

DATE: February 5, 2026

DEPARTMENT OF GENERAL SERVICES
BUREAU OF CAPITAL PROJECT DESIGN MANAGEMENT
1800 HERR STREET
HARRISBURG, PENNSYLVANIA

ADDENDUM NO. 2

on

PROJECT NO. DGS C-0015-P003 PHASE 003
PROJECT TITLE - Facilities Conditions Assessment Consulting Services
PROFESSIONAL:

If you submitted a bid prior to this Addendum being issued, your bid has been discarded and you must re-submit your bid(s) prior to the bid opening date and time.

ADMINISTRATIVE CHANGES – ALL CONTRACTS

Item 1 - The Scoring Matrix is located within the List of Appendices document in the Bid Documents module of Trimble.

Item 2 - No minutes from the optional Pre-Proposal Conference will be issued. For proposers interested in the identities of potential bidders presently interested in the project, please refer to the DGS website where this list is updated every Monday. Link: [Submit Bids and Proposals for Commonwealth Projects | Department of General Services | Commonwealth...](#)

Item 3 - Any verbal clarifications that may have been stated at the conference were, as then was noted, non-binding. Proposers seeking formal clarifications must do so via the Questions/Responses function tab in the bidding module of Trimble. Formal responses affecting the RFP will be issued by way of Addendum.

Item 4 - The BDISBO presentation is attached to this Addendum.

Item 5 - Proposers are reminded that no cost submission is requested with the initial submission of this RFP. The final contractual scope and basic services fee(s) will be finalized pursuant to successfully completed negotiations with the proposer ultimately selected for negotiations.

SPECIFICATION CHANGES – ALL CONTRACTS

Item 1 - N/A

DRAWING CHANGES – ALL CONTRACTS

Item 1 - N/A

Pre-Bid Meeting
SDB/VBE Goal Setting Information

DGS C-0015-P003 Facilities Conditions
Assessment Consulting Service

Issuing Officer
Susan Stanisic –
sstanisic@pa.gov

January 30, 2026 1:00 PM



Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Bid References

Instructions to Bidders

- Section 5 – Submission/Signing of Bids
- Section 30 – Small Diverse Business and Veteran Business Participation Information

Administrative Procedures

- No. 13 – Small Diverse Business and Veteran Business Enterprise Participation

Attachments

- SDB Participation Packet-Prof Selections-0015P003.pdfVersion 1
- VBE Participation Packet-Prof Selections-0015P003.pdfVersion 1

A Bidder/Offeror's failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of either the SDB or VBE participation goal will result in the rejection of the Bid or Proposal as nonresponsive.



Solicitation Specific Goals



DGS C-0015-P003 Facilities Conditions Assessment Consulting Service	SDB	VBE
.5 All Base Bids (#1)	19%	3%

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

Primes are welcome to exceed the goal!



SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation.

SB Eligibility 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 three-year average gross revenues of \$47 Million, regardless of business type (effective 11/1/2018).

Small Diverse Business (SDB)

Goal oriented

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

Veteran Business Enterprise (VBE)

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

SDBs and VBEs must be certified/valid as of bid close due date and time.

[Commonwealth Phone Directory](#) | [Department of General Services](#) | [Commonwealth of Pennsylvania](#)



Finding SDB/VBE vendors

- <http://www.dgs.internet.state.pa.us/suppliersearch>
- Access Search Guide - <https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison



Quick Search

**pennsylvania**
DEPARTMENT OF GENERAL SERVICES

Supplier Search

Home PA eMarketplace Search Contracts

Note: The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

Quick Search

Supplier Name or SAP Number

Search

Reset

IMPORTANT: Always click **Reset** prior to a new search to clear parameters from previous searches

Advanced Search

Show 10 entries

Export to Excel Reset Search Criteria

Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
21ST CENTURY MEDIA NEWSPAPER LLC	ROBERT BUTKINS sales@nittanyvalley.com					No
22 GROUP, LLC ()	Caroline M. Harper	757 PUBLIC RD	9/23/2019-	9/23/2019-		No

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



Advanced Search

Supplier Classifications

☐ Minority Business Enterprise
☐ Woman Business Enterprise
☐ LGBT Business Enterprise
☐ Disabled-Owned Business Enterprise
☐ Service-Disabled Veteran Business Enterprise
☐ Veteran Business Enterprise
☐ Small Business
☐ Stocking Supplier
☐ Non-Stocking Supplier

☐ Select all Classifications
☐ Select all Small Diverse Business Classifications

- ☐ Find only vendors that have all selected classifications
☒ Find only vendors that have at least one selected classification

← Select one or more classifications. To pull only SDBs, check "Select all Small Diverse Business Classifications" below. To Include SBs, check "Small Business".

UNSPSC Description

Enter a brief code description (e.g. Door)

Type in any part of a UNSPSC code description to find vendors who have selected that UNSPSC code. ex: Landscaping will find vendors who have selected any UNSPSC code that has landscaping anywhere in the description. [Click here to download the entire list in Excel format.](#)

← OR ↓

UNSPSC Codes

▶ ☐ 10000000 - Live Plant and Animal Material and Accessories and Supplies
▶ ☐ 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
▶ ☐ 12000000 - Chemicals including Bio Chemicals and Gas Materials
▶ ☐ 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
▶ ☐ 14000000 - Paper Materials and Products
▶ ☐ 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
▶ ☐ 20000000 - Mining and Well Drilling Machinery and Accessories
▶ ☐ 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
▶ ☐ 22000000 - Building and Construction Machinery and Accessories
▶ ☐ 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
▶ ☐ 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
▶ ☐ 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components
▶ ☐ 26000000 - Power Generation and Distribution Machinery and Accessories

Click arrow to expand Segment for additional codes

Browse and select one or more codes. Don't know the codes you want? Download the entire list in Excel.

See slide 13 to understand the UNSPSC code hierarchy.

- ☐ Find only vendors that have all selected UNSPSC codes
☒ Find only vendors that have at least one selected UNSPSC code



UNSPSC Commodity Code Search



United Nations Standard
Products and Services
Code



WELCOME

United Nations Standard Products and Services Code® (UNSPSC®)

The **United Nations Standard Products and Services Code® (UNSPSC®)**, owned by the United Nations Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

Encompassing a five-level hierarchical classification codeset, UNSPSC enables expenditure analysis at grouping levels relevant to your needs. You can drill down or up to the codeset to see more or less detail as is necessary for business analysis.

You may browse and download the current version of the code at no cost. Click [HERE](#) to download the codeset.

For issues and other inquiries, please contact info.unspsc@undp.org



Advanced Search

Use multiple filters to restrict your search results to exactly what and where you need.

PA Counties

☐ Carbon County
☐ Clearfield County
☐ Clinton County
☐ Columbia County
☐ Crawford County
☒ Cumberland County
☒ Dauphin County
☐ Delaware County
☐ Elk County
☐ Erie County
☐ Select all Counties

☐ Find only vendors that s
☒ Find only vendors that s

Supplier Classifications

☒ Minority Business En
☒ Woman Business En
☒ LGBT Business Ente
☒ Disabled-Owned Bu
☒ Service-Disabled Ve
☒ Veteran Business En
☒ Small Business
☐ Stocking Supplier
☐ Non-Stocking Supplier

UNSPSC Codes

☐ 30100000 - Structural components and basic shapes
☐ 30110000 - Concrete and cement and plaster
☐ 30120000 - Roads and landscape
☐ 30130000 - Structural building products
☒ 30140000 - Insulation
☒ 30150000 - Exterior finishing materials
☒ 30151500 - Roofing materials
☒ 30151600 - Roofing accessories
☒ 30151700 - Rain gutters and accessories
☒ 30151800 - Siding and exterior wall materials
☐ 30151900 - Finishing materials and products
☐ 30152000 - Fencing

☐ Find only vendors that have all selected UNSPSC codes
☒ Find only vendors that have at least one selected UNSPSC code

Search

Reset



Search Results

Advanced Search						
Show 25 entries			Export to Excel		Reset Search Criteria	
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	SDB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Greene@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCONTROLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

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



Supplier Profile

Name:	ADVANCED CLEANING SOLUTIONS LLC
SAP Number:	511377
Doing Business As:	ADVANCED CLEANING SOLUTIONS LLC
Other Names:	
Keywords:	
Web site:	
SB Validity Dates:	02/27/2018 - 03/31/2020
SDB Validity Dates:	02/27/2018 - 03/31/2020
VBE Validity Dates:	02/27/2018 - 03/31/2020
COSTARS Participant:	No

← SB, SDB & VBE Expiration Dates

Supplier Classifications

- Small Business
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise

← SB, SDB & VBE Classifications

Contact Information

Contacts

Contact Type	Contact Details	Phone
CORPORATE	Email: CLEANTEAM@ADVANCEDSOLUTIONSPA.COM	
SB MAIN	Nicholas Ward Title: Email: cleanteam@advancedsolutionsPA.com	610-597-0012



Search Results

Advanced Search						
Show 25 entries			Export to Excel Reset Search Criteria			
Supplier (click on name to display full record)	Contact	Address	SB Validity Dates	DB Validity Dates	VBE Validity Dates	COSTARS
ADVANCED AUDIO VISUAL SALES INC	JOHN GREENE DIRECTOR OF SALES John.Green@advancedav.com (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)	Craig Connelly CCONNELLY@ADVANCEDBLDGCONTROLS.COM (Phone) 215-520-9964	PO BOX 303 HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
ADVANCED BUILDING PERFORMANCE INC ()	Pei Pei Cavalier PEIPEI@ABPCX.COM (Phone) 301-760-9989	11225 HURDLE HILL DR POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 abpcx.com	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)	Nicholas Ward cleanteam@advancedsolutionsPA.com (Phone) 610-597-0012	PO BOX 3223 ALLENTOWN, PENNSYLVANIA 18106	2/27/2018-3/31/2020	2/27/2018-3/31/2020	2/27/2018-3/31/2020	No

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



Excel Export Results – Supplier Contacts

Excel Export Results includes Vendor ID, Supplier Name, Contact Name, Email, Phone, Fax

	A	B	C	D	E	F	G	H	I	J	K
	SAP Number	Supplier Name	Contact Name	Name	Title	Email	PhoneAreaCode	PhoneNumber	PhoneEx	FaxAreaCo	FaxNumber
2	104279	CA WEISS SALES LLC	CORPORATE			caweiss@comcast.net					
3	104279	CA WEISS SALES LLC	SB MAIN	KRISTY ZARICHNIAK		kristyz@comcast.net	610	4588864		610	4588875
4	119565	DUFF SUPPLY COMPANY	CORPORATE	ALEX DUFFINE	VP	DFRANK@DUFFCOMPANY.COM	610	2754453	147	610	2796299
5	119565	DUFF SUPPLY COMPANY	REMITTO	BARB COHEN		bcohen@duffco.com	610	2754453	149	610	2756761
6	119565	DUFF SUPPLY COMPANY	SB MAIN	ALEX DUFFINE		aduffine@duffco.com	610	2754453			
7	119565	DUFF SUPPLY COMPANY	SB SECONDARY			info@duffco.com					
8	122594	HOUCK SERVICES INC	CORPORATE			jherrold@houcks.com					
9	122594	HOUCK SERVICES INC	SB MAIN	JARROD HERROLD		jherrold@houcks.com	717	6573302		717	6579805
10	122594	HOUCK SERVICES INC	SB SECONDARY			kgussler@houcks.com					
11	134717	PENN STATE ELECTRIC MECHANICAL	CORPORATE			razmataz33@aol.com					
12	134717	PENN STATE ELECTRIC MECHANICAL	SB MAIN	RAZ SUGARWALA		razmataz33@aol.com	717	2992090		717	2992297
13	134717	PENN STATE ELECTRIC MECHANICAL	SB SECONDARY			ksing6027@yahoo.com					
14	135270	BARBARA J SALES ASSOC INC	CORPORATE			barb@barbarajsles.com					
15	135270	BARBARA J SALES ASSOC INC	SB MAIN	BARBARA SMITH		barb@barbarajsles.com	412	5233398		800	8137122
16	135270	BARBARA J SALES ASSOC INC	SB SECONDARY			willsmith@willjservices.com					
17	137893	IDA YEAGER SALES INC	CORPORATE			idayeagersales@zoominternet.net					
18	137893	IDA YEAGER SALES INC	SB MAIN	IDA LAQUATRAYEAGER		idayeagersales@zoominternet.net	724	4525260		724	4521072
19	144061	CONSTRUCTION TOOL SERVICE INC	CORPORATE			ehuss@constructiontoolservice.com					
20	144061	CONSTRUCTION TOOL SERVICE INC	SB MAIN	BETTY CONNELLY		bconnelly@constructiontoolservice.com	412	6816673		412	6819185
21	144061	CONSTRUCTION TOOL SERVICE INC	SB SECONDARY			bcgoodwork@aol.com					
22	145576	BURKE & MICHAEL INC	CORPORATE			MARYFRANCES@BURKEANDMICHAEL.COM					
23	145576	BURKE & MICHAEL INC	SB MAIN	MARY FRANCES HOGAN		maryfrances@burkeandmichael.com	412	3212301		412	3214582
24	153927	COOPER TRADING INC	CORPORATE			cti@ctipa.com					
25	153927	COOPER TRADING INC	SB MAIN	PETER COOPER		pete@ctipa.com	724	8618830		724	8618832
26	153927	COOPER TRADING INC	SB SECONDARY			debbie@ctipa.com					
27	157009	CONTRACT HARDWARE AND SUPPLY	CORPORATE			cristil@chsupplyinc.com					
28	157009	CONTRACT HARDWARE AND SUPPLY	SB MAIN	BRAD BOTTEICHER		bradb@chsupplyinc.com	814	9412340		814	9412342

Suppliers	Supplier Addresses	Supplier Contacts	Counties	Supplier Classifications	ITQs	ITQ Contracts	UNSPSC Codes
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How to Meet the Goal

3 Scenarios

1. Self-Perform as a **DGS-verified** SDB and/or VBE Prime vendor
2. Find Separate **DGS-verified** SDB and VBE vendors
3. Use a **DGS Dually-verified SDB/VBE** vendor

Submittal Forms

1. Complete SDB-2&3/VBE-2&3 by putting your company name as vendor with appropriate percentage commitment to fulfill each goal amount.
2. Complete SDB-2&3/VBE-2&3 by noting SDB vendor on SDB submittal and VBE vendor on VBE submittal with appropriate percentage commitment to fulfill each goal amount.
3. Complete SDB-2&3 /VBE-2&3 by noting same vendor on both SDB-2&3 and VBE-2&3 with highest percentage value commitment on BOTH forms.



SDB/VBE Forms in e-Builder

Pennsylvania Department of General Services / Facilities Conditions Assessment Consulting Services

↳ Facilities Conditions Assessment Consulting Services

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

13 Days 22 Hours 45 Minutes Left

Due on 02.11.2026 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Accept **Decline**

Bid Info **Invitation Documents (9)** **Addenda (1)**

Hide All | Show All

Click this icon  to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
  01 Bid Documents (2)	01.16.2026 9:31 AM	

Scroll down to find SDB and VBE Participation Packets



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 **READ***
- GFE Waiver – *SDB-5/VBE-5*

**Bid packages available in e-Builder in the
Package Invitation/Bid Info in the Invitation Documents folder**



Solicitation-Specific Goals

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

PLEASE READ BEFORE COMPLETING THESE DOCUMENTS
Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal

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.

The following instructions also include details 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.

A Bidder/Offeror's failure to meet the SDB participation goal in full or their failure to 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 Solicitation. 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: Offerors can access the directory of DGS-verified SDB firms from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.

Only SDBs verified by DGS and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, must be DGS-verified for the services, materials or supplies that it has committed to perform.

- a. SDB prime bidders or offerors. An SDB prime firm whose SDB verification is pending or incomplete as of the bid or proposal due date and time may not satisfy the SDB participation goal through its own performance. A self-certified SB prime that does

Pennsylvania Department of General Services



SDB Submittal – SDB-2

CRITICAL
✓ Check One, and
Only One, Box

**SDB-2
SDB PARTICIPATION SUBMITTAL**

Bidder/Offeror: _____ Solicitation # : _____

Solicitation Title: _____

Discipline: _____ (.1 GC, .2 HVAC, .3 Plumbing, or .4 Electrical)

Base Bid: _____ (identify the corresponding Base Bid for this SDB Participation Submittal)

CHECK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL

Click on bold titles to navigate to that specific page.

☐ I agree to meet	☐ I am requesting a partial	☐ I am requesting a full
participation goal in full. 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.	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 participation goal. I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award: 1. an SDB Utilization Schedule (SDB-3) for that portion of the SDB participation goal that I will meet; AND	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 for this solicitation and am requesting a full waiver of the SDB participation goal. I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete SDB participation goal, which



SDB Utilization Schedule – SDB-3

SDB-3 SDB UTILIZATION SCHEDULE

COMPLETE THE FOLLOWING IF YOU WILL BE UTILIZING SDB CONSULTANTS (SUBCONTRACTORS) TO MEET THE GOAL IN FULL OR IN PART

Applicants are not required to identify the specific SDB consultants within this SDB Utilization Schedule, but must identify the total percentage (%) of work to be performed by SDB consultants. However, the selected Applicant must submit, at the completion of program validation, consultant agreements for SDBs listed on Exhibit A of the agreement and all other SDB consultant agreements used to meet the portion of the SDB participation goal listed below. To receive credit toward meeting the SDB participation goal, the SDB consultant must be a DGS-verified SDB as of the execution of the consultant agreement.

Percentage of work to be performed by SDB consultants: %

SDB-3 SDB UTILIZATION SCHEDULE

COMPLETE THE FOLLOWING IF YOU ARE AN SDB APPLICANT (PRIME)

Applicant's SAP Vendor Number (6-digit number):

Applicant's SDB Verification Number (located on DGS SDB verification):

Type of SDB: ☐ MBE
☐ WBE
☐ DOBE
☐ SDVBE
☐ LGBTBE

Percentage of work to be self-performed by SDB Applicant: %



Guidance to Document GFE SDB-4

READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.
- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.



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

Complete all five parts

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:	

Bidder/Officer Company Name:	
Bidder/Officer Contact Name:	
Bidder/Officer Contact Email:	
Bidder/Officer Contact Phone Number:	

Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of contract 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 cost. Offeror must 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.

Identified Items of Work	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
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

Attach additional sheets if necessary.

Revised: January 26, 2024

Construction_RFP_IFB_SDB_Participation

SDB-5-1



GFE Waiver – 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 feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract cost that was made available to SDBs, and the total percentage of the total contract cost that was made available to SDBs, and the total percentage of the total contract cost that was made available to SDBs.

CRITICAL

✓ List all components of work offered for subcontracting.

	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
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

Attach additional sheets if necessary.



GFE Waiver – Part 2

Identified SDBs and Record of Solicitations

CRITICAL
✓ Specifics and Details
are important

SDB-5

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

Part 2 – Identified SDBs and Record of Solicitations

Identify the SDBs solicited to provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB is being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the SDB Utilization Schedule (SDB-2).

Note: Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB listed below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

Name of Identified SDB and Classification	Describe Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Received?	Quote Used?	Reason Quote Rejected
SDB Name: ☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		Date: ☐ mail ☐ email ☐ fax	Date: ☐ mail ☐ email ☐ fax	Date and Time of Call: Spoke with: Left Message:	☐ yes ☐ no	☐ yes ☐ no	☐ Used other SDB ☐ Used non-SDB ☐ Self performing
SDB Name: ☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		Date: ☐ mail ☐ email ☐ fax	Date: ☐ mail ☐ email ☐ fax	Date and Time of Call: Spoke with: Left Message:	☐ yes ☐ no	☐ yes ☐ no	☐ Used other SDB ☐ Used non-SDB ☐ Self performing

Attach additional sheets as necessary.

Revised: January 26, 2024

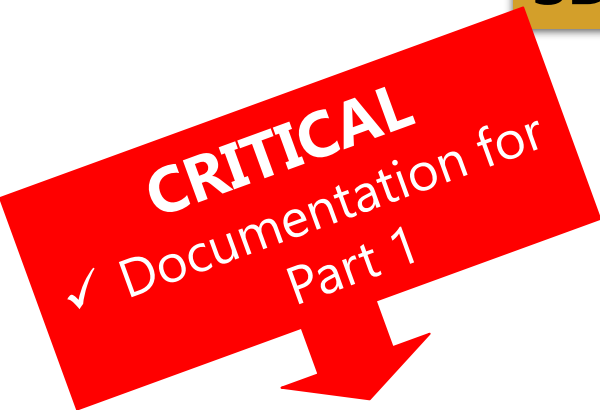
Construction_RFP_IFB_SDB_Participation

SDB-5-2



GFE Waiver – Part 3

SDB Outreach Compliance Statement



SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

Part 3 – SDB Outreach Compliance Statement

1. List the Identified Items of Work for subcontracting opportunities for the solicitation along with specific work categories:

2. Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these subcontract opportunities.

3. Offeror made the following attempts to contact the Identified SDBs:

4. Bonding Requirements (Please Check One):

☐

This project does not involve bonding requirements.

☐

Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements.
(DESCRIBE EFFORTS):

5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):

☐

Offeror did attend the pre-Bid/Proposal conference or Supplier Forum

☐

No pre-Bid/Proposal conference or Supplier Forum was held

☐

Offeror did not attend the pre-Bid/Proposal conference or Supplier Forum

Revised: January 26, 2024

Construction_RFP_IFB_SDB_Participation

SDB-5-3



GFE Waiver – Part 4

Additional Information Regarding Rejected SDB Quotes

CRITICAL
✓ Documentation for
Part 2

SDB-5

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

Part 4 – Additional Information Regarding Rejected SDB Quotes

This form must be completed if Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the Identified Items of Work. List the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if applicable, state the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of each quote.

Describe Identified Items of Work not being performed by SDBs (include specific section from bid or proposal)	Self-performing or using non-SDB (provide name of non-SDB if applicable)	Amount of non-SDB quote \$	Name of other firms that provided quotes and whether they are SDB	Amount quoted \$	Reason why SDB quote was rejected along with brief explanation
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other
	☐ self-performing ☐ using Non-SDB Name:		☐ SDB ☐ Non-SDB Name:		☐ price ☐ capabilities ☐ other

Attach additional sheets as necessary.



GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each
vendor listed in Part 1

SDB-5
GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF
SDB PARTICIPATION GOAL

Part 5 – SDB Subcontractor Unavailability Certificate

1. It is hereby certified that the firm of _____
(Name of SDB)
located at _____
(Number) (Street)

(City) (State) (Zip)
was offered an opportunity to bid on Solicitation No. _____
by _____
(Name of Bidder/Offeree's Firm)

2. _____ (SDB), is either unavailable for the work/service or
unable to prepare a Proposal for this project for the following reason(s):

(Signature of SDB's Representative) (Title) (Date)

(DGS SDB Certification #) (Telephone #)

3.
If the SDB does not complete this form, the bidder/offeree must complete the following:

To the best of my knowledge and belief, the above-listed SDB is either unavailable for the work/service
for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and
has not completed the above portion of this submittal.

(Signature of Bidder/Offeree) (Title) (Date)

Revised: January 26, 2024

Construction_RFP_IFB_SDB_Participation

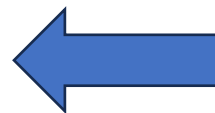
SDB-5-5



SDB/VBE Response Submittal

Electronic Bid Submission Disabled

Electronic bid submission has been disabled for this project. Hard copy bids must be submitted.



Best Practices

Do's

- Read the solicitation and all instructions completely.
- Submit SEPARATE SDB and VBE submittal forms.
- Validate subcontractor SDB/VBE status in DGS Supplier Database.
- Ensure that all appropriate forms are completed and signed correctly.
- Submit questions early per the solicitation requirements.

Don'ts

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.



REMINDER



**SEPARATE SDB/VBE
SUBMITTALS WITH
EACH DISCIPLINE
AND BASE BID!**



REMINDER



**Failure to submit
fully completed SDB
and VBE submittal
packets or GFE
waiver request
documentation will
result in removal of
your bid for award
consideration**



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

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