

## SOLICITATION ADDENDUM

Date: **03/21/2023**  
Subject: **12 ENHANCED DRIVING AND ANCILLARY SERVICES**  
Solicitation Number: **6100059505**  
Due Date/Time: **January 12, 2024**  
Addendum Number: **3**

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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).

This addendum #3 is to provide answers to the submitted potential Offeror questions to be posted to the DGS website, <http://www.emarketplace.state.pa.us/Search.aspx> on or before January 15, 2024. Offerors’ questions were submitted via the DLI Procurement resource email account: [RA-li-OIT-BAS-Procure@pa.gov](mailto:RA-li-OIT-BAS-Procure@pa.gov). The questions and approved answers are as follows below:

Addendum Key:

- The **questions** are marked in **bold** and.
  - (a) The approved answer
1. I am trying to attach the required documents to our bid for the OVR drivers’ services and there is no link or instruction on the portal how to attach them. Can you please provide further insight on how to do this step in the bid and submission process?
    - (a) [SB Procurement Reference Guide \(pa.gov\)](#) provides you with an End User Procedure on how to respond to a solicitation. For over the phone assistance, please call the Supplier Service Center at 1.844.724.7267
  2. **Do the driver confidentiality forms have to be attached for each driver listed on the contract information form for the bid attachments.**
    - (a) Any driver who performs transportation and ancillary services are required to sign the confidentiality form.
  3. **Do we need to get a badge for this solicitation bid? Or do we get it after the contract and PO issued?**



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- (a) Refer to Letter G, Badging and Background checks, page 7 of the Statement of Work. Upon notice of award, contractors will work with the OVR/ODHH district office with scheduling appointments at the closest Capitol Police Security Administration Office.

4. **Upon reading through more of the information I was able to find the answers to my previous questions, however, I have not been able to find out what the RFx Response Value is. Please explain.**

Total RFx Response Value: 0.00 USD

- (a) There is no bidding requirement for this solicitation, all prices are fixed and established by the OVR.
5. **We will be notified at any point after we have submitted our bid information, if we may have forgotten something? Will we be given the opportunity to correct any missing document(s) or will we be just disqualified? I am still waiting to find out if we need to provide all the driver history and vehicle registrations now with the bid or if it gets provided after contract has been awarded.**

- (a) Bidders may be granted additional time for missing documents. DLI Procurement reserves the right to determine the allowable time based on the magnitude of documents required. The exception is the liability insurance. Refer to D. Ancillary Services Additional Insurance Requirement pp 4 and 5. Awarded bidders will not receive transportation assignments until the additional insurance is secured.

Bidders who receive an extension and do not respond within the allotted time, the bid will be disqualified as nonresponsive.

6. **Could you refresh my memory? Do all the driver 3-year MVR's, driver's license and vehicle registrations all need to be included with the bid? I read it as those need to be provided prior to do any transports, but I want to be sure I have read correctly. I tried to look in previous bid but didn't find them.**

- (a) Only if the drivers will be accepting transport assignments upon full execution of the contract for work. However, if any new drivers are employed after the contract is awarded, those individuals will not be permitted to transport OVR employees until the required documents are provided.

7. **As a sole proprietor with no employees, am I required to get worker's compensation coverage as specified in the ancillary services section of the**



**advertisement? If so, what information do I need to provide to the issuing insurance company?**

(a) No. However, you are required to obtain the limited liability. Refer to your Legal or Insurance Company for guidance in regard to any insurance coverage requirements for your firm.

**8. What are the minimum terms of the liability coverage that I am required to carry?**

(a) Consult your Legal or Insurance Company for guidance to establish what insurance coverage requirements.

**9. When is the exact deadline for bid submission?**

(a) January 19, 2024, 3:00pm EST, unless an extension addendum is established.

**10. What if any control will I have over the work assignments in the new contract? (For instance, i do not want to work five days a week. Neither do I wish to drive in winter weather. Finally, picking up employees who reside close to me is preferable to those who live a long distance, for obvious reasons. On the other hand, I will drive a long distance to pick-up points under certain circumstances).**

(a) Awarded contractor have the right to refuse work without repercussion.

**11. There are a lot of disincentives for people like me to enter a bid for the new contract. If I must bear the upfront cost of the additional insurances without knowing whether I will get any work while embracing the stipulation made in letters sent to us that "contracts can be cancelled at any time for reasons of convenience," it is a bad risk. That is punitive contract language. Can you clarify anything that would reduce my concern in this respect?**

(a) Vendors are free to enter submissions to an Invitation for Bid (IFB) or not based on their own ability to provide the requested services. The Commonwealth writes IFB's with the protection of Commonwealth citizens as a priority and therefore requests vendors to provide insurance in the event of an incident.

**12. Finally, the last contract was issued to me without any properly formatted invoices or logs to report properly "driving time" versus "waiting time." Moreover, I never received any direct instruction for how to determine each. I sought both many times. The "for help" contact listed on the procurement order was incorrect. No correction was made to this. Instead, I was forced to make up forms myself which I had the local office administrator at the time approve. All of my questions about this were ignored by administrators at the state level. They don't seem to care about all the unseen costs these unnecessary challenges cause us vendors. I do not want to face the same unnecessary challenges due to state level**



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**oversights again, especially after paying up for insurances and paying all the costs to enter yet another bid, when i just went through the process in June. Can you reduce my concern in this respect?**

- (a) Refer to Statement of work p 16, T. Billing and Reporting, The Expense Log and Invoicing requirements are outlined. The Expense Log is Attachment E of this solicitation.

**13. Good Morning. My name is ----- and I currently am employed by the state to drive client ----- . I attended the online conference to explain the new system, but I am not sure of the way that payment is going to be calculated. My understanding from the meeting was that we would be paid the flat rate of \$ 35.00 per hour for the actual time the client is in our vehicle. Does the waiting time mean actual time I am sitting outside an appointment, waiting for my client? Currently I am paid for an 8-10 hour day, depending on how long the client works.**

**Typically, ----- does not have many appointments to which she has to be driven. Would this new contract then mean that drivers are not reimbursed for a full day? Even though ----- does not make numerous out of the office appointments, I still remain ready throughout the day to drive her, if necessary. I would sincerely appreciate your clarification on this matter. \***

- (a) Refer to Statement of Work, p 6. F. Pricing.

**14. Typically, ----- does not have many appointments to which she has to be driven. Would this new contract then mean that drivers are not reimbursed for a full day? Even though ----- does not make numerous out of the office appointments, I still remain ready throughout the day to drive her, if necessary. I would sincerely appreciate your clarification on this matter.\***

- (a) Refer to Statement of Work, p 6. F. Pricing.

**15. I have a question on the contract rate for the ancillary services. What is the time spent on these ancillary services billed as? Would that be active transport or wait time?**

- (a) Driving and ancillary services and wait time shall be reimbursed at \$35.00 per hour for ambulatory assignments and \$45.00 per hour for non-ambulatory assignments.

**16. My organization Blind & Vision Rehabilitation Services of Pittsburgh has been asked by our local OVR office to provide transportation services through an OVR**



**contract. When I went to respond to the RFP it states that we must be a small business and that we must be a “for profit” to be a small business. BVRS is a non-profit organization. Can we apply through this RFP as a nonprofit?**

- (a) This solicitation is reserved for Department of General Services (DGS) Certified Small Businesses. Prime DGS Certified Small Business suppliers may subcontract work with Non-Profit firms.

**17. I was invited to this offer. I wanted to know are all the trucking services needed only non-ambulatory and ambulatory?**

- (a) Both ambulatory and non-ambulatory services are required. OVR Services will vary by District Office.

18. I am sending another email with a question regarding RFP 6100059505. I have been asked to become a transportation provider for our local BVS office. The RFP that our administrator sent me specifically says that anyone applying must be a small business. We are a nonprofit organization and I need to know if we can apply.

- (a) See response to question 16.

**19. Can you tell me if I interpret the solicitation correctly to require us to acquire liability insurance and worker's compensation insurance for the ancillary services we might be asked to provide? No small timers will bear that cost, including me. The big transport companies will cost more and fail to meet the needs of the OVR staff. You can bank on that.**

- (a) The purpose of the additional insurance requirement is to provide protection to the contractor, Commonwealth, OVR employee, customers and other stakeholders when there are activities outside of the vehicle.

**20. Please assure me that I will be notified when my existing contract is terminated so that I don't work beyond that date. As of the time of the termination, I will likely have outstanding invoices for reimbursement. I will need assurance that I will be paid on whatever outstanding invoices I have then.**

- (a) All contracts end March 31, 2024. In the event your contract is terminated prior to that date, you will receive written notification from the contract issuing office.

Refer to your existing contract terms and conditions for payment terms. *V.23 Contract 16.1 Payment.* The Commonwealth will put forth reasonable efforts to make payment as required when a proper invoice is received. Receipt of improper invoices may result payment delays. Invoices may be rejected if improper and are



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missing the minimum billing requirements, *V.22 Contract-015.2 Billing Requirements (February 2012)*

- 21. I have a question regarding submitting a bid for solicitation # . I am not sure how to proceed given the special circumstances of my current driving status. I currently drive ----- to/from his work activities as needed. I have done so for approximately 2 years. Due to his disability ----- owns a specially modified vehicle that I drive for him during these activities. He owns and maintains the vehicle (gas, insurance, maintenance). Prior to me assisting him, ----- received similar driving support from ----- . I am currently “under contract” with the State. Given these circumstances, I am not sure how to proceed with the bid process. First, the bid states one must be considered a small business, which I am not. ----- reached out to me initially to see if I would be available to assist him, but beyond that I do not provide transportation services. Secondly, I do not have an interest in other transportation services beyond assisting ----- . Based upon this information can you please advise how I should proceed?\***

Contracts awarded under this solicitation for Department of General Services Certified Small Businesses. Eligibility requirements are as follows:

The business must be a for-profit, United States business.

The business must be independently owned.

The business may not be dominant in its field of operation.

The business may not employ more than 100 full-time equivalent employees

The business may not exceed three-year average gross revenues of \$47 Million, regardless of business type (effective 12/31/2023).

More information about registering as a small business supplier can be found here [Small Diverse Business Contracting | Department of General Services | Commonwealth of Pennsylvania](#).

The decision to respond to this Invitation for Bid is at the sole discretion of the interested bidder.

- 22. I completed the process of registering and self-certifying in connection with the driver bid. Do I need to have a vendor profile and if so, how do I go about doing that? Can you confirm that I have completed all of the required steps needed for the driver bidding process? Any information you can provide me with would be greatly appreciated.**

- (a) In order to respond to this solicitation and be awarded a contract, interested bidders are required to register as a Procurement Vendor. Instructions on how to respond to an



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Invitation for bid have been included in the bid package located in the Supplier Relationship Management System (SRM). See the response for question 1.

\* Indicates a question where names have been removed for privacy protection.

Type of Solicitation: Electronic Bid (SRM) - Review the Questions section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

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.

Respectfully,

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