

# COSTARS Connection

The Commonwealth's Cooperative Purchasing Program  
Passport to Business Opportunity and Procurement Savings



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Winter 2021



Tom Wolf, Governor  
Curt Topper, Secretary

## Meet the Department of General Services Bureau of Procurement's Equipment Team

By Felicia Campbell, COSTARS Marketing Manager

In the past two COSTARS newsletters, we highlighted the COSTARS team and DGS's Bureau of Procurement's Transportation team. Building on our ongoing series designed to allow COSTARS members and suppliers to get to know the people managing the contracts that may affect your business decisions, we bring you another installment of "Meet the...". This month, we will introduce you to the Equipment team. This dedicated team manages 486 contracts; 139 of these contracts are COSTARS-participating.

In FY19, 93 suppliers on the equipment contracts reported sales totaling more than \$75.7 million! These contracts can provide you with equipment and supplies to keep your offices, mailrooms, cafeterias, vehicles and roadways in working order. Let's meet the team!

### Lisa Vega

Commodity Specialist  
[vega@pa.gov](mailto:vega@pa.gov)

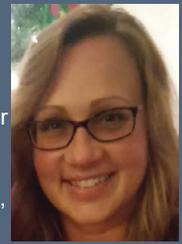
Commercial Furniture, Systems Furniture, Remanufactured Furniture, PLCB Furniture & Fixtures, PLCB Shelving, Food Service Equipment, High Density Filing, Vehicle Rental Services, Purchase of Used Vehicles ITQ, Indoor Floor Cleaning Machines ITQ



### Joslyn Thomas

Commodity Specialist  
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Ag & Construction Equipment, Road Surface Patching Equipment, Plows Maintenance & Repair Parts, Salt Brine Production Systems, Vehicles - Green (Eco-Friendly), Passenger, Police & Specialty, Light Duty Pickup Trucks & Cargo Vans, PennDOT Spec'd - Traffic Control Equipment, Compaction Equipment Rollers, Snow Plows, and Surveying Instruments & GPS.



I have been working on the DGS Procurement Team for a little over 15 years now, and I love my Equipment Team; we mesh well! I cannot forget my other Office Family as well, and how I miss them throughout this teleworking time! There are some challenges with working from home, but none that can't be handled and dealt with! During my time here, I have met so many great Suppliers/People. My job allows me to travel from time to time to do meet and greets as well as conferences, which I do take advantage of if I can! If they can't get to me, I try to go to them!

I do work with a lot of Agencies when it comes to my contracts and got to know a lot of people coming and going throughout this 15-year period! I interact a lot with Manny Williams and Stacy Logan-Kent, as they have the COSTARS contracts that mirror my State Contracts!

I have one son who lives in California, and a Tuxedo cat named Milo, who is very spoiled here at home with me.

I love to travel, shopping, the beach, and me time.

What I enjoy about the Commonwealth is the opportunity to be able to share my ideas, concerns and thoughts. It is nice to be able to speak freely to my team and as well as management about my work to make things smoother and more efficient for my suppliers, vendors, and the COSTARS team.

My contracts assist many in the purchases of vehicles to equipment for a variety of areas including The Department of Transportation, PennDOT, schools, PSP, DCNR and the PA Game Commission.

The ability of DGS BOP to adapt during this time to teleworking has been a blessing to ensure the safety of everyone. I care for my elderly disabled ill mother and this has been a blessing during this time of COVID to be able to work from home and care for her.

In my free time I enjoy being with my family, being outside, hunting and baking. I currently live on a non-running farm with lots of land and I have one dog, a chocolate lab named Buckshot Lee, and three cats named Sandy, Latte and Leo.

# COSTARS Helps Its Members Save on Green Procurement

By Kim Bullivant, COSTARS Marketing Manager

In recent years, many organizations throughout the commonwealth have developed “green” initiatives to advance the protection of our environment and support sustainability for future generations. In the same manner, the Department of General Services Bureau of Procurement makes environmentally preferable procurement one of its predominant goals. Environmentally preferable procurement (EPP) or green procurement is the selection of products and services that have a lesser or reduced impact on the environment over the life cycle of the product or service when compared with competing products or services serving the same purpose.

When selecting green products, the Bureau of Procurement takes into consideration many factors including: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support of reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

DGS policy is to analyze each commodity and service during the bid process to determine what EPP options are available. The “green” option is utilized whenever the product or service is comparable in quality, availability and price. Did you know there are many COSTARS-exclusive and statewide COSTARS-participating contracts that include products and services to support your organization’s green initiative plans? (see sidebar).

Several state agencies have developed programs to realize the commonwealth’s ongoing green/sustainability goals. The GreenGov Council, co-chaired by the Secretaries of the departments of General Services, Environmental Protection, and Conservation and Natural Resources, works with state agencies to promote best practices and success in achieving the energy efficiency and performance goals initiated by Governor Wolf in Executive Order 2019-01 “Commonwealth Leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance.”

This order established the first greenhouse gas (GHG) reduction goal for the commonwealth: 26 percent reduction of net GHG emissions statewide by 2025 from 2005 levels, and an 80 percent reduction by 2050 from 2005 levels. Governor Wolf also released the **Pennsylvania Climate Action Plan 2018** (<https://www.dep.pa.gov/Citizens/climate/Pages/PA-Climate-Action-Plan.aspx>) that identifies more than 100 actions state and local government leaders can take to reduce greenhouse gas emissions.

To support municipalities and counties in this effort, the Pennsylvania Department of Environmental Protection (DEP) Energy Programs Office launched the Local Climate Action Program (LCAP) in 2019. Funded by the State Energy Program of the U.S. Department of Energy, this DEP program trains college students across the state to assist municipalities – boroughs, townships, counties, and cities — in developing local GHG inventories, climate-related vulnerability assessments, and climate action plans over the course of one year. “The program is a win-win, whereby students receive real-world experience and local governments get the gift of human capital,” said Heidi Kunka, DEP Energy Program Specialist.

Additionally, the GreenGov Council provides a variety of resources available to local governments including the GreenGov Council & Penn State Sustainability Institute’s **Sustainability Series Webinars**, biannual stakeholder meetings, and a quarterly e-newsletter that highlights recent efforts in energy efficiency and conservation, use of clean fuels and renewable energy, and benchmarking to meet ambitious goals in carbon dioxide emissions reduction. “The Council encourages local governments (stakeholders) to participate in biannual stakeholder meetings and sign up to receive the newsletter,” said Mark Hand, director of the GreenGov Council.

Local governments interested in participating in the Local Climate Action Program may contact Heidi at [hkunka@pa.gov](mailto:hkunka@pa.gov).

To learn more about the GreenGov Council and available resources, visit <https://www.dgs.pa.gov/greengov/Pages/News.aspx>.

Visit the COSTARS website at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS), Member Information, Members Area page to search COSTARS-exclusive and statewide COSTARS-participating contracts.

## COSTARS-exclusive Green-related Contracts

**COSTARS-5 Janitorial Supplies**  
Cleaning Supplies and Chemicals

**COSTARS-8 Maintenance, Repair & Operation (MRO) Equipment, Supplies and Services**  
LED Lighting Fixtures, Bulbs & Accessories • Weatherization Supplies & Materials • Consulting Services • Regulatory Inspection Services • Window and Glass Replacement

**COSTARS-26 Passenger Vehicles**  
Alternate fuel conversions • Alternate Fuel Vehicles

**COSTARS-28 Energy Conservation Management Supplies**  
Wind Turbine(s) (generator) Kit(s) • Building(s) Energy Automation Control Components • HVAC System Enhancement Components • Low Flow Plumbing Fixture Components • Energy Management Software • Energy Efficiency Software

**COSTARS-29 Grounds Keeping Services and Supplies**  
Pruning and planting trees, shrubs, and flowers • Seeding (liquid and/or granular) • Soil Sampling and Testing

**COSTARS-30 Energy Consulting Services**  
Rate Auditing Services • Commercial Energy Audits • Utility Bill Auditing • Marketing Analysis Services • Energy Monitoring, Analysis and Advice

**COSTARS-33 Street Lighting, Parking Meters & Street Furniture**  
Street Lighting – Replacement Luminaries • Street Furniture – Outdoor Trash Receptacles, Cigarette Urns, Planters, Hanging and Ground, Tree Grates, Tree Guards

**COSTARS-41 Stormwater Management Products and Services**  
Leak Detection Equipment • Biofiltration System • Line Inspection & Maintenance Equipment • Concrete Washout Berms • Pipes & Pipe Socks • Dewatering Bags & Sandbags • Precast Concrete and Barriers • Disinfection Systems • Drain Debris Filters & Guards • Ultraviolet Disinfection • Grates & Inlets • Water Harvesting System • Water Test Kits • Consulting, Engineering, Line Inspection, Monitoring, and Waste Pumping Services

## Statewide COSTARS-participating Green-related Contracts

- Carpeting and Resilient Flooring, including Installation #4400020404
- Dilution Control #4400012521
- Dishwashing Chemicals #4400012531
- Fleet Card Services (Wright Express-WEX) – Alternative Fuels #4400020592
- Fuels, Truck Transport Delivery – Various
- Green (Eco-Friendly) Vehicles Contract #4400015790
- Maintenance, Repair and Operations - HVAC #4400016344
- Supplies Manufactured & Services Performed by Persons with Disabilities - Janitorial Supplies # 998002
- Various Fuels, Tank Wagon Delivery #4400011997
- NEW Electric Vehicle (EV) Charging Stations ITQ (see page 3 for more information)



## COSTARS Helps Its Members Save on Green Procurement cont.



### New! Electric Vehicle (EV) Charging Stations Contract

According to the Edison Electric Institute and the Institute for Electric Innovation, by the year 2030, there may be as many as 19 million plug-in electric vehicles (EVs) on the road in the U.S., representing a market share of 10 percent.<sup>1</sup>

In 2019, the U.S. Department of Environmental Protection provided recommendations for effective implementation of EV-ready commercial buildings enabling building owners and managers to add value to properties, increase the convenience and affordability of driving EVs for tenants and employees, and show leadership in adopting advanced, sustainable technologies. Recommendations for EV-Ready Commercial Buildings include:

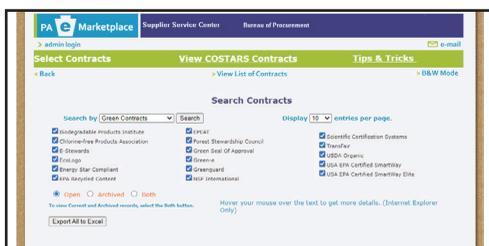
- Evaluate the need for EV charging. Plan for the future – assume that demand will increase and that charging system expansion will be needed.
- Determine power availability and the number of EV chargers needed.
- Work through additional project steps. Contact EV charger providers; ask for energy efficient, ENERGY STAR certified models and discuss your project needs. Work with a certified electrical contractor to carry out the installation of EV charging at your facility according to local and National Electric Code requirements.
- Market your EV charging commitment. Advertise charging station availability to current tenants as well as to prospective new tenants as a key amenity of the building<sup>2</sup>

To support the commonwealth's increasing need for EV charging stations, a new solicitation was posted in January for the **Electric Vehicle (EV) Charging Station ITQ #4400023919**. Suppliers are currently being solicited for this contract. Additionally, this is a COSTARS-enabled contract, allowing awarded suppliers to expand their market to more than 9,000 registered COSTARS members.

To view this solicitation, visit the eMarketplace Solicitation Search page at <http://www.emarketplace.state.pa.us/Search.aspx>

### How to Locate Statewide Green Contracts

The icons below are incorporated into PA eMarketplace to assist in identifying Commonwealth of Pennsylvania statewide contracts that contain green products. On the Search Contracts screen - <http://www.emarketplace.state.pa.us/BidContracts.aspx>, choose Search By: **Green Contracts** to locate contracts containing products that meet these programs' requirements.



<sup>1</sup> Edison Electric Institute and the Institute for Electric Innovation, *Electric Vehicle Sales Forecast and the Charging Infrastructure Required Through 2030*, November 2018.

<sup>2</sup> [https://www.enrystar.gov/sites/default/files/tools/ENERGY%20STAR%20EV%20Chargers\\_CommBuildings\\_FINAL.pdf](https://www.enrystar.gov/sites/default/files/tools/ENERGY%20STAR%20EV%20Chargers_CommBuildings_FINAL.pdf)

## Meet DGS Bureau of Procurement's Equipment Team, cont.

**Kevin Reichard**  
Commodity Specialist  
[kreichard@pa.gov](mailto:kreichard@pa.gov)



Aftermarket Auto Parts, OEM Auto and Heavy Duty Parts, Truck Parts and Equipment, Printing and Mailroom Equipment

The one thing I enjoy about procurement is that you never know what you will be asked to research and go out for bid on. There are times when I had to work with facilities in coordinating an award for a multi-ton piece of machinery to be set in place before they finished putting the walls up.

I try and make sure that my contracts are benefiting the end users and their needs.

**Ralph Constance**  
Commodity Specialist  
[rconstance@pa.gov](mailto:rconstance@pa.gov)

Dump Trucks, Fuel Trucks, Line Painting Trucks, Automobile Lubricants, Truck Caps, Child Car Seats, Anti-icing Units, Police Lighting and Accessories, Tires, Retreads, Trailers

I have worked on the Transportation team for 15 years. My contracts focus mainly on the needs of PennDOT, however many are also available for the use of COSTARS members as well.

Because my contracts are so varied, my job is challenging and keeps me busy! I enjoy coordinating DGS Transportation team processes with the requirements of PennDOT and COSTARS members to ensure I provide consistent and essential service to my clients' needs.

**Barbara Cain**  
Commodity Manager  
[bcain@pa.gov](mailto:bcain@pa.gov)



With thirty-one (31) years' experience with the Commonwealth of Pennsylvania (all having something to do with procurement) I have seen it all. I started out as a clerk typist, in an all-paper world, where I was responsible for typing purchase orders, receiving reports and processing invoices.

Then the commonwealth entered the computer world, and I got a first-hand view of all the different systems the commonwealth would use for Procurement. My experience as a clerk typist, administrative assistant, purchasing agent, and commodity specialist has given me a complete understanding of the workings of the procurement system.

I started my tenure with the Department of General Services as a commodity specialist in the COSTARS division, so I have a great understanding of the COSTARS Program and how it works and benefits members. As a numbers person I never expected my commonwealth career to veer into the world of procurement, I always expected to get into the accounting side of commonwealth business.

I never gave up on my dream, I recently received my bachelor's degree in accounting while working full time, and plan to use my degree upon retirement.

# COSTARS College 2021 Webinar Schedule



The COSTARS team strives to provide valuable education to current as well as potential COSTARS members and suppliers. The 2021 webinar schedule was designed for users of all levels. We offer training to new members and suppliers, so they can learn about all the benefits the program has to offer. For the super-users of the program, we present a deeper dive into how to get the most out of your participation in the program.

This year's schedule allows attendees to build on what they've learned in previous sessions, so we urge you to attend any sessions with topics relevant to your procurement strategy.

To register for a webinar, visit the Program Resources page on the COSTARS website at:

<https://www.dgs.pa.gov/COSTARS/Program-Resources/Pages/default.aspx>.

| Member Webinars   |   |
|-------------------|---|
| March 16          | Energize Your Budget with COSTARS and Penn State Facilities Engineering Institute (PSFEI)   |
| April 14          | Procured Case Studies: Capitalizing on the Experiences of Your Procurement Community        |
| June 9            | Technology Roadmap: What Technology Upgrades Will be Keys to Your Success?                  |
| July 13           | Going Green: COSTARS Contracts That Save Your Green   |
| Aug. 11           | COSTARS Communications Solutions  |
| Supplier Webinars |   |
| May 11            | In the Minds of COSTARS Members: A Supplier Guide to a Successful COSTARS Member Experience |
| Nov. 16           | Increase Your Customer Base with COSTARS  |

## Higher Ed. Gearing Up for Budget Challenges

By Felicia Campbell, COSTARS Marketing Manager

A study by the International Association of University Presidents and Santander Universidades recently found that colleges will feel the affects of the pandemic for quite some time. Due to the pauses of in-person education in 2020, collegiate revenue has been on a decline. Not only has lower enrollment caused a dip in revenue but also the loss of connected revenue generated by housing and food service has affected the budgets of our higher education providers. Colleges and Universities will need to be innovative to recover this lost revenue.

One possibility for these entities, not already involved in this \$1 billion industry, is to explore adding varsity eSports to their collegiate offering. eSports are multiplayer video game competitions, either played as head-to-head matches by individuals or as teams. According to the National Association of Collegiate eSports (NACE), varsity eSports programs are offered by more than 170 higher education institutions in the United States. In addition, NACE reports that potential students have scholarship opportunities—to the tune of a combined \$16 million in scholarships per year. A collegiate eSports program can help higher education institutions drive enrollment with STEM and international students.

COSTARS members from colleges, universities and high school-level institutions considering the addition of an eSports program can use COSTARS contracts for much of their eSports program procurement. Keep in mind that members can save time and cost by taking advantage of all 36 COSTARS-exclusive, multi-vendor contracts and over 100 statewide, COSTARS-participating contracts for a variety of procurement needs across your organization. View the **Guide to COSTARS Contracts** on the Member Information page of the COSTARS website at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS) to locate other products and services available to COSTARS members.

COSTARS-exclusive  
and  
Statewide COSTARS-  
participating Contracts



- COSTARS-3 IT Hardware
  - Gaming computers, gaming monitors, CPU upgrades, graphic card upgrades, keyboards, headsets, mice.
- Master Information Technology (IT) Services ITQ #4400004480
  - Hardware Installation Services
- COSTARS-35 Furniture and Window Treatments
- Commercial Furniture #4400016531
- Re-manufactured Furniture #4400016955

## Productivity Prompts

We have all had to make adjustments during 2020 and devise ways to be efficient in a new environment, with limited resources or support staff. While the COSTARS team has been teleworking, our press office sends weekly Teleworking Tips. We thought our COSTARS members and program participating suppliers might find these as helpful as we have. Enjoy!

### Microsoft Office:

- **Word**—Delete entire words at a time = Ctrl+Backspace (curser placed after word to be removed)
- **Word**—Insert links = Ctrl+K
- **Excel**—Wrap text in a cell = Wrap Text option under Home tab or Alt+Enter
- **PowerPoint**—Start slideshow from beginning = F5
- **PowerPoint**—Write on your slides while presenting = Ctrl+P
- **PowerPoint**—Highlight on your slides while presenting = Ctrl+U

### Windows 10:

- Pin the Sticky Notes app to your task bar to jot down a phone number or create a note quickly.
- Perform calculations on dates using the Date Calculation in the Calculator by clicking on the three lines in the top right of the app.
- Delay a screenshot in Snip & Sketch by clicking the small arrow next to New and choose the delay time.
- Want to clear the clutter of too many open windows on your screen? Grab the top of the window you want to keep and shake it. All other windows will minimize. Shake again to maximize windows.
- Don't have dual monitors? Get additional desktops virtually by clicking on Task View (next to the search box on the task bar) to separate all open windows. Drag any of them to where it says "New Desktop".



## Productivity Prompts, cont.

### Time Management:

- ✓ Create a structured schedule with budgeted time for each priority on your list.
- ✓ Attack your biggest task first, when you have the most energy. You'll feel a sense of accomplishment and knowing the hardest task is out of the way will help you cruise through the rest of the list.
- ✓ Set specific times to check emails so you aren't distracted in the middle of a project.

### Password Security

Security researchers say that 30% of passwords can be cracked by hackers in less than a second! Create a passphrase instead of a password to assure that it is nearly impossible for hackers to guess.

Example: A pack of gum costs 50 cents and a candy bar is a dollar.

Passphrase: **Ap0gc50c@@cbiad**



### FEBRUARY

**LNP Lancaster Online** - The school board voted in July to replace the football field with synthetic turf, repair the rundown track and install a new stadium fence at its high school. To save on construction costs, board members approved a motion to participate in the state Department of General Services' COSTARS program. District officials expect to save \$345,000 by replacing the stadium scoreboard and switching to LED lighting.

**Observer-Reporter** - Washington City Council agreed during a Thursday virtual meeting to purchase a new plow truck after one of four recently broke. The truck will be purchased from Stephenson Equipment through the COSTARS Program.

**The Citizen's Voice & Sunday Voice** - Lake-Lehman School District has a contract for the completion of an athletic facility improvements project that will add new multi-sport fields on the high school campus by the football stadium. The school board approved a design/build contract with Keystone Sports Construction in Exton through the state COSTARS program.

**The Mercury** - Montgomery County Board of Commissioners authorized the purchase of maintenance equipment that will be distributed to the county's parks, trails and historic sites, and roads and bridges departments. The equipment will be purchased from Deere & Company, Eagle Power and Equipment and John Deere Shared Services. Additionally, a three-year agreement with CDW Government Inc., provides CommVault Data Back-up Software for Montgomery County's Information and Technology Solutions Department. An agreement with Whitmoyer Auto Group of Mt. Joy,

Pennsylvania, permits stakeholders from the Montgomery County Sheriff's Office and the Montgomery County Correctional Facility to purchase three 2021 Ford Police Interceptors. All purchases will be made through the COSTARS Program.

**The Meadville Tribune** -The Cambridge Springs Borough Council recently received a 2020 Ford Police Interceptor that was ordered in July from Bill McCandless Ford in Mercer through COSTARS.

**TribLive** - North Huntingdon police will be getting two new police cars this year. Township commissioners approved payment for two 2021 Ford police Interceptor Pursuit all-wheel-drive vehicles from Jim Shorkey Auto Group of North Huntingdon through the state's cooperative purchasing agreement COSTARS.

### DECEMBER

**The Standard Speaker** - The Hazle Township Supervisors will use funds from a state Greenways, Trails and Recreational Program grant to replace a four-foot-wide wooden bridge at Lake Irena in Community Park with a 8-foot-wide bridge that can support motor vehicles. The bridge was purchased from the Contech firm through the state's COSTARS cooperative purchasing program.

### NOVEMBER

**The Mercury** - The Montgomery County Commissioners authorized a series of contracts related to mitigation and response efforts surrounding the COVID-19 pandemic. A contract with Norris Sales Company Inc., of Conshohocken, provides for "16 Variable message sign board trailers." According to the agreement, the equipment was made available by way of a contract from the Commonwealth of Pennsylvania's cooperative purchasing program COSTARS. An agreement with Corbett Inc., of Norristown, "provides for social distancing furniture and barriers" inside "the courthouse, One Montgomery Plaza and" the offices inside the county's Office of Public Health. According to the contract, the equipment was available via the Commonwealth of Pennsylvania's cooperative purchasing program COSTARS.

**Times Leader** - The Luzerne County Convention Center Authority approved upgrades and improvements at the Mohegan Sun Arena at Casey Plaza in anticipation of reopening the facility sometime next year. Some of the items will be purchased by ASM Global through COSTARS, the state's cooperative purchasing program.

**The Standard Speaker** - Hazle Township is using part of a COVID-19 grant to build a facility for storing PPE, sanitizing equipment and highway department trucks and equipment near the existing township garage, he said. A contract for that project was awarded through a state-run cooperative purchasing program COSTARS.

The COSTARS Team is always searching for stories in the news about COSTARS members who are saving money by purchasing through the COSTARS Program. Tell us about your successful money-saving purchases and we will be sure to include them in our next edition of the COSTARS Connection newsletter! Share your success story online via our new "Share Your COSTARS Savings Success Story" web-page on the COSTARS website at <https://www.dgs.pa.gov/COSTARS/Pages/Success-Story.aspx>.

# DGS Provides Increased Opportunities for Small, Small Diverse and Veteran Business Enterprise

By Audrey Smith, BDISBO Procurement Liaison

The Commonwealth of Pennsylvania is committed to providing opportunities for small, small diverse, and veteran businesses to compete in state contracting with the goal of promoting economic growth and success of those small, small diverse and veteran businesses.

The Department of General Services (DGS), Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) administers the Small Business (SB), Small Diverse Business (SDB), and Veteran Business Enterprise (VBE) programs which support small businesses and those small businesses that are minority, women, veteran, service-disabled veteran, LGBT-owned, and disability-owned business entities in their efforts to participate in Commonwealth contracts.

The SB, SDB, and VBE programs strive to increase opportunities for small and small diverse businesses to compete as both prime and sub-contractors for commonwealth contracts and enables them to compete on a more level playing field.

The Bureau administers a proactive compliance review program for monitoring utilization to ensure that contractual commitments between prime contractors and SB, SDB, and VBE sub-contractors are met. Finally, BDISBO conducts outreach and training to expand and enhance the program.

## Requirements/Eligibility:

Businesses interested in participating in the Small Business Program must first register to do business with the Commonwealth, obtain a PA Vendor Number, and self-certify through an online application as a “small business.”

To self-certify and participate in the program, a business must meet each of the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed \$38.5 million three-year average gross revenues.
- The business must provide the company's three most recent federal tax returns.

The opportunity for Small Diverse Business and Veteran Business Enterprise verification is offered once a business has received a PA Vendor Number and is successfully self-certified with the commonwealth as a small business.



Department of General Services will accept approved third-party certifications from any of the entities listed below:

- Unified Certification Program (UCP)
- National Minority Supplier Development Council (NMSDC)
- Women's Business Enterprise National Council (WBENC)
- U.S. Small Business Administration (SBA) 8(a) Program
- Vets First Verification Program <https://www.va.gov/osdbu/verification/index.asp>
- National Gay & Lesbian Chamber of Commerce (NGLCC)

**Cost:**  
DGS Self-Certification and Verification are free.

**Contact:**  
401 North Street  
Room 611, Harrisburg, PA 17120  
Telephone: (717) 783-3119  
Fax: (717) 787-7052  
[www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov)

## COSTARS Reduced Annual Administrative Fee for Small and Small Diverse Businesses and Veteran Business Enterprises

The COSTARS Program encourages Small Businesses, Small Diverse Businesses and Veteran Business Enterprises to participate in COSTARS by offering a reduced annual administrative fee, consequently increasing the opportunity for these businesses to sell their products and services to more than 9,000 registered COSTARS members. To learn how your business can become a COSTARS supplier, visit the COSTARS Supplier Information page at <https://www.dgs.pa.gov/COSTARS/Supplier-Information/Pages/default.aspx>.

## The COSTARS Supplier Website Has a New Look!

The COSTARS supplier website, [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS) > **COSTARS Supplier Information**, is the repository for program information important to current and potential COSTARS suppliers. One of our goals for 2021 was to reimagine this site, to provide users better flow and ease-of-use.

Suppliers using the new site will now experience a “journey” through COSTARS. This journey is based on what the user is trying to accomplish at the time of visiting the site.

Here is a quick overview of how this site has been redesigned into program processes and needs through Quick Links:

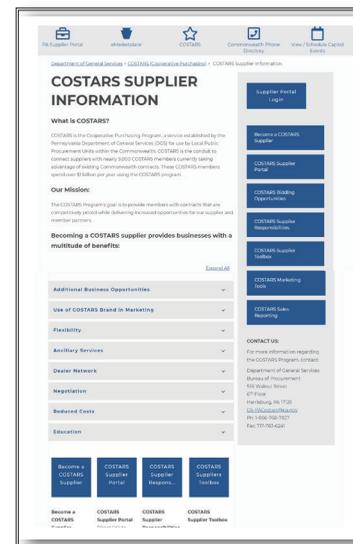
**Become a COSTARS Supplier**— suppliers interested in participating in the program can start at this quick link to learn about the process of becoming a supplier, access supplier documents, locate COSTARS Bidding Opportunities and member search, and access supplier online trainings.

**COSTARS Supplier Portal**— COSTARS-participating suppliers can access the quick link to the PA Supplier Portal in several areas of this COSTARS supplier site, creating a convenient transition from COSTARS program information to accessing and editing individual supplier profiles, reporting sales, paying annual administrative fees, locating the member contact list and other marketing resources.

**COSTARS Supplier Responsibilities**— both current and potential COSTARS suppliers must meet program conditions, so we've created a special Supplier Responsibilities section defining these requirements and processes. Suppliers can access quarterly sales reporting, marketing, contract renewals and annual administrative fee payments from this link.

**COSTARS Supplier Toolbox**— when looking for a specific resource, there is no need to explore other sections to locate the resource. We have created a Supplier Toolbox where suppliers can gain speedy access to COSTARS resources. Items found in this section include supplier documents, links to important COSTARS processes, links to marketing tools and supplier FAQ's.

*We strive to evolve the COSTARS program and resources to provide consistent value to our members and suppliers. Your feedback is key to this evolution. Feel free to share your thoughts and experiences of using this redesigned supplier site!*



# COSTARS On The Road (Virtually!)

COSTARS Marketing Managers make it their mission to spread the message about the COSTARS Program, recruit new members and suppliers, and provide training about the program. Marketing Managers Kim Bullivant and Felicia Campbell travel throughout the commonwealth speaking at conferences, workshops and seminars sponsored by associations, suppliers, universities, legislators, chambers of commerce and others.

To submit a request for a COSTARS representative to speak or conduct a training session for members or suppliers at an upcoming event, please contact Kim or Felicia at toll free telephone number 1-866-768-7827 or email to [GS-PaCostars@pa.gov](mailto:GS-PaCostars@pa.gov). The COSTARS Marketing Team's Calendar of Events is also available on the COSTARS website on the COSTARS Program Resources page.

## Recent Events

- Dec. 2 GreenGov/Local Climate Action Program (LCAP) Virtual Forum
- Dec. 8-9 Tri-State PTAC Mega-Matchmaker - Virtual
- Feb. 10 Mid-Penn Facility Directors Regional Chapter Meeting - Virtual
- Feb. 16 Electric Vehicle Supply Equipment ITQ Vendor Forum - Virtual
- Feb. 17 COSTARS for Newbies: Efficient and Cost-effective Procurement Webinar

## Upcoming Events

- March 16 Energize Your Budget with COSTARS and Penn State Facilities Engineering Institute (PSFEI)
- April 14 Procured Case Studies: Capitalizing on the Experiences of Your Procurement Community
- April 27 PSATS Virtual Workshop

## March is National Procurement Month!

The month of March is dedicated to honoring purchasing staff members in government agencies and private businesses.

Thank you to all procurement professionals for your dedication to providing outstanding service and procurement savings to commonwealth taxpayers every day!



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## COSTARS Connection

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Further information on the COSTARS program is available by phone at 1-866-768-7827 or by visiting the COSTARS website at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).

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