
GESA
Pre-Quote
Conference



pennsylvania

BUREAU OF DIVERSITY, INCLUSION
AND SMALL BUSINESS OPPORTUNITIES



**GESA Request for Quotes
Project No. GESA 2019-3
Department of General Services on behalf
of PA Fish & Boat Commission
January 14, 2020**

What's the Point?



equality
diversity
inclusion

SDB and VBE Classification

Small Diverse Businesses:

- Women-owned
- Minority-owned
- LGBTQ-owned
- Disabled-owned
- Service Disabled Veteran-owned

Veteran Business Enterprises:

- Veteran-owned
- Service Disabled-owned

Solicitation Specific Goals



APPENDIX D

	SDB	VBE
Participation Goals	16%	4%

Primes are welcome to exceed the goal!

Goal Analysis

- Available subcontracting opportunities across the entire state
- Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and
- Historical analysis of similar projects within the last 3 years.

Note to Primes

- Nearly 400 SDBs and 63 VBEs available
- Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. The page includes a navigation bar with 'Home', 'PA eMarketplace', and 'Search Contracts'. A note explains that searches will include suppliers qualified for Invitation to Qualify (ITQ) contracts and those registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). There are two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number' and 'Search'/'Reset' buttons; and 'Advanced Search'. At the bottom, there is a table with columns for 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'. The table is currently empty. There are also 'Export to Excel' and 'Reset Search Criteria' buttons.

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

Solicitation-Specific Goals



New Forms and Processes

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

APPENDIX D

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 agree 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 Summary Sheet. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.
- II. **SDB Eligibility:**
 1. **Finding SDB firms:** The directory of **DGS-verified** SDB firms can be accessed from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
 2. **Only SDBs verified by DGS** and as defined herein may be counted for purposes of

SDB Submittal – SDB-2

CRITICAL
✓ Check One, and
Only One, Box

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

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

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

Guidance to Document GFE SDB-4

READ, READ, READ

Good Faith Efforts Packet SDB-5

Good Faith Efforts (GFE) Partial or Full Waiver

- Identified Items of Work Applicant 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

Project Description:	Complete all five parts
Commonwealth Agency Name:	
Solicitation #:	
Solicitation Due Date and Time:	
Bidder/Offeree Company Name:	
Bidder/Offeree Contact Name:	
Bidder/Offeree Contact Email:	
Bidder/Offeree Contact Phone Number:	

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"/> <u>yes</u> <input type="checkbox"/> <u>no</u>	<input type="checkbox"/> <u>yes</u> <input type="checkbox"/> <u>no</u>

REMINDER



**SDB/VBE
SUBMITTALS
WITH REQUEST
FOR QUOTE!**

Questions?

Per Section 1.3 & 1.4:
Direct Written Questions
to RFQ Coordinator
Becky Tomlinson via
Email:
retomlinso@pa.gov



BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

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