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# What's New with Goal Setting

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**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

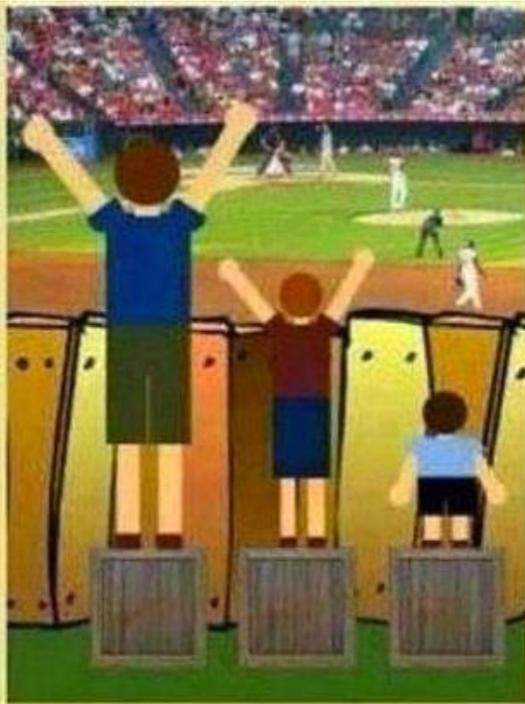
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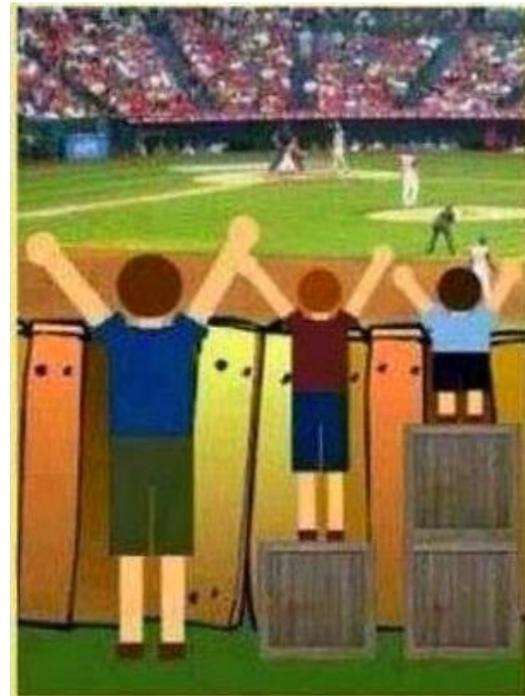


**GESA 2019-2 DGS Capitol Complex  
October 15, 2019**

# What's the Point?



Equal



Fair

# Overall Goals



**Goal SDB – 25% VBE – 8%**

# Solicitation-Specific Goals



# New Forms and Processes

- SDB Instructions – *SDB-1 Read*
- SDB Participation Submittal – *SDB-2*
- SDB Utilization Schedule – *SDB-3*
- Guidance for GFE Waiver – *SDB-4 Read*
- Good Faith Effort (GFE) Waiver – *SDB-5*

# SDB Submittal Instructions – SDB-1

## SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

***PLEASE READ BEFORE COMPLETING THESE DOCUMENTS***

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

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

Bidder/Offeror shall attempt to achieve the SDB participation goal set forth in the SDB 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 SDB participation goal in full or receive an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.**

I. **SDB Participation Goal:** The SDB participation goal is set forth in the SDB Participation

# SDB Submittal – SDB-2

## SDB-2 SDB PARTICIPATION SUBMITTAL

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>I agree to meet the SDB participation goal in full.</b><br><br>I have completed and am submitting with my bid or proposal an SDB Utilization Schedule (SDB-3), which is required in order to be considered for award. | <input type="checkbox"/> <b>I am requesting a partial waiver of the SDB participation goal.</b><br><br>After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.<br><br>I have completed and am submitting with my bid or | <input type="checkbox"/> <b>I am requesting a full waiver of the SDB participation goal</b><br><br>After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal. |
|---|---|---|

# SDB Utilization Schedule – SDB-3

## SDB-3 SDB UTILIZATION SCHEDULE

**Bidder/Offeror to complete the following:**

**Amount of SDB participation goal to be met through the use of SDB subcontractors, suppliers, or manufacturers:** Bidders/offerors are not required to identify the specific SDB subcontractors, suppliers, or manufacturers within this SDB Utilization Schedule, but must identify the total percentage (%) of work to be performed by SDB subcontractors, suppliers, or manufacturers. However, the selected bidder/offeror must submit Utilization Reports identifying the SDB subcontractors, suppliers, or manufacturers used to meet the portion of the SDB participation goal listed below. To receive credit toward meeting the SDB participation goal, the SDB subcontractor, manufacturer, or supplier must be a DGS-verified SDB as of the date the work to be completed by the SDB has commenced.

Percentage of work to be performed by SDB subcontractors, suppliers, or manufacturers:  
\_\_\_\_\_ %

**If the Prime Bidder/Offeror is a DGS-verified SDB,** complete the following:

SAP Vendor Number (6-digit number): \_\_\_\_\_

SDB Verification Number (located on DGS SDB verification):  
\_\_\_\_\_

- Type of SDB:  MBE
- WBE
- LGBTBE
- DOBE

Description of Work to be Performed (Statement of Work/Specification reference):  
\_\_\_\_\_

Percentage of work to be self-performed by SDB bidder/offeror: \_\_\_\_\_ %

# SDB Guidance for GFE Waiver SDB-4

## SDB-4

### **GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION GOAL**

In order to show that the Bidder/Offeror has made Good Faith Efforts to meet the SDB participation goal on a solicitation, the Offeror must either (1) agree to meet the SDB participation goal and document its commitments for participation of SDB firms, or (2) when it does not agree to meet the SDB 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 of SDB Participation Goal.

#### **I. Definitions**

**SDB participation goal** – “SDB participation goal” refers to the SDB participation goal set for a procurement for MBE, WBE, LGBTBE, and DOBE 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 SDB participation goal. Those steps are considered necessary and reasonable when their scope, intensity, and relevance could reasonably be expected to obtain sufficient SDB 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

# Good Faith Efforts Packet SDB-5

## Good Faith Efforts (GFE) Partial or Full Waiver

- Anticipated Scopes of Work Offeror Made Available to SDBs (Part 1)
- Identified SDBs and Record of Solicitations (Part 2)
- SDB Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected SDB Quotes (Part 4)
- SDB Subcontractor Unavailability Certificate (Part 5)

# SDB GFE Documentation – SDB-5

**SDB-5**

**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL**

|  |  |
|--|--|
| <b>Project Description:</b>            |  |
| <b>Commonwealth Agency Name:</b>       |  |
| <b>Solicitation #:</b>                 |  |
| <b>Solicitation Due Date and Time:</b> |  |

|   |  |
|---|--|
| <b>Bidder/Offeror Company Name:</b>         |  |
| <b>Bidder/Offeror Contact Name:</b>         |  |
| <b>Bidder/Offeror Contact Email:</b>        |  |
| <b>Bidder/Offeror Contact Phone Number:</b> |  |

**Part 1 – Anticipated Scopes of Work Offeror Made Available to SDBs**

Identify the anticipated scopes of work that the Offeror made available to SDBs, including subcontracting, manufacturing, and the provision of supplies. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. It is the Offeror’s responsibility to demonstrate that the total percentage of the anticipated scopes of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

| Anticipated Scopes of Work | Does Offeror normally self-perform this work?               | Was this work made available to SDB Firms? If not, explain why. |
|----------------------------|---|---|
|                            | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |

# New Forms and Processes

- VBE Instructions – *VBE-1 Read*
- VBE Participation Submittal – *VBE-2*
- VBE Utilization Schedule – *VBE-3*
- Guidance for GFE Waiver – *VBE-4 Read*
- Good Faith Effort (GFE) Waiver – *VBE-5*

# VBE Submittal Instructions – VBE-1

## VBE-1 INSTRUCTIONS FOR COMPLETING THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION SUBMITTAL.

***PLEASE READ BEFORE COMPLETING THESE DOCUMENTS***

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

This form also includes instructions for completing the VBE Utilization Schedule, 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 SDB and 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 SDB and VBE Participation Summary Sheet. The Bidder/Offeror is required to meet a minimum amount of

# VBE Submittal – VBE-2

## 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

**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.

# VBE Utilization Schedule – VBE-3

## VBE-3 VBE UTILIZATION SCHEDULE

### **Bidder/Offeror to complete the following:**

**Amount of VBE participation goal to be met through the use of VBE subcontractors, suppliers, or manufacturers:** Bidders/offerors are not required to identify the specific VBE subcontractors, suppliers, or manufacturers within this VBE Utilization Schedule, but must identify the total percentage (%) of work to be performed by VBE subcontractors, suppliers, or manufacturers. However, the selected bidder/offeror must submit Utilization Reports identifying the VBE subcontractors, suppliers, or manufacturers used to meet the portion of the VBE participation goal listed below. To receive credit toward meeting the VBE participation goal, the VBE subcontractor, manufacturer, or supplier must be a DGS-verified VBE as of the date the work to be completed by the VBE has commenced.

Percentage of work to be performed by VBE subcontractors, suppliers, or manufacturers:

\_\_\_\_\_ %

**If the Prime Bidder/Offeror is a DGS-verified VBE,** complete the following:

SAP Vendor Number (6-digit number): \_\_\_\_\_

VBE Verification Number (located on DGS VBE verification):  
\_\_\_\_\_

Type of VBE: \_\_\_ Veteran-Owned Small Business Enterprise  
                  \_\_\_ Service-Disabled Veteran-Owned Small Business Enterprise

Description of Work to be Performed (Statement of Work/Specification reference):  
\_\_\_\_\_

Percentage of work to be self-performed by VBE bidder/offeror: \_\_\_\_\_ %

# VBE Guidance for GFE Waiver VBE-4

## VBE-4

### GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET THE VETERAN BUSINESS ENTERPRISE (VBE) PARTICIPATION GOAL

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) agree to meet the VBE participation goal and document its commitments for participation of VBE firms, or (2) when it does not agree to 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 of VBE Participation Goal.

#### I. Definitions

**VBE participation goal** – “VBE participation goal” refers to the VBE participation goal set for a procurement for Veteran-Owned Small Business Enterprise or Service-Disabled Veteran-Owned Small Business Enterprise 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

# Good Faith Efforts Packet VBE-5

## Good Faith Efforts (GFE) Partial or Full Waiver

- Anticipated Scopes of Work Offeror Made Available to VBEs (Part 1)
- Identified VBEs and Record of Solicitations (Part 2)
- VBE Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected VBEs Quotes (Part 4)
- VBE Subcontractor Unavailability Certificate (Part 5)

# VBE GFE Documentation – VBE-5

## VBE-5

### GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF VBE PARTICIPATION GOAL

#### Part 4 – Additional Information Regarding Rejected VBEs

This form must be completed if Part 2 indicates that an VBE was rejected because the Offeror will use a non-VBE or will self-perform the Anticipated Scopes of Work. List the Anticipated Scopes of Work, indicate whether the work will be performed by a non-VBE or will be self-performed, and if applicable, state the name of the non-VBE firm.

| Describe Anticipated Scope of Work not being performed by VBEs | Self-performing or using non-VBE (provide name of non-VBE if applicable)                          | Reason why VBE was not used for anticipated scope of work along with brief explanation                    |
|--|---|---|
|  | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-VBE<br>Name: _____ | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|  | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-VBE<br>Name: _____ | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |

# Questions?



# BDISBO Contact Info

## **Bureau of Diversity, Inclusion and Small Business Opportunities**

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