



Main Capitol Pumpkin Ball Lighting

Main Capitol Building, Harrisburg, PA

RFP Process Summary

March 2016

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

Proposal Generally

RFP consists of 3 distinct parts:

- 1. Technical Submission**
- 2. Cost Submission**
- 3. Small Diverse Business Submission**

- Must be separately sealed

- Provide Project Name, Number, Contractor Contact Info on each sealed part (see, RFP Parts 1 and 2)

- Technical, Cost and SDB scores combine to make overall Total Proposal Score

- Proposer with the highest Total Proposal Score should be awarded a contract

- No requirement on Proposal appearance, however, labeling and separating different sections is appreciated

Responsiveness Review

Mandatory Review Checklist

- Appendix I
- DGS uses this Appendix during its responsiveness review of Proposals

Technical Submittal

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

Technical Section 1 : Project Team

- **T1-A: Introduce the Project Team**
 - Narrative of the capabilities and experience of the Project Team
- **T1-B: Prime Contractor (Appendix A)**
 - Qualification Statement and attachments
 - Must be submitted with Proposal (or proposal will be rejected)
- **T1-C: Subcontractors (Appendix B)**
 - A Qualification Statement must be filled out for subcontractors performing the scopes of work listed in Section T1-C
 - Qualification Statements and Resumes for Subcontractors may be submitted with the Proposal on the Proposal Submission Deadline or within the next two days as listed and shown on the Calendar of Event at the end of Part 1 of the RPF.
 - Must be submitted with Proposal (or proposal will be rejected)

Technical Section 2: Project Mgmt 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, etc.
 - Address the critical issues as identified in the RFP
- **T2-C: Safety Plan**
- **T2-D: Quality Control Plan**

Technical 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

Technical Section 4: Supporting Docs

- **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 provided in the RFP as “Appendix N”
 - Make sure to address each item in the scoring matrix.

Tech' Submission – Scores

- **Successful Proposer**

- Proposers with highest total proposal score receives a Notice of Selection/Notice of Award
- The successful Proposer's 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 total points**

COST SUBMITTAL

- One (1) 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 points**

SMALL DIVERSE BUSINESS SUBMITTAL

Small Diverse Business (SDB)

Small Diverse Business Submittal

- 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
- **SDB Submission is 20% of total points**

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.

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

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



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