GESA 2020-1
SCI Fayette RFQ
Pre-Quote
Conference



AND SMALL BUSINESS OPPORTUNITIES



GESA 2020-1 RFQ August 25, 2020

What's the Point?





SDB and VBE Classification

SDB – Small Diverse Businesses

- Women-owned
- Minority-owned
- Disability-owned
- LGBT-owned businesses
- Service-Disabled
 Veteran Business
 Enterprises

VBE – Veteran Business Enterprise

- Veteran Business Enterprises
- Service-Disabled
 Veteran Business
 Enterprises



Solicitation Specific Goals



APPENDIX D

GESA 2020-1	SDB	VBE
GOALS	9%	3%

Primes are welcome to exceed the goal!



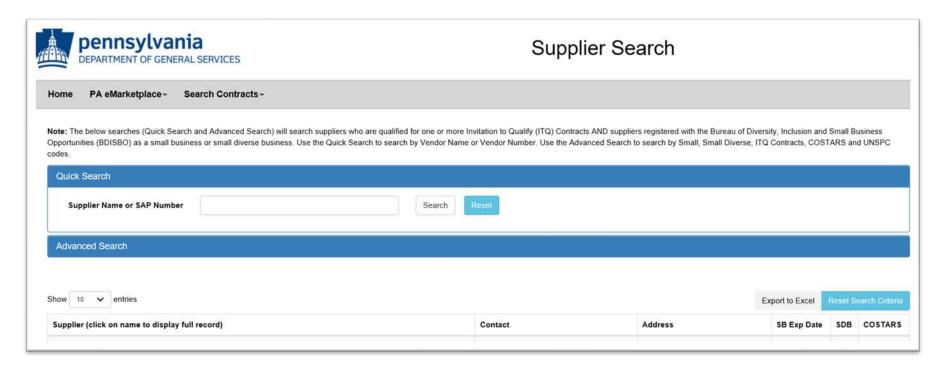
Goal Analysis

- Available subcontracting opportunities across the entire state for the administrative services,
- 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

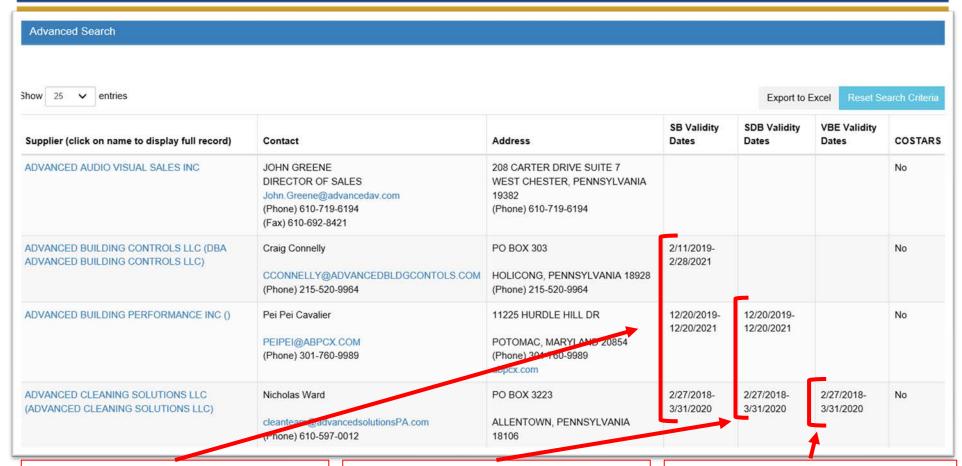
Compliance will be closely monitored and enforced



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



Search Results



Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

Advanced Cleaning Solutions LLC



Solicitation-Specific Goals

2.6 SMALL DIVERSE BUSINESS AND VETERAN BUSINESS ENTERPRISE PARTICIPATION SUBMITTAL REQUIREMENTS

Failure to include the Small Diverse Business Participation Submittal and the Veteran Business Enterprise Participation Submittal will result in rejection of the Proposal as non-responsive. The Proposer will not be given an opportunity to supply a Small Diverse Business and Veteran Business Enterprise Submittal after the Proposal Submission Date.

All Proposers are required to submit two (2) copies of the Small Diverse Business Participation Submittal and the Veteran Business Enterprise Participation Submittal (attached in an e-Builder document folder) for each Base Bid. The submittals must be sealed in their own envelope/package, separate from the remainder of the Proposal and must be provided on the Small Diverse Business and Veteran Business Enterprise Participation Submittal form. Please ensure your correct disciple and base bid for your Submission.

A. SDB and VBE Participation Goals. The Issuing Office and Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) have set an SDB Participation Goal and a VBE Participation Goal for this RFP which are listed on the Notice to Proposers under Project Information. The SDB and VBE Participation Goals were calculated based upon the market availability of SDBs and VBEs for work scopes identified for this solicitation and possibly an assessment of past performance of similar work.

This is a significant programmatic change from the SDB and SB Participation program contained in prior RFPs issued by the Commonwealth. Proposers now must agree to meet the SDB and VBE Participation Goals in full or demonstrate they have made Good Faith Efforts to meet the 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*
- Letter of Commitment *SDB 3.1/VBE-3.1*
- Guidance for Good Faith Effort (GFE) Waiver –
 SDB-4/VBE-4 <u>READ</u>
- 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 ionowing instructions include details for completing the SDB rarticipation 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. <u>SDB Participation Goal</u>: 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:

- Finding SDB firms: The directory of <u>DGS-verified</u> 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

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- 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

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



SDB Utilization Schedule - SDB-3

SDB-3 SDB UTILIZATION SCHEDULE

List in the chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will be used to meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3.1)** for each SDB subcontractor, supplier, or manufacturer.

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Dollar Value of Commitment
Name: <u>ABC IT Solutions</u> SAP Vendor Number: <u>123456</u> SDB Verification Number: <u>123456-2016-09-SB-M</u>	MBE	IT staffing resources	%	\$
Name: SAP Vendor Number: SDB Verification Number:	MBE WBE LGBTBE DOBE SDVBE			
Name:	MBE WBE			



Letter of Commitment SDB-3.1

SDB-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 Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number:	
Solicitation Name:	

	Bidder/Offeror Information	SDB Information
Name		
Address		
Point of Contact		
Telephone number		
Email address		

m or

SDB to expect a letter and SIGN it!

<u>Services/Supplies and Time Frame</u>. If Bidder/Offeror is the successful vendor, the SDB 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 SDB will provide:	



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:		
Commonwealth Agency Name:		
Solicitation #:		
Solicitation Due Date and Time:		
	Complete all five parts	
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 SDBs

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

Was this work listed in the solicitation?	Does Offeror normally self- perform this work?	Was this work made available to SDB Firms? If not, explain why.
yes no	yes no	yes no
	listed in the solicitation?	listed in the solicitation? perform this work? yes yes no no



REMINDER



Questions?





BDISBO Contact Info

Bureau of Diversity, Inclusion and Small Business Opportunities

North Office Building 401 North Street, Room 611 Harrisburg, PA 17120-0500 717.783.3119

GS-BDISBO@pa.gov

