

GESA Pre-Quote Conference

GESA-2018-2

DCNR-State Parks & Forestry Central Region, PA

Funding Agency: DCNR

Issuing Agency: DGS, Energy and Resource Management Office

November 8, 2018 10:00AM

Keystone Building

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

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

Request for Quote (RFQ) : Format and Template

RFQ Small Diverse (SDB) and Small Business (SB) Components:

Part 1: General Information (1.16)

- SDB/SB Eligibility and Program Information
- SDB/SB Prime Offerors not prohibited from participating in subcontracting opportunities

Part 2: Information Required from Offerors (2.1, 2.4, 2.7, 2.8 & 2.9)

- SDB/SB Participation Submission Appendix D- two copies
- SDB/SB Participation Contract Requirements
- Credit Evaluation During Construction

Part 3: Evaluation Process and Criteria for Selection (3.2, 3a.b.)

- SDB and SB Participation 20% Weight of RFQ

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What do I need to know?

Small Business

- *For-Profit US based business
- *Independently Owned
- *Not dominant in its field
- *No more than 100 full-time equivalent employees
- *Maximum three-year average gross sales

\$38.5 Million Effective – November 1, 2018

- Building Design Services
- Procurement Goods/Services;
Construction Contractor & Supplier
- Information Technology Goods and Services

Small Diverse Business

- *Minority-Owned
- *Woman-Owned
- *Veteran-Owned
- *Service Disabled Veteran- Owned
- *Disability-Owned
- *Lesbian, Gay, Bi-Sexual, Transgender-Owned

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What do I need to know?

Small Diverse Business Eligibility Criteria

Verification of Minority (MBE), Woman (WBE), Veteran (VBE), Service Disable Veteran (SDVE), LGBT (LGBTBE), Disability-Owned (DOBE) Business Enterprise

1. Self-certified as a small business with the Small Business Contracting Program
2. At least 51% minority, women, veteran, service-disabled veteran, LGBT, or Disability owned and controlled.
3. Certification through at least one of the following approved third parties:

Woman's Business Enterprise National Council WBE www.wbenc.org	National Minority Supplier Development Council MBE www.nmsdc.org	Unified Certification Program (any state) MBE/WBE www.paucp.com (Link to PA program)
U.S. Department of Veterans Affairs Vets First Verification Program VBE/SDVE www.vetbiz.gov	U.S. Small Business Administration 8(a) Business Development Program MBE/WBE www.sba.gov > Contracting > 8(a) Business Development	
NEW	U.S. Business Leader's Network DOBE/SDVE www.usbln.org	National Gay & Lesbian Chamber of Commerce LGBTBE www.nglcc.org

4. Renewal >Two Years
5. www.dgs.pa.gov > Businesses > Minority, Women & Veteran Businesses
6. Free

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What do I need to do?

- Consider subcontracting opportunities available for small diverse and small businesses
- Search the DGS database of SDBs and SBs and identify SDB/SB business partners for opportunities and inclusion
- Complete and submit with your Quote:
 - SDB/SB Participation Submittal Form Appendix “D”

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How do I find SDBs and SBs?

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

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

The Forms

What do I need to submit? When?

**APPENDIX D
SMALL DIVERSE BUSINESS AND SMALL BUSINESS PARTICIPATION
SUBMITTAL**

**Submit 2 originals in a sealed envelope separate from the
Technical Submission and the ECM/Cost Submission**

Project Description: _____
RFQ#: _____
Solicitation Due Date: _____

Offeror Company's Name: _____

**Offeror Contact
Name:** _____

Email: _____

Phone: _____

OFFEROR 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 Offeror commits to each of the following independent percentages of the total Core ECM costs 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.)

_____ % _____ Percent
(Figure) (Written)

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

_____ % _____ Percent
(Figure) (Written)

Submit with Quote

Appendix: "D"

Small Diverse
Business

and

Small Business
Participation
Submittal Form

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How is the submittal scored?

Raw score will be calculated by crediting commitments to SDBs and SBs in accordance with percentages proposed.

$$\text{SDB and SB Raw Score} = 200 (\text{SDB}\% + (\text{SB}\% \times 1/3))$$

Proposer submitting the highest scoring SDB/SB Participation Submittal will receive all available points, with other Proposers' raw scores adjusted pro rata

GESA Compliance

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GESA: Small Diverse and Small Business Utilization Report (SDBUR)

- SDBUR will be provided to awarded Offeror
- 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
- GESA Contractor must meet or exceed SDB participation % for ECM by Final Inspection

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What do I need to know?

- Total percentage of SDB and SB Commitments made at time of proposal submittal, BAFO or Contract negotiations and Contract commitments made to SDBs/SBs become contractual obligations upon contract execution with the Commonwealth.
- Selected Offeror must submit a final, executed subcontract for each SDB/SB named within 30 days of contract execution
 - SDB/SB subcontractors must perform 60% of the work subcontracted to them
 - If subcontract cannot be achieved, Selected Offeror must notify BDISBO
- Individual percent commitments cannot be altered without written approval from BDISBO
- All SDB/SB commitments must be maintained if the contract is assigned to another prime contractor.
- Selected Offeror must complete utilization reporting, tracking progress in meeting commitments.
- Selected Offeror must contact BDISBO if circumstances arise that may affect the ability to comply with contract commitments.

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What do I need to know?

Credit Evaluation During Construction: Calculation Per Section 2-9 of RFQ

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 and SBs considered only

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What do I need to know?

Credit Evaluation During Construction: Calculation Per Section 2-9 of RFQ

- **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%

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What's New?

- Consideration for and inclusion of Small Businesses as prime contractors and subcontractors in addition to Small Diverse Businesses in scoring.
- Simple, consistent template form for SDB/SB submittal supported by executed Letters of Intent.
- DGS issued SDB/SB certificate not required with submittal.

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Support Contacts

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