DATE: May 28, 2020

DEPARTMENT OF GENERAL SERVICES
BUREAU OF PRE-CONSTRUCTION
1800 HERR STREETS
HARRISBURG, PENNSYLVANIA

ADDENDUM NO. 10

on

PROJECT NO. DGS C-0948-0082 PHASE 001
PROJECT TITLE - Forum Building - Construction and Related Improvements
PROFESSIONAL:
Murphy & Dittenhafer Architects
226 W. Market St.
York, PA, 17401

If you submitted a bid through e-BUILDER prior to this Addendum being issued, your bid has been discarded and you must re-submit your bid(s) through e-BUILDER prior to the bid opening date and time. Please see Section 4.C. of the Instruction to Bidder

DGS C-0948-0082 Phase 1.2 Re-Bid

GENERAL CHANGES

Note, the only change is on VBE-3.1 'Letter of Commitment'. The line “Percentage Commitment. These services or supplies represent $____% for the term of the contract” has been REVISED to read "Dollar Value of Commitment. These services or supplies represent $____ for the term of the contract."
VBE-1
INSTRUCTIONS FOR COMPLETING THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION SUBMITTAL AND VBE UTILIZATION SCHEDULE.

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS

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

This form also includes instructions for completing the VBE Utilization Schedule (VBE-3), which Bidders or Offerors must submit for any portion of the VBE participation goal the Bidder or Offeror commits to meeting.

Bidder/Offeror shall agree to achieve the VBE participation goal set forth in the VBE Participation Summary Sheet or request a waiver from meeting the entire or a portion of the goal.

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

I. **VBE Participation Goal:** The VBE participation goal is set forth in the VBE Participation Summary Sheet. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers to meet the VBE participation goal.

II. **VBE Eligibility:**

   1. **Finding VBE firms:** The directory of DGS-verified VBE firms can be accessed from the DGS Supplier Search directory at: [http://www.dgs.internet.state.pa.us/suppliersearch](http://www.dgs.internet.state.pa.us/suppliersearch).

   2. **Only VBEs verified by DGS** and as defined herein may be counted for purposes of achieving the VBE participation goal. In order to be counted for purposes of achieving the VBE participation goal, the VBE firm, including an VBE prime, must be DGS-verified for the services, materials or supplies that it is committed to perform on the VBE Utilization Schedule (VBE-3). A firm whose VBE verification is pending or incomplete as of the bid or proposal due date and time shall not be counted. Self-certified SBs that do not have their VBE verification as of the bid or proposal due date and time cannot be used to meet the VBE participation goal.

   3. **VBE Requirements:** To be considered an VBE, a firm must be a DGS-verified Veteran-Owned Small Business Enterprise or a Service-Disabled Veteran-Owned Small Business Enterprise.

Additional information on the DGS verification process can be found at: [https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Pages/default.aspx](https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Pages/default.aspx)
VBE-1
INSTRUCTIONS FOR COMPLETING THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION SUBMITTAL AND VBE UTILIZATION SCHEDULE.

4. Dually verified firms. If a DGS-verified VBE is dually verified as an SDB, the firm may receive credit towards both the VBE participation goal and the SDB participation goal as set forth on the SDB and VBE Participation Summary Sheet.

    Example: A VBE firm also verified as an SDB may be used towards fulfilling both the VBE participation goal and the SDB participation goal. For purposes of monitoring compliance with VBE and SDB commitments, the work performed by a firm that is both a VBE and an SDB will be counted by BDISBO towards fulfilling both the VBE and SDB commitments unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office.

5. Participation by VBE firms as prime bidders/offerors or subcontractors. A Bidder/Offeror that qualifies as an VBE and submits a bid or proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Bidders/Offerors. An VBE may be included as a subcontractor with as many prime contractors as it chooses in separate bids or proposals.

6. Questions about VBE verification. Questions regarding the VBE program, including questions about the self-certification and verification processes can be directed to:

    Department of General Services
    Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
    Room 611, North Office Building
    Harrisburg, PA 17125
    Phone: (717) 783-3119
    Fax: (717) 787-7052
    Email: RA-BDISBOVerification@pa.gov
    Website: www.dgs.pa.gov

III. Guidelines Regarding VBE Prime Self-Performance.

1. An VBE firm participating as a prime bidder or offeror on a procurement may receive credit towards the VBE Participation goal established for the procurement through their own self-performance.

    Example: A solicitation has a 15% VBE participation goal. An VBE prime offeror self-performing only 10% of the work on the contract (if permitted by the solicitation documents) must still satisfy the remaining 5% VBE participation goal through subcontracting or must request a Good Faith Efforts Waiver for the unmet VBE participation goal.

2. For an VBE prime bidder or offeror to receive credit for self-performance, the VBE prime bidder or offeror must list itself in the VBE Utilization Schedule (VBE-3).
3. The VBE prime bidder or offeror must also include the classification category (Veteran-Owned Small Business Enterprise or a Service-Disabled Veteran-Owned Small Business Enterprise) under which it is self-performing and include information regarding the work it will self-perform. For any portion of the VBE participation goal not met through the VBE prime bidder or offeror’s self-performance, the VBE bidder or offeror must also identify on the VBE Utilization Schedule the portion of the VBE participation goal that will be performed by VBE subcontractors, manufacturers, or suppliers it will use to meet the unmet portion of the goal or must request a Good Faith Efforts waiver.

IV. Calculating VBE participation

1. **VBE subcontractors.** An VBE subcontractor, through its own employees, shall perform at least 50% of the amount of the subcontract. 100% of the total subcontract amount shall be counted towards the VBE participation goal, unless the VBE subcontractor is performing one of the functions listed in paragraphs 2-4 below.

2. **VBE manufacturers.** An VBE manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles or equipment required under the contract and of the general character described by the specifications. 100% of the total cost of the materials or supplies purchased from the VBE manufacturer shall be counted towards the VBE participation goal.

3. **VBE stocking suppliers.** An VBE stocking supplier is a firm that owns, operates or maintains a store, warehouse or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock and regularly sold or leased to the public in the usual course of business. 60% of the total cost of the materials or supplies purchased from the VBE stocking supplier shall be counted towards the VBE participation goal.

   **Example for illustrative purposes of applying the 60% rule:**
   - Overall contract value: $2,000,000
   - Total value of supplies: $100,000
   - Apply 60% Rule: $100,000 x 60% = $60,000
   - Divide 60% Rule result by contract value: $60,000/$2,000,000 = 3%
   - In this example, 3% would be counted towards the VBE participation goal for the VBE supplier.

4. **VBE nonstocking suppliers.** An VBE nonstocking supplier does not carry inventory but orders materials from a manufacturer, manufacturer’s representative or a stocking supplier. For a nonstocking supplier to receive credit, the nonstocking supplier shall perform a useful business function by engaging in meaningful work (that is, negotiating price; determining quality and quantity; ordering materials; and paying for the materials). Industry practices and other relevant factors will be considered. Only the amount of the fee or commission charged by the VBE nonstocking supplier for assistance in the procurement of the materials and supplies shall be counted towards the VBE participation goal. The fees or commissions
must also be reasonable and not excessive as compared with fees customarily allowed for similar services.

V. Additional Required Documentation.

1. The Bidder or Offeror must submit along with its VBE Participation Submittal (VBE-2) a letter of commitment (LOC) (VBE-3.1) for each subcontractor included in its VBE Utilization Schedule (VBE-3). At a minimum, each LOC must contain the following unless otherwise specified by the solicitation documents:

   a. The dollar value of the commitment made to the VBE; and

   b. A description of the services or supplies the VBE will provide; and

   c. The timeframe during the initial contract term and any extensions, options and renewals when the VBE will perform or provide the services and/or supplies; and

   d. The name and telephone number of the Bidder or Offeror’s point of contact for VBE participation; and

   e. The name, address, and telephone number of the primary contact person for the VBE; and

   f. Signatures of representatives of both the Bidder/Offeror and the VBE subcontractor authorized to contractually bind their firm.

VI. Document Submittal Errors.

1. **Fatal errors.** The following errors will result in rejection of a bid or proposal as non-responsive:

   a. Failure to submit a completed VBE Participation Submittal (VBE-2);

   b. Failure to submit an VBE Utilization Schedule (VBE-3), unless the bidder or offer is seeking a complete Good Faith Efforts waiver;

   c. Failure to list DGS-verified VBES that will be used to meet the VBE participation goal;

   d. Failure to submit a Good Faith Efforts Waiver Request when not meeting, in full, the VBE participation goal.

   *Example:* A bidder/offeror lists a subcontractor that possesses a third-party certificate issued by one of the DGS-approved third party certifying entities; however, the subcontractor did not complete its DGS VBE verification as of the bid or proposal due date and time. The bidder/offeror does not receive credit for
any commitments made to the subcontractor and has therefore not met the VBE participation goal. The bidder/offeror cannot cure this error. Therefore, the bid or proposal must be rejected as non-responsive.

2. Potentially curable errors. The Issuing Office and BDISBO will provide Bidders or Offerors 72 hours to provide clarifications or to correct errors not listed as fatal errors above. In the event that the additionally submitted information does not adequately address the error, the bid or proposal is subject to rejection. **Bidders or Offerors are not permitted to add additional VBEs or make material changes during clarifications and corrections in order to meet the VBE Participation Goal.**

3. Solicitations with Multiple Lots or Base Bids. If the Bid or Proposal contains separate Lots or multiple Base Bids, an Offeror must complete and submit a separate VBE Participation Submittal (VBE-2) and accompanying required documentation for EACH Lot or Base Bid for which it is submitting a bid or proposal. Each separate VBE Participation Submittal and accompanying required documentation must be labeled to identify the corresponding Lot or Base Bid. Failure to submit an VBE Participation Submittal and accompanying required documentation for each Lot or Base Bid will result in the rejection of the bid or proposal for each Lot or Base Bid for which an VBE Participation Submittal was not submitted.
VBE-2
VBE PARTICIPATION SUBMITTAL

CHECK ONE, AND ONLY ONE, BOX. FAILURE TO SUBMIT A COMPLETED VBE PARTICIPATION SUBMITTAL WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.

☐ I agree to meet the VBE participation goal in full.
I have completed and am submitting with my bid or proposal an VBE Utilization Schedule (VBE-3), which is required in order to be considered for award.

☐ I am requesting a partial waiver of the VBE participation goal.
After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the VBE Participation Goal, I am unable to achieve the total VBE participation goal for this solicitation and am requesting a partial waiver of the VBE participation goal.

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:

1. an VBE Utilization Schedule (VBE-3) for that portion of the VBE participation goal for which I intend to meet; AND

2. a Good Faith Efforts Waiver Request for any portion of the VBE participation goals that I do not intend to meet.

☐ I am requesting a full waiver of the VBE participation goal.
After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the VBE Participation Goal, I am unable to achieve any part of the VBE participation goal for this solicitation and am requesting a full waiver of the VBE participation goal.

I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete VBE participation goal, which is required in order to be considered for award.

NOTE: VBE primes who are submitting as bidders or offerors must complete an VBE Utilization Schedule (VBE-3) identifying any self-performance towards the VBE participation goal.
VBE-3
VBE UTILIZATION SCHEDULE

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, supplier, or manufacturer.

<table>
<thead>
<tr>
<th>VBE Name</th>
<th>SAP Vendor Number</th>
<th>Type of VBE</th>
<th>Description of Work to be Performed</th>
<th>% Commitment</th>
<th>Dollar Value of Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ IT Solutions</td>
<td>654321</td>
<td>VBE</td>
<td>IT staffing resources</td>
<td>%</td>
<td>$</td>
</tr>
<tr>
<td>Name:</td>
<td>SAP Vendor Number:</td>
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<tr>
<td>VBE Verification Number:</td>
<td>654321-2016-09-SB-V</td>
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<td>VBE Verification Number:</td>
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</table>

Total % VBE commitment: _____
Total $ amount: __________
VBE-3.1
LETTER OF COMMITMENT

This Letter of Commitment serves as confirmation of the commitment by the prime as the Bidder/Offeror to utilize the Veteran Business Enterprise (VBE) on the below-referenced Solicitation/Project.

Solicitation Number: ____________________________
Solicitation Name: ______________________________

<table>
<thead>
<tr>
<th>Bidder/Offeror Information</th>
<th>VBE Information</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Point of Contact</td>
<td></td>
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<tr>
<td>Telephone number</td>
<td></td>
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<tr>
<td>Email address</td>
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Services/Supplies and Time Frame. If Bidder/Offeror is the successful vendor, the VBE shall perform or provide the following services or supplies during the initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, 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.

VBE verified. The VBE represents that it meets the VBE requirements set forth in the Solicitation and all required documentation has been provided to the Bidder/Offeror for its VBE submission.

Sincerely, Acknowledged

Signed name Printed name

Bidder/Offeror Point of Contact Name VBE Point of Contact Name

* For purposes of monitoring compliance with VBE and SDB commitments, the work performed by a firm that is both a VBE and an SDB will be counted by BDISBO towards fulfilling both the VBE and SDB commitments unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office.
In order to show that the Bidder/Offeror has made Good Faith Efforts to meet the VBE participation goal on a solicitation, the Offeror must either (1) meet the VBE participation goal and document its commitments for participation of VBE firms, or (2) when it does not meet the VBE participation goal, submit a Good Faith Efforts waiver request as set forth in Section IV below and the Good Faith Efforts Documentation to Support Waiver Request (VBE-5) of the VBE Participation Goal.

I. Definitions

VBE participation goal – “VBE participation goal” refers to the VBE participation goal set for a procurement for VBE utilization.

Good Faith Efforts - The “Good Faith Efforts” requirement means that when requesting a waiver, the Offeror must demonstrate that it took all necessary and reasonable steps to achieve the VBE participation goal. Those steps are considered necessary and reasonable when their scope, intensity, and relevance could reasonably be expected to obtain sufficient VBE participation, even if those steps were not fully successful. The Issuing Agency and Department of General Services’ Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) will determine whether or not the Offeror that requests a Good Faith Efforts waiver made adequate Good Faith Efforts by considering the quality, quantity, and intensity of the Offeror’s efforts. Mere pro forma efforts are not Good Faith Efforts to meet the VBE participation requirements. The determination concerning the sufficiency of the Offeror's Good Faith Efforts is subjective; meeting quantitative formulas is not required.

Identified Items of Work – all of the items of work the Offeror identified as possible items of work for performance by VBEs and should include all reasonably identifiable work opportunities.

Identified VBEs– all of the VBEs the Offeror identified as available to perform the Identified Items of Work and should include all DGS-verified VBEs that are reasonably identifiable.

Offeror – for purposes of this Good Faith Efforts Documentation to Support Waiver Request, the term “Offeror” includes any entity responding to a solicitation, including invitations for bids, requests for proposals, and other types of best value solicitations.


II. Types of Actions Agency and BDISBO will Consider

The following is a list of types of actions the procuring agency and BDISBO will consider as part of the Offeror’s Good Faith Efforts when the Offeror fails to meet, in full, the VBE participation goal. This list is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Identify Proposal Items as Work for VBEs

1. Identified Items of Work

   (a) Offerors should reasonably identify sufficient items of work to be performed by VBEs.
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION GOAL

(b) Where appropriate, Offerors should break out contract work items into economically feasible units to facilitate VBE participation, rather than perform these work items with their own forces. 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 VBE participation goal.

B. Identify VBEs to Solicit

1. Identified VBEs

   (a) Offerors should reasonably identify the VBEs that are available to perform the Identified Items of Work.

   (b) Any VBEs identified as available by the Offeror should be certified to perform the Identified Items of Work.

C. Solicit VBEs

1. Solicit all Identified VBEs for all Identified Items of Work by providing written notice. The Offeror should:

   (a) provide the written solicitation to the Identified VBEs at least 10 days prior to Bid or Proposal due date to allow sufficient time for the Identified VBE to respond;

   (b) send the written solicitation by first-class mail, facsimile, or e-mail using contact information in the BDISBO Directory, unless the Offeror has a valid basis for using different contact information; and

   (c) provide adequate information about the plans, specifications, anticipated time schedule for portions of the work to be performed by the Identified VBE, and other requirements of the contract to assist Identified VBEs in responding. (This information may be provided by including hard copies in the written solicitation or by electronic means as described in C.3 below.)

2. “All” Identified VBEs includes any VBE Firms the Offeror identifies as potentially available to perform the Identified Items of Work, but it does not include Identified VBEs who are no longer certified to perform the work as of the date the Offeror provides written solicitations.

3. “Electronic Means” includes, for example, information provided via a website or file transfer protocol (FTP) site containing the plans, specifications, and other requirements of the contract. If an interested VBE cannot access the information provided by electronic means, the Offeror must make the information available in a manner that is accessible to the interested VBE.

4. Follow up on initial written solicitations by contacting Identified VBEs to determine their interest in bidding. The follow up contact may be made:

   (a) by telephone using the contact information in BDISBO’s Directory, unless the Offeror has a valid basis for using different contact information; or
(b) in writing via a method that differs from the method used for the initial written solicitation.

5. In addition to the written solicitation set forth in C.1 and the follow up required in C.4, use all other reasonable and available means to solicit the interest of Identified VBEs certified to perform the work of the contract. Examples of other means include:

   (a) attending any Supplier Forums, or Pre-Proposal or Pre-Bid conferences at which VBEs could be informed of contracting and subcontracting opportunities; and

   (b) if recommended by the procurement, advertising with or effectively using the services of at least two diversity-focused entities or media, including trade associations, minority/women/disability/LGBT community organizations, minority/women/disability/LGBT contractors’ groups, and local, state, and federal minority/women/disability/LGBT business assistance offices.

D. Negotiate with Interested VBEs

Offerors must negotiate in good faith with interested VBEs.

1. Evidence of negotiation includes, without limitation, the following:

   (a) the names, addresses, and telephone numbers of VBEs that were considered;

   (b) a description of the information provided regarding the plans and specifications for the work selected for subcontracting and the means used to provide that information; and

   (c) evidence as to why additional agreements could not be reached for VBEs to perform the work.

2. In negotiating with subcontractors, the Offeror should consider a firm's price and capabilities as well as the VBE participation goal.

3. Additional costs incurred in finding and using VBEs are not sufficient justification for the Offeror's failure to meet the VBE participation goal, as long as such costs are reasonable. Factors to take into consideration when determining whether an VBE’s quote is excessive or unreasonable include, without limitation, the following:

   (a) dollar difference between the VBE subcontractor’s quote and the average of other subcontractors’ quotes received by the Offeror;

   (b) percentage difference between the VBE subcontractor’s quote and the average of other subcontractors’ quotes received by the Offeror;

   (c) percentage that the VBE subcontractor’s quote represents of the overall contract amount;

   (d) whether the work described in the VBE and Non-VBE subcontractor quotes (or portions thereof) submitted for review is the same or comparable; and
(e) number of quotes received by the Offeror for that portion of the work.

4. The factors in paragraph 3 above are not intended to be mandatory, exclusive, or exhaustive, and other evidence of an excessive or unreasonable price may be relevant.

5. The Offeror may not use its price for self-performing work as a basis for rejecting an VBE’s quote as excessive or unreasonable.

6. The “average of the other subcontractors’ quotes received” by the Offeror refers to the average of the quotes received from all subcontractors. Offeror should attempt to receive quotes from at least three subcontractors, including one quote from an VBE and one quote from a non-VBE.

7. The Offeror shall not reject an VBE as unqualified without sound justification based on a thorough investigation of the firm’s capabilities. For each VBE that is rejected as unqualified or that placed a subcontract quotation or offer that the Offeror concludes is not acceptable, the Offeror must provide a written detailed statement outlining the justification for this conclusion. The Offeror also must document the steps taken to verify the capabilities of the VBE and non-VBE Firms quoting similar work.

(a) The factors to take into consideration when assessing the capabilities of an VBE include, but are not limited to the following: financial capability, physical capacity to perform, available personnel and equipment, existing workload, experience performing the type of work, conduct and performance in previous contracts, and ability to meet reasonable contract requirements.

(b) The VBE’s standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of Proposals in the efforts to meet the VBE participation goal.

E. Assisting Interested VBEs

When appropriate under the circumstances, the procuring agency and BDISBO will consider whether the Offeror made reasonable efforts to assist interested VBEs in obtaining:

1. The bonding, lines of credit, or insurance required by the procuring agency or the Offeror; and

2. Necessary equipment, supplies, materials, or related assistance or services.

III. Other Considerations

In making a determination of Good Faith Efforts, the procuring agency and BDISBO may consider engineering estimates, catalogue prices, general market availability and availability of certified VBEs in the area in which the work is to be performed, other Proposals or offers and subcontract Proposals or offers substantiating significant variances between VBE and non-VBE costs of participation, and their impact on the overall cost of the contract to the Commonwealth and any other relevant factors.
The procuring agency and BDISBO may consider whether the Offeror decided to self-perform subcontract work with its own forces. The procuring agency and BDISBO also may consider the performance of other Offerors in meeting the VBE participation goal. For example, when the apparent successful Offeror fails to meet the VBE participation goal, but others meet it, this raises the question of whether, with additional reasonable efforts, the apparent successful Offeror could have met the VBE participation goal. If the apparent successful Offeror fails to meet the VBE participation goal but meets or exceeds the average VBE participation obtained by other Offerors, this, when viewed in conjunction with other factors, could be evidence of the apparent successful Offeror having made Good Faith Efforts.

IV. Documenting Good Faith Efforts

At a minimum, the Offeror seeking a Good Faith Efforts waiver of the VBE participation goal or a portion thereof must provide written documentation of its Good Faith Efforts along with its bid or proposal. The written documentation shall include the following:

A. Items of Work (complete VBE-5, Part 1 – Identified Items of Work Offeror Made Available to VBEs)

A detailed statement of the efforts made to select portions of the work proposed to be performed by VBEs in order to increase the likelihood of achieving the VBE participation goal.

B. Outreach/Solicitation/Negotiation

1. A detailed statement of the efforts made to contact and negotiate with VBEs including:

   (a) the names, addresses, and telephone numbers of the VBEs who were contacted, with the dates and manner of contacts (letter, fax, e-mail, telephone, etc.) (complete VBE-5, Part 2 – Identified VBE Firms and Records of Solicitations. Include letters, fax cover sheets, e-mails, etc. documenting solicitations); and

   (b) a description of the information provided to VBEs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed and the means used to provide that information.

2. The record of the Offeror's compliance with the outreach efforts set forth in VBE-5, Part 3 - Outreach Efforts Compliance Statement.

C. Rejected VBEs (complete VBE-5, Part 4 - Additional Information Regarding Rejected VBE Quotes)

1. For each VBE that the Offeror concludes is not acceptable or qualified, a detailed statement of the reasons for the Offeror’s conclusion, including the steps taken to verify the capabilities of the VBE and non-VBE firms quoting similar work.

2. For each VBE that the Offeror concludes has provided an excessive or unreasonable price, a detailed statement of the reasons for the Offeror’s conclusion, including the quotes received from all VBE and non-VBE firms proposing on the same or comparable work. (Include copies of all quotes received.)
GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION GOAL

D. Unavailable VBEs (complete VBE-5, Part 5 – VBE Subcontractor Unavailability Certificate)

1. **For each VBE that the Offeror contacted but found to be unavailable, submit an VBE Subcontractor Unavailability Certificate** signed by the VBE, an email from the VBE indicating the VBE is unavailable, or a statement from the Offeror that the VBE refused to sign the VBE Subcontractor Unavailability Certificate.

E. Other Documentation

1. Submit any other documentation requested by BDISBO or the Procuring Agency to ascertain the Offeror's Good Faith Efforts.

2. Submit any other documentation the Offeror believes will help BDISBO or the Procuring Agency ascertain its Good Faith Efforts.
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF VBE 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: |  |

**Part 1 – Identified Items of Work Offeror Made Available to VBEs**

Identify those items of work that the Offeror made available to VBEs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the VBE 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 VBE participation goal was made available to VBEs, and the total percentage of the items of work identified for VBE participation met or exceeded the VBE participation goal set for the procurement.

<table>
<thead>
<tr>
<th>Identified Items of Work</th>
<th>Was this work listed in the solicitation?</th>
<th>Does Offeror normally self-perform this work?</th>
<th>Was this work made available to VBE Firms? If not, explain why.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>___ yes</td>
<td>___ yes</td>
<td>___ yes</td>
</tr>
<tr>
<td></td>
<td>___ no</td>
<td>___ no</td>
<td>___ no</td>
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<td></td>
<td>___ yes</td>
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<tr>
<td></td>
<td>___ no</td>
<td>___ no</td>
<td>___ no</td>
</tr>
</tbody>
</table>

Attach additional sheets if necessary.
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF VBE PARTICIPATION GOAL

Part 2 – Identified VBEs and Record of Solicitations

Identify the VBEs solicited to provide quotes for the Identified Items of Work made available for VBE participation. Include the name of the VBE solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the VBE provided a quote, and whether the VBE is being used toward meeting the VBE participation goal. VBEs used to meet the VBE participation goal must be listed on the VBE Utilization Schedule (VBE-3).

Note: Copies of all written solicitations and documentation of follow-up calls to VBEs must be attached to this form. For each Identified VBE listed below, Offeror should submit an VBE Subcontractor Unavailability Certificate signed by the VBE or a statement from the Offeror that the VBE refused to sign the VBE Subcontractor Unavailability Certificate.

<table>
<thead>
<tr>
<th>Name of Identified VBE and Classification</th>
<th>Describe Item of Work Solicited</th>
<th>Initial Solicitation Date &amp; Method</th>
<th>Follow-up Solicitation Date &amp; Method</th>
<th>Details for Follow-up Calls</th>
<th>Quote Received?</th>
<th>Quote Used?</th>
<th>Reason Quote Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>VBE Name:</td>
<td></td>
<td>Date:</td>
<td>Date:</td>
<td>Date and Time of Call:</td>
<td>__ yes</td>
<td>__ yes</td>
<td>__ Used other VBE</td>
</tr>
<tr>
<td>__ VBE</td>
<td></td>
<td>_ mail</td>
<td>_ mail</td>
<td>Spoke with:</td>
<td>__ no</td>
<td>__ no</td>
<td>__ Used non-VBE</td>
</tr>
<tr>
<td>__ SDVBE</td>
<td></td>
<td>_ email</td>
<td>_ email</td>
<td>Left Message:</td>
<td></td>
<td></td>
<td>__ Self performing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>_ fax</td>
<td>_ fax</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VBE Name:</td>
<td></td>
<td>Date:</td>
<td>Date:</td>
<td>Date and Time of Call:</td>
<td>__ yes</td>
<td>__ yes</td>
<td>__ Used other VBE</td>
</tr>
<tr>
<td>__ VBE</td>
<td></td>
<td>_ mail</td>
<td>_ mail</td>
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<td>_ fax</td>
<td>_ fax</td>
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<td></td>
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</tr>
</tbody>
</table>

Attach additional sheets as necessary.
Part 3 – VBE Outreach Compliance Statement

1. List the Identified Items of Work (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 VBEs for these subcontract opportunities.

3. Offeror made the following attempts to personally contact the Identified VBEs:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

4. Bonding Requirements (Please Check One):

________ This project does not involve bonding requirements.

________ Offeror assisted Identified VBEs to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):

________ Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

________ No pre-Bid/Proposal conference or Supplier Forum was held

________ Offeror did not attend the pre-Bid/Proposal conference or Supplier Forum
Part 4 – Additional Information Regarding Rejected VBE Quotes

This form must be completed if Part 2 indicates that an VBE quote was rejected because the Offeror is using a non-VBE or is self-performing the Identified Items of Work. List the Identified Items Work, indicate whether the work will be self-performed or performed by a non-VBE, and if applicable, state the name of the non-VBE firm. Also include the names of all VBEs and non-VBE firms that provided a quote and the amount of each quote.

<table>
<thead>
<tr>
<th>Describe Identified Items of Work not being performed by VBEs (include specific section from bid or proposal)</th>
<th>Self-performing or using non-VBE (provide name of non-VBE if applicable)</th>
<th>Amount of non-VBE quote</th>
<th>Name of other firms that provided quotes and whether they are VBE</th>
<th>Amount quoted</th>
<th>Reason why VBE quote was rejected along with brief explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ self-performing __ using Non-VBE Name: ________________</td>
<td>$ ___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>__ price __ capabilities __ other</td>
</tr>
<tr>
<td>__ self-performing __ using Non-VBE Name: ________________</td>
<td>$ ___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>__ price __ capabilities __ other</td>
</tr>
<tr>
<td>__ self-performing __ using Non-VBE Name: ________________</td>
<td>$ ___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>___________ VBE ___________ Non-VBE</td>
<td>$</td>
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<tr>
<td>__ self-performing __ using Non-VBE Name: ________________</td>
<td>$ ___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>__ price __ capabilities __ other</td>
</tr>
<tr>
<td>__ self-performing __ using Non-VBE Name: ________________</td>
<td>$ ___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>___________ VBE ___________ Non-VBE</td>
<td>$</td>
<td>__ price __ capabilities __ other</td>
</tr>
</tbody>
</table>

Attach additional sheets as necessary.
VBE-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF VBE PARTICIPATION GOAL

Part 5 – VBE Subcontractor Unavailability Certificate

1. It is hereby certified that the firm of ______________________________________________________________
   (Name of VBE)

   located at _________________________________________________________________________________
   (Number) (Street)

   ________________________________________________________________________________________
   (City) (State) (Zip)

   was offered an opportunity to bid on Solicitation No. __________________________________________________

   by ______________________________________________________
   (Name of Prime Contractor’s Firm)

   ***********************************************************************************************************************************************

2. ______________________________________________________ (VBE), is either unavailable for the work/service or
   unable to prepare a Proposal for this project for the following reason(s):

   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

   (Signature of VBE’s Representative) (Title) (Date)

   (DGS VBE Certification #) (Telephone #)

   **********************************************************************************************************************************************

3. If the VBE does not complete this form, the prime contractor must complete the following:

   To the best of my knowledge and belief, the above-listed VBE is either unavailable for the work/service
   for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and
   has not completed the above portion of this submittal.

   (Signature of Prime Contractor) (Title) (Date)