

# Job Order Contracting – Pre-Proposal

## Small Diverse & Small Business Participation Submittal

# What do I need to know?

- SB/SDB Participation Submittal accounts for **20%** of total proposal points:
  - SDB commitments comprise 67% of the scoring model
  - SB commitments comprise 33% of the scoring model
- SB/SDB Participation is calculated as an annual percentage of the total cost of future Job Orders
- SB/SDB components can be found at:
  - Part 1-15: General Information
  - Part 2-3.4: JOC Understanding and Experience (including SB/SDB planning and utilization components)
  - Part 2-5: Participation Submittal Instructions
  - Part 3-5: Submittal Scoring

# What do I need to do?

- Consider subcontracting opportunities:
  - Professional Design Services
  - Construction Subcontracting
  - Construction Goods and Materials
- Search the DGS database of SBs and SDBs and identify SB/SDB business partners for opportunities and inclusion
- Complete and submit two (2) SB/SDB Participation Submittal Forms in separately sealed envelope (1 original and 1 copy)

# How do I find SBs and SDBs?

To search all DGS-verified SDBs and DGS-certified SBs, visit the DGS website at:

<http://www.dgs.internet.state.pa.us/SBPI/AlphaResults.aspx>

To search DGS-verified SDBs, you can also visit:

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



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/](http://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](http://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 [qs-bdisbo@pa.gov](mailto:qs-bdisbo@pa.gov) or call (717) 783-3119.

# How do I complete the SB/SDB Submittal?

Please review bulletin for the revised SDB/SB Participation Submittal Form, as presented at the Pre-proposal Conference.

# How is the Submittal scored?

- Proposers who indicate they are SDBs will be credited 100% for the SDB portion of the scoring model.
- Proposers who indicate they are SBs will be credited 100% for the SB portion of the scoring model.
- Proposers who indicate subcontracting commitments to SDBs and SBs will be credited in accordance with percentages presented.
- Raw score will be calculated by crediting commitments to SDBs at 67% of total available points and adding commitments to SBs at 33% of total available points.

# How is the SB/SDB Utilization Tracked?

- Utilization credit categories found in Section 3-5 of RFP documents
- Post-award, the amount credited toward SDB/SB percentages are calculated from payments made as follows:
  - Subcontractors = 100% value of payments credited
  - Designers = 100% value of payments credited
  - Manufacturers = 100% value of payments credited
  - Stocking Suppliers = 60% of purchase order payment credited
  - Non-Stocking Suppliers = value of commission paid credited, up to 10%; must perform commercially useful functions
- SBs must be DGS-certified; SDBs must be DGS-verified

# Who can I contact for assistance?

## Bureau of Diversity, Inclusion and Small Business Opportunities

**DeShawn Lewis, Director**

[delewis@pa.gov](mailto:delewis@pa.gov)

717-787-7131

**Paula Murphy, Construction Liaison**

[pmurphy@pa.gov](mailto:pmurphy@pa.gov)

717-787-8324

**Allen Smith, Construction Compliance Supervisor**

[allensmith@pa.gov](mailto:allensmith@pa.gov)

717-214-6226