



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES**

**CAPITAL PROGRAMS
PROFESSIONAL SELECTIONS
PROCESS GUIDELINES SMALL
BUSINESS STATEWIDE SURVEY
SERVICES**

2023 Edition

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Governor

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1. INTRODUCTION

The purpose of this Professional Selections Guidelines for Small Business Statewide Survey Services (Guidelines for SWSS) is to describe the process and steps that will be undertaken by the Department of General Services Capital Programs personnel (DGS) when procuring professional(s) land surveying services.

2. SMALL BUSINESS RESERVE PROGRAM

This is a Small Business Reserve Program (SBR) pursuant to Executive Order 2023-18, wherein DGS is directed to encourage greater participation by small businesses and small diverse businesses by expanding opportunities to these entities. Therefore, only small businesses are eligible for the Small Business SWSS contracts. As surveying needs arise, the Department will issue Work Orders under \$600,000.00 to the DGS-certified small businesses selected for the project. To register as a small business, please visit [Get Started Doing Business with the Commonwealth\(pa.gov\)](https://www.pa.gov/get-started/doing-business-with-the-commonwealth).

3. OVERALL PROCESS

This is a three-step process. The first step is an open invitation for small businesses to qualify which will provide the DGS with a list of small business firms whose services may be utilized to conduct surveys on various projects. The second step is a request for quote where qualified firms will be asked to provide a quote. The third step is the selection and issuance of a work order to perform the work.

There will be an initial request for applications followed by additional periodic requests. The requests will close one year after the due date of the initial request. The qualified firms' contracts will be valid for a period of three years from the date of the initial selection request.

4. STEP ONE – INVITATION TO QUALIFY (ITQ)

Interested small business firms shall submit an application. The Governor's Selections Committee shall review applications and vote based on a pass/fail criterion if a firm has sufficient experience and qualifications to perform land surveys for the Commonwealth. All firms receiving a majority of passing scores shall be pre-qualified and receive a Small Business Agreement for Statewide Survey Services with a zero-dollar value and will be eligible to submit quotes and proposals for future projects. Such projects may be advertised on eMarketplace and via e-Builder.

Only those firms that respond to the ITQ and are deemed qualified by the Governor's Selections Committee and are awarded zero-dollar Agreements shall be eligible to submit quotes and be issued Work Orders for surveying services.

5. EXPERIENCE AND QUALIFICATIONS

The Governor's Selections Committee shall review applications for demonstrated knowledge and experience providing the following types of services:

- Topographic surveys for real property acquisitions and dispositions
- Boundary surveys for real property acquisitions and dispositions
- Boundary surveys for existing Commonwealth owned properties
- ALTA surveys for real property acquisitions (completion of a minimum of 2 for 150 acres or more)

6. PUBLIC NOTICE

The Notice of Public Meeting of the Selections Committee for Selections for Small Business Statewide Survey Services will be posted on DGS' website approximately sixty (60) days prior to the meeting date. Public notice of the project will be given in the same manner as a public notice is given for the competitive sealed bidding process. Applicants will be given a reasonable time, approximately four (4) weeks between the Notice of the Meeting and the Application Submission Deadline, to prepare and submit an application.

7. PROFESSIONAL SELECTIONS APPLICATION FOR SMALL BUSINESS STATEWIDE SURVEY SERVICES

The Application (Exhibit A) will be available to download through e-Builder, a web-based construction management system. Small business firms interested in applying will be required to register with e-Builder. A link in the eMarketplace advertisement will direct firms to the e-Builder registration site.

To be considered by the DGS, the Applicant must be a certified Small Business with the DGS, submit a responsive Application and be a responsible professional. (See section 16).

The Application form may not be altered. Additional attachments to the Application are not permitted.

The Governor's Selections Committee will evaluate the experience of the applicants, their capacity to perform land survey services and their ability to provide necessary available personnel.

The Application is reserved for DGS certified Small Businesses only. Small Diverse Business (SDB) and Veteran Business Enterprise (VBE) goals do not apply to this process.

8. GOVERNOR'S SELECTIONS COMMITTEE

The Governor's Selections Committee for Professional Selections is appointed by the Governor in accordance with the Commonwealth Procurement Code. It is comprised of five (5) members, none of whom may be employees of the Commonwealth or hold any elective office or office in any political party. The members shall be architects, engineers, or other persons knowledgeable in construction. Capital Programs will give public notice of their meeting at which they will recommend a list of qualified firms for consideration of land survey services.

At the advertised meeting, the following sequence of events will occur:

- 1) Each Committee member submits their pass/fail evaluation.
- 2) Capital Programs presents the individual evaluations.
- 3) The Committee members review and confirm their pass/fail evaluations.
- 4) The pass/fails are tallied and totaled.
- 5) A firm requires a majority of passing evaluations to qualify. If a tie occurs between pass and fail evaluations, the firm will be considered qualified.

9. RECEIPT OF APPLICATIONS

Applications must be signed by an official authorized to bind the Applicant and uploaded electronically through an e-Builder bidder portal by the date and time established in the Notice of Public Meeting. Applications will not be accepted through any other method of delivery. Any application received after the Application Submission Deadline will be rejected.

The e-Builder bidder portal permits project specific documents to be reviewed, downloaded and a completed “Professional Selections Application for Small Business Statewide Survey Services” to be uploaded (submitted) by professionals interested in qualifying.

1) REGISTRATION REQUIREMENTS:

- All Professionals must have a current, active Vendor Number to submit an Application. Please register at <https://pasupplierportal.state.pa.us>.
- All Professionals must be registered in e-Builder to view/download project documents. Professionals can register with e-Builder through a link in the project specific Professional Selections advertisement on eMarketplace. <http://www.emarketplace.state.pa.us>

Once registered with e-Builder, the Applicant creates a Username and Password. Upon logging in, the Applicant will be required to verify their company name, contact information, and click on the “Save” button to proceed to the e-Builder “Project Bidding Details” page. This page provides general information and has 3 tabs that allow the professional to review and download documents (Package Invitation tab), submit an Application (Response Form tab) or submit questions (Q&A Board tab).

To review/download project documents, the professional selects the Package Invitation tab, then selects the Invitation Documents sub-tab and then opens the Solicitation Documents folder. Within the folder is the Professional Selections Application for Small Business Statewide Survey Services, and other informational documents regarding the Selections process. If a professional wishes to submit an Application, the Application form must be downloaded, completed, uploaded and submitted through the e-Builder bidding portal.

2) BID PORTAL NOTES:

- Applicants will have up until the close of the bidding period (Application deadline) to remove and resubmit the required Application within the e-Builder bidding module.
- If multiple Applications are received from a firm, only the latest version will be accepted as submitted.

To submit a completed Application for Small Business Statewide Survey Services, the professional should return to the e-Builder bidding portal and select the Response Form tab.

- In sub-tab Step 1: Bid Form: The Applicant MUST enter zero (0) as the total cost. Cost is not a consideration for Selections, but the module requires an entry, so Applicants must enter zero (0). An Applicant will not be able to submit the Application if zero (0) is not entered in Step 1.
- In sub-tab Step 2: Response Documents: The Applicant uploads the completed Application to the required Design Professional Application field.
- In sub-tab Step 3: Additional Info: The Applicant should leave the Qualifications field blank. If information is added in the Qualifications field, it will not be considered.

After all required documents have been uploaded, the Applicant is to click on the Submit button in the upper left side of the Response Form tab to submit the documents. An e-mail confirmation will be issued with a log-in, should the Applicant wish to change the submission prior to the Application deadline.

10. STEP TWO – REQUEST FOR QUOTE(RFQ)

When land survey services are required, the DGS will issue a Request for Quote (RFQ). All firms on the list of Qualified Firms may respond to the RFQ. The firm with the lowest quote determined to be the most advantageous to the Commonwealth in accordance with procedures and criteria set in the RFQ will be selected for the project.

The RFQ will include the location of the project, a description of the specific services required, and submission requirements.

Qualified firms must submit their quote by the date and time specified for each RFQ to be considered for award. Award will be made to the firm with the lowest quote and conforms to the requirements of the RFQ and provides the best value to the Commonwealth.

Firms who submit quotes in response to the RFQ may be required to make an oral or written clarification of their quotes to the Issuing Office to ensure thorough mutual understanding and responsiveness to the solicitation requirements. The Issuing Office for the RFQ will handle any and all requests for clarification.

Each proposer specifically waives any right to withdraw or modify an RFQ submission, except as hereinafter provided. A Quote may only be modified by the submission of a new submission that is received by the Issuing Office prior to the Quote submission deadline.

11. COMMITTEE STATEMENTS OF CONFIDENTIALITY AND NO CONFLICT OF INTEREST

All Committee members are required to sign a Statement of Confidentiality (Exhibit B) and a Statement of No Conflict of Interest (Exhibit C). Committee members will sign the Statement of Confidentiality when they are appointed or invited to serve on the Committee. The Statement of Confidentiality ensures that non-public information remains confidential and outside parties do not have access to Committee information and cannot influence the outcome. Any Committee member who violates the terms of these statements is subject to termination.

All others requiring non-public information regarding the Selections process shall sign a Statement of Confidentiality (Exhibit B).

Committee members will sign the Statement of No Conflict of Interest when the Applications are received, and they have reviewed the identities of Applicants for conflicts. Any Committee member that violates the terms of these statements is subject to termination.

12. COMMITTEE AUDITS

The Committee will be subject to random audits by Commonwealth personnel. The audits may include the review of Committee procedures, documents, and decision-making processes.

13. WORK ORDER

The DGS will issue a Work Order to the qualified proposer selected through the RFQ process. The Work Order will include a not-to-exceed amount to be paid to the proposer for the work. The Work Order will include the scope of work identifying required services. The Work Order shall be official and binding and shall constitute the formal notice to the selected firm to proceed with the work or services specified in the RFQ. The issuance of a Commonwealth Purchase Order shall not be required to initiate performance under this contract.

14. NOTIFICATION TO UNSUCCESSFUL APPLICANTS

DGS Capital Programs will not notify the unsuccessful Applicant(s) nor conduct debriefs for the ITQ. The DGS will, however, publish and post to the DGS web site the quotes for the RFQ.

15. CONTRACTOR RESPONSIBILITY PROGRAM (CRP)

DGS Capital Programs will conduct periodic CRP obligation and performance checks of the Applicants at various times in the Selections and Award processes. This may include but is not limited to:

- Receipt of Applications
- Receipt of Quotes
- Execution of Work Order

Upon receipt of Applications, DGS Capital Programs will review CRP to determine an applicant's tax liabilities or other Commonwealth obligations and performance regarding integrity and reliability to assure good faith performance on a contract. Any unsatisfactory or deficient performance issues may result in the applicant being rejected as non-responsive. DGS, Bureau of Real Estate will review CRP obligation and performance checks of the applicants upon receipt of quotes and prior to execution of Work Order.

16. INCURRING OF COSTS

The Commonwealth is not liable for any cost incurred by those preparing Applications or RFQ submissions for the Small Business Statewide Surveying Services.

17. DGS RIGHTS RESERVED

DGS Capital Programs reserves the right to change these SWSS Guidelines. They will be posted on the DGS website. If changes are made to the SWSS Guidelines, the new Guidelines will apply only to Notices of Public Meeting of the Governor's Selections Committee for Selections of Small Business Statewide Survey Services issued after the date the changes are posted on the website. In addition, DGS Capital Programs reserves the right to change the Professional Selections Application for Small Business Statewide Survey Services.

The DGS reserves the right to cancel or withdraw any RFQ, in whole or in part, any time prior to issuance of a Work Order. The DGS reserves the right to reject any and all Quotes received as a result of an RFQ request. The DGS may, in its discretion, waive any informality in a Quote.

END OF TEXT

PROFESSIONAL SELECTIONS APPLICATION FOR SMALL BUSINESS STATEWIDE SURVEY SERVICES

Section 1 – Invitation to Qualify (ITQ) Information			
ITQ NUMBER:		ITQ TITLE:	
Section 2 – Applicant General Information			
FIRM NAME:		SAP NUMBER:	
PREDECESSOR FIRM(S) AND/OR ADDITIONAL OPERATIONAL NAMES (within 5 years):		SMALL BUSINESS RESERVE CERTIFIED:	
CONTACT PERSON:	TITLE:	E-MAIL ADDRESS:	
STREET ADDRESS:		CITY/STATE:	ZIP CODE:
PHONE NUMBER:	TYPE OF FIRM: (Indicate all that apply) ARCHITECT ENGINEER ARCHITECT/ENGINEER ENGINEER/ARCHITECT JV OTHER (If Other, please specify)		
NUMBER OF YEARS COMPLETING PROFESSIONAL LAND SURVEYS (5 years minimum):			
Section 3 – Key Personnel			
LIST INDIVIDUALS WHO WILL BE RESPONSIBLE FOR LEADING THE LAND SURVEYING SERVICES. AT LEAST ONE LICENSED PROFESSIONAL LAND SURVEYOR MUST BE ON STAFF AND IDENTIFIED TO QUALIFY. ANYONE WITH A PENNSYLVANIA PROFESSIONAL REGISTRATION MUST COMPLETE THE REGISTRATION INFORMATION; IF NOT REGISTERED IN PA., INDICATE STATE(S) IN WHICH THEY ARE REGISTERED.			
NAME:		TITLE:	
REGISTRATION #:		REGISTRATION EXPIRATION:	
STREET ADDRESS/CITY/STATE/ZIP CODE:		TOTAL NUMBER OF YEARS EMPLOYED BY FIRM:	TOTAL NUMBER OF YEARS LICENSED:
SPECIFIC ROLE/RESPONSIBILITIES:			
SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:			
SPECIALTY/DISCIPLINE:			
DEGREE/CERTIFICATION:	YEAR GRADUATED:	INSTITUTION:	
NAME:		TITLE:	
REGISTRATION #:		REGISTRATION EXPIRATION:	
STREET ADDRESS/CITY/STATE/ZIP CODE:		TOTAL NUMBER OF YEARS EMPLOYED BY FIRM:	TOTAL NUMBER OF YEARS LICENSED:
SPECIFIC ROLE/RESPONSIBILITIES:			
SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:			
SPECIALTY/DISCIPLINE:			
DEGREE/CERTIFICATION:	YEAR GRADUATED:	INSTITUTION:	

LIST INDIVIDUALS WHO WILL BE RESPONSIBLE FOR LEADING THE PROJECT. AT LEAST ONE LICENSED PROFESSIONAL LAND SURVEYOR MUST BE ON STAFF AND IDENTIFIED TO QUALIFY. ANYONE WITH A PENNSYLVANIA PROFESSIONAL REGISTRATION MUST COMPLETE THE REGISTRATION INFORMATION; IF NOT REGISTERED IN PA., INDICATE STATE(S) IN WHICH THEY ARE REGISTERED.

NAME:		TITLE:	
REGISTRATION #:		REGISTRATION EXPIRATION:	
STREET ADDRESS/CITY/STATE/ZIP CODE:	NUMBER OF YEARS EMPLOYED BY FIRM:	TOTAL NUMBER OF YEARS LICENSED:	
SPECIFIC ROLE/RESPONSIBILITY FOR THE PROJECT:			
SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:			
SPECIALTY/DISCIPLINE:			
DEGREE/CERTIFICATION:	YEAR GRADUATED:	INSTITUTION:	
NAME:			
REGISTRATION #:		REGISTRATION EXPIRATION:	
OFFICE LOCATION WHILE ON THE PROJECT:	NUMBER OF YEARS EMPLOYED BY FIRM:	TOTAL NUMBER OF YEARS LICENSED:	
SPECIFIC ROLE/RESPONSIBILITY FOR THE PROJECT:			
SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:			
SPECIALTY/DISCIPLINE:			
DEGREE/CERTIFICATION:	YEAR GRADUATED:	INSTITUTION:	
NAME:			
REGISTRATION #:		REGISTRATION EXPIRATION:	
OFFICE LOCATION WHILE ON THE PROJECT:	NUMBER OF YEARS EMPLOYED BY FIRM:	TOTAL NUMBER OF YEARS LICENSED:	
SPECIFIC ROLE/RESPONSIBILITY FOR THE PROJECT:			
SIMILAR PROJECT WORK EXPERIENCE & QUALIFICATIONS:			
SPECIALTY/DISCIPLINE:			
DEGREE/CERTIFICATION:	YEAR GRADUATED:	INSTITUTION:	

Section 4 – Applicant’s Recent Surveying Project Experience (Complete) At least 2 ALTA Surveys must be listed to qualify

LIST ALL RELEVANT COMMONWEALTH SURVEYING PROJECTS IN THE LAST 5 YEARS:

PROJECT NUMBER	PROJECT TITLE	AWARD DATE	TOTAL PROFESSIONAL FEE	AGENCY/ INSTITUTION	SURVEY TYPE (ALTA, Boundary, etc.)

LIST ALL OTHER RELEVANT SURVEYING PROJECTS:

PROJECT NUMBER	PROJECT TITLE	AWARD DATE	TOTAL PROFESSIONAL FEE	CLIENT	SURVEY TYPE (ALTA, Boundary, etc.)

Section 5 – Relevant Experience

DESCRIBE UP TO 3 PROJECTS, COMPLETED WITHIN THE LAST 10 YEARS, FOR ANY TYPE OF CLIENT THAT BEST ILLUSTRATES YOUR FIRM'S QUALIFICATIONS. DESCRIBE AT LEAST TWO ALTA SURVEY PROJECTS FOR SITES OF 150 ACRES OR MORE TO QUALIFY.

PROJECT NAME:

LOCATION:

CLIENT NAME:

SERVICES PERFORMED BY THE APPLICANT ON THIS PROJECT:

PROJECT DESCRIPTION:

SURVEY TYPE:

SITE SIZE:

COMPLETION DATE/STATUS:

TOTAL AGREEMENT FEE \$

CLIENT CONTACT NAME:

TITLE:

CONTACT TELEPHONE NUMBER:

CONTACT E-MAIL ADDRESS:

COMMENTS:

PROJECT NAME:

LOCATION:

CLIENT NAME:

SERVICES PERFORMED BY THE APPLICANT ON THIS PROJECT:

PROJECT DESCRIPTION:

SURVEY TYPE:

SITE SIZE:

COMPLETION DATE/STATUS:

TOTAL AGREEMENT FEE: \$

CLIENT CONTACT NAME:

TITLE:

CONTACT TELEPHONE NUMBER:

CONTACT E-MAIL ADDRESS:

COMMENTS:

Section 5 – Relevant Experience

DESCRIBE UP TO 3 PROJECTS, COMPLETED WITHIN THE LAST 10 YEARS, FOR ANY TYPE OF CLIENT THAT BEST ILLUSTRATES YOUR FIRM'S QUALIFICATIONS. DESCRIBE AT LEAST TWO ALTA SURVEY PROJECTS FOR SITES OF 150 ACRES OR MORE TO QUALIFY.

PROJECT NAME:

LOCATION:

CLIENT NAME:

SERVICES PERFORMED BY THE APPLICANT ON THIS PROJECT:

PROJECT DESCRIPTION:

SURVEY TYPE:

SITE SIZE:

COMPLETION DATE/STATUS:

TOTAL AGREEMENT FEE: \$

CLIENT CONTACT NAME:

TITLE:

CONTACT TELEPHONE NUMBER:

CONTACT E-MAIL ADDRESS:

COMMENTS:

Section 6 - Other Relevant Information

YOU MAY USE THIS SPACE TO PROVIDE ANY ADDITIONAL COMMENTS OR DESCRIPTIONS OF RELEVANT INFORMATION SUPPORTING YOUR QUALIFICATIONS.

Section 6 - Other Relevant Information (continued)

*YOU MAY USE THIS SPACE TO PROVIDE ANY ADDITIONAL COMMENTS OR DESCRIPTIONS OF RELEVANT INFORMATION SUPPORTING YOUR QUALIFICATIONS. - **CONTINUED***

CERTIFICATION AND SIGNATURE

My Small Business Firm believes we have the qualifications and capacity to provide Survey Services for the Invitation to Qualify (ITQ) identified on Page 1. All information set forth on this form is accurate and true as of this date.

1. The Firm consents to the evaluation of its performance by the Department and understands that any such evaluation may be used in future selections; and
2. To the best knowledge of the person signing this form, the Firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed on this form; and
3. To the best knowledge of the person signing this, the Firm, except as otherwise disclosed, has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Firm that is owed to the Commonwealth; and
4. The Firm is not currently under suspension or debarment by the Commonwealth, or any other state, or federal government; and
5. The Firm has not, under separate contract with DGS or any other agency, made any recommendations to DGS or any other agency concerning the need for the services described for this project; and
6. The Firm, by submitting this form, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth, including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities; and
7. Until the Firm receives a fully executed contract from DGS there is no legal and valid contract, in law or in equity; and
8. The Firm agrees that we have familiarized ourselves with the Commonwealth of Pennsylvania contract provisions set forth throughout the Small Business Agreement for Statewide Surveying Services which are located on the DGS website.

I state that _____ (Name of Firm) submits this form and understands and acknowledges that the above representations are material and important and will be relied upon by the Selections Committee and the Department of General Services in determining whether my Firm is selected for a surveying services contract with the Commonwealth. I understand and my Firm understands that any written false statement in this application which we do not believe to be true is and shall be treated as fraudulent concealment from the Selections Committee and the Department of General Services of the true facts relating to the submission of this application. A misrepresentation shall be punishable under 18 Pa. C.S. §4904.

Business is an Individual or General Partnership:		
Witness:	Owner:	Date:
Business is a Limited Partnership:		
Witness:	Owner:	Date:
Business is a Corporation:		
Witness:	Owner:	Date:
Business is a Limited Liability Company:		
Witness:	Owner:	Date:
Business is a Limited Liability Partnership:		
Witness:	Owner:	Date:
Business is a Foreign General Partnership:		
Witness:	Owner:	Date:
Business is a Joint Venture:		
Witness:	Owner:	Date:

EXHIBIT B

STATEMENT OF CONFIDENTIALITY

This statement must be signed by all that require non-public information regarding this Selections Process.

To protect the integrity of the public procurement process and in order to ensure fairness in the evaluation of applications submitted in response to a Notice of Public Meeting, it is very important that non-public information and the contents of applications remain confidential throughout the evaluation process.

I certify that:

1. I will not divulge nor make known, in any manner whatsoever, to any person, other than a member of the Committee or other individual who has signed a confidentiality statement for the same Project, or to an investigatory or law enforcement authority, after consultation with the individual's Office of Chief Counsel, any information (which has not already been made available to the public or all interested Applicants) pertaining to any and all aspects of the Selections including but not limited to the Members of the Committee, discussions during the initial project review meeting, the contents of firms applications, the scoring method, points allotted, evaluator scores, costs, or any other non-public/confidential information regarding the Selections process.
2. I understand that unauthorized sharing of information may give an Applicant an unfair advantage over another Applicant and thereby render the process invalid.
3. I understand that if I divulge such information I may be subject to disciplinary action, including termination of my employment with the Commonwealth.

By signing below, I acknowledge that I have read and understand the certifications set forth above in this Statement of Confidentiality.

Project Number:

Project Title/Location:

Signature

Date

Name (Print)

Fiscal Year

Employing Agency

EXHIBIT C

STATEMENT OF NO CONFLICT OF INTEREST

To protect the integrity of the public procurement process, it is essential that applications be evaluated in an unbiased manner and without conflict of interest. You have been selected to participate as a member of the Selections Committee or Ad-Hoc Committee for the referenced project not only because of your technical expertise, but also because the Deputy Secretary and your supervisor are not aware of any bias, business or family relationships, or any other conflicts that could affect, or which could be perceived to affect, your fair, honest and impartial participation in the evaluation of proposals. As an evaluator, you are expected to: 1) discharge your duties impartially so as to assure fair, competitive access to Commonwealth procurement by responsible contractors, and 2) conduct yourself in a manner which fosters public confidence in the integrity of the Commonwealth procurement process.

No Foreseeable Conflict of Interest or Bias

I certify that I, and to the best of my knowledge, my spouse, parent, child, brother or sister (“immediate family”), as defined in the *Public Official and Employee Ethics Act*, 65 Pa. C. S.A. §1102:

1. Are not current or former employees of any of the Applicants.
2. Are not directors, officers, owners, partners, agents, or representatives of any of the Applicants.
3. Do not hold any stock or any financial interest in any of the Applicants.

I certify that I will NOT, during the Selections process:

1. Solicit or accept, directly or indirectly, any promise of future employment or business opportunity from, or engage, directly or indirectly, in any discussion of future employment or business opportunity with, any director, officer, owner, partner, employee, representative, agent or consultant of an Applicant or their proposed subcontractors.
2. Ask for, demand, exact, solicit, seek, accept, receive, or agree to receive, directly or indirectly, any money, gratuity, or other thing of value from any director, officer, owner, partner, employee, representative, agent, or consultant of an Applicant or their proposed subcontractors for this project. I will advise my immediate family that the acceptance of any such gratuity may be imputed to me as a violation, and must therefore be avoided by them.

STATEMENT OF NO CONFLICT OF INTEREST

Initials _____
Page 1 of 2

I understand that my obligations under this certification are of a continuing nature. I will immediately seek the advice of the Department of General Services' Office of Chief Counsel and report the circumstances to my supervisor and to the Deputy Secretary of Capital Programs if at any time during the Selections process:

1. I receive a contact from an Applicant that submitted a application, or their proposed subcontractors, concerning employment or other business opportunity.
2. I receive an offer of a gift from an Applicant that submitted a proposal, or their proposed subcontractors.
3. I encounter circumstances where my participation might result in a real, apparent, or potential conflict.

Exceptions

Exceptions to the certifications that I have made in completing this certification are listed below. ***If additional space is needed, attach additional pages and initial each page of the addition.***

Check here if there are no exceptions to the certifications.

Signature and Certification

I have read and understand the certifications and understanding set out in this document. I further understand that by signing this document, I make the certification and confirm the understandings herein subject to the provisions and penalties of *18 Pa. C.S. Section 4904 (unsworn falsification to authorities)*.

Project Number:

Project Title/Location:

Signature

Date

Name (Print)

Committee Meeting

Employing Agency