

**Performance Analysis Services**

**Request for Proposals (RFP) #44-22**

**Pre-Proposal Conference**

**February 1, 2024**

- TaWanda Jackson – DHS Office of Developmental Programs
- Teresa Allen– Issuing Officer, DHS Bureau of Procurement & Contract Management
- Audrey Smith - DGS Bureau of Diversity, Inclusion and Small Business Opportunities
- Laura Schlagenhauser – DHS Bureau of Employment Programs, Contractor Partnership Program

# Agenda



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

# Ground Rules



- The Department will post this presentation and attendance list as an addendum on the Department of General Services (DGS) website (<http://www.emarketplace.state.pa.us/>) and in JAGGAER following this presentation.
- All questions must be submitted via the Q&A Board in JAGGAER by February 5, 2024, by 12:00:00 PM EST.
- Answers to Potential Offeror questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) and in JAGGAER by February 16, 2024, unless extended by the Department.
- Any changes to the RFP will be issued as a formal written addendum in accordance with Section 11 of the RFP Description.
- All communication concerning this RFP shall be made through the RFP Issuing Officer. Do not contact other Commonwealth personnel except as described in Section 13 of the RFP Description.

# Critical Points



- To minimize delays in proposal evaluation and to avoid rejection of your proposal, read the RFP carefully and submit a complete timely proposal, including the required signature.
- Follow the proposal format as detailed in RFP Description Section #14.B. Include the appropriate heading descriptions, respond to all sections of the Technical and Cost Submittals, and provide any other relevant information as an appendix.
- The Department may request an oral or written presentation or both from Offerors.
- Each proposal must have five separate submittals; Technical, Cost, Small Diverse Business Participation (SDB), Veteran Business Enterprise Participation (VBE), and Contractor Partnership Program (CPP).
- The references completing the Corporate and Key Personnel Reference Forms must submit the completed forms electronically to [RA-PWBPCMReferForms@pa.gov](mailto:RA-PWBPCMReferForms@pa.gov) as set forth in Sections I-2.A and .C of the Technical Submittal.

## Critical Points (cont.)



- **Do not include any cost data in the Technical portion of your proposal.**
- Offerors must submit a complete response to this RFP in JAGGAER.
- Proposals must adhere to the mandatory responsiveness requirements identified in the RFP. **Failure to adhere to the mandatory responsiveness requirements will result in rejection of your proposal.**
- Proposals (the electronic copy in JAGGAER) and the electronic copies of the completed Corporate and Key Personnel Reference Forms must be received by 12:00:00 PM EST on March 5, 2024.
- The resulting contract will be for a term of three years with two additional one-year renewal options.

## Critical Points (cont.)



- The RFP will be evaluated based on the following criteria:
  - Technical – 65% of the total available points
  - Cost – 35% of the total available points
- To be considered a responsible Offeror, and thus eligible for selection for Best and Final Offers or contract negotiations, the raw score of the Offeror's Technical Submittal must be greater than or equal to 75% of the available raw technical points.
- The technical evaluation will be based upon the following criteria:
  - Statement of the Project;
  - Soundness of Approach;
  - Offeror Qualifications;
  - Personnel Qualifications.

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

The selected Offeror shall support the administration of the requirements of Section 1915(b)(4) of the Social Security Act for select waiver services currently offered in the following 1915(c) waiver programs, which include: Consolidated, Community Living and Person/Family Directed Support.



# Project Overview



- The select waiver services are:
  - Residential Services, which include licensed residential habilitation, unlicensed residential habilitation, supported living and life sharing services.
    - Select residential providers are anticipated to be subject to the requirements of Section 1915(b)(4) of the Social Security Act beginning July 1, 2024. Please note that this date is subject to change.
  - Supports Coordination Services
    - Select providers who render supports coordination services are anticipated to be subject to the requirements of Section 1915(b)(4) of the Social Security Act beginning July 1, 2025. Please note that this date is also subject to change.
- There are approximately 400 residential providers and 64 supports coordination organizations; however, these numbers may increase or decrease over the term of the contract.

# Tasks Overview



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

The selected offeror must be ready to perform the following services after completion of the Orientation and Knowledge Acquisition phase:

- Data collection, Analysis and Reporting
- Provider Management Functions
- Website Management
- Provide, utilize and maintain an Information System solution

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

# Technical Submittal Overview



- Offerors should respond to all areas of the Technical Submittal and propose how the Offeror will satisfy each section of the Technical Submittal. Please refer to the RFP for more information.
  
- Please pay close attention to the details within the Technical Submittal of the RFP and provide a complete response to each section of the Technical Submittal.

## Goal Setting Information Session

RFP 44-22  
Performance Analysis Services

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Issuing Officer –  
Teresa Allen  
[RA-PWRFPQUESTIONS@PA.GOV](mailto:RA-PWRFPQUESTIONS@PA.GOV)



2/1/2024

12

# 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.



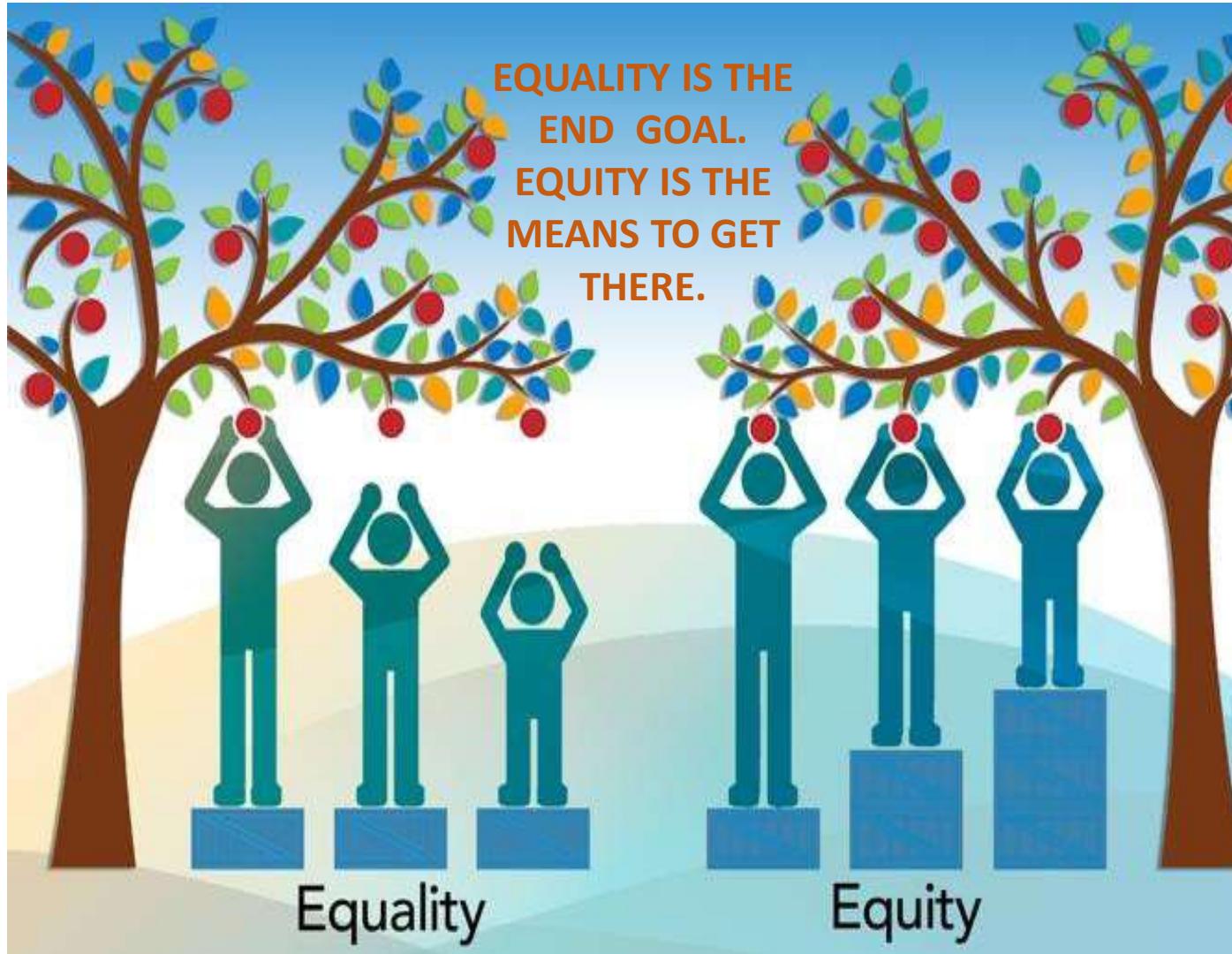
# Equity Defined

**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.



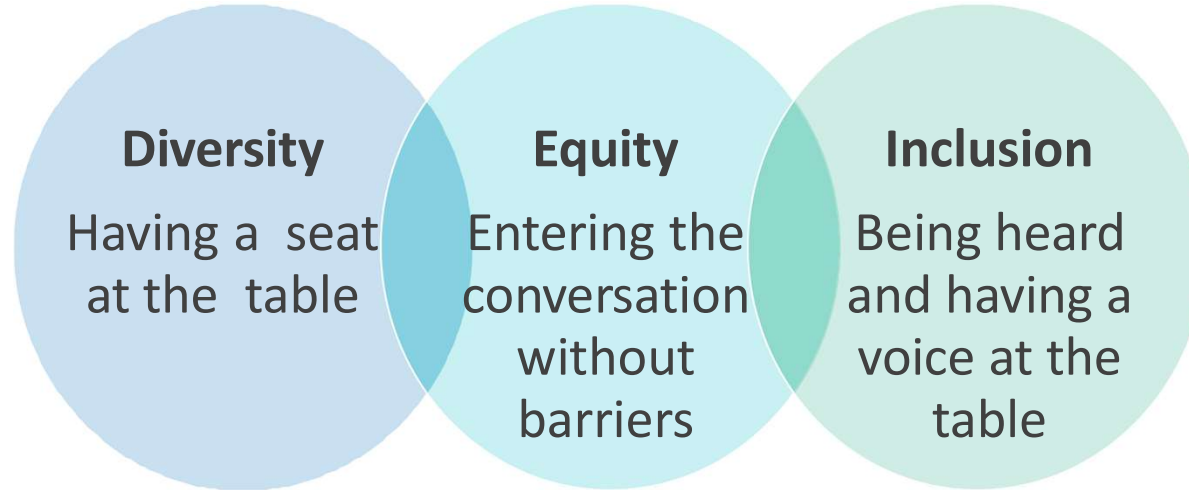
# Inclusion Defined

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

- #13 - Small Diverse Business (“SDB”) and Veteran Business Enterprise (“VBE”) Participation.
- #14.B.2 and 3- Proposal Format

## Criteria for Selection

- #32.C and D - **Mandatory Responsiveness Requirements**
- #34. - Evaluated for compliance, not scored

## Small Diverse Business Participation & Veteran Business Enterprise Participation Submittal Information

- JAGGAER RFP Questions Group 1.2 – Small Diverse Business Participation
- JAGGAER RFP Questions Group 1.3 – Veteran Business Enterprise Participation

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



# Solicitation Specific Goals



RFP 44-22	SDB	VBE
	10%	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.

## 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 \$38.5 Million, regardless of business type (effective 11/1/2018).

## Small Diverse Business (SDB)

Goal oriented

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

## Veteran Business Enterprise (VBE)

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

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



# Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page on the Pennsylvania Department of General Services website. 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 are options to 'Show 10 entries', 'Export to Excel', and 'Reset Search Criteria'. A table header is visible with columns: 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

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



# 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%20OSDBs.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**

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

**UNSPSC Codes**

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

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

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

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

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



# Quick Search

Home PA eMarketplace Search Contracts

**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

## Supplier Search

**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

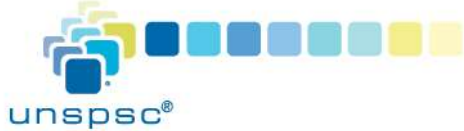
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
<a href="#">21ST CENTURY MEDIA NEWSPAPER LLC</a>	ROBERT BUTKINS sales@niltanyvalley.com					No
<a href="#">22 GROUP, LLC ()</a>	Caroline M. Harper	757 PUBLIC RD	9/23/2019-	9/23/2019-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

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

26



# 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
85131502	Painting



# Advanced Search

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

**PA Counties**

- Clarion County
- Clearfield County
- Clinton County
- Columbia County
- Crawford County
- Cumberland County
- Dauphin County
- Delaware County
- Elk County
- Erie County
- Select all Counties

**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

**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

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 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.Green@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@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	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	PhoneExt	FaxAreaCode	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			ksing027@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	<b>Supplier Contacts</b>	Counties	Supplier Classifications	ITQs	ITQ Contracts	UNSPSC Codes
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# 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

**CLICK 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"/> <b>I agree to meet the SDB participation goal in full.</b><br>I have completed and am submitting with my bid or proposal 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><br>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:<br><br>1. an <b>SDB Utilization Schedule</b> | <input type="checkbox"/> <b>I am requesting 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 bid or proposal a <b>Good Faith Efforts Waiver Request for SDB</b> |
|---|--|---|



# SDB Utilization Schedule – SDB-3

**CRITICAL**  
 ✓ Verify SDB/VBE  
 validity

## SDB-3 SDB UTILIZATION SCHEDULE

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



# Letter of Commitment SDB-3.1

**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 Offeror 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

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

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 Offeror Made Available to SDBs

**CRITICAL**  
 ✓ List all components of work offered for contract

Identify all items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified as available units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total work that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of work 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 must 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 SDB was used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the Solicitation 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 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, provide the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of

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



# GFE Waiver – Part 5

## Subcontractor Unavailability Certificate

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

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)



# Best Practices

## **Do's**

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

## **Don'ts**

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



# Important Notes

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

- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.
- Model Form SDB/VBE Subcontractor Agreement (Jaggaer 1.2.3 and 1.3.3) - is provided for informational purposes only. 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**

47



# Questions?





# BDISBO Contact Info

## **Bureau of Diversity, Inclusion and Small Business Opportunities**

North Office Building  
401 North Street, Room 611  
Harrisburg, PA 17120-0500  
717.783.3119

[GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)



# Contractor Partnership Program

Bureau of Employment Programs  
Jolene Reid, Bureau Director

2/1/2024

# Contractor Partnership Program

## **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.

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

# 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.

## RFP Requirements

- The RFP contains an overview of CPP in Appendix G.
- Offerors should submit the information being requested in Section 3 of Appendix G as their CPP Submittal.
- This submittal will NOT be part of the scoring criteria, but it must be completed. After selection for negotiations, DHS will review the selected Offeror's CPP Submittal and may approve or request changes as part of negotiations.

## Implementing a Hiring Plan

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

## How is the hiring target determined?

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

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

The CPP submittal must also contain and take into consideration any hires made by subcontractors within the same period following the same calculation.

Contractor and subcontractor hires should then be combined to create the hiring target

# Contractor Partnership Program

## Contractor Requirements

- Submit a hiring target. The hiring target should be 10% of the average of annual PA hires over the past 3 years.
- Establish a Business Folder in the Commonwealth Workforce Development System (CWDS) and ensure contact information remains current.
- Implement the hiring plan by posting jobs or by connecting with Employment and Training programs to find qualified candidates.
- Effective June 2023, report all PA hires through the PA CareerLink website. This will also serve as reporting to the Department of Labor and Industries PA New Hire Report.
- Maintain communication with program office contract monitors or CPP staff on progress and challenges.



## Contractor Requirements-Additional Notes

- **Contract Specific:** The CPP requirement is contract specific, meaning each contract held with the Department may require a hiring target. If a contractor has multiple contracts with DHS, they may have multiple hiring targets.
- **Subcontractors:** Hires made by subcontractors also count towards the CPP hiring target. All hires made by the contractor and subcontractors 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

# Contractor Partnership Program

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

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

# DHS TANF Employment and Training Programs

## EARN 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"><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>

# DHS TANF Employment and Training Programs

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

# Contractor Partnership Program

## Contact Information

Contractor Partnership Program

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

PA CareerLink® online:

[pacareerlink.pa.gov](http://pacareerlink.pa.gov)

- The Project Timeline includes:
  - January 18, 2024– RFP #44-22 was Issued
  - February 1, 2024– Pre-proposal Conference
  - February 5, 2024 12:00:00 PM– Deadline to submit questions
  - February 16, 2024– Answers to Potential Offerors' questions will be posted as an Addendum in JAGGAER and on the DGS website.
  - March 5, 2024, 12:00:00 PM– Due date for proposals

# Question



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



- This concludes the pre-proposal conference.
- Answers to all questions will be posted to JAGGAER and the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx> by close of business February 16, 2024, unless extended by the Department.

# Issuing Officer



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

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