

# BDISBO Small Diverse Business RFP/RFQ Submittal Information

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

This form is to be completed by the issuing office and forwarded to the Bureau of Diversity, Inclusion & Small Business Opportunities along with RFP/RFQ Small Diverse Business submittals.

## RFP/RFQ SDB INFORMATION

	<b>Date:</b>	8/15/18	
	<b>Issuing Agency:</b>	DGS - Public Works	
	<b>Bureau/Department:</b>	Pre-Construction	
<b>Issuing Office Information</b>	<b>Contact Person:</b>	Toni Dolan	
	<b>Contact Address:</b>	1800 Herr Street - 3rd Floor Arsenal Building	
	<b>Contact Tel # :</b>	717.787.6141	
	<b>Contact Email:</b>	tdolan@pa.gov	
	<b>Description:</b>	RFP/RFQ Number: A377-1.1 P1 DBC - SCI Forest RFP/RFQ Proposal Opening Date: 8/14/18 Service Title/Description: Complete Construction of Building 6 Correctional Industries Plant, SCI Forest, Forest County, PA	
	<b>Contract Term:</b>	Contract Term (years) 290 Calendar Days Optional years	
	<b>Point Allocation:</b>	Overall point value (Tech/Cost/SDB): 1000	
		SDB Point Value: 200	
	<b>Estimated Contract Value:</b>	\$ 6,000,000.00 Per year	\$ Per Contract Term

**Proposals received in response to (RFP/RFQ) are as follows:**  
 (Please list all proposals received with or without SDB participation)  
 Additional paper may be used if needed

JEM Group, LLC	

<b>Name:</b>	Toni Dolan	<b>Date Submitted:</b>	8/15/18
<b>Title:</b>	Bidding Gatekeeper	<b>SDB Score Due Date:</b>	8/29/18 by noon

Mail to: Paula E. Murphy Department of General Services Bureau of Diversity, Inclusion & Small Business Opportunities North Office Building 401 North Street, Room 601	Phone: (717) 346-8104 Fax: (717) 787-7052
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**SMALL DIVERSE BUSINESS (SDB) AND SMALL BUSINESS (SB)  
PARTICIPATION SUBMITTAL**  
**(Proposer is required to submit one SDB/SB Submittal per Base Bid)**

**Base Bid: 1**

**Project Number: DGS A-0377-0001**

**Proposer Firm: JEM Group, LLC**

**Proposer Contact Name: Andrew Notarfrancesco**

**Email: anotarfrancesco@jemgroup.net**

**PROPOSER INFORMATION:**

Is your firm a DGS-Verified Small Diverse Business?  Yes  No (MUST check one)

Is your firm a DGS-Self-Certified Small Business?  Yes  No (MUST check one)

**PERCENTAGE COMMITMENT INFORMATION:**

**Percentage Commitments for SDB and SB Subcontracting, Manufacturing, Stocking Supplier, and Non-Stocking Supplier Participation**

After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Proposer commits to each of the following independent percentages of the total contract cost for Small Diverse Business and Small Business participation.

**Small Diverse Business percentage commitment:** (Do not include any commitments made to subcontractors, manufacturers, stocking suppliers, and/or non-stocking suppliers that only qualify as Small Businesses.)

5.6% %  
(Figure)

Five Point Six Percent  
(Written)

**Small Business percentage commitment:** (Do not include any commitments made to subcontractors, manufacturers, stocking suppliers, and/or non-stocking suppliers that qualify as Small Diverse Businesses.)

0 %  
(Figure)

Zero Percent  
(Written)

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



The Department is pleased to announce that

**JEM GROUP LLC**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, and is verified as a Small Diverse Business with the following designation(s):

**BUSINESS TYPE(s): Construction Contractor, Procurement Services**

**CERTIFICATION NUMBER: 210371-2012-09-SB-W**

**CERTIFICATION TYPE: Woman Business Enterprise**

**ISSUE DATE: 09/28/2012      EXPIRATION DATE: 09/30/2019**

**RECERTIFIED DATE: 9/1/2017**

A handwritten signature in black ink that reads "Kerry L. Kirkland". The signature is written in a cursive style with a large, prominent "K" at the beginning.

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Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities

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Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities



JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

## JEM Group, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - PA, DE, sNJ, a WBENC Regional Partner Organization.

Certification Granted: August 28, 2014  
Expiration Date: August 28, 2019  
WBENC National Certification Number: 2005125240

*Elizabeth M Walsh*  
Authorized by Elizabeth M. Walsh, President  
Women's Business Enterprise Council - PA, DE, sNJ



NAICS: 236220  
UNSPSC: 72121100





JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO  
JEM Group, LLC**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 236220 UNSPSC: 72121100
Certification Number: W090181
Expiration Date: August 28, 2019

Elizabeth M. Walsh, Women's Business Enterprise Council  
- PA, DE, sNJ President



Pamela Prince-Eason, WBENC President & CEO

Candace Waterman, WBENC Chief of Staff,  
Certification & Program Operations



[www.paucp.com](http://www.paucp.com)

Moving Pennsylvania forward and creating economic opportunities for all.

Southeastern Pennsylvania Transportation Authority  
DBE Program Office  
1234 Market Street - 11<sup>th</sup> Floor  
Philadelphia, PA 19107-3780  
Telephone: (215) 580-7278  
Fax: (215) 580-7261  
Web Site: [www.septa.org](http://www.septa.org)



May 10, 2016

Jessica E. Meyers, President  
JEM GROUP LLC  
509 North 2nd Street  
Harrisburg, PA 17101

RE: Pennsylvania Unified Certification Program  
Continued Eligibility for JEM GROUP LLC

**DBE Certification**

**PA UCP No: 13249**

**Anniversary Date – Annually on December 11**

Dear Entrepreneur:

The Southeastern Pennsylvania Transportation Authority (SEPTA), a certifying participant in the Pennsylvania Unified Certification Program (PA UCP), has reviewed your request for certification as a Disadvantaged Business Enterprise (DBE) and is pleased to inform you that your firm appears to meet the requirements established by the United States Department of Transportation in title 49, Part 26 of the Code of Federal Regulations. Consequently, your firm is now certified as a DBE to participate in the program in the following classification(s) only:

**DESIGN-BUILD; COST-ESTIMATING; GENERAL TRADES; CONSTRUCTION MANAGEMENT**

**NAICS Codes:**

- 236220 Commercial and Institutional Building Construction
- 236210 Industrial Building Construction
- 238350 Finish Carpentry Contractors
- 238190 Other Foundation, Structure, and Building Exterior Contractors
- 541618 Other Management Consulting Services
- 236115 New Single-Family Housing Construction (except Operative Builders)
- 236116 New Multifamily Housing Construction (except Operative Builders)

If you wish to expand your status to include another type of business, you must contact the PA UCP for reevaluation prior to undertaking any projects as a DBE in the expanded area.

In the event of a change in circumstances affecting your ability to meet size, disadvantage, ownership, and control requirements of Part 26 or any material change in the information provided in your application form; you must inform the PA UCP by means of a Notice of Change Affidavit describing in detail the nature of such changes.

You must submit a Notice of Change Affidavit (also available online) within 30 days of the occurrence of the

**Certifying Participants:**

**Allegheny County**

**City of Philadelphia**

**PENNDOT**

**Port Authority of  
Allegheny County**

**SEPTA**

Jessica E. Meyers, President  
JEM GROUP LLC  
May 10, 2016  
Page 2

change. Failure to do so will be deemed a failure to cooperate. We would also remind you that the PA UCP reserves the right to review your firm at any time to ensure compliance with the program.

We are pleased to have you as a Disadvantaged Business Enterprise and wish you success in acquiring work within the DBE Program. If you have any questions, please contact Nicholas Esposito, DBE Program Specialist at (215) 580-8382.

Sincerely,



Mary E. Connell  
Director  
DBE Program Office  
SEPTA

MEC:NJE

Enclosure: Notice of Change Affidavit

**Certifying Participants:**

**Allegheny County**  
Office of Minority, Women and  
Disadvantaged Business Enterprise

**City of Philadelphia**  
Philadelphia International Airport  
DBE Program Office

**PENNDOT**  
Bureau of Equal  
Opportunity

**Port Authority of  
Allegheny County**  
Office of Equal  
Opportunity

**SEPTA**  
DBE Program Office





1234 Market Street, 11<sup>th</sup> Floor  
Philadelphia, PA 19107-3780

May 10, 2016

Jessica E. Meyers, President  
JEM GROUP, LLC  
509 North 2<sup>nd</sup> Street  
Harrisburg, PA 17101

DBE Certification  
SEPTA No: 1900-1212-3  
Anniversary Date – Annually on December 11

RE: Small Business Enterprise (SBE) Program Participation

Dear Entrepreneur:

The Southeastern Pennsylvania Transportation Authority's (SEPTA) Small Business Enterprise (SBE) Program, a component of its existing DBE Program, was developed in accordance with Title 49 Code of Federal Regulations (CFR), Part 26.39 – Fostering Small Business Participation. The basis for SBE verification is economic disadvantage and applies the same size limits (e.g., gross receipts and personal net worth) as DBE certification.

As an existing firm currently DBE-certified with SEPTA, you are automatically included in the SBE Program. However, your firm must maintain its DBE certification status to continue participation in the SBE Program. In the event of a change in circumstances that may affect your DBE, and consequently your SBE status, you must inform the DBE Program Office immediately, describing in detail the nature of such changes. Failure to notify SEPTA's DBE Program Office within 30 days of the occurrence of the change will be deemed a failure to cooperate. We reserve the right to review your firm at any time to ensure compliance with the program.

We are pleased to have you participate in SEPTA's Small Business Enterprise Program and wish you continued success. If you have any questions, please contact the DBE Program Office at 215-580-7278, or via email ([DBEProgram@septa.org](mailto:DBEProgram@septa.org)).

Sincerely,

A handwritten signature in cursive script that reads 'Mary E. Connell'.

Mary E. Connell  
Director  
DBE Program Office

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



The Department is pleased to announce that

**AE WORKS LTD**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, and is verified as a Small Diverse Business with the following designation(s):

**BUSINESS TYPE(s): Design, Procurement Services**

**CERTIFICATION NUMBER: 349483-2012-08-SB-DS**

**CERTIFICATION TYPE: Disabled-Owned, Service-Disabled Veteran Business Enterprise**

**ISSUE DATE: 08/15/2012      EXPIRATION DATE: 08/31/2020**

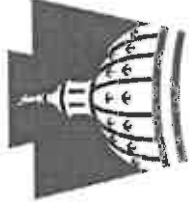
**RECERTIFIED DATE: 7/19/2018**

*Kerry L. Kirkland*

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Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities

**NOTICE OF SMALL BUSINESS SELF-CERTIFICATION**



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

**AE WORKS LTD**

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, with the following designation:

**BUSINESS TYPE(s): Design, Procurement Services**

**CERTIFICATION NUMBER: 349483-2012-08-SB**

**CERTIFICATION TYPE: Small Business**

**ISSUE DATE: 08/15/2012      EXPIRATION DATE: 08/31/2020**

**RECERTIFIED DATE: 7/19/2018**

*Kerry L. Kirkland*

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Kerry L. Kirkland, Deputy Secretary  
Diversity, Inclusion, and Small Business Opportunities