

# GESA Pre-Quote Conference

## GESA-2018-1 SCI Houtzdale Clearfield County, PA

Funding Agency: Department of Corrections

Issuing Agency: DGS, Energy and Resource Management Office

August 31, 2018 10:00AM

Keystone Building

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

**Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)**

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**Construction Liaison**

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## Request for Quote (RFQ) : Format and Template

### RFQ Small Diverse (SDB) and Small Business (SB) Components:

#### Part 1: General Information (1.17)

- SDB/SB Eligibility and Program Information
- SDB/SB Prime Offerors not prohibited from participating in subcontracting opportunities

#### Part 2: Information Required from Offerors (2.1, 2.7, 2.8 & 2.9)

- SDB/SB Participation Submission Appendix D- two copies
- SDB/SB Participation Contract Requirements
- Credit Evaluation During Construction

#### Part 3: Evaluation Process and Criteria for Selection (3.2, 3a.b.)

- SDB and SB Participation 20% Weight of RFQ

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to know?

## Small Business

- \*For-Profit US based business
- \*Independently Owned
- \*Not dominant in its field
- \*No more than 100 full-time equivalent employees
- \*Maximum three-year average gross sales
  - \$7 million – Building Design Services
  - \$20 million – Procurement Goods/Services; Construction Contractor & Supplier
  - \$25 million – Information Technology Goods and Services

## Small Diverse Business

- \*Minority-Owned
- \*Woman-Owned
- \*Veteran-Owned
- \*Service Disabled Veteran- Owned
- \*Disability-Owned
- \*Lesbian, Gay, Bi-Sexual, Transgender-Owned

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## What do I need to know?

### Small Diverse Business Eligibility Criteria

Verification of Minority (MBE), Woman (WBE), Veteran (VBE), Service Disable Veteran (SDVE), LGBT (LGBTBE), Disability-Owned (DOBE) Business Enterprise

1. Self-certified as a small business with the Small Business Contracting Program
2. At least 51% minority, women, veteran, service-disabled veteran, LGBT, or Disability owned and controlled.
3. Certification through at least one of the following approved third parties:

Woman's Business Enterprise National Council WBE <a href="http://www.wbenc.org">www.wbenc.org</a>	National Minority Supplier Development Council MBE <a href="http://www.nmsdc.org">www.nmsdc.org</a>	Unified Certification Program (any state) MBE/WBE <a href="http://www.paucp.com">www.paucp.com</a> (Link to PA program)
U.S. Department of Veterans Affairs Vets First Verification Program VBE/SDVE <a href="http://www.vetbiz.gov">www.vetbiz.gov</a>	U.S. Small Business Administration 8(a) Business Development Program MBE/WBE <a href="http://www.sba.gov">www.sba.gov</a> > Contracting > 8(a) Business Development	
<b>NEW</b>	U.S. Business Leader's Network DOBE/SDVE <a href="http://www.usbln.org">www.usbln.org</a>	National Gay & Lesbian Chamber of Commerce LGBTBE <a href="http://www.nglcc.org">www.nglcc.org</a>

4. Renewal >Two Years
5. [www.dgs.pa.gov](http://www.dgs.pa.gov) > Businesses > Minority, Women & Veteran Businesses
6. Free

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## What do I need to do?

- Consider subcontracting opportunities available for small diverse and small businesses
- Search the DGS database of SDBs and SBs and identify SDB/SB business partners for opportunities and inclusion
- Complete and submit with your Quote:
  - SDB/SB Participation Submittal Form Appendix “D”

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

How do I find SDBs and SBs?

To search all DGS-verified SDBs and DGS-certified SBs, visit the DGS website at:

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

# The Forms

## What do I need to submit? When?

Submit with Quote  
Appendix: "D" SDB/SB  
Overall Subcontracting  
Percentage Commitment

Submit with Investment Grade Audit  
Appendices: "D" Listing and "E" LOI

**APPENDIX D  
SMALL DIVERSE BUSINESS AND SMALL BUSINESS PARTICIPATION  
SUBMITTAL**

**Submit 2 originals in a sealed envelope separate from the  
Technical Submission and the ECM/Cost Submission**

Project Description: \_\_\_\_\_  
RFQ#: \_\_\_\_\_  
Solicitation Due Date: \_\_\_\_\_

Offeror Company's Name: \_\_\_\_\_

Offeror Contact  
Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**OFFEROR INFORMATION:**

Is your firm a DGS-Verified Small Diverse Business?  Yes  No (MUST check one)

Is your firm a DGS-Self-Certified Small Business?  Yes  No (MUST check one)

**PERCENTAGE COMMITMENT INFORMATION:**

Percentage Commitments for SDB and SB Subcontracting, Manufacturing, Stocking Supplier, and Non-Stocking Supplier Participation

After examination of the contract documents, which are made a part hereof as if fully set forth herein, the Offeror commits to each of the following independent percentages of the total ECM costs for Small Diverse Business and Small Business participation.

Small Diverse Business percentage commitment: (Do not include any commitments made to subcontractors, manufacturers, stocking suppliers, and/or non-stocking suppliers that only qualify as Small Businesses.)

\_\_\_\_\_% \_\_\_\_\_ Percent  
(Figure) (Written)

Small Business percentage commitment: (Do not include any commitments made to Subcontractors, manufacturers, stocking suppliers, and/or non-stocking suppliers that only qualify as Small Diverse Businesses.)

\_\_\_\_\_% \_\_\_\_\_ Percent  
(Figure) (Written)

**APPENDIX D – Listing SDB and SB Firms (only submit  
with Investment Grade Audit)**

The Offeror must list in the chart below SDBs and SBs that it will use to meet the percentage commitments listed in the SDB and SB Participation submittal form. Include the SDB/SB firm name, SDB or SB designation, SDB/SB Primary Contact Information, a description of the service or supplies the SDB/SB will provide, and fixed percent of total Base ECM cost committed. Include as many pages as necessary. **The Offeror must also include a Letter of Intent for each SDB/SB listed.**

SDB/SB Name	SDB or SB	Primary Contact Name & Email	Description of Services or Supplies to be Provided	% of Total Base ECM Cost Committed

**APPENDIX E**

**SMALL DIVERSE BUSINESS AND SMALL BUSINESS  
LETTER OF INTENT**

[DATE]

[SDB/SB Contact Name  
Title  
SDB/SB Company Name  
Address  
City, State, Zip]

Dear [SDB/SB Contact Name]:

This letter serves as confirmation of the intent of [Offeror] to utilize [Small Diverse Business (SDB) or Small Business (SB)] for a certain scope of work included in [RFQ number and Title] issued by the Department of General Services.

If [Offeror] is the successful Offeror, [SDB or SB] shall provide [identify the specific services the SDB/SB will perform] during the term of the contract, as specifically set forth in the Contract Documents.

These services represent [identify fixed numerical percentage commitment] of the total Base ECM cost in the [Offeror's] Quote.

[SDB/SB] represents that it meets the small or small diverse business requirements set forth in the RFP and all required documentation has been provided to [Proposer] for its SDB/SB submission.

We look forward to the opportunity to serve the Department of General Services on this project. If you have any questions concerning our small business or small diverse business commitment, please feel free to contact me at the number below.

Sincerely,

Acknowledged,

Proposer Name  
Title  
Company  
Phone number

SDB or SB Name  
Title  
Company  
Phone number





# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## How is the submittal scored?

Raw score will be calculated by crediting commitments to SDBs and SBs in accordance with percentages proposed.

$$\text{SDB and SB Raw Score} = 200 (\text{SDB}\% + (\text{SB}\% \times 1/3))$$

Proposer submitting the highest scoring SDB/SB Participation Submittal will receive all available points, with other Proposers' raw scores adjusted pro rata

# GESA Compliance

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## GESA: Small Diverse and Small Business Utilization Report (SDBUR)

- SDBUR will be provided to awarded Offeror
- SDBUR must be submitted with each Application for Release of Payment
- BDISBO Compliance Unit will monitor payments & commitment %
- Adding the appropriate dollar value of commitment % to DGS verified SDB service category/classification
- GESA Contractor must meet or exceed SDB participation % for ECM by Final Inspection

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## What do I need to know?

- Total percentage of SDB and SB Commitments made at time of proposal submittal, BAFO or Contract negotiations and Contract commitments made to SDBs/SBs become contractual obligations upon contract execution with the Commonwealth.
- Selected Offeror must submit a final, executed subcontract for each SDB/SB named within 30 days of contract execution
  - SDB/SB subcontractors must perform 60% of the work subcontracted to them
  - If subcontract cannot be achieved, Selected Offeror must notify BDISBO
- Individual percent commitments cannot be altered without written approval from BDISBO
- All SDB/SB commitments must be maintained if the contract is assigned to another prime contractor.
- Selected Offeror must complete utilization reporting, tracking progress in meeting commitments.
- Selected Offeror must contact BDISBO if circumstances arise that may affect the ability to comply with contract commitments.

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

What do I need to know?

Credit Evaluation During Construction: Calculation Per Section 2-9 of RFQ

## Four SDB Service Categories/Classifications Considered

- Subcontractors
  - Manufacturers
  - Stocking Suppliers; and
  - Non-Stocking Suppliers
- Yield Different % of Credit Towards Contractors Committed SDB %
- DGS verified SDBs and SBs considered only

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## What do I need to know?

### Credit Evaluation During Construction: Calculation Per Section 2-9 of RFQ

- **Commitments to Subcontractors & Manufacturers**
  - Credited at **100%** of Subcontract Agreement \$ Value
  
- **Commitments to Stocking Suppliers**
  - Credited at **60%** of PO/Invoice \$ Value
  
- **Commitments to Non-Stocking Suppliers**
  - Credited at the **\$ Value of the Fee or Commission** on the Supplier PO/Invoice  
Not To Exceed 10%

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## What's New?

- Consideration for and inclusion of Small Businesses as prime contractors and subcontractors in addition to Small Diverse Businesses in scoring.
- Simple, consistent template form for SDB/SB submittal supported by executed Letters of Intent.
- DGS issued SDB/SB certificate not required with submittal.

# Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)

## Support Contacts

Bureau of Diversity, Inclusion and Small Business Opportunities  
(BDISBO)

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