



Tipplin Gymnasium Clarion University RFP Process Summary

December 2015

This presentation is provided for general guidance only.
Proposers must review and follow RFP and
Bulletin requirements in preparing their Proposals.

Multiple Prime Contracts

- General Construction
- HVAC
- Plumbing
- Electrical

Proposal Generally

- RFP consists of 3 distinct parts:
 1. **Technical Submission**
 2. **Cost Submission**
 3. **Small Diverse Business Submission**
- Must be separately sealed with the Project Name, Number, Contractor Contact Info on each sealed part.
- See RFP Parts 1 and 2 for specific requirements of each part.
- Cost and SDB Score are combined with Technical Score for an overall Total Proposal Score
- Process should result in award of a Contract to Successful Proposer with the Highest Total Proposal Score for each discipline.

Labels and Tabs

- No requirement on Proposal appearance
- However, differing sections of proposal may be labeled with corresponding RFP Sections for ease of reference.

Tech' Submission – Responsiveness Review

- Responsiveness Review Checklist
 - Appendix I
 - Actual checklist used by DGS for responsiveness review
 - Pay attention to the Mandatory and Non-Mandatory items (i.e, what will disqualify a proposer versus what will just result in zero points)

Technical Submittal

- The Technical Submittal package/envelope must contain 4 electronic versions submitted on 4 CDs, with each disk clearly labeled “Technical Submittal”
 - Cover Letter
- 4 Sections
 - Project Team (Section 1)
 - Project Management Plan (Section 2)
 - Staffing Plan (Section 3)
 - Supporting Documentation (Section 4)
- See RFP Part 2, Section 2.4

Section 1 : Project Team

- **T1-A: Introduce the Project Team**
 - Narrative team’s capabilities and experience
 - There are items for all Proposers and items specific to each discipline (GC, HVAC, Plumbing, Elec.)
 - “ONLY APPLIES TO THE....” (p. 20-21 of RFP)
- **T1-B: Prime Contractor (Appendix A)**
 - Qualification Statement and attachments
 - Must be submitted with Proposal
- **T1-C: Subcontractors (Appendix B)**
 - A Qualification Statement must be filled out for subcontractors performing the scopes of work listed in Section T1-C (p. 23-24).
 - Qualification Statements and Resumes for Subcontractors may be submitted with the Proposal on January 5, 2016 **OR** by 5:00 pm on January 7, 2016.

Section 2: Project Management Plan

- **T2-A: Project Management Team**
 - Identify individuals, roles, responsibilities, resumes
- **T2-B: Work Plan and Schedule**
 - Describe understanding of the Project tasks, including the need for meeting critical milestones and coordination with all prime contractors
 - Address the critical issues specific to the Proposer as identified in the RFP (p. 26)
- **T2-C: Safety Plan**
- **T2-D: Quality Control Plan**

Section 3: Staffing Plan

- **T3-A: Staffing Resources**
 - Approx. number of workers and hiring procedures
- **T3-B: Skill Training**
 - Describe training programs
- **T3-C: Workforce Safety**
 - Identify safety training programs and/or safety certification programs

Section 4: Supporting Documentation

- **T4-A: Non-Collusion Affidavit**
 - Form provided in Appendix C
 - Must be completed, signed and notarized
 - *Original paper document* must be included in Technical Submittal package/envelope – *this item should not be on the CD.*

Tech' Submission – Scorers

- Scoring Committee Members
 - 3 persons with construction experience
 - Sign Confidentiality and No Conflict Statements
 - Individually/Independently score each responsive proposal
- Each Scorer uses Same Scoring Matrix
 - Matrix is identical to the one published in the RFP
 - Make sure to address each item in the scoring matrix. Refer to Part 2-4 of the RFP and [Appendix O](#) for the items that will be scored by the Committee.
 - Pay attention to page limits!!!
 - If a proposer exceed the page limits for any given category, they will not be rejected but will received zero points for the entire category. This can cost a proposer significant points in the scoring where the scores between proposers are close.

Tech' Submission – Scores

■ Successful Proposer

- Proposers with highest total proposal score for each discipline will receive a Notice of Selection/Notice of Award
- The Total Proposal Score is based on a combination of the Technical, Cost and SDB score using the formula set forth in Part 3 of the RFP.
- The successful Proposer's (for each discipline) Technical Submission, Cost Form and SDB Form will be posted on the website after the Notice of Selection/Notice of Award is issued.

■ All other Proposers

- Each receive a Notice of Non-Selection
- No Longer considered for award of the contract
- Debrief Opportunity – will be told technical score, strong/weak areas

□ **Technical Submission is worth 40% of the Proposal Points.**

Cost Submission

- One original paper document in separately sealed envelope
- Use Cost Submittal Form (Appendix D)
 - Written amount must match numeric inscription. If there is a conflict, the written words will control.
 - Signatures must be original
- Bid Bond (Appendix E)
 - Properly signed by Proposer and Attorney in Fact
- Power of Attorney (See Bid Bond Instructions)
- If not submitted properly, the Proposal WILL be rejected as non-responsive
- Refer to the Requirements Checklist (Appendix I) and **Part 2-5** of the RFP
- **Cost Submission is worth 40% of total proposal points.**

Small Diverse Business Submission

Small Diverse Business (SDB)
Submission

Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

Programs designed to encourage participation of Small Diverse Businesses (SDB) in state contracting

- A Small Diverse Business is a DGS-verified minority-owned business, woman-owned business, veteran-owned business or service-disabled veteran-owned business.
- A small business is a business in the United States which is independently owned, not dominant in its field of operation, employs no more than 100 full-time or full-time equivalent employees, and earns less than \$7 million in gross annual revenues for building design, \$20 million in gross annual revenues for sales and services and \$25 million in gross annual revenues for those businesses in the information technology sales or service business.

Small Diverse Business Submission

- See RFP Parts 1-13 and Section 2-6
- One (1) original paper document in separately sealed envelope
- Use Form provided as Appendix F to the RFP
- 20% of total proposal points

Score Small Diverse Business Submission – Appendix F

- Calculation per Part 3-5 of RFP
- Proposer provides SDB % per Base Bid
- Proposer provides estimated % of work self-performed
- Proposer with Highest SDB Percentage receives most points
- SDB Points for other Proposers:

$$500 - (500 \times \frac{\text{Highest Proposer's SDB\%} - \text{Proposer's SDB \%}}{\text{Highest Proposer's SDB\%}})$$

Small Diverse Business Scoring

Ranking	Priority Rank 1	Priority Rank 2	Priority Rank 3	Priority Rank 4
Proposer	SDB as Prime	SDB as Prime	Non-SDB as Prime	Non-SDB as Prime
Amount of Points Received (500 Available)	375	375	250	0
Additional Points for Proposers with Significant Subcontracting % Commitments to SDBs \geq 5%	up to 125	N/A	up to 250	N/A
No or Nominal Subcontracting % Commitments to SDBs < 5%	N/A	0 (Zero) Points Received	up to 4	0 (Zero) Points Received
Total Allotted Points Received	500	375	500*	0
<p>*If no Priority Rankings (or Proposers) for 1 & 2 ---Primes in Priority Ranking 3 Can receive up to a maximum of 250 additional points=500</p> <p>Only the highest SDB % Commitment Receives the Highest points - All others are points that are prorated proportionately.</p>				

Construction Compliance Program

Calculation of SDB % Commitment

- Calculation Per Section 2-6 of RFP
- Four SDB Service Categories/Classifications Considered
 - Subcontractors
 - Manufacturers
 - Stocking Suppliers; and
 - Non-Stocking Suppliers
- Yield Different % of Credit Towards Contractors Committed SDB %
- DGS verified SDBs considered only

Construction Compliance Program

Calculation of SDB % Commitment

- **Commitments to Subcontractors & Manufacturers**
 - Credited at **100%** of Subcontract Agreement \$ Value

- **Commitments to Stocking Suppliers**
 - Credited at **60%** of PO/Invoice \$ Value

- **Commitments to Non-Stocking Suppliers**
 - Credited at the **\$ Value of the Fee or Commission** on the Supplier
PO/Invoice Not To Exceed 10%

Small Diverse Business Utilization Report (SDBUR)

- SDBUR will be provided to awarded proposer at Initial Job Conference (IJC)
 - SDBUR must be submitted with each Application for Release of Payment
 - BDISBO Compliance Unit will monitor payments & commitment %
 - Adding the appropriate dollar value of commitment % to DGS verified SDB service category/classification
 - Contractor must meet or exceed SDB participation commitment % by Final Inspection
- Small Diverse Business Participation Plan Form provided at IJC

Search Small Diverse Businesses

Search Small Diverse Businesses

Search for Small Diverse Businesses

The screenshot shows the website www.dgs.pa.gov in a browser window. The browser address bar shows the URL <http://www.dgs.pa.gov/Businesses/Minority,%20Women%20and%20Veteran%20Businesses/Small-Diverse-Business-Construction/Pages/default.aspx>. The website header includes the PA.GOV logo and navigation tabs for BUSINESSSES, LOCAL GOVERNMENT & SCHOOLS, and STATE GOVERNMENT. A dropdown menu is open under BUSINESSSES, listing various categories. A red arrow points to the 'SMALL DIVERSE BUSINESS - CONSTRUCTION' option in the dropdown menu. The website also features a search bar, a 'Close' button for the dropdown, and sections for BUSINESS LINKS, PUBLIC LINKS, and EMPLOYEE LINKS. The footer contains navigation links for About, News & Media, Contact Us, and Visit the Capitol, along with a footer bar with icons for More, Agencies, Privacy Policy, Settings, Share, and Tech Help.

www.dgs.pa.gov

PA.GOV

BUSINESSSES LOCAL GOVERNMENT & SCHOOLS STATE GOVERNMENT

MATERIALS & SERVICES PROCUREMENT

AUTOMOTIVE SERVICES

DESIGN & CONSTRUCTION

MINORITY, WOMEN & VETERAN BUSINESSES

SMALL DIVERSE BUSINESS VERIFICATION

SMALL DIVERSE BUSINESS - CONSTRUCTION

SMALL DIVERSE BUSINESS - PROCUREMENT

PENNSYLVANIA STANDARDS LABORATORY

Close

FLAG NOTICES

EMARKETPLACE

PA SUPPLIER PORTAL

BUSINESS LINKS

- Materials & Services Bidding Opportunities
- Construction Bidding Opportunities
- Real Estate Land & Leasing Opportunities
- Small Business Contracting
- Awarded State Contracts
- Cooperative Purchasing/COSTARS
- Public Works Employment Verification Act

PUBLIC LINKS

- Commonwealth Telephone Directory
- Auto Auction Information
- Surplus Supplies & Equipment for Sale
- File A Commonwealth Insurance Claim
- Line of Duty Death Benefits
- Schedule a Capitol Complex Event
- View Capitol Complex Events

EMPLOYEE LINKS

- Contact Capitol Police
- Commonwealth Ground Travel Worksheet
- Design, Print & Mail Services (PA Publisher)
- Audio, Video & Photographic Services
- Access Commonwealth Forms
- The Capitol Restaurant
- View Payroll Calendars

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Search for Small Diverse Businesses

Department of General Services > Businesses > Minority, Women & Veteran Businesses > Small Diverse Business - Construction

SMALL DIVERSE BUSINESS PROGRAM FOR CONSTRUCTION

The Small Diverse Business Program for Construction encourages and ensures open and equitable contracting practices are used by prime contractors in soliciting and contracting with Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Veteran Business Enterprises (VBE) and Service-Disabled Veteran Business Enterprises (SDVEs) together referred to hereafter as Small Diverse Businesses (SDBs).

The department's [Statement of Policy](#) outlines the specific policies and guidelines for the Small Diverse Business Construction program.

DGS establishes a minimum participation level (MPL) for the participation of SDBs as subcontractors, suppliers, and professional service providers. The established MPL is based on factors such as:

- Geographic location of the project,
- Contract size and type, and
- The availability of SDBs to participate as subcontractors, suppliers, and professional service providers.

Construction projects with a value greater than \$50,000, but not subject to the Small Business Procurement Initiative, are subject to the Small Diverse Business Program for Construction.

PROCEDURES

Bidders are no longer required to address the project in their bid submittal and do not submit any other information addressing the SDB program as part of their bid package. Upon the selected contractor's notice of award and receipt of contract, the contractor must elect to

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Search for Small Diverse Businesses

level or tier, shall be calculated and credited toward the contractor's MPL.

The dollar value of any commitment to a SDB cannot be double counted. In the event that the SDB whose entire subcontract value is counted towards the contractor's MPL then subcontracts a portion of the work or supplies associated with this subcontract to another SDB, the dollar value of the subcontract with/to this lower tier SDB is NOT counted in the contractor's MPL in order to prevent the duplicate counting of SDB commitment dollars. In this case, the dollar value of this subsequent SDB subcontract has already been included within the scope of work and dollar value of the Small Diverse Business commitment already counted as a part of the contractor's MPL.

For more detailed program information, including sanctions associated with non-compliance, the contractor must follow and adhered to the SDB Program guidelines disclosed within the project contract documents.

RESOURCES

- [Finding Small Diverse Businesses](#)
- [Small and Small Diverse Business forms and other resources](#)
- [Frequently Asked Questions](#)

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Search for Small Diverse Businesses

Department of General Services > Businesses > Minority, Women & Veteran Businesses > Small Diverse Business Verification > Finding Small Diverse Businesses

FINDING SMALL & SMALL DIVERSE BUSINESSES

A list of **Small Diverse Businesses** can be found at www.dgs.internet.state.pa.us/SmallDiverseBusinessSearch/, an up-to-date, searchable database of all verified Minority, Woman, Veteran, and Service Disable Veteran-owned businesses. Please note, when searching the online database, you must click the "Search" button to pull up a list of certified companies or commodity codes; hitting the 'Enter' key will produce no results.

Small Diverse Businesses can also be found listed in the online, searchable database for **Small Businesses** at www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx. Be sure to check the box to "Only return Small Diverse Businesses (MBE, WBE, VBE, SDVBE)" when searching for Small Diverse Businesses by business type or UNSPSC Codes; otherwise, leave the box unchecked to return all Small Businesses.

Please contact BDISBO for questions at gs-bsbo@pa.gov or call (717) 783-3119.

www.dgs.internet.state.pa.us/SmallDiverseBusinessSearch/

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Footer: More | Agencies | Privacy Policy | Settings | Share | Tech Help

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Search for Small Diverse Business – Code Look Up

The screenshot shows a web browser window with the following elements:

- Address Bar:** <http://www.dgs.internet.state.pa.us/SmallDiverseBusinessSe>
- Page Title:** Search Small Diverse Businesses
- Text:** In order to ensure equal opportunity in government business, all state contractors require bidders to solicit Small Diverse Business (SDB) for any supplies and services they expect to subcontract for the project. To assist prime bidders in identifying these individuals, the database can be accessed by classification code (the discipline or area of service) i.e. Plumbing, Printing. This database is also beneficial to primes and SDBs in identifying others with whom to joint venture, network or mentor.
- Instructions:** Enter search parameters and then click 'search'. If the search criteria is left blank, all records will be returned.
- Form:** Business Classification Code(s):
- Radio Buttons:** Yes No
- Dropdowns:** Vendor Name: County: All Small Diverse Business: All Items Per Page: 25

A red arrow points from the 'Code Look Up' button to the URL bar. Another red arrow points from the URL bar to a yellow box containing the URL:

www.dgs.internet.state.pa.us/SmallDiverseBusinessSearch/

Search for Small Diverse Businesses Category & Description

Classification Code Criteria Selection
Enter search parameters and then click 'search'.

Category: Goods Codes
Classification Description: lamps
Items Per Page: 25

Classification Code Look Up Results
Click the Commodity Code Number in the first column to select that code to pass to the search page.

Commodity Code	Commodity Description
25172114	Wheel clamps
27112103	Hand clamps
27112120	C clamps
27112121	Corner clamps
27112129	Round handle clamps
27112130	Three jaw clamps
27112131	Deep throat jaw opening clamps
27112132	Hold down clamps
27112133	T handle clamps
31162900	Clamps
31162901	Ear clamps
31162902	Spring clamps
31162903	Screw clamps
31162904	Wire rope clamps
31162905	Beam clamps
31162906	Hose or pipe clamps
39100000	Lamps and lightbulbs and lamp components
39101600	Lamps and lightbulbs
39101601	Halogen lamps
39101602	Medical lamps
39101603	Solar lamps
39101605	Fluorescent lamps
39101609	Stage or studio lamps
39101612	Incandescent lamps
39101613	Infrared lamps

1 2 3

- Select Category: Services or Goods
- Classification Description: Lamps
- Click on Search

Search for Small Diverse Businesses-Code Look Up Results

Search Small Diverse Businesses

In order to ensure equal opportunity in government business, all state contractors require bidders to solicit Small Diverse Business (SDB) for any supplies and services they expect to subcontract for the project. To assist prime bidders in identifying these individuals, the database can be accessed by classification code (the discipline or area of service) i.e. Plumbing, Printing. This database is also beneficial to primes and SDBs in identifying others with whom to joint venture, network or mentor.

Enter search parameters and then click 'search'.
If the search criteria is left blank, all records will be returned.

Business Classification Code(s): 39100000 ←

Only if you entered a category code ends in two zeros, for example 72101500 please answer the following question:
Do you want a listing of the companies who are assigned the sub-codes that fall under this specific category?
 Yes No

Vendor Name:
County: All
Small Diverse Business: All
Items Per Page: 25

←

Small Diverse Business Search Results
Criteria: All Class Codes Under Category 39100000 - Lamps and lightbulbs and lamp components

Business Name	City	State	Phone #	Fax #	Contact Person	E-mail	Status	County	Supplier	Cert. Exp. Date
503 Corporation	Philadelphia	PA	215-535-3100	215-535-3106	Mario Zacharjasz	cathy@503corp.com	MBE	Philadelphia	Stocking	January 10, 2016
6 Degrees Consulting Inc	Pittsburgh	PA	412-361-0157	412-361-0131	Robert L Lawson	rlawson@6degreesconsulting.net	MBE	Allegheny	Stocking	February 3, 2016
A1 Restoration Inc	Manheim	PA	717-898-8021	717-898-8080	Lori Porreca	mike@a1energy.net	WBE	Lancaster	Non-Stocking	October 21, 2016
Cameron & Associates	Plymouth Meeting	PA	610-585-8706	- -	Patricia Thomas-LaRoche	pat.plcconsulting@comcast.net	MBE	Montgomery	Stocking	August 13, 2016
Emily Krobeth & Associates Inc	McMurray	PA	724-941-2367	724-942-7507	Emily A Krobeth	ekrobeth@verizon.net	WBE	Washington	Non-Stocking	January 3, 2016
Exico Inc	Pittsburgh	PA	412-261-3073	412-772-1051	Eustace O Uku	souku@exicoinc.com	MBE	Allegheny	Non-Stocking	November 28, 2015
G & C Equipment Corporation	Gardena	CA	310-515-6715	310-515-5046	Gene Hale	gah@gcdccorp.com	MBE/DVO	non-PA	Stocking	September 14, 2016
Greenwood McDonald Supply Company Inc	Carnegie	PA	412-429-6800	412-429-0718	James R McDonald	lisa.greenwoodmcd@verizon.net	MBE	Allegheny	Stocking	December 19, 2015
HM Led Lighting Solutions	North Wales	PA	267-421-3633	- -	Michael Israel	michael@hmedlighting.com	DVOBE	Montgomery	Non-Stocking	June 30, 2016
Houser Audio LLC	Aston	PA	484-842-1637	888-266-1185	Andre Houser	info@houseraudio.com	VOBE	Delaware	Stocking	January 9, 2016
J Sterling Solutions LLC	Pittsburgh	PA	412-862-7344	412-367-5710	Janell Butorac	janell@sterlingdistr.com	WBE	Allegheny	Non-Stocking	November 16, 2015
JD Bravo Company Inc	Malvern	PA	484-875-3059	484-875-9273	Robert M Dettore	rdettore@jdravocompany.com	DVOBE	Chester	Non-Stocking	June 24, 2016
Keating Environmental	Exton	PA	484-876-	610-594-	Sarah P Keating	kchoper@kempartners.com	WBE	Chester	Stocking	October 17, 2015

Small Self-Certification and Small Diverse Verification

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION AND SMALL DIVERSE BUSINESS VERIFICATION



pennsylvania
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that
TRAINING

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Procurement Services, Information Technology

CERTIFICATION NUMBER: 123456-2014-03-SB-WBE

ISSUE DATE: 03/27/2014

EXPIRATION DATE: 03/27/2016

RECERTIFIED DATE: 3/21/2015



Curtis M. Topper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania

BDISBO Contacts

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Allen Smith, Construction Compliance Supervisor

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717-214-6226

Summary

- Review Requirements Checklist before submitting Proposal (Appendix I)
- Follow and meet the requirements of the Mandatory portion of the Checklist
- Follow the page limits provided
- Submit a Power of Attorney with Bid Bond
- Use forms provided by DGS in the RFP Appendices
 - Cost Form, SDB Form, Bid Bond, Qualification Forms

Request for Proposals

- Questions??

