDBLDGCONTROLS.COM<br>(Phone) 215-520-9964                                | PO BOX 303<br>HOLICONG, PENNSYLVANIA 18928<br>(Phone) 215-520-9964                   | 2/11/2019-2/28/2021               |                       |                     | No      |
| ADVANCED BUILDING PERFORMANCE INC ()                                | Pei Pei Cavalier<br>PEIPEI@ABPCX.COM<br>(Phone) 301-760-9989  | 11225 HURDLE HILL DR<br>POTOMAC, MARYLAND 20854<br>(Phone) 301-760-9989<br>abpcx.com | 12/20/2019-12/20/2021             | 12/20/2019-12/20/2021 |                     | No      |
| ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)   | Nicholas Ward<br>cleanteam@advancedsolutionsPA.com<br>(Phone) 610-597-0012                                  | PO BOX 3223<br>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         |
|----|------------|--------------------------------|--------------|--------------------|-------|---------------------------------------|---------------|-------------|---------|-----------|-----------|
|    | SAP Number | Supplier Name                  | Contact Name | Name               | Title | Email                                 | PhoneAreaCode | PhoneNumber | PhoneEx | FaxAreaCo | FaxNumber |
| 1  | 104279     | CA WEISS SALES LLC             | CORPORATE    |                    |       | caweiss@comcast.net                   |               |             |         |           |           |
| 2  | 104279     | CA WEISS SALES LLC             | SB MAIN      | KRISTY ZARICHNIAK  |       | kristyz@comcast.net                   | 610           | 4588864     |         | 610       | 4588875   |
| 3  | 119565     | DUFF SUPPLY COMPANY            | CORPORATE    | ALEX DUFFINE       | VP    | DFRANK@DUFFCOMPANY.COM                | 610           | 2754453     | 147     | 610       | 2796299   |
| 4  | 119565     | DUFF SUPPLY COMPANY            | REMITTO      | BARB COHEN         |       | bcohen@duffco.com                     | 610           | 2754453     | 149     | 610       | 2756761   |
| 5  | 119565     | DUFF SUPPLY COMPANY            | SB MAIN      | ALEX DUFFINE       |       | aduffine@duffco.com                   | 610           | 2754453     |         |           |           |
| 6  | 119565     | DUFF SUPPLY COMPANY            | SB SECONDARY |                    |       | info@duffco.com                       |               |             |         |           |           |
| 7  | 122594     | HOUCK SERVICES INC             | CORPORATE    |                    |       | jherrold@houcks.com                   |               |             |         |           |           |
| 8  | 122594     | HOUCK SERVICES INC             | SB MAIN      | JARROD HERROLD     |       | jherrold@houcks.com                   | 717           | 6573302     |         | 717       | 6579805   |
| 9  | 122594     | HOUCK SERVICES INC             | SB SECONDARY |                    |       | kgussler@houcks.com                   |               |             |         |           |           |
| 10 | 134717     | PENN STATE ELECTRIC MECHANICAL | CORPORATE    |                    |       | razmataz33@aol.com                    |               |             |         |           |           |
| 11 | 134717     | PENN STATE ELECTRIC MECHANICAL | SB MAIN      | RAZ SUGARWALA      |       | razmataz33@aol.com                    | 717           | 2992090     |         | 717       | 2992297   |
| 12 | 134717     | PENN STATE ELECTRIC MECHANICAL | SB SECONDARY |                    |       | ksing6027@yahoo.com                   |               |             |         |           |           |
| 13 | 135270     | BARBARA J SALES ASSOC INC      | CORPORATE    |                    |       | barb@barbarajsles.com                 |               |             |         |           |           |
| 14 | 135270     | BARBARA J SALES ASSOC INC      | SB MAIN      | BARBARA SMITH      |       | barb@barbarajsales.com                | 412           | 5233398     |         | 800       | 8137122   |
| 15 | 135270     | BARBARA J SALES ASSOC INC      | SB SECONDARY |                    |       | willsmith@willjservices.com           |               |             |         |           |           |
| 16 | 137893     | IDA YEAGER SALES INC           | CORPORATE    |                    |       | idayeagersales@zoominternet.net       |               |             |         |           |           |
| 17 | 137893     | IDA YEAGER SALES INC           | SB MAIN      | IDA LAQUATRAYEAGER |       | idayeagersales@zoominternet.net       | 724           | 4525260     |         | 724       | 4521072   |
| 18 | 144061     | CONSTRUCTION TOOL SERVICE INC  | CORPORATE    |                    |       | ehuss@constructiontoolservice.com     |               |             |         |           |           |
| 19 | 144061     | CONSTRUCTION TOOL SERVICE INC  | SB MAIN      | BETTY CONNELLY     |       | bconnelly@constructiontoolservice.com | 412           | 6816673     |         | 412       | 6819185   |
| 20 | 144061     | CONSTRUCTION TOOL SERVICE INC  | SB SECONDARY |                    |       | bcgoodwork@aol.com                    |               |             |         |           |           |
| 21 | 145576     | BURKE & MICHAEL INC            | CORPORATE    |                    |       | MARYFRANCES@BURKEANDMICHAEL.COM       |               |             |         |           |           |
| 22 | 145576     | BURKE & MICHAEL INC            | SB MAIN      | MARY FRANCES HOGAN |       | maryfrances@burkeandmichael.com       | 412           | 3212301     |         | 412       | 3214582   |
| 23 | 153927     | COOPER TRADING INC             | CORPORATE    |                    |       | cti@ctipa.com                         |               |             |         |           |           |
| 24 | 153927     | COOPER TRADING INC             | SB MAIN      | PETER COOPER       |       | pete@ctipa.com                        | 724           | 8618830     |         | 724       | 8618832   |
| 25 | 153927     | COOPER TRADING INC             | SB SECONDARY |                    |       | debbie@ctipa.com                      |               |             |         |           |           |
| 26 | 157009     | CONTRACT HARDWARE AND SUPPLY   | CORPORATE    |                    |       | cristil@chsupplyinc.com               |               |             |         |           |           |
| 27 | 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*



# SDB/VBE Submittal Packets

Complete  
SDB/VBE packets  
for each  
ZONE





# 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"/> <b>I agree to meet the SDB participation goal in full.</b><br>I have completed and am submitting with my application an <b>SDB Utilization Schedule (SDB-3)</b> , which is required in order to be considered for award. | <input type="checkbox"/> <b>I am requesting a partial waiver of the SDB participation goal.</b><br>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.<br>I have completed and am submitting with my application both of the following, which are required in order to be considered for award:<br><ol style="list-style-type: none"><li>1. an <b>SDB Utilization Schedule (SDB-3)</b> for that portion of the SDB participation goal that I will meet; AND</li><li>2. a <b>Good Faith Efforts Waiver Request</b> for the portion of the SDB participation goals that I am unable to meet.</li></ol> | <input type="checkbox"/> <b>I am requesting a full waiver of the SDB participation goal.</b><br>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.<br><br>I have completed and am submitting with my application a <b>Good Faith Efforts Waiver Request</b> for the complete SDB participation goal, which is required in order to be considered for award. |
|---|--|---|

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

## SDB-3 SDB UTILIZATION SCHEDULE

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

\_\_\_\_\_ SDBs, including where applicable a prime SDB Applicant is self-performing a portion of the work, that will be used to \_\_\_\_\_ goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each SDB subcontractor \_\_\_\_\_ Letters of Commitment as necessary).

**CRITICAL**  
✓ Verify SDB/VBE  
validity

| SDB Name<br>SAP Vendor Number<br>(6-digit number provided by SDB)<br>SDB Verification Number<br>(located on DGS SDB verification) | Type of SDB<br>(check all that apply)  | Description of Work to be Performed<br>(Statement of Work/Specification reference) | % Commitment<br>(or % of work to be self-performed by SDB Applicant) | LEAVE BLANK |
|---|--|--|--|-------------|
| Name: <u>ABC IT Solutions</u><br>SAP Vendor Number: <u>123456</u><br>SDB Verification Number: <u>123456-2016-09-SB-M</u>          | MBE  | IT staffing resources  | %  | LEAVE BLANK |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____   | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |  | %  | LEAVE BLANK |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____   | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |  | %  | LEAVE BLANK |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____   | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |  | %  | LEAVE BLANK |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____   | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |  | %  | LEAVE BLANK |
| Attach additional sheets if necessary   |  |  | Total % SDB<br>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

Acknowledged

\_\_\_\_\_

Printed name

Signature

Applicant Point of Contact 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-1 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/VBE  
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<br>GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL |  |
|---|--|
| <b>Project Description:</b>   |  |
| <b>Solicitation #:</b>  |  |
| <b>Solicitation Due Date and Time:</b>  |  |
| <b>Applicant's Company Name:</b>  |  |
| <b>Applicant's Contact Name:</b>  |  |
| <b>Applicant's Contact Email:</b>   |  |
| <b>Applicant's Contact Phone Number:</b>  |  |

## 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<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><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 contract.

### 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<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><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

## Identified SDBs and Record of Solicitations

**CRITICAL**  
✓ Specifics and  
Details are  
important

### 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:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><input type="checkbox"/> Self performing |
| SDB Name:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><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<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|   | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |

Attach additional sheets as necessary.

Revised: August 05, 2024

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

SDB-5.4



# GFE Waiver – Part 5

# Subcontractor Unavailability Certificate

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

| <b>SDB-5</b>  |                  |                |
|---|------------------|----------------|
| <b>GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL</b>   |                  |                |
| <b>Part 5 – SDB Subcontractor Unavailability Certificate</b>  |                  |                |
| 1. It is hereby certified that the firm of _____<br><div style="text-align: right;">(Name of SDB)</div>   |                  |                |
| located at _____<br><div style="display: flex; justify-content: space-between;"> <span>(Number)</span> <span>(Street)</span> </div>   |                  |                |
| _____<br>(City)   | _____<br>(State) | _____<br>(Zip) |
| was offered an opportunity to bid on Solicitation No. _____   |                  |                |
| by _____<br><div style="text-align: right;">(Name of Prime Contractor's Firm)</div>   |                  |                |
| *****<br>2. _____ (SDB), is either unavailable for the work/service or<br>unable to prepare a Proposal for this project for the following reason(s):<br><div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>  |                  |                |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 33%;">_____</div> <div style="width: 33%;">_____</div> <div style="width: 33%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <span>(Signature of SDB's Representative)</span> <span>(Title)</span> <span>(Date)</span> </div>                 |                  |                |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 70%;">_____</div> <div style="width: 30%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <span>(DGS SDB Certification #)</span> <span>(Telephone #)</span> </div>  |                  |                |
| *****<br>3. If the SDB does not complete this form, the prime contractor must complete the following:<br><br>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. |                  |                |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 33%;">_____</div> <div style="width: 33%;">_____</div> <div style="width: 33%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <span>(Signature of Applicant)</span> <span>(Title)</span> <span>(Date)</span> </div>                            |                  |                |

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

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

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 for each zone.
- 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**

# 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 Contractor Partnership Program (CPP)

Bureau of  
Employment  
Programs

Bureau Director  
Jolene Reid



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DEPARTMENT OF HUMAN SERVICES



# The Contractor Partnership Program (CPP)

Bureau of  
Employment  
Programs

Bureau Director  
Jolene Reid



## What is the Contractor 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.

Companies 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.

# Contractor 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

## RFA Requirements

- The RFA contains an overview of CPP in Part V.
- Applicants should submit the information being requested in Section V-3 as their CPP Submittal.
- This submittal will NOT be part of the evaluation criteria, but it must be completed. After selection for negotiations, DHS will review the selected Applicant's CPP Submittal and may approve or request changes as part of negotiations.



# Contractor Partnership Program



## 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 an agreement but generally throughout the organization for:
  - CPP hires are not specific to the work outlined in the agreement
  - All positions, both in the grantee and any subgrantee, should be considered, not just positions assigned to the agreement work

# Contractor Partnership Program

## How is the hiring target determined?

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



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# Contractor Partnership Program



## Applicant 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 agreement monitors or CPP staff on progress and challenges.

# Contractor Requirements- Additional Notes

- **Agreement Specific:** The CPP requirement is agreement specific, meaning each agreement held with the Department may require a hiring target. If a contractor has multiple agreements 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 agreement 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

# Contractor Partnership Program



## **How can DHS connect selected Applicants 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

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)



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- The Project Timeline includes:
  - September 3, 2024– RFA #41-21 was Issued
  - September 9, 2024 – Pre-Application Conference
  - September 11, 2024 – Deadline to submit questions.
  - September 25, 2024 – Answers to questions posed will be posted on [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us).
  - October 18, 2024 – Due date for applications. Applications must be received by the Issuing Office by 12:00:00 PM EST.

# Conclusion



- This concludes the pre-application conference.
- Answers to all questions posed will be posted to [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) by September 25, 2024. No further questions will be entertained or answered after this date.

# Issuing Officer



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DEPARTMENT OF HUMAN SERVICES

Stephanie Hostetler  
Department of Human Services  
Bureau of Procurement and Contract Management  
Room 832 Health and Human Services Building  
625 Forster Street  
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.