



COMMONWEALTH OF PENNSYLVANIA
PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM

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SOLICITATION ADDENDUM

Date: **January 20, 2026**
Subject: **BDISBO Goal Setting Information Session – Participants and Slides**
Solicitation Number: **PSERS RFP#2025-4**
Due Date/Time: **Monday, February 2, 2026 / 2:00PM EST**
Addendum Number: **001**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

The following documentation consists of the Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) Goal Setting Information Session that was conducted on Tuesday, January 13, 2026. Documentation includes the participation list as well as the BDISBO slide presentation that was briefed by BDISBO.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Name: William Spiker
Title: Issuing Officer
Email: ra-psprocurement@pa.gov

RFP2025-4: Actuarial Services

BDISBO Goal Setting Information Session: January 13th, 2026, 1:00pm – 2:00pm EST

PARTICIPANTS:

Name	Company	Email	Phone
Tom Ankenbauer	Aspen Technology Services, Inc.	tom@aspen-technology.com	269-870-0583
Bryan Hoge	CavMac	BryanH@CavMacConsulting.com	402-401-6397
Janet Cranna	Cheiron		877-243-4766
David Driscoll	Gallagher	david_driscoll@ajg.com	212-330-1179
Maria Simmers	Gallagher	maria_simmers@ajg.com	610-633-3077
Clark Siegwarth	Hicks Professional Group (HPG)	clarksw@hickspro.com	404-992-8711
Tremayne Terry	TixStone Solutions, Inc.	Tremayne.terry@tixstone.com	717-379-3802



Pennsylvania
Department of General Services

PSERS RFP2025-4 Actuarial Services

BDISBO SDB/VBE Goal Setting Information

January 13, 2026 1:00PM

Issuing Officer –

William Spiker - ra-psprocurement@pa.gov



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

Part 1 – General Information

- I-8. SDB and VBE Goal Setting Information Session.
- I-12. Proposal Requirements.

Part II - CRITERIA FOR SELECTION

- II-1. Mandatory Responsiveness Requirements.

PART V - SMALL DIVERSE BUSINESS AND VETERAN BUSINESS ENTERPRISE PARTICIPATION INFORMATION

Attachments

[Appendix G - SDB and VBE Participation Summary Sheet TPA.pdf](#)

[Appendix H - SDB Participation Packet.pdf](#)

[Appendix I - VBE Participation Packet.pdf](#)

[Appendix J - Model Form SDB VBE Subcontractor Agreement.pdf](#)

DO NOT MERGE PARTICIPATION FILES – EACH SUBMITTAL MUST BE UPLOADED INDIVIDUALLY

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



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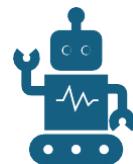
Solicitation Specific Goals

PSERS RFP 2025-4	SDB	VBE
	7%	3%

Goal Setting Process



Available subcontracting opportunities across the entire state for the applicable services,



Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and



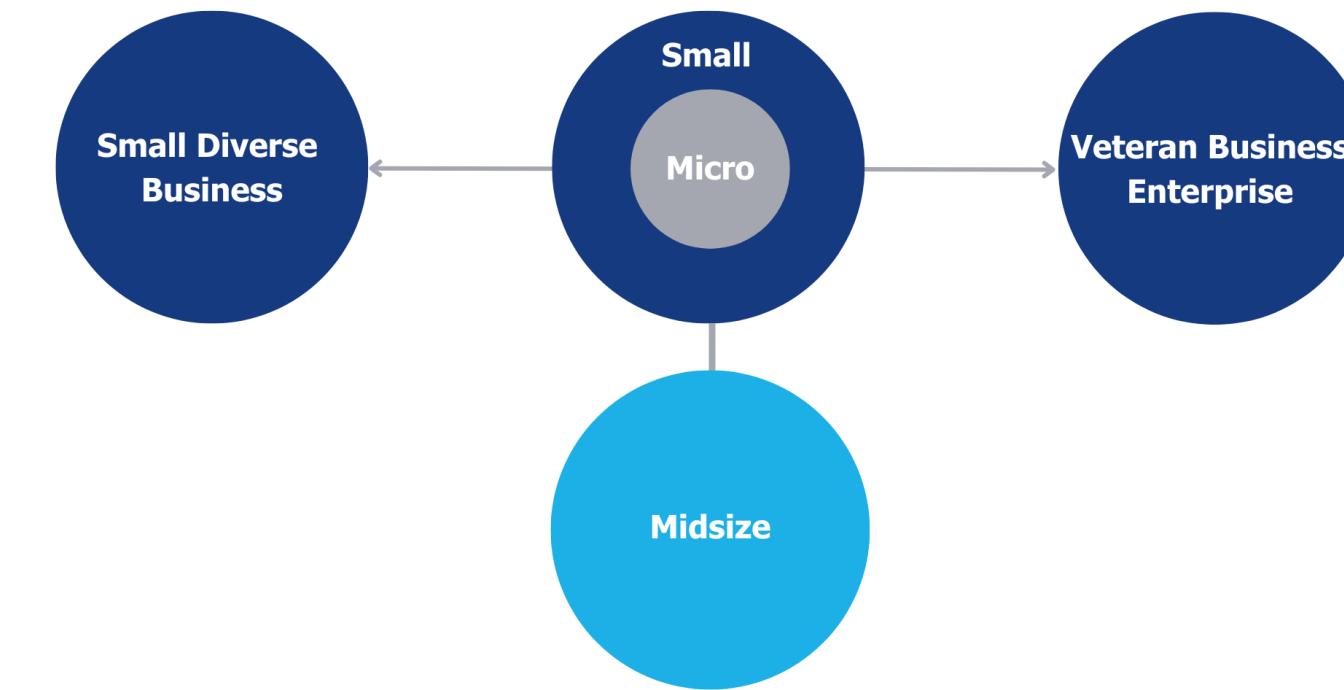
Historical analysis of similar projects within the last 3-5 years.



Primes are welcome to exceed the goal!



Supplier Registration Classifications



Small Business (SB) Eligibility Requirements

- For-profit, USA business
- Business must be independently owned
- May not be dominant in its field of operation
- May not employ more than 100 full-time equivalent employees
- May not exceed 3-year average gross revenues of \$47 million, regardless of business type

Small Diverse Business (SDB)

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

Veteran Business Enterprise (VBE)

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

Micro Business (MCB)

- 25 or fewer full-time employees
- 3-year average revenue < \$1 million

Midsize Business (MDB)

- 750 or fewer full-time employees
- 3-year average revenue > \$47 million but < \$141 million

Goal Oriented



SDB and VBE Classification

SB Eligibility

- 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.

SDB

Small Diverse Business 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)

VBE

Veteran Business Enterprises

Goal oriented

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

Small Business self-certification is a pre-requisite to registering as SDB/VBE. All certifications must be completed prior to bid close.



How to Meet the Goal

3 Scenarios

- Self-Perform as a DGS-verified SDB and/or VBE Prime vendor
- Find Separate DGS-verified SDB and VBE vendors
- Use a DGS Dually-verified SDB/VBE vendor

Submittal Forms

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



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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>

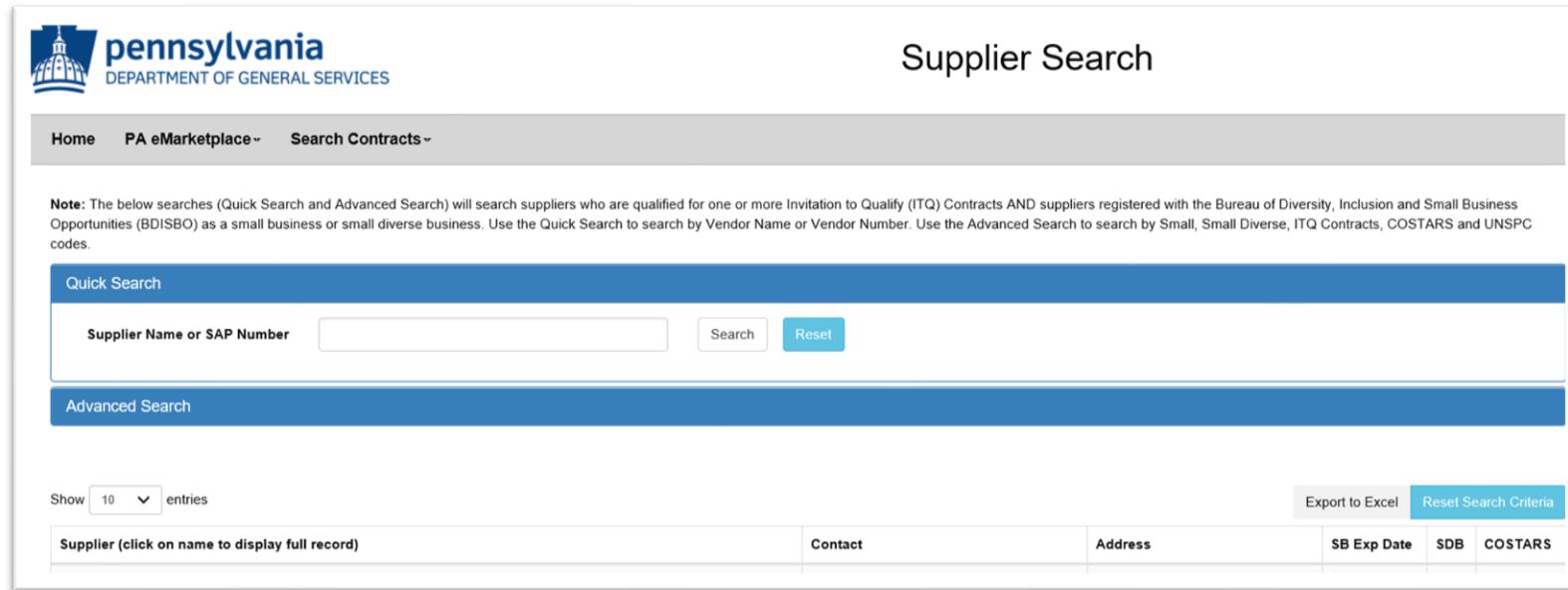
Supplier Search assistance
available from Issuing Officer or
Bureau of Diversity Procurement
Liaison



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Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced



The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. The page features a navigation bar with links for 'Home', 'PA eMarketplace', and 'Search Contracts'. A note at the top explains that the search function finds suppliers qualified for ITQ Contracts and registered with BDISBO. Below this are two search sections: 'Quick Search' (with a text input for 'Supplier Name or SAP Number' and buttons for 'Search' and 'Reset') and 'Advanced Search'. At the bottom, there are buttons for 'Show 10 entries', 'Export to Excel', and 'Reset Search Criteria'. A table below these buttons lists search results with columns for Supplier (linkable), Contact, Address, SB Exp Date, SDB, and COSTARS.

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



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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

Advanced Search

Show 10 entries Export to Excel Reset Search Criteria

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

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

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	Name
Segment	44000000	Office equipment and accessories & supplies
Family	44120000	Office supplies
Class	44121700	Writing Instruments
Commodity	44121706	Wooden pencils



Click arrow to expand Segment for additional codes

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



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

OR



UNSPSC Description

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

When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database.

Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for "landscaping" will find vendors who have selected any code that has "landscaping" anywhere in the description.

For more information visit [UNSPSC > Home](#)

UNSPSC Codes

- 1000000 - Live Plant and Animal Material and Accessories and Supplies
- 1100000 - Mineral and Textile and Inedible Plant and Animal Materials
- 1200000 - Chemicals including Bio Chemicals and Gas Materials
- 1300000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 1400000 - Paper Materials and Products
- 1500000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 2000000 - Mining and Well Drilling Machinery and Accessories
- 2100000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 2200000 - Building and Construction Machinery and Accessories
- 2300000 - Industrial Manufacturing and Processing Machinery and Accessories
- 2400000 - Material Handling and Conditioning and Storage Machinery and their Accessories and Components
- 2500000 - 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

Search

Reset

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



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

OR



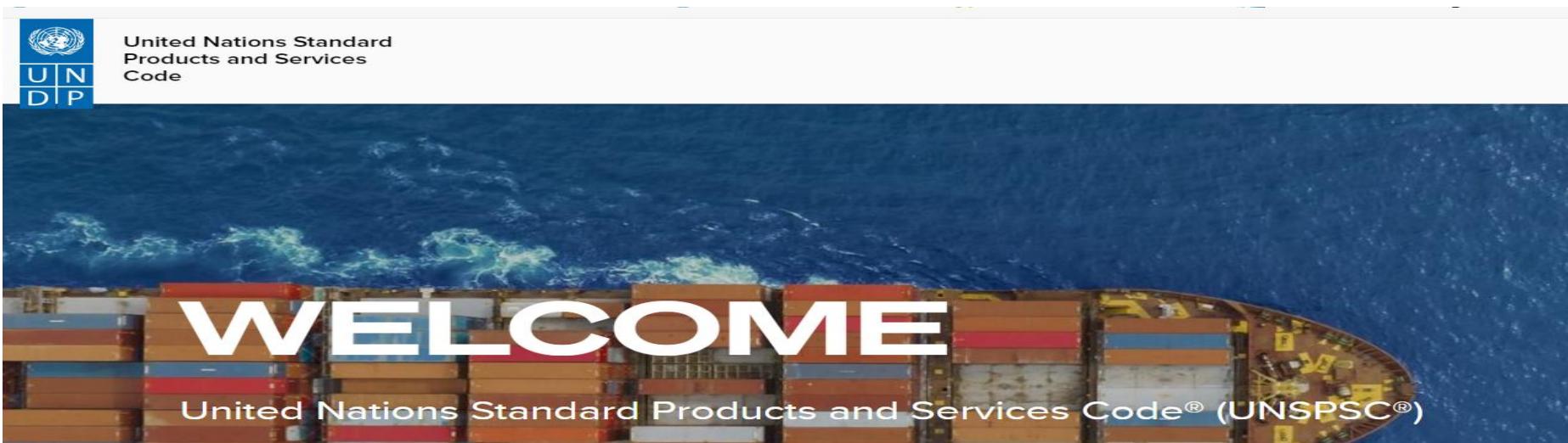
Browse and select one or more codes. Don't know the codes you want? Search for codes at www.UNSPSC.org.



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UNSPSC Commodity Code Search



The **United Nations Standard Products and Services Code® (UNSPSC®)**, owned by the United Nations 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

Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

You may browse and download the current version of the code at no cost. Click [HERE](#) to download the codeset.

For issues and other inquiries, please contact info.unspsc@undp.org



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Advanced Search (continued)

The screenshot displays the Advanced Search interface with three main filter sections:

- PA Counties:** A list of Pennsylvania counties with checkboxes. Cumberland County and Dauphin County are checked. Other options include Clinton County, Columbia County, Crawford County, Elk County, and Erie County. A "Select all Counties" checkbox is also present.
- UNSPSC Codes:** A list of UNSPSC codes with checkboxes. Several codes are checked, including 30140000 - Insulation, 30151500 - Roofing materials, 30151600 - Roofing accessories, 30151700 - Rain gutters and accessories, and 30151800 - Siding and exterior wall materials.
- Supplier Classifications:** A list of supplier classifications with checkboxes. All options are checked, including Minority Business Enterprise, Woman Business Enterprise, LGBT Business Enterprise, Disabled-Owned Business, Service-Disabled Veteran, Veteran Business Enterprise, Small Business, Stocking Supplier, and Non-Stocking Supplier.

Search Options:

- Find only vendors that have all selected UNSPSC codes (radio button)
- Find only vendors that have at least one selected UNSPSC code (radio button, selected)

Buttons: Search and Reset

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



Supplier Name or SAP Number

Search

Reset

Advanced Search

Show 10 entries

Export to Excel

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	MCB Validity Dates	MDB Validity Dates
Krabby Patty()	Mr. Krabs Owner	Under the Sea, Pineapple road	7/22/2024- 7/22/2026		8/23/2024- 7/22/2026	7/1/2025- 7/22/2026	
Lex Corp()	Lex Luthor Co-Owner (Phone) 717-867-5309	Superman hatred Road	7/22/2024 7/22/2026	<> 7/22/2024 <> 7/22/2026			
Duff Beer	Duff Man	SpringField D'oh					7/22/2024 7/22/2026
Ghostbusters, Inc.	Ray Stantz (Phone) 717-555-2368	110 N. Moore ST.	7/22/2024 7/22/2026				7/22/2024 7/22/2026



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 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@ADVANCEDBLDGCONTOLS.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 POTOMAC, 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 Ward cleaner@advancesolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENSTOWN, 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



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

Supplier Classifications

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

Contact Information

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



Search Results to Excel

Advanced Search

Show 25 entries

Export to Excel **Rese**arch Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	DB Validity Dates	VR 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@ADVANCEDBLDGCONTOLS.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 POTOMAC, 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 Ward cleanteam@advancesolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENSTOWN, PENNSYLVANIA 18106	2/27/2018- 3/31/2020	2/27/2018- 3/31/2020	2/27/2018- 3/31/2020	No

Certified Small Businesses

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

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

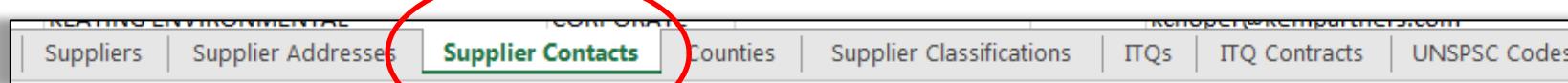
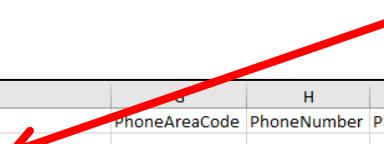
Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Excel Export Results – Supplier Contacts

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



A	B	C	D	E	F	G	H	I	J	K	
1	SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
2	104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
3	104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864	610	4588875	
4	119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
5	119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
6	119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
7	119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
8	122594	HOUCK SERVICES INC	CORPORATE			jherold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherold@houcks.com	717	6573302	717	6579805	
10	122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
11	134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
12	134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090	717	2992297	
13	134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
14	135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsales.com					
15	135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsales.com	412	5233398	800	8137122	
16	135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjservices.com					
17	137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
18	137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260	724	4521072	
19	144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
20	144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673	412	6819185	
21	144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
22	145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
23	145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301	412	3214582	
24	153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
25	153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830	724	8618832	
26	153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
27	157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
28	157009	CONTRACT HARDWARE AND SUPPLY	SB MAIN	BRAD BOTTEICHER		bradb@chsupplyinc.com	814	9412340	814	9412342	



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*

DO NOT MERGE PARTICIPATION FILES – EACH
SDB/VBE SUBMITTAL PACKET MUST BE UPLOADED
INDIVIDUALLY



Submittal – SDB/VBE -2

CRITICAL
✓ Check One, and
Only One, Box

SDB-2
SDB PARTICIPATION SUBMITTAL

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

I agree to meet the SDB participation goal I am requesting a partial waiver of the SDB participation goal. I am requesting a full waiver of the SDB participation goal

I have completed and am submitting with my bid or proposal an **SDB Utilization Schedule (SDB-3)**, which is required in order to be considered for award.

efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.

I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award:

1. an **SDB Utilization Schedule (SDB-3)** for that portion of the SDB participation goal that I will meet; AND
2. a **Good Faith Efforts Waiver Request** for the portion of the SDB participation goals that I am unable to meet.

After making good faith outreach efforts as more fully described in the **Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal**, I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.

I have completed and am submitting with my bid or proposal a **Good Faith Efforts Waiver Request** for the complete SDB participation goal, which is required in order to be considered for award.

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



Utilization Schedule – SDB/VBE-3

CRITICAL
✓ Verify SDB/VBE
validity

SDB-3 SDB UTILIZATION SCHEDULE

Chart below 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 subcontractor (add additional Letters of Commitment as necessary).

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Associated Dollar Value of Commitment
Name: ABC IT Solutions SAP Vendor Number: 123456 SDB Verification Number: 123456-2016-09-SB-M	MBE	IT staffing resources	%	\$
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGBTB <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"/> LGBTB <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"/> LGBTB <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"/> LGBTB <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$ 0



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 Bidder or Offeror to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number:

Solicitation Name:

	Bidder/Offeror Information	SDB Information
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Point of Contact	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

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 initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below:

Services or supplies the SDB will provide:

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

Percentage Commitment. These services or supplies represent % of the total cost of the Bidder/Offeror's cost submittal for the initial term of the contract. Depending on actual contract usage or volume, it is expected the SDB will receive \$ during the initial contract term. Bidder/Offeror 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* 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,

Printed name

Acknowledged

Printed name

Signature
Bidder/Offeror 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: January 26, 2024

SDB-3.1.1

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



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Guidance to Document GFE SDB/VBE-4



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)



CFR Waiver – Part 1

CRITICAL

- ✓ List all components of work offered for subcontracting.

Identified Items of Work Offeror Made Available to SDBs

Identify those items of contract 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 work to be performed by SDBs. Offeror must demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage 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
	<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

CRITICAL
✓ Specifics and Details
are important

Identified SDBs and Record of Solicitations

Offeror is required to provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB and classification, date and manner of initial solicitation, date and manner of follow-up solicitation, whether the SDB provided a quote, and the reason the quote was rejected. SDBs used to meet the SDB participation goal must be listed on the Subcontractor Selection 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, 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.



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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 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):

Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

No pre-Bid/Proposal conference or Supplier Forum was held

Offeror 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

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

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



GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

✓ Required for each vendor listed in Part 1

CRITICAL

the firm of _____
(Name of SDB)

Number) _____ Street) _____
(City) _____ (State) _____ (Zip)

W _____ ed 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)



Do

- 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.

Do Not

- 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.
- **DO NOT MERGE PARTICIPATION FILES – EACH SDB/VBE SUBMITTAL PACKET MUST BE UPLOADED INDIVIDUALLY**



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



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