

Community HealthChoices

Request for Applications (RFA) # 31-22

Pre-Application Conference

February 8, 2024

- Eric McCoy – Bureau of Procurement & Contract Management, Issuing Officer
- Audrey Smith - DGS Bureau of Diversity, Inclusion and Small Business Opportunities
- Krista Schubert– Bureau of Employment Programs, Contractor Partnership Program

Agenda



pennsylvania
DEPARTMENT OF HUMAN SERVICES

- Introductions
- Ground Rules
- Mandatory Responsiveness Requirements
- Critical Points and Focus Areas
- Project Overview
- Small Diverse Business and Veterans Business Enterprise Overview and Requirements
- Contractor Partnership Program Overview and Requirements
- Timeline
- Adjourn

Ground Rules



- The Department will post this presentation and attendance list as an addendum on the DGS website (<http://www.emarketplace.state.pa.us/>) following this presentation.
- All questions must be submitted via email to the resource account (RA-pwrfaquestions@pa.gov) by February 8, 2024 by 5:00:00 p.m. EST.
- Answers to Potential Applicant questions will be posted on the DGS website (<http://www.emarketplace.state.pa.us/>) by February 15, 2024, unless extended.
- Any changes to the RFA will be issued as a formal written addendum in accordance with Section I-11 of the RFA.
- All communication concerning this RFA shall be made through the RFA Issuing Officer.

To be eligible for selection, an application must:

- Be timely received from an Applicant;
- Be properly signed by the Applicant;
- Contain an SDB Participation Submittal and additional required documentation; and
- Contain an VBE Participation Submittal and additional required documentation. (see Section II-1)

Failure to comply with these mandatory requirements will result in the rejection of the application as non-responsive.

Technical Nonconforming Applications.

- The Department may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application. (see Section II-2)

Critical Points



- To minimize delays in Application evaluation and to avoid rejection of your Application, read the RFA carefully and submit a complete Application, including signature.
- Follow the Application format as detailed in Part I of the RFA. Include the appropriate heading descriptions, respond to all requirements and provide any other relevant information as an appendix.
- The Department may request an oral presentation, written presentation, or both from applicants.
- Each Application must have four separate submittals; Technical, Small Diverse Business Participation, Veteran Business Enterprise Participation, and Contractor Partnership Program.
- The completed Corporate and Key Personnel Reference Questionnaires must be submitted electronically to RA-PWBPCMReferForms@pa.gov.

Critical Points (cont.)



- Do not include any SDB or VBE cost data in the technical portion of your Application.
- Applicants must submit a complete response to this RFA. Applicant references must electronically submit completed Corporate and Key Personnel Reference Questionnaires to the Issuing Office as set forth in Section III-4.A and III-4.C of the Technical Submittal.
- Applications and the electronic copies of the completed Corporate and Key Personnel Reference Forms must be received by 12:00:00 PM EST on March 15, 2024, unless DHS extends the deadline.
- The resulting agreements will be for a term of five years with three additional one-year renewal options.

Critical Points (cont.)



- The RFA will be evaluated based on the following criteria:
 - Technical – 100% (Applicant’s technical submittal must achieve a raw score greater than or equal to 75% of the available raw technical points for the Applicant to be considered responsible and thus eligible for selection)
- The technical evaluation will be based upon the following criteria:
 - Soundness of Approach;
 - Personnel Qualifications;
 - Applicant Qualifications;
 - Understanding the Project.

Project Overview



- As detailed in the RFA # 31-22, the Department is seeking to procure the services of Managed Care Organizations (MCOs) to provide Community HealthChoices (CHC) Program services to the identified eligible populations.
- CHC is Pennsylvania's mandatory managed care program for dually eligible individuals and individuals with physical disabilities receiving home and community-based waiver services or nursing facility services. The Department implemented CHC to enhance opportunities for individuals to live in the community, improve coordination of care, enhance quality, advance innovation, and increase efficiency.
- The CHC Program is currently operational in all 67 counties, which are divided into five geographic zones.

Project Overview (cont.)



- CHC is the sole Medical Assistance (MA) program option for full Dual Eligibles and most Nursing Facility Clinically Eligible (“NFCE”) consumers residing in these five zones, unless the individual is eligible for and chooses to participate in an available Living Independence for the Elderly (“LIFE”) program, which is a separate managed care program that is available in certain geographic areas of the Commonwealth.
- CHC provides Medicaid, known as MA in Pennsylvania, physical health benefits as well as long-term services and supports (“LTSS”) to those who qualify for that level of care.

- CHC is designed to:
 - (1) enhance access to and improve coordination of medical care; and;
 - (2) enhance person-driven whole person care, including a long-term support system in which people have choice, control, and access to a full array of quality services that provide independence, the opportunity to work and live in the community and improve overall health and quality of life.

Applicants should review Section I-4.B for a list of the Department's specific objectives in issuing this RFA.

- CHC serves the following MA Participants (“Participants”), age 21 or older, who are:
 - Individuals receiving both Medicare and MA; or
 - Individuals who qualify for MA LTSS due to a need for the level of care provided by a nursing facility. Participants may receive LTSS in the community or in a nursing facility.

- Applicants should respond to all areas of the technical submittal:
 - Statement of the Project
 - Zone of Operation
 - Management Summary
 - Qualifications
 - Financial Capability
 - Work Plan
 - Requirements
 - Key Performance Standards

This is a broad list of response areas. Please pay close attention to the details set forth in each section in Part III of the RFA.

Project Overview (cont.)



- For the Work Plan section of the technical submittal, Applicants should carefully review Section III-6 of the RFA and the Work Statement Questionnaire (Appendix E). Applicants should respond to each question within Appendix E and provide any information requested in Section III-6. Applicants should provide a complete and comprehensive response to each question while adhering to the page limits identified in Appendix E.
- For Appendix E, Applicants should incorporate the identified evaluation considerations in their responses and align their responses with the requirements of the draft CHC Agreement (Appendix B).
- The questions within Appendix E are divided into the following sections: Planned Approach; Participant Service Coordination and Care Management; Participant Direction; Service Innovation; Service Integration and Care Coordination; Quality Improvement and Performance Measures; Diversity, Health Equity, and Inclusion; Program Integrity; Drug Services; Management Information Systems; Provider Network Composition and Network Management; and Case Scenarios.

RFA 31-22 - Community HealthChoices

Issuing Officer – Eric McCoy

RA-
PWRFAQUESTIONS@PA.GOV



What's the Point?



Diversity, Equity, and Inclusion
RE-IMAGINING THE CULTURE OF YOUR WORKPLACE



Diversity Defined

- Diversity is...
 - everything that makes us unique,
 - our cognitive skills and personality traits, and
 - also the things that shape our identity (*e.g. race, age, gender, religion, sexual orientation, cultural background*), etc.



Diversity is the Mix Inclusion is making the mix work. ~Andres Tapia

Baking a
cake

Each
ingredient
has its own
distinct taste
and
quality...



Baking a
cake

Each
ingredient
adds *value*
to
the recipe...



Baking a
cake

Recognizing the
individuality
and the value
of *every* person
is essential to
understanding
the concept of
diversity.



©SheWearsMany

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

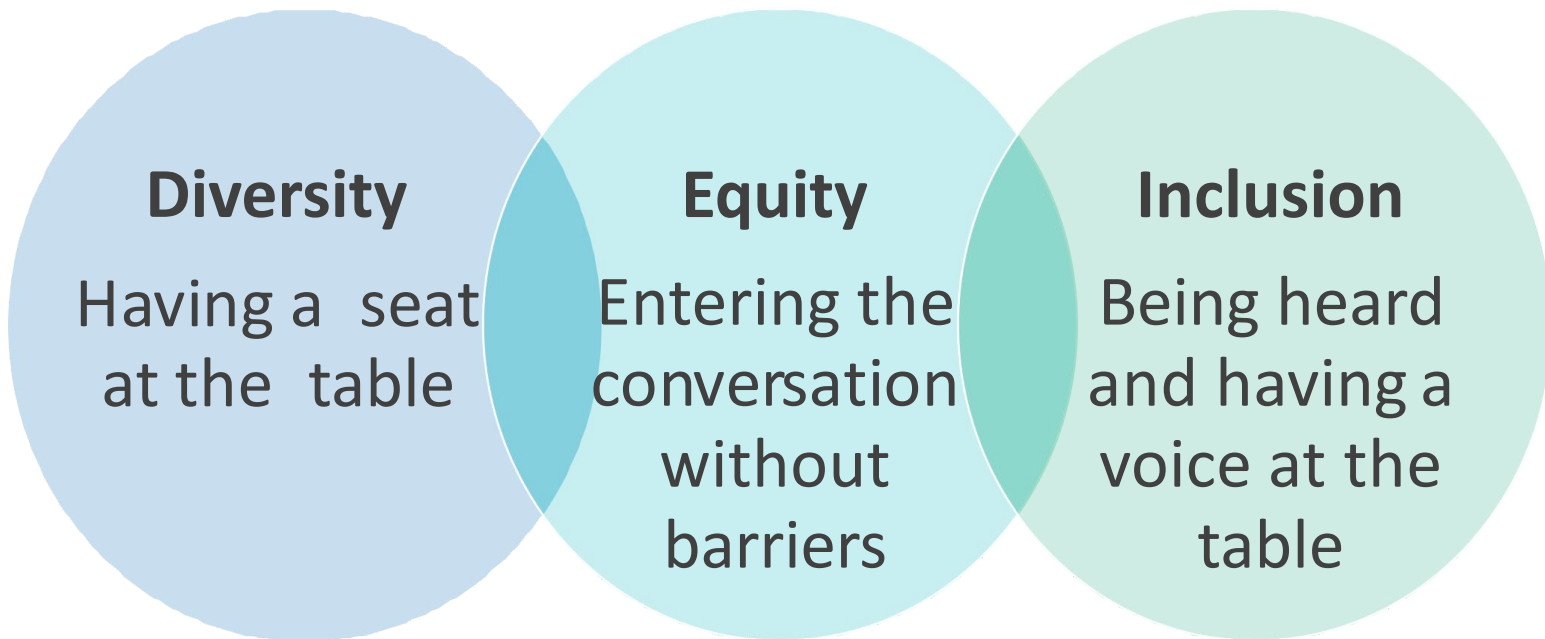


Equality



Equity

Diversity, Equity, and Inclusion



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

Part I - General Information

- I-12. Small Diverse Business ("SDB") and Veteran Business Enterprise ("VBE") Participation.
- I-14 Application Requirements

Part II - Criteria for Selection

- II-1. Mandatory Responsiveness Requirements
- II-3. Evaluation

Part V - Small Diverse Business Participation & Veteran Business Enterprise Participation Submittal Information

Appendices

- Appendix I – Small Diverse Business Participation
- Appendix J – Veteran Business Enterprise Participation
- Appendix K – Model Form of SDB/VBE Subcontract Agreement – For review only

An Applicant's failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of either the SDB or VBE participation goal will result in the rejection of the Application as nonresponsive.



Solicitation Specific Goals



RFA 31-22	SDB	VBE
Applied to annual Administrative PMPM	11%	3%

- Available subcontracting opportunities across the entire state for the applicable services;
- Availability of DGS-verified SDB/VBEs to perform commercially useful functions; and
- Historical analysis of similar projects

Primes are welcome to exceed the goal!



SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation.

SB Eligibility Requirements

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$47 Million, regardless of business type (effective 11/1/2018).

Small Diverse Business (SDB)

Goal oriented

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

Veteran Business Enterprise (VBE)

Goal oriented

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

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

[Commonwealth Phone Directory](#) | [Department of General Services](#) | [Commonwealth of Pennsylvania](#)



Finding SDB/VBE vendors

- <http://www.dgs.internet.state.pa.us/suppliersearch>
- Access Search Guide - <https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison



Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page 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 is a table with columns for 'Supplier', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'. The table is currently empty.

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 Exp Date	SDB	COSTARS
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<http://www.dgs.internet.state.pa.us/suppliersearch>



Quick 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

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



Advanced Search

Hierarchy	Category Number
Segment	44000000
Family	44120000
Class	44121700
Commodity	44121706

Supplier Classifications

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier
- Select all Classifications
- Select all Small Diverse Business Classifications

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".

OR

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

Click arrow to expand Segment for additional codes



UNSPSC Commodity Code Search

UNSPSC Code List

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

UNSPSC Codes

- ▶ 43000000 - Information Technology Broadcasting and Telecommunications
- ▶ 44000000 - Office Equipment and Accessories and Supplies
 - ▶ 44100000 - Office machines and their supplies and accessories
 - ▶ 44110000 - Office and desk accessories
 - ▶ 44120000 - Office supplies
 - ▶ 44121500 - Mailing supplies
 - ▶ 44121600 - Desk supplies
 - ▶ 44121700 - Writing instruments
 - ▶ 44121800 - Correction media
 - ▶ 44121900 - Ink and lead refills
 - ▶ 44122000 - Folders and binders and indexes
 - ▶ 44122100 - Fastening supplies



UNSPSC Commodity Code Search



Find A Partner

Menu

UNv24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)

Search the Code

Version 24.0301
Code Number: (2-8
digits)

Code Name:

Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities



UNSPSC Commodity Code Search

Write down
your code
selections



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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
86131500	Painting



Advanced Search

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

Find only vendors that se

Find only vendors that se

Supplier Classifications

- Minority Business Ent
- Woman Business Ent
- LGBT Business Enter
- Disabled-Owned Bus
- Service-Disabled Vet
- Veteran Business Ent
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

UNSPSC Codes

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

Find only vendors that have all selected UNSPSC codes

Find only vendors that have at least one selected UNSPSC code

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



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@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 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@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018- 2/27/2020	2/27/2018- 3/31/2020	2/27/2018- 3/31/2020	No

Certified Small Businesses

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

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Supplier Profile

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

← SB, SDB & VBE Expiration Dates

Supplier Classifications

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

← SB, SDB & VBE Classifications

Contact Information

Contacts

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



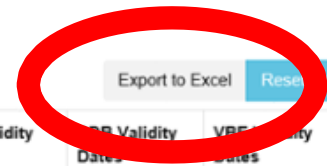
Search Results

Advanced Search

Show entries

[Export to Excel](#) [Reset Search Criteria](#)

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SB 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 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@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No



- Certified Small Businesses**
- Advanced Building Controls LLC
 - Advanced Building Performance Inc
 - Advanced Cleaning Solutions LLC

- Small Diverse Businesses**
- Advanced Building Performance Inc
 - Advanced Cleaning Solutions LLC

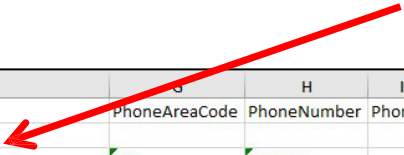
- Veteran Business Enterprise**
- Advanced Cleaning Solutions LLC



Excel Export Results – Supplier Contacts

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

	A	B	C	D	E	F	G	H	I	J	K
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			jherrold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@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@barbarajsles.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@willjsservices.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			e Huss@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



Suppliers | Supplier Addresses | **Supplier Contacts** | Counties | Supplier Classifications | ITQs | ITQ Contracts | UNSPSC Codes



New Forms and Processes

- SDB/VBE Instructions – ***SDB-1/VBE-1 READ***
- SDB/VBE Participation Submittal – ***SDB-2/VBE-2***
- SDB/VBE Utilization Schedule – ***SDB-3/VBE-3***
- Letter of Commitment – ***SDB 3.1/VBE-3.1***
- Guidance for Good Faith Effort (GFE) Waiver – ***SDB-4/VBE-4 READ***
- GFE Waiver – ***SDB-5/VBE-5***



SDB/VBE Submittal Packets

**Complete
SDB/VBE packets
for each
ZONE**



Submittal Instructions – SDB/VBE-1

SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS
Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

The following instructions also include details for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

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

- I. **SDB Participation Goal:** The SDB participation goal is set forth in the eMarketplace advertisement and also in the Notice to Bidders. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.
- II. **SDB Eligibility:**
 1. **Finding SDB firms:** Offerors can access the directory of **DGS-verified** SDB firms from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
 2. **Only SDBs verified by DGS** and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, **must be DGS-verified for the services, materials or supplies that it has committed to perform on the SDB Utilization Schedule (SDB-3).** A firm whose SDB verification is pending or



Submittal – SDB/VBE -2

CRITICAL
 ✓ Check One, and Only One, Box

SDB-2 SDB PARTICIPATION SUBMITTAL

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"/> I agree to meet the SDB participation goal in full.	<input type="checkbox"/> I am requesting a partial waiver of the SDB participation goal.	<input type="checkbox"/> I am requesting a full waiver of the SDB participation goal.
<p>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.</p>	<p>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 the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.</p> <p>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:</p>	<p>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.</p> <p>I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the SDB participation goal.</p>
	<ol style="list-style-type: none"> an SDB Utilization Schedule 	



Utilization Schedule – SDB/VBE-3

CRITICAL
 ✓ Verify SDB/VBE
 validity

SDB-3 SDB UTILIZATION SCHEDULE

Identify all 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>	<input checked="" type="checkbox"/> 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/VBE-3.1

CRITICAL
 ✓ Complete all shaded areas.

**SDB-3-1
 LETTER OF COMMITMENT**

As confirmation of the commitment by the prime Bidder or Offeror as (SDB) on the below-referenced Solicitation/Project.

Company 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/VBE
 to expect
 a letter
 and SIGN
 it!**



Guidance to Document GFE SDB/VBE-4

READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.
- When seeking a Partial or Full GFE Waiver, Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.



Good Faith Efforts Packet

SDB/VBE-5

Good Faith Efforts (GFE) Partial or Full Waiver

- Identified Items of Work Applicant Made Available to SDBs (Part 1)
- Identified SDBs and Record of Solicitations (Part 2)
- SDB Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected SDB Quotes (Part 4)
- SDB Subcontractor Unavailability Certificate (Part 5)



GFE Documentation – SDB/VBE-5

SDB-5

GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

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

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 subcontracting.

Identify all items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified as possible 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 SDB participation met or exceeded the SDB participation goal set for the procurement.

Item 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

Identified SDBs and Record of Solicitations

CRITICAL
 ✓ Specifics and Details are important

Offeror is required to 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 is being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the SDB Participation 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 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.



GFE Waiver – Part 3

SDB Outreach Compliance Statement

CRITICAL
✓ Documentation for
Part 1

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 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 Rejected 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)



How to Meet the Goal

3 Scenarios

1. Self-Perform as a **DGS-verified** SDB and/or VBE Prime vendor
2. Find Separate **DGS-verified** SDB and VBE vendors
3. Use a **DGS Dually-verified SDB/VBE** vendor

Submittal Forms

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



DGS Dually Verified SDB/VBE

SDB-3 SDB UTILIZATION SCHEDULE

Sample Scenario - 10% SDB Goal ; \$1,000.00 total project cost

List in the chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each SDB subcontractor (add additional Letters of Commitment as necessary).

SDB Name 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	<input type="checkbox"/> MBE	IT staffing resources	%	\$
Name: Dually Verified Sub-Contractor SAP Vendor Number: 6 Digit Number SDB Verification Number: Obtain from SDB	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		6 %	\$60.00
Name: DGS-verified SDB Sub-Contractor SAP Vendor Number: 6 Digit Number SDB Verification Number: Obtain from SDB	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		4 %	\$40.00
Name: SAP Vendor Number: SDB Verification Number:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> LGTBTE <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"/> LGTBTE <input type="checkbox"/> DOBE <input type="checkbox"/> SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 10%	Total \$ amount: \$100.00

VBE-3 VBE UTILIZATION SCHEDULE

Sample Scenario - 3% VBE Goal ; \$1,000.00 total project cost

List in the chart below VBEs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the VBE participation goal (add additional pages if necessary). Submit a **Letter of Commitment (VBE-3-1)** for each VBE subcontractor (add additional Letters of Commitment as necessary).

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

Sample Scenario: Solicitation Participation Goals
SDB = 10% VBE= 3%
Estimated contract value = \$1,000.00



Dually-Verified Vendor Instructions

If a DGS-verified SDB is dually verified as a VBE, the firm will receive credit towards both the SDB participation goal and the VBE participation goal as set forth on the SDB and VBE Participation Summary Sheet. This credit may exceed the participation goal percentage, as shown in the example below.

Example: The SDB participation goal is 10% and the VBE participation goal is 5%. A subcontractor is DGS-verified as both an SDB and a VBE and will perform 10% of the contract work. The prime contractor can satisfy both the SDB participation goal and the VBE participation goal through that dually verified subcontractor's performance of 10% of the contract work, unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office.

*Based on this example, the percentage commitment indicated on SDB-3 for SDB work on this contract would be 10%, and the VBE percentage commitment indicated on VBE-3 on this contract would be 10% as well. These contractual commitments meet the SDB participation goal of 10% and **exceed** the 5% VBE participation goal for this contract. Please note that the dually verified SDB/VBE firm only receives 10% of the contract work based on the example above.*

Newly Revised



Best Practices

Do's

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

Don'ts

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




Important Notes

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

- Applicant 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 (Appendix, K) is provided for informational purposes only. May be completed by award winning vendor only.



REMINDER



Failure to submit fully completed SDB and VBE submittal packets or GFE waiver request documentation will result in removal of your application for award consideration

BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

North Office Building

401 North Street, Room 611

Harrisburg, PA 17120-0500

717.783.3119

GS-BDISBO@pa.gov



Contractor Partnership Program

Bureau of Employment Programs
Jolene Reid, Bureau Director

2/8/2024

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.

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

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.

RFA Requirements

- The RFA contains an overview of CPP in Part V.
- Applicants should submit the information being requested in Part V 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 Applicant's CPP Submittal and may approve or request changes as part of negotiations.

Implementing a Hiring Plan

- As part of its CPP submittal, each Applicant should submit a hiring target; subgrantees must be included if part of the grant
- Applicants should review the positions the organization currently offers and anticipate their needs not only as a result of being awarded an agreement but generally throughout the organization for:
 - Both degree and non-degree positions
 - 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 agreement work

How is the hiring target determined?

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

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

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

Program Requirements

- Submit a hiring goal. The hiring goal 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 (post jobs, connect with Employment and Training programs to find qualified candidates)
- Effective June 2023, report all new PA hires through the PA CareerLink website.
- Maintain communication with program office contract monitors or CPP staff on progress and challenges.

Grantee Requirements-Additional Notes

- **Agreement Specific:** The CPP requirement is agreement specific, meaning each agreement held with the Department may require a hiring goal. If a grantee has multiple agreements with DHS, they may have multiple goals.

- **Subcontractors:** Hires made by subcontractors also count towards the CPP hiring goal. All hires made by the grantee and subgrantees should be used to determine the 10% hiring target. Subcontractors may also be designated to report hires to the PA CareerLink website.

- **Eligible positions:** Hires can be for any position; the position does not have to be related to the specific agreement project(s). TANF beneficiaries possess a wide range of skill sets and can fulfill a variety of positions, depending on the individual's background and experience. Common industry-specific certifications include areas such as:
 - Data Entry Specialist
 - Customer Service
 - Health Care
 - Administrative Services

Contractor Partnership Program

How can DHS connect selected Applicants with TANF beneficiaries?

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

EARN and Work Ready

Providers	Participant Services
22 Local Workforce Development Boards	With a major redesign beginning July 2020, EARN and Work Ready now provide the following services to participants: <ul style="list-style-type: none">• Individualized coaching or case management• Support to address employment barriers• Employability skills development• Counseling services• Access to training programs leading to credentials
11 Community Action Agencies	<ul style="list-style-type: none">• Job placement and job search assistance• Support services such as child care and transportation• A minimum of one year of retention services to help navigate the transition into the workforce

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">• On-site support to pursue certificates and degrees• Help with navigating college requirements• Assistance with financial aid and scholarship applications• Support services such as child care, transportation, books, and supplies• Connections to other college services such as academic advising, tutoring, student activities, and career services

What are the responsibilities of oversight staff?

The Bureau of Employment Programs (BEP) and Project Monitors will work together to:

- Provide support to selected Applicants
- Ensure that the selected Applicants designate and maintain a point of contact for CPP purposes
- Support selected Applicants in making connections to job candidates and provide technical assistance as needed
- Conduct outreach when selected Applicants fail to submit CPP New 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

Contact Information

Contractor Partnership Program

Email: RA-BETPCPP@pa.gov

PA CareerLink® online:

pacareerlink.pa.gov

- The Project Timeline includes:
 - January 30, 2024 – RFA # 31-22 is Issued
 - February 8, 2024 – Pre-Application Conference
 - February 8, 2024 by 5:00:00 PM – Deadline to submit questions
 - February 15, 2024 – Answers to Potential Applicants' questions will be posted to the Department of General Services (DGS) website
 - March 15, 2024 by 12:00:00 PM – Due date for Applications

Questions



- All questions must be submitted via email to the following resource account, ra-pwrfaquestions@pa.gov, by 5:00:00 PM on February 8, 2024.
- The Department will not answer any question not provided in writing.
- No answer is official until it is answered in writing and posted to the DGS website as an addendum to the RFA.



This concludes the Pre-Application conference.

Eric McCoy
Department of Human Services
Bureau of Procurement & Contract Management
Health & Welfare Bldg., Rm 832
Harrisburg, PA 17120
Email to: RA-PWRFAQUESTIONS@PA.GOV

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