

**EXPEDITED RFQ TEMPLATE
FOR CONSULTING SERVICES
BETWEEN \$50,001 - \$250,000**

**Commonwealth of Pennsylvania
Consulting Services ITQ #4400007410**

**RFQ FOR *Improving Reentry through Career Pathways*
Solicitation Number: 6100036873**

January 14, 2015

Dear Contractor:

The attached Statement of Work (SOW) (Attachment A) is provided for you to develop your proposal for the referenced Consulting Project. The successful contractor will be selected based on Best Value. The Best Value Criteria specified below defines the criteria that will be used to determine the successful contractor to be issued a purchase order. It is imperative that you expound in writing on each of the best value criteria listed. You may complete your proposal on this form and return your quote by e-mail to apinko@pa.gov no later than **2:00 pm on January 28, 2016**.

Best Value Criteria:

1. **Understanding the Problem:** Provide a detailed Work Statement that accurately assesses the problem to be solved based on your understanding of the project requirements stated in the SOW. Incorporate or append your Work Statement onto the attached Statement of Work (Attachment A). The applicant must submit a Scope of Work that achieves, at least, the four primary deliverables outlined in the attached Statement of Work. Additional deliverables may be proposed and detailed within deliverable #5.
2. **Contractor Prior Experience:** On the included Contractor Prior Experience Submittal, (Attachment B) detail three (3) projects your company performed that are similar in nature and scope to the requirements stated in the SOW. Include reference company name and address, contact person with phone number, e-mail address and best time to call, project name, project start and end dates and a brief description of the project.
3. **Contractor Personnel and Qualifications:** Applicants must have extensive experience in workforce development services including comprehensive work in designing and/or implementing career pathways that influence systems change. In addition, in order to achieve its overall IRE goals, the PADOC requests applicants to demonstrate their experience and proposed approach to align career pathways with: labor market information, sector strategies and similar employer engagement techniques, employer hiring practices and requirements, as

well as work-based learning, pre-apprenticeships/ integrated adult basic education & training strategies, offender workforce development, working with individuals with barriers to employment. Experience in a corrections setting is preferred but not required. Provide resumes with names of individuals that will be assigned and demonstrate the qualifications and skills required to successfully develop and implement the project as defined in the SOW. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents.

4. **Project Work Plan:** Utilizing a GANTT, PERT or similar chart, include a high-level summary that shows all the tasks and deliverables to complete the project. Explain your approach to deliverables. Append your Project Work Plan onto the attached Statement of Work (Attachment A).
5. **Cost:** Complete the attached Cost Matrix (Attachment C) to submit the cost portion of your proposal.
6. **Diversity, Inclusion and Small Business Participation:** To maximize Diversity, Inclusion and Small Business Opportunity participation in the project, the greatest consideration will be given to a Small Diverse Business quoting as a prime contractor. For all other prime contractors subcontracting to a Small Diverse Business, briefly explain what your company's approach will be to maximize Small Diverse Business participation in the project if you are selected for award. This should include detail on which portions of the contract will be performed by the Small Diverse Business. Include specific percentage commitments to be paid to Small Diverse Business based upon the total contract value. The more definitive the commitment and the greater the percentage commitment, the greater consideration that your company will receive for this best value selection factor.
7. **Domestic Workforce Utilization:** Complete and sign the attached Domestic Workforce Utilization Form (Attachment D).

Any questions on this RFQ may be sent to: Anthony Pinko at apinko@pa.gov

Note: This Request for Quotations 6100036873 is a restricted solicitation. Only those contractors qualified in the following categories under Contract #4400007410, known as the Commonwealth of Pennsylvania's Consulting Services Invitation to Qualify (ITQ), may submit a proposal in response to this RFQ.

Mgt General Government Operations - Best Practice Analysis

Mgt General Government Operations - Strategic Planning

Mgt General Goverment Operations - Measuring Process Performance/Improvement Outcomes

For more information about the Consulting Services ITQ, please click the following link.

http://www.portal.state.pa.us/portal/server.pt/community/invitation_to_qualify/4641/where_to_start/495422

The following documents must be returned with your RFQ response:

Attachment A – Statement of Work (include Contractor Work Statement, Project Work Plan,
Resumes of proposed personnel)

Attachment B - Contractor Prior Experience Submittal

Attachment C – Cost Submittal

Attachment D – Domestic Workforce Utilization Form

Attachment E- Management Directive 230.10

Small Diverse Business Participation

RFQ 6100036873
ATTACHMENT A
Statement of Work

Background

Over 81% of the individuals entering the Pennsylvania Department of Corrections (PADOC) every year report they are either unskilled or possess no skills. Nearly 42% enter the PADOC with less than a high school diploma. With receipt of a federal grant from the U.S. Department of Education, the PADOC is transforming its corrections education, training and offender work operations to ensure individuals receive the proper knowledge, skills and abilities that employers demand. The *Improving Reentry Education through Career Pathways* initiative aims to design a corrections system that places individuals on the beginning steps of a pathway that seamlessly connects them upon release with the education, training, and workforce systems and/or gainful employment.

True transformation starts at the front door; under the leadership of Secretary John E. Wetzel, the PADOC is prepared to achieve the following three IRE goals:

- 1) Design & Implement Career Pathways behind the prison walls**
- 2) Enhance & utilize Career Readiness & Interest Assessments tools into corrections education service delivery**
- 3) Establish sustainable partnerships and system linkages amongst corrections, education, training and workforce development service providers**

The PADOC intends to utilize its "local education agency" designation and existing relationships with state agencies (including a data-sharing agreement with Labor & Industry to obtain employment outcomes), education & workforce development associations/organizations as well as community-based organizations to build upon Pennsylvania's Industry Partnerships, Programs of Study/Students Occupationally & Academically Ready (SOAR), Statewide Articulation Agreements, and PADOC's reentry service contracts.

Critical to IRE success is the prioritization of data-driven and demand (employer)-driven approaches to ensure that PADOC and partner investment of staff time, resources, and collaboration supports the outcome of an offender obtaining & retaining employment in high-demand occupations. Characteristically, criminally-involved individuals will need pathways that incorporate training & occupations that *lead to* and achieve family- sustaining wages after release from incarceration.

Implementation of the IRE goals will be overseen by the PADOC IRE Project Manager and administered with a cross-disciplinary stakeholder group with input from executive-level advisors. The stakeholders will focus on achieving the IRE goals with workgroups focusing on action plans around, at least, career pathways, career assessments, professional development and systems linkages.

The IRE initiative prioritizes building a foundation for systems change through strategic planning, pilot and demonstration activities, evaluation, performance outcomes and

sustainability. Critical planning must be undertaken while simultaneously balancing the demand for timely action. Action must take advantage of various opportunities at the federal and state level to reinforce systems engagement in appropriate ways with criminally-involved individuals that result in better outcomes for all.

Scope of Work

Utilizing IRE funds, the PADOC will achieve transformational changes in corrections education, training and offender workforce. Accordingly, the PADOC seeks a subject matter expert to guide in the design and implementation of a career pathways system behind the prison walls that aligns with the nation and Pennsylvania's education, training, workforce innovations as well as employment and growth opportunities available to jobseekers and the underemployed who are criminally-involved.

Specifically, the PADOC requires the selected vendor to propose an achievable and transformative project plan with timely activities that support the PADOC IRE goals and address, at least, the deliverables outlined below.

The selected vendor is required to, at a minimum, submit performance status reports to PADOC (no less than a monthly basis or at a frequency to be outlined by the PADOC and agreed upon by the vendor), facilitate meetings & stakeholder discussions as appropriate, submit documents/reports/similar materials in addition to proposed activities that address the deliverables and PADOC requirements to monitor vendor performance. Selected vendors are expected to meet with PADOC in person and also utilize cost effective means such as conference calls, webinars, etc.

Deliverable 1: Career Pathways Design - Within 6 months, the PADOC will have a pilot system design for career pathways. The selected vendor will work with the PADOC and stakeholders to identify, design and implement a career pathways plan that incorporates an intercept model similar to the *Reentry Education Model* developed by the US Department of Education as well as appropriate recommendations from the US Department of Labor's *Career Pathways* toolkit. The design must address operations at the systems and individual user (such as staff, students and inmate workers) levels and promote customer-centered concepts within a corrections setting.

Also, it is clearly understood that PADOC staff may require professional training & development to support career pathways and their proposed ongoing role in service delivery; the proposed action plan should at a minimum address front-line staff engagement and strategies for professional development and trainings.

The Career pathway design will be tested via pilot activities (started within the first 6 months) to include focusing on a limited number of pathways whereas demonstration activities (month 7+ time frame) can enhance existing and expand to additional paths. Where possible, the career pathways design can incorporate micro-credentialing, pre-apprenticeship, accelerated learning, dual/concurrent enrollment, cognitive behavioral interventions, transition to continuing education & training including post-secondary, job

placement/retention/coaching supports, flexible service delivery design, as well as pathways supported by online/web-based learning and the use of technology.

Following the pilot design, the selected vendor will work with the PADOC to revise and implement Career Pathways across the entire PADOC system.

Deliverable 2: Vocational Training - Within 6 months, the selected vendor will design a decision-making guide for PADOC to best identify vocational training services that should and should not be supported by the Department; this includes decision-making criteria for the current vocational training services offered in PADOC and for trainings to-be proposed in the future.

The decision making guide will assist, specifically, the PADOC Bureau of Corrections Education that oversees the vocational training service delivery and the BCE staff who currently deliver all vocational training activities, as outlined in a collective bargaining agreement. In addition, prison-level operations may use the guide to assist in better understanding the competencies and opportunities available in work-based learning via inmate work assignments. The Pennsylvania Correctional Industries also supports inmate work and can be assisted by the decision-making guide as well. The decision-making criteria must align with career pathways and employer demand.

Deliverable 3: Employer Engagement Strategy - The selected vendor will assist the PADOC to develop an employer engagement strategy to best inform, identify, analyze and sustain corrections education, training and inmate work services that align to industry needs. The strategy is to include, at least, an informed PADOC understanding of and the demands on job readiness, employer hiring practices, eligible career candidates, knowledge-skill-ability competency requirements, individual growth opportunities, preferred industry credentials and recognized career assessment tools, where applicable. The employer engagement strategy and implementation should incorporate and leverage other agency and sector efforts where possible, must not be duplicative and must be sustainable beyond the IRE funding period.

Deliverable 4: Best Practices Toolkit - The selected vendor will assist the PADOC in designing and compiling information that will serve as content for a best practices toolkit. One of nine IRE awardees and the only state corrections entity, the PADOC is in a position to share lessons learned and best practices with other state corrections entities interested in career pathways. Toolkit content has not yet been defined however potential areas can include policy, service delivery, career assessments, decision-making, sustainability, performance measures, etc. In addition to Toolkit planning meetings, the selected vendor may be requested to participate in conferences and similar events during the contract period to support this deliverable, where feasible.

Deliverable 5: Project Implementation/Other - The selected vendor may propose additional work and deliverables in its project plan. Additional IRE areas of particular interest to PADOC include branding, communication strategies, and front-line staff engagement.

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Attachment B
Contractor Prior Experience Submittal

	Company Name and Address	Contact Information	Project Name	Project Start and End Dates	Brief Description of the Project
1					
2					
3					

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Attachment C
Cost Submittal

The selected vendor will propose a budget as outlined below. The estimated cost per hour is an all-inclusive rate. All Travel expenses must be in accordance with Management Directive 230.10 – Attachment E.

The applicant may divide each main deliverable into no more than three (3) sub-deliverables in accordance with the project plan. A full description of each sub-deliverable should be included in the Vendors Work Statement. Payment for each deliverable/sub-deliverable will be made to the vendor upon completion and acceptance by the DOC of each deliverable/sub-deliverable.

The PADOV anticipates a contract term of at least 12 months with the possibility to extend into an additional 12 month period total, if necessary.

<u>Item:</u>	<u>Description:</u>	<u>Number of hours to complete each deliverable or sub-deliverable</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
Deliverable 1 - Career Pathways Design				
Sub- Deliverable 1.0			\$	\$
Sub- Deliverable 1.2			\$	\$
Sub- Deliverable 1.3			\$	\$
Total Cost for Deliverable 1			\$	\$

<u>Item:</u>	<u>Description:</u>	<u>Number of hours to complete each deliverable or sub-deliverable</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
Deliverable 2 - Vocational Training Criteria				
<i>Sub- Deliverable 2.1</i>			\$	\$
<i>Sub- Deliverable 2.2</i>			\$	\$
<i>Sub- Deliverable 2.3</i>			\$	\$
Total Cost for Deliverable 2			\$	\$

<u>Item:</u>	<u>Description:</u>	<u>Number of hours to complete each deliverable or sub-deliverable</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
Deliverable 3 - Employer Engagement Strategy				
<i>Sub- Deliverable 3.1</i>			\$	\$
<i>Sub- Deliverable 3.2</i>			\$	\$
<i>Sub- Deliverable 3.3</i>			\$	\$
Total Cost for Deliverable 3			\$	\$

<u>Item:</u>	<u>Description:</u>	<u>Number of hours to complete each deliverable or sub-deliverable</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
Deliverable 4 - Toolkit				
<i>Sub- Deliverable 4.1</i>			\$	\$
<i>Sub- Deliverable 4.2</i>			\$	\$
<i>Sub- Deliverable 4.3</i>			\$	\$
Total Cost for Deliverable 4			\$	\$

<u>Item:</u>	<u>Description:</u>	<u>Number of hours to complete each deliverable and sub-deliverable</u>	<u>Cost per Hour</u>	<u>Total Cost</u>
Deliverable 5 - Project Implementation / Order				
<i>Sub- Deliverable 5.1</i>			\$	\$
<i>Sub- Deliverable 5.2</i>			\$	\$
<i>Sub- Deliverable 5.3</i>			\$	\$
Total Cost for Deliverable 5			\$	\$

RFQ 6100036873 - Attachment D
DOMESTIC WORKFORCE UTILIZATION CERTIFICATION (07/22/09)

To the extent permitted by the laws and treaties of the United States, each proposal will be scored for its commitment to use the domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States or within the geographical boundaries of a country that is a party to the World Trade Organization Government Procurement Agreement. Those who propose to perform a portion of the direct labor outside of the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement will receive a correspondingly smaller score for this criterion. In order to be eligible for any consideration for this criterion, offerors must complete and sign the following certification. This certification will be included as a contractual obligation when the contract is executed. Failure to complete and sign this certification will result in no consideration being given to the offeror for this criterion.

I, _____ [title] of _____ [name of Contractor] a _____ [place of incorporation] corporation or other legal entity, ("Contractor") located at _____ [address], having a Social Security or Federal Identification Number of _____, do hereby certify and represent to the Commonwealth of Pennsylvania ("Commonwealth") (Check **one** of the boxes below):

All of the direct labor performed within the scope of services under the contract will be performed exclusively within the geographical boundaries of the United States or one of the following countries that is a party to the World Trade Organization Government Procurement Agreement: Aruba, Austria, Belgium, Bulgaria, Canada, Chinese Taipei, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Israel, Italy, Japan, Korea, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Singapore, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom

OR

_____ percent (____%) [Contractor must specify the percentage] of the direct labor performed within the scope of services under the contract will be performed within the geographical boundaries of the United States or within the geographical boundaries of one of the countries listed above that is a party to the World Trade Organization Government Procurement Agreement. Please identify the direct labor performed under the contract that will be performed outside the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement and identify the country where the direct labor will be performed: _____

[Use additional sheets if necessary]

The Department of General Services [or other purchasing agency] shall treat any misstatement as fraudulent concealment of the true facts punishable under Section 4904 of the *Pennsylvania Crimes Code*, Title 18, of Pa. Consolidated Statutes.

Attest or Witness:

Corporate or Legal Entity's Name

Signature/Date

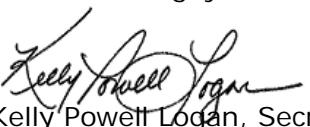
Signature/Date

Printed Name/Title

Printed Name/Title

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania
Governor's Office

Subject: Commonwealth Travel Policy (Effective January 1, 2012)	Number: 230.10 Amended
Date: November 1, 2011	By Direction of:  Charles B. Zogby, Secretary of the Budget  Kelly Powell Logan, Secretary of Administration
Contact Agency: Travel Planning: Office of the Budget, Commonwealth Office of Travel Operations (COTO), Telephone 717.265.8409 Audit and Reimbursement: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO), Telephone 717.346.3401	

This directive establishes policy, responsibilities, and procedures for the commonwealth's travel program. Provisions of this issuance ensure responsible stewardship of commonwealth funds while taking into account the safety and reasonable convenience of commonwealth travelers. Substantive changes are indicated by marginal dots. Issued as a companion to this directive is [Manual 230.1, Commonwealth Travel Procedures Manual](#), Effective January 1, 2012.

- PURPOSE.** To establish policy, responsibilities, and procedures for the commonwealth's travel program that enable commonwealth travelers to successfully execute their essential travel requirements at the lowest reasonable cost.
- SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the governor's jurisdiction, and to all other agencies subject to Section 216 of the *Administrative Code* that have not been exempt by the Executive Board. This includes board members, commissioners, and any other individuals reimbursed for official commonwealth travel.

3. OBJECTIVE. To provide an efficient and economical oversight by which commonwealth travelers can secure necessary travel reservations and accommodations in order to conduct official commonwealth business.

4. DEFINITIONS.

- a. **Agency Airline Card.** A purchasing card assigned to each agency to which all airline charges are automatically billed when air transportation is reserved.
- b. **Agency Assigned Travel Arranger.** An assigned individual in an agency responsible for travel planning and Travel Expense Report (TER) preparation on behalf of individuals traveling on official commonwealth business.
- c. **Agency Lodging Card.** A purchasing card assigned to each agency, used for certain overnight lodging and tax charges authorized by COTO.
- d. **BCPO.** Bureau of Commonwealth Payroll Operations.
- e. **Commonwealth Traveler.** Employees of agencies within the scope of this directive, non-commonwealth employees who perform services for the commonwealth, and other individuals who travel on official commonwealth business, but are not considered employees of the commonwealth.
- f. **Contracted Travel Agency.** The commonwealth travel service contractor that provides commercial air travel, ground travel, lodging and reservations services within the scope of contracted services.
- g. **Corporate Travel Card.** A credit card provided to employees to be used only while employee is in overnight travel status and for authorized business purposes.
- h. **COTO.** Commonwealth Office of Travel Operations.
- i. **Expense Verification Method.** A means to document costs when a receipt cannot be obtained by a commonwealth traveler.
- j. **Extended Stay.** Overnight travel status that extends 60 days or more.
- k. **Online Booking Tool.** A web-based tool used to book commercial travel arrangements for commonwealth travelers.
- l. **Overnight Travel Status.** Travel status that is more than 50 miles from both their headquarters and residence.
- m. **Preferred Property.** Hotel properties that participate in the commonwealth's travel program.
- n. **Travel Status.** When a traveler is on official commonwealth business away from home and headquarters.

5. POLICY.

- - a. Neither this directive nor *Manual 230.1, Commonwealth Travel Procedures Manual* shall supersede the provisions of a collective bargaining agreement/memorandum of understanding or any other understanding/agreement that has been or may be developed between the commonwealth and a certified employee representative.
 - b. **Reservations.**
 - (1) Commonwealth travelers must make all air, ground, and lodging travel reservations through the commonwealth's online booking tool unless otherwise directed *in Manual 230.1, Commonwealth Travel Procedures Manual*, Section 2.4, Train. Commonwealth travelers who do not have access to the online booking tool must make their travel arrangements through the contracted travel agency or their agency-assigned travel arranger. Commonwealth travelers who are not employed by the commonwealth must follow the same procedures as employees if their travel expenses are paid by the commonwealth.
 - (2) Commonwealth travelers who do not have an assigned SAP identification number are not permitted to arrange their own travel. Travel arrangements must be made by an agency-assigned travel arranger or designated commonwealth employee. The name of the agency-assigned travel arranger or designated commonwealth employee must be provided to the travel agent.
 - c. **Justification.** Commonwealth travelers must confirm the lowest cost reservations that meet the itinerary and needs of the traveler, within commonwealth guidelines. Preferred vendors must be chosen where available. Business justification must be supplied when confirming arrangements that are outside commonwealth guidelines. Non-compliant arrangements will be subject to review and travel audit. Justification for reimbursement includes matching receipts, approved expense verification methods, and/or when required, explanations in the corresponding comments section in the TER.
 - d. **Subsistence.** Commonwealth travelers are entitled to receive subsistence reimbursement for out-of-pocket expenses incurred in the performance of their duties within prescribed maximums.
 - e. **Travel Credits.** The acceptance, retention, or use of personal travel, products, or services by commonwealth travelers of promotions and offers obtained in the course of official commonwealth business is prohibited by the *Governor's Code of Conduct*, 4 PA Code 7.151, and the *State Ethics Law*, 65 PS401. Any credits, promotions, certificates, or other considerations earned in a frequent traveler program must be used for official commonwealth travel. Commonwealth travelers may not use a personal credit card in place of the commonwealth corporate travel card or agency airline card in order to gain benefits from their credit card company.

f. **Payment Methods.** Commonwealth travelers on official commonwealth business are required to use one of the methods of payment through the course of their approved travel itineraries:

- (1) **Agency Airline Card.** All air travel will be charged to the agency airline card automatically when reserved via the online booking tool or the contracted travel agency. Commonwealth travelers are not permitted to use their corporate travel card or personal credit card to reserve air flights.
- (2) **Agency Lodging Card.** The use of the agency lodging card for payment of hotel rate and tax must be authorized by COTO.
- (3) **Corporate Travel Card.** Use of the corporate travel card is mandatory for employees expected to be in overnight travel status four or more times a year. Employees who have had their card canceled are not eligible for a commonwealth payment method.
- (4) **Cash Advance.** A cash advance will be considered only after all other options of payment are explored and exhausted.

- g. **Reimbursement.** Commonwealth travelers on official commonwealth business will receive reimbursement of actual expenses incurred in the performance of their duties within prescribed maximums with complete justification for incurred expenses that must be included with the submission of the TER. Justification includes matching receipts, approved expense verification methods, and/or when required, explanations in the corresponding comments section in the TER. Submission of a TER must occur within 60 business days of the date of travel. Travel expenses are reimbursed by the commonwealth within 15 business days of receiving an approved TER with all applicable attachments and receipts.
- h. **Transfer Travel.** Employees eligible to receive moving expenses are also granted 30 calendar days in travel status at their new locations, to provide adequate time for locating new living quarters and to move to the new location. Agency heads may authorize, in writing, an extension to a maximum of 60 calendar days, if required by unusual conditions. The 30 calendar day allowance plus the extension must be used within the 90 consecutive calendar day period that begins when the employee is notified of the requirement to move to the new location. A copy of signed approval must be attached to the TER.

The following restrictions apply:

- o The initial allowance plus any approved extension is not a flat allowance. Only the days actually needed to complete an eligible relocation may be approved.
- o Employees will not be reimbursed for local personal mileage.
- o Employees returning to headquarters or residence on scheduled days off or holidays will not be entitled to subsistence or lodging for those periods.

6. RESPONSIBILITIES.

- a. **The Commonwealth Office of Travel Operations** shall:
 - (1) Conduct a thorough review of commonwealth policies relating to travel to ensure that all commonwealth travel policies are consistent and recommend necessary changes.
 - (2) Negotiate and manage the booking, fulfillment, advisory, and other travel related service contracts, in addition to the establishment of a network of preferred vendors.
 - (3) Monitor compliance with travel policies and contracts.
 - (4) Provide data to commonwealth agencies, and offer recommendations for cost-reduction and compliance, where applicable.
 - (5) Authorize the use of the agency lodging card. Instructions on the use of the agency lodging card are available on www.travel.state.pa.us.
- b. **The Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations** shall:
 - (1) Ensure compliance with commonwealth travel reimbursement policies by conducting post-travel audits of submitted reimbursement reports.
 - (2) Reconcile monthly airline card billings to the airline usage report.
 - (3) Match the agency lodging card information against the TER to ensure compliance with applicable policies.
 - (4) Reimburse commonwealth travelers in accordance with policy, and upon notification from agency, withhold amounts as necessary from commonwealth travelers, forward payments to the corporate travel card issuer, and inform commonwealth travelers and their supervisors of appropriate dates and amounts being withheld.
 - (5) Give approval for cash advances to commonwealth travelers.
- c. **Human Resource Directors** shall ensure that new employees that are travelers or travel arrangers have the appropriate training.

- 7. **PROCEDURES.** In conjunction with this *Management Directive 230.10, Commonwealth Travel Policy, [Manual 230.1, Commonwealth Travel Procedures Manual](#)*, details commonwealth travel policies and procedures to which commonwealth travelers must adhere. Refer to [Manual 230.1, Commonwealth Travel Procedures Manual](#), for more detailed direction.

This directive replaces, in its entirety, *Management Directive 230.10*, dated June 17, 2009; *Management Directive 205.30*, dated October 23, 1997; and *Management Directive 230.17*, dated March 28, 2007.