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**GESA 2020-1  
SCI Fayette RFQ  
Pre-Quote  
Conference**

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**pennsylvania**  
BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

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**GESA 2020-1 RFQ  
August 25, 2020**

# What's the Point?



equality  
diversity  
inclusion

# SDB and VBE Classification

## SDB – Small Diverse Businesses

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

## VBE – Veteran Business Enterprise

- Veteran Business Enterprises
- Service-Disabled Veteran Business Enterprises

# Solicitation Specific Goals



## APPENDIX D

GESA 2020-1	SDB	VBE
GOALS	9%	3%

**Primes are welcome to exceed the goal!**

# Goal Analysis

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

# Note to Primes

- Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. The page includes a navigation bar with 'Home', 'PA eMarketplace', and 'Search Contracts'. A note explains that searches will include suppliers qualified for ITQ contracts and those registered with BDISBO. There are two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number' and 'Search'/'Reset' buttons; and 'Advanced Search'. Below the search sections, there is a 'Show 10 entries' dropdown and 'Export to Excel'/'Reset Search Criteria' buttons. A table header is visible with columns: 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

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

# 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
<a href="#">ADVANCED AUDIO VISUAL SALES INC</a>	JOHN GREENE DIRECTOR OF SALES <a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a> (Phone) 610-719-6194 (Fax) 610-692-8421	208 CARTER DRIVE SUITE 7 WEST CHESTER, PENNSYLVANIA 19382 (Phone) 610-719-6194				No
<a href="#">ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)</a>	Craig Connelly  <a href="mailto:CCONNELLY@ADVANCEDBLDGCONTOLS.COM">CCONNELLY@ADVANCEDBLDGCONTOLS.COM</a> (Phone) 215-520-9964	PO BOX 303  HOLICONG, PENNSYLVANIA 18928 (Phone) 215-520-9964	2/11/2019-2/28/2021			No
<a href="#">ADVANCED BUILDING PERFORMANCE INC ()</a>	Pei Pei Cavalier  <a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a> (Phone) 301-760-9989	11225 HURDLE HILL DR  POTOMAC, MARYLAND 20854 (Phone) 301-760-9989 <a href="http://abpcx.com">abpcx.com</a>	12/20/2019-12/20/2021	12/20/2019-12/20/2021		No
<a href="#">ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)</a>	Nicholas Ward  <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a> (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

# Solicitation-Specific Goals

## 2.6 SMALL DIVERSE BUSINESS AND VETERAN BUSINESS ENTERPRISE PARTICIPATION SUBMITTAL REQUIREMENTS

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

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

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

This is a significant programmatic change from the SDB and SB Participation program contained in prior RFPs issued by the Commonwealth. Proposers now must agree to meet the SDB and VBE Participation Goals in full or demonstrate they have made Good Faith Efforts to meet the Goals.



# New Forms and Processes

- SDB/VBE Instructions – *SDB-1/VBE-1* **READ**
- SDB/VBE Participation Submittal – *SDB-2/VBE-2*
- SDB/VBE Utilization Schedule – *SDB-3/VBE-3*
- Letter of Commitment – *SDB 3.1/VBE-3.1*
- Guidance for Good Faith Effort (GFE) Waiver – *SDB-4/VBE-4* **READ**
- GFE Waiver – *SDB-5/VBE-5*

## APPENDIX D

# SDB Submittal Instructions – SDB-1

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

*PLEASE READ BEFORE COMPLETING THESE DOCUMENTS*

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

This form also includes instructions for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

Bidder/Offeror shall agree to achieve the SDB participation goal set forth in the SDB Participation Summary Sheet or request a waiver from meeting the entire or a portion of the goal.

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

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

# SDB Submittal – SDB-2

**CRITICAL**  
✓ Check One, and  
Only One, Box

## SDB-2 SDB PARTICIPATION SUBMITTAL

**CHECK ONE, AND ONLY ONE, BOX. FAILURE TO SUBMIT A COMPLETED SDB PARTICIPATION SUBMITTAL WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.**

<input type="checkbox"/> <b>I agree to meet the SDB participation goal in full.</b>  I have completed and am submitting with my bid or proposal an <b>SDB Utilization Schedule (SDB-</b>	<input type="checkbox"/> <b>I am requesting a partial waiver of the SDB participation goal.</b>  After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB	<input type="checkbox"/> <b>I am requesting a full waiver of the SDB participation goal</b>  After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve any part of the SDB participation goal
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# SDB Utilization Schedule – SDB-3

## SDB-3 SDB UTILIZATION SCHEDULE

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

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

# Letter of Commitment SDB-3.1

## SDB-3.1 LETTER OF COMMITMENT

This Letter of Commitment serves as confirmation of the commitment by the prime as the Bidder/Offeror to utilize the Small Diverse Business (SDB) on the below-referenced Solicitation/Project.

Solicitation Number: \_\_\_\_\_

Solicitation Name: \_\_\_\_\_

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

**SDB to  
expect a  
letter and  
SIGN it!**

Services/Supplies and Time Frame. If Bidder/Offeror is the successful vendor, the SDB shall perform or provide the following services or supplies during the initial term of the prime contract and during any extensions, options or renewal periods of the prime contract exercised by the Commonwealth, as more specifically set forth below:

Services or supplies the SDB will provide: \_\_\_\_\_

# Guidance to Document GFE SDB-4

**READ, READ, READ**

# Good Faith Efforts Packet SDB-5

## Good Faith Efforts (GFE) Partial or Full Waiver

- Identified Items of Work Applicant Made Available to SDBs (Part 1)
- Identified SDBs and Record of Solicitations (Part 2)
- SDB Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected SDB Quotes (Part 4)
- SDB Subcontractor Unavailability Certificate (Part 5)

# SDB GFE Documentation – SDB-5

## SDB-5

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

<b>Project Description:</b>	
<b>Commonwealth Agency Name:</b>	
<b>Solicitation #:</b>	
<b>Solicitation Due Date and Time:</b>	
<b>Bidder/Offeror Company Name:</b>	
<b>Bidder/Offeror Contact Name:</b>	
<b>Bidder/Offeror Contact Email:</b>	
<b>Bidder/Offeror Contact Phone Number:</b>	

Complete all five parts

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

Identify those items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror's responsibility to demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

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

# REMINDER



**SEPARATE SDB  
AND VBE  
SUBMITTALS!**

# Questions?



# BDISBO Contact Info

## **Bureau of Diversity, Inclusion and Small Business Opportunities**

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

[GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)