West Chester Regional Procurement Fair

Presented by Gayle Nuppnau
September 29, 2015
Todays Topics

Executive Order 2015-11
  - Bureau of Diversity, Inclusion and Small Business Opportunities

Application Process
  - PA Vendor Registration
  - Small Business Procurement Initiative
  - Small Diverse Business

Opportunities
  - E-marketplace
    ✓ Small Business Reserves
    ✓ Formal Procurements

Programs
  - Benefits
  - Small Business Resources
Application Process
PA Vendor Registration

The pa supplier portal, www.pasupplierportal.state.pa.us, is a website where you can register your company as a Commonwealth of PA Supplier and participate in electronic bidding opportunities.

- The Vendor Number is a unique six-digit number assigned to a registered Commonwealth Supplier.
- As part of registration you will create a User ID and Password.
- PA Supplier Portal Help Desk 877-435-7363, option 1.
Vendor Registration

https://pasupplierportal.state.pa.us/irj/portal/anonymous
Vendor Registration, Commonwealth of Pennsylvania.

Instructions
Welcome! Thank you for taking the time to register as a Procurement Vendor with the Commonwealth of Pennsylvania. To begin the process, enter your Employer Identification Number (EIN) or your Social Security Number (SSN), then select the Next button. Please insert Tax Identification Number as a string of numbers without any dashes.

Vendor Identification

Employer Identification Number: 

OR

Social Security Number: 

Next
Step 2: Self-Certify as a Small Business
Small Business Procurement Initiative (SBPI)

Purpose
To increase opportunities for small businesses to compete for award of Commonwealth contracts as prime contractors.

Scope
Commonwealth agencies shall identify contracts for award to small businesses pursuant to direction provided by DGS, with independent agencies also encouraged to participate.

DGS has excluded Emergency and Sole Source procurements from the SBPI.

- Race and Gender Neutral Program
- Yearly Renewal
Small Business Self-Certification Eligibility

Small Business Eligibility Criteria

1. The business must be a for profit United States business
2. The business must be independently owned
3. The business must not be dominant in its field of operation
4. The business must not exceed 100 Full-Time Equivalent (FTE) employees
5. The business must not earn more than a maximum 3-year Average Gross Sales by Business Type

<table>
<thead>
<tr>
<th>$7 Million</th>
<th>$20 Million</th>
<th>$25 Million</th>
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<tbody>
<tr>
<td>• Building Design Services</td>
<td>• Procurement Goods</td>
<td>• Information Technology Goods &amp; Services</td>
</tr>
<tr>
<td>• Procurement Services</td>
<td>• Construction Contractor &amp; Supplier</td>
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</tr>
</tbody>
</table>
Small Businesses Self-Certification Application

➢ Have prepared page 1 of the company’s three most recent federal tax returns in PDF format (JPG and TIF also accepted)
  • Form 1120
  • Form 1120S
  • Form 1065, or
  • Federal form 1040 Schedule C, Profit or Loss from Business, Sole Proprietorship

➢ Newly established business?
  • You will be prompted to enter estimated gross sales information.

➢ Return being filed on extension?
  • Contact BSBO at 717-783-3119 or RA-smallbusiness@pa.gov for a copy of an extension letter which will act as a temporary placeholder until return can be filed and uploaded.
  • Enter the estimated or anticipated gross sales for that year.

➢ Federal Tax Identification Number may be redacted if desired
Welcome to the Pennsylvania Supplier Portal

IMPORTANT SYSTEM NOTICE TO SUPPLIERS

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 8.0 through 11.0. Other products may work; however, full functionality cannot be assured.
Registrations will only be processed during regular Commonwealth work hours.

If you are experiencing access problems with this site, please select status for system availability information.

DGS' NEW Website will go live on Friday, December 19th at 3:00, upon which you will be able to access the new website at the following link: www.dgs.pa.gov This new website lists 3 categories at the top of the page: Business, Local Government & Schools & State Government. To access the Supplier Service Center, select Business, then select Materials & Services and scroll to the Supplier Service Center link, which contains helpful guides relating to the Supplier Registration and Bidding Process.

The Pennsylvania Supplier Portal enables suppliers to participate in electronic bidding opportunities with the Commonwealth, and also Manage User and Company Data. Problems with your password? Select the log on link at the top of this page, then select the "Reset Password" link located at the bottom of the page.

The "Supplier Service Center" link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.
Welcome to the Enterprise Application Portal.

**COSTARS**
Use this Supplier Gateway to view your COSTARS-participating contract(s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.

**Small Business Procurement Initiative**
Self-certify here as a Small Business to participate in the Commonwealth’s Small Business Procurement Initiative, which reserves certain bid opportunities for competition among only self-certified small businesses.

**Auto Service Facilities Qualification ITQ**
Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.

**ITQ Proposal Administration**
Organizations interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing ITQ proposal.

**DGS e-mail notifications (eAlerts)**
Sign up here to be notified of new bids issued by the Department of General Services.

**Invoices in Process Report**
Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth’s payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department.
# Small Businesses Self-Certification Application

<table>
<thead>
<tr>
<th>Small Business</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Eligibility Questions</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Contact Information</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Business Profile</td>
<td>(UNSPSC classification codes)</td>
</tr>
<tr>
<td><strong>Step 4:</strong> Document upload</td>
<td>(federal tax returns)</td>
</tr>
<tr>
<td><strong>Step 5:</strong> Review &amp; Submit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Diverse Business</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Step 6:</strong> Small Diverse Business</td>
<td>(3rd party proof)</td>
</tr>
<tr>
<td><strong>Step 7:</strong> SDB Verification</td>
<td>(contractor, manufacturer, stocking/non-stocking supplier)</td>
</tr>
<tr>
<td><strong>Step 8:</strong> Review &amp; Submit SDB</td>
<td></td>
</tr>
</tbody>
</table>
Do not use your browser’s back button. Simply click the appropriate Step button from the black bar above.

**Step 1**

- Is your business a US business? (Yes/No)
- Is your business independently owned? (Yes/No)
- Is your business dominant in its field of operation? (Yes/No)
- Is your business a subsidiary of another company? (Yes/No)

**Procurement Goods**: Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.

**Procurement Services**: Includes all labor and time expended for professional or general services, such as training, healthcare, environmental remediation, and consulting. Excludes all services and labor associated with Construction, Building Design and/or Information Technology.

**Construction**: Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any...
Small Business Self-Certification Eligibility


Is your business independently owned? To be independently owned, the business may not be owned or controlled by any other business. A branch location or a division of a corporation is not an independently-owned business.

Is your business dominant in its field of operation? A business dominant in its field of operation is one that exercises control or major influence in its industry.

Is your business a subsidiary of another company? A subsidiary is a company for which a majority of the voting stock is owned by a holding or parent company.
Is your business dominant in its field of operation?  ○ Yes  ○ No

Is your business a subsidiary of another company?  ○ Yes  ○ No

- **Procurement Goods**: Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT, computers, peripherals and hardware.
- **Procurement Services**: Includes all labor and time expended for professional or general services, such as training, healthcare, environmental remediation, and consulting. Excludes all services and labor associated with Construction, Building Design and/or Information Technology.
- **Construction**: Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.
- **Building Design Services**: Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.
- **Information Technology Goods & Services**: Includes all goods and services associated with the design, development, installation, and implementation of information systems and applications including computers, peripherals and/or hardware as well as project management and IT consulting.

What is/are your business type/s?

- **Contractor**: Applicant can provide construction labor and/or services and may provide goods or materials associated with that construction labor or service.
- **Supplier**: Applicant provides only construction materials and/or equipment.

Enter the total number of full-time equivalent employees: 85

Has your company filed a federal tax return?  ○ No  ○ Yes
Small Business Self-Certification Eligibility

Business Types

**Procurement Goods:** Includes goods, supplies, materials, equipment, and/or environmental remediation supplies. Excludes the purchase of services, real property, IT computers, peripherals and hardware.

**Procurement Services:** Includes all labor and time expended for professional or general services, such as training, healthcare, environmental remediation, and consulting. Excludes all services and labor associated with Construction, Building Design and/or Information Technology.

**Construction:** Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.

- **Contractor:** Applicant can provide construction labor and/or services and may provide goods or materials associated with that construction labor or service.

- **Supplier:** Applicant provides only construction materials and/or equipment.

**Building Design Services:** Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.

**Information Technology Goods & Services:** Includes all goods and services associated with the design, development, installation, and implementation of information systems and applications including computers, peripherals and/or hardware as well as project management and IT consulting.
What is your business type(s)?

- Construction: Includes the labor and supplies necessary to build, alter, repair, improve, or demolish any structure, building or public improvement.

- Construction Vendors MUST select one or both of the following:
  - Contractor: Applicant can provide construction labor and/or services and may provide goods or materials associated with that construction labor or service.
  - Supplier: Applicant provides only construction materials and/or equipment.

- Building Design Services: Includes architectural and engineering services in connection with the design or planning of buildings and the space within the site surrounding the buildings.

- Information Technology Goods & Services: Includes all goods and services associated with the design, development, installation, and implementation of information systems and applications including computers, peripherals and/or hardware as well as project management and consulting.

Enter the total number of full-time equivalent employees:

- 0

Has your company filed a federal tax return?

- No
- Yes

Enter the gross sales exactly as noted in box 1A on your Federal tax returns for the most recent three years:

- 2010: $100,000.00
- 2011: $100,000.00
- 2012: $0 (if you have not submitted a tax return for any given year, enter “N/A.” If your company has submitted a tax return for a given year, but that return indicates $0 gross sales in box 1A, enter “0.”)

Save and Continue | Save and Quit
Small Business Self-Certification Eligibility

Full-Time Equivalent Employees

Employment must be calculated on an employee "Full-Time Equivalent" (FTE) basis. All full time, part time, temporary or contractual employees, including employees of temporary help firms or subcontractors working for the business, must be counted against the applicable employment limitation. Please provide the exact number of employees - including owners and management personnel for all facilities, including those outside of the Commonwealth of Pennsylvania, if applicable.

All Hours Worked by All Employees
Total Hours in a Full Time Schedule
Step 2
Step 3
To search for a code, enter all or part of the UNSPSC number or name of the UNSPSC category.

Select one or more UNSPSC codes below, then select Add below.

Results for: nails

Select Add after selecting codes.

REMEMBER... You must complete this process for each business type selected in Step 1 before you can advance to Step 4. Items selected will not be saved unless you choose Save and Continue.
If you are self-certifying under the **Construction** and **Building Design Services** business type(s), follow these instructions:

1. Select a business type from the list below.
2. Select your related discipline(s) for your business type.

You must complete this process for **each** business type selected before you can continue to **Step 4**. Items selected will not be saved unless you choose "Save and Continue." When complete, the business type will change color and indicate "COMPLETE."

### Business Types:

- **Procurement Goods COMPLETE**
- **Procurement Services INCOMPLETE**
- **Construction INCOMPLETE**
- **Building Design Services INCOMPLETE**
- **Information Technology Goods & Services INCOMPLETE**

Select one or more UNSPSC codes below, then select Add below.

**Building Design Services** - Applicants will not be able to define their services/UNSPSC codes beyond those available below.

- Architecture
- Hazardous Materials Handling
- Landscape Architecture/Say
- Environmental Engineering
- Land Surveying

**REMEMBER...** You must complete this process for each business type selected in **Step 1** before you can advance to **Step 4**. Items selected will **not** be saved unless you choose "Save and Continue".

**Procurement Goods (Click to hide details...)**

<table>
<thead>
<tr>
<th>Procurement Goods</th>
<th>31162003 - Finishing Nails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>31162003 - Finishing Nails</td>
</tr>
</tbody>
</table>

To search for a code, enter all or part of the UNSPSC number or name of the UNSPSC category. Please note that not all UNSPSC codes are contained within this application. Click for a list of all UNSPSC Codes used in this application.
Select one or more UNSPSC codes below, then select Add below.

Building Design Services: Applicants will not be able to define their services/UNSPSC codes beyond those available below.

- Professional Engineering
- Hazardous Material Abatement
- Land Surveying
- Geology
- Elevator Design
- Landscape Architecture Service

Select Add after selecting codes.

To search for a code, enter all or part of the UNSPSC number or name of the UNSPSC category.

Search Codes

Please note that not all UNSPSC codes are contained within this application. Click for a list of all UNSPSC Codes used in this application.
After reviewing selections click **Add More** to continue adding codes to the selected Business Type OR access additional Business Types selected in Step 1.

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Goods</td>
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</tr>
<tr>
<td></td>
<td>31162003 - Finishing Nails</td>
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<tr>
<td>Procurement Services</td>
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<td></td>
<td>77111501 - Landscape Protection Serv</td>
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<tr>
<td>Construction-Contractor</td>
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<tr>
<td></td>
<td>General Construction Services</td>
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<tr>
<td>Construction-Supplier</td>
<td>(Click to hide details...)</td>
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<tr>
<td></td>
<td>Landscape Arch/ Mate</td>
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<tr>
<td></td>
<td>31162003 - Finishing Nails</td>
</tr>
<tr>
<td>Building Design Services</td>
<td>(Click to hide details...)</td>
</tr>
<tr>
<td></td>
<td>Professional Engineering</td>
</tr>
<tr>
<td></td>
<td>Landscape Architecture Serv</td>
</tr>
<tr>
<td>Information Technology Goods &amp; Services</td>
<td>(Click to hide details...)</td>
</tr>
<tr>
<td></td>
<td>43221309 - Bar Coding Software</td>
</tr>
</tbody>
</table>
Step 4

Scan or identify the following pages of your company's three most recent federal tax returns, which will be required for verifying your annual gross sales. You may redact your federal tax identification number if desired.

- Pages 1-5 of Federal form 1120 or 1120S, the U.S. Corporation Income Tax Return
- Pages 1-5 of Federal form 1065, the U.S. Return of Partnership Income
- Pages 1-2 of Federal form 1040, schedule C, Profit or Loss from Business, Sole Proprietorship

The acceptable file format for upload is PDF. If your company has not yet filed a federal tax return because you have filed for an extension, please contact BSBO at 717-783-3119 or RA-smallbusiness@pa.gov for a copy of an extension letter which must be completed by your company’s CPA. This letter will be uploaded in place of the return to act as a temporary placeholder until the return is filed.

All Files Uploaded and Submitted. They can be viewed on Step 5:

- 2010 document uploaded
- 2011 document uploaded
- 2012 document uploaded
Step 5

<table>
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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>26111501</td>
<td>Diesel Generators</td>
</tr>
<tr>
<td>26111604</td>
<td>Gas Generators</td>
</tr>
<tr>
<td>26131801</td>
<td>Electrical Control Panels For Generators</td>
</tr>
<tr>
<td>39117000</td>
<td>Emergency Lighting</td>
</tr>
</tbody>
</table>

**Building Design Services COMPLETE**

**Architecture**

**Information Technology Goods & Services COMPLETE**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
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<tbody>
<tr>
<td>81110000</td>
<td>Computer Services</td>
</tr>
<tr>
<td>81111500</td>
<td>Software or Hardware Engineering</td>
</tr>
<tr>
<td>81111503</td>
<td>Systems Integration Design</td>
</tr>
<tr>
<td>81111600</td>
<td>Computer Programmers</td>
</tr>
<tr>
<td>81111800</td>
<td>System Administrator</td>
</tr>
<tr>
<td>81111806</td>
<td>Systems Analysis</td>
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<tr>
<td>81111809</td>
<td>System Installation</td>
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<td>81111810</td>
<td>Software Coding</td>
</tr>
<tr>
<td>81112006</td>
<td>Data Storage Service</td>
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<tr>
<td>81169000</td>
<td>Information Technology Service Delivery</td>
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</table>

**Step 4 Data**

<table>
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<tr>
<th>Year</th>
<th>File</th>
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<tbody>
<tr>
<td>2012</td>
<td>2012.pdf</td>
</tr>
<tr>
<td>2011</td>
<td>2011.pdf</td>
</tr>
<tr>
<td>2010</td>
<td>2010.pdf</td>
</tr>
</tbody>
</table>
Construction Tier Data

Based on your 3-year average sales of $2,100,000, you have been assigned to Tier 2.

Acknowledgment Statement:

- [ ] By checking this box, I certify that the information I have entered is true and correct and understand that the Commonwealth shall treat any misstatement as fraudulent concealment of the true facts punishable as a crime under Section 4904 of the Pennsylvania Crimes Code, Title 18, of Pa. Consolidated Statutes relating to unsworn falsification to authorities.

- [ ] I want to receive program information* via email.

* SBPI Solicitations can be viewed on eMarketplace. Vendors wishing to receive email updates on solicitations are strongly encouraged to sign up for e-Alerts.

Signature: Gayle Nuppnau
Title: President
Date: 2/23/2014

By electronically signing above, I hereby affirm that the information provided is true and correct and that I am the owner or person authorized to act on behalf of the company. I further understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Save and Certify Later  I Acknowledge and Electronically Sign  Quit and Delete Application.
Certification Confirmation

Do not use your browser’s back button. Simply click the appropriate Step button from the black bar above.

Congratulations! TRAINING has been self-certified as a Small Business by the Pennsylvania Department of General Services.

A certificate has been emailed to the primary email address for the company. Copies of the certificate may be printed from this application anytime while the company is certified. To do so, log in, proceed to Step 5 and click on the “Print Certificate” button located on the bottom left corner of the screen. You are also encouraged to review the related Program Guidelines for any further eligibility requirements.

The certification will remain in effect for one year as indicated on the certificate. Annually, the company must re-certify to keep the Small Business certification status active. Automated email reminders to re-certify will be sent approximately thirty (30) days prior to the expiration of the certification; however, it is the company’s responsibility to complete the recertification process on or before the expiration date. If the company fails to re-certify on or before the certification’s expiration date, the certification will lapse and the company will no longer meet the Small Business Procurement Initiative eligibility requirements unless or until the company completes a new certification.

Please enable your email account to accept emails from RA-smallbusiness@pa.gov so that you may successfully receive the certificate and other future communications. If you do not receive an email containing your certificate, please check your spam filter/box. Additionally, if you have questions regarding the small business certification, please click on the Frequently Asked Questions (FAQ) tab. If FAQs do not answer your questions, please submit your inquiries to RA-smallbusiness@pa.gov.

Please understand that all certified companies continue to be subject to the potential consequences for providing false information as part of the self-certification process. With respect to enforcement, the Department will take appropriate steps to verify eligibility of competitors and to investigate allegations of non-eligibility.

We wish you success in your endeavors to compete for the small business procurement opportunities identified by Commonwealth agencies!

Do you also wish to verify as a Small Diverse Business? Yes
Small Business Certificate

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION

The Department is pleased to announce that

TRAINING

has successfully completed the Pennsylvania Department of General Services’ process for self-certification as a small business under the Commonwealth’s Small Business Procurement Initiative as established by Executive Order No. 2011-09, with the following designation:

BUSINESS TYPE(s): Procurement Services, Information Technology

CERTIFICATION NUMBER: 123456-2014-03-SB

ISSUE DATE: 03/27/2014  EXPIRATION DATE: 03/27/2016

RECERTIFIED DATE: 3/21/2015

Curtis M. Topper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania
Step 3: Verify as a Small Diverse Business
Small Businesses Self-Certification Application

**Small Business**

- **Step 1:** Eligibility Questions
- **Step 2:** Contact Information
- **Step 3:** Business Profile (UNSPSC classification codes)
- **Step 4:** Document upload (federal tax returns)
- **Step 5:** Review & Submit

**Small Diverse Business**

- **Step 6:** Small Diverse Business (3rd party proof)
- **Step 7:** SDB Verification (contractor, manufacturer, stocking/non-stocking supplier)
- **Step 8:** Review & Submit SDB
Small Diverse Business Verification Criteria

Verification of Minority, Woman, Veteran, Service Disable Veteran Business Enterprise

1. The business must hold a valid and current certification from at least one of the following approved third parties:
   
   1. Unified Certification Program (UCP) from any state – [www.paucp.com](http://www.paucp.com) (Link to PA program)
   
   2. Woman’s Business Enterprise National Council (WBENC) – [www.wbenc.org](http://www.wbenc.org)
   
   3. National Minority Supplier Development Council (NMSDC) – [www.nmsdc.org](http://www.nmsdc.org)
   
   

Note:
May submit for verification at any time
Not limited to time of initial SB certification or recertification
Small Diverse Business Verification

Review Process
Approximately 14 business days
Small Diverse Business Certificate

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION AND SMALL DIVERSE BUSINESS VERIFICATION

The Department is pleased to announce that

TRAINING

has successfully completed the Pennsylvania Department of General Services’ process for self-certification as a small business under the Commonwealth’s Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Procurement Services, Information Technology

CERTIFICATION NUMBER: 123456-2014-03-SB-WBE

ISSUE DATE: 03/27/2014  EXPIRATION DATE: 03/27/2016

RECERTIFIED DATE: 3/21/2015

Curtis M. Tooper, Acting Secretary
Department of General Services
Commonwealth of Pennsylvania

Title
Notice of Small Business Certification

AND

Small Diverse Business Verification

Certification Number
1. Vendor ID
2. Initial certification Year/Month
3. Designation as Small Business (SB)

AND

Small Diverse Business
Procurement Benefits
Networking

Technical Assistance

Searchable Online Directory

Small Business Program

Small Diverse Business Program
Small and Small Diverse Business Benefits

Searchable Online Directory

- Increase transparency of your business
- Research competition
- Subcontracting opportunities
- Notifications of opportunities, special events and networking activities
SMALL BUSINESS CONTRACTING PROGRAM

The Commonwealth, through the Small Business Procurement Initiatives (SBPI), maintains a strong commitment to providing opportunities for small businesses to compete for prime contracting opportunities with the goal of promoting the economic growth and success of small businesses.

ELIGIBILITY REQUIREMENTS

Businesses interested in participating as a small business in the Small Business Procurement Initiative, must first register to do business with the Commonwealth and self-certify as a “small business.” To self-certify and participate in the Small Business Procurement Initiative, 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, by type, may not exceed the following three-year average gross sales:
  - Procurement Goods - $20 million
  - Procurement Services - $20 million
  - Construction - $20 million
  - Building Design Services - $7 million
  - Information Technology Goods and Services - $25 million

*If a business has not existed for three years, the average gross sales are computed for the period of the business’ existence. For newly formed businesses, the determination is based upon projected gross sales. In order for a business to operate in more than one of the five general business classifications, its combined operations cannot exceed the lowest three-year average gross sales for the business types selected.

RESOURCES

- Search for Self-Certified Small Businesses
- To learn more on how your business can “Save Money with Surplus”
RESOURCES

- [Search for Self-Certified Small Businesses](#)
- [To learn more on how your business can “Save Money with Surplus”](#)
- [Small Business Champion Network](#)

Application & Instructions

- [Before You Self-Certify](Updated 3/27/2015)
- [Application Guide](#)
- [Frequently Asked Questions](Updated 9/24/2014)
- [PA Supplier Portal Home Page](#)
- [Email Assistance](#)

Program Guidelines

- [Statement of Policy](#)
- [Procurement Goods & Services and Information Technology](Updated 3/6/2013)
- [Construction](Updated 5/1/2014)
- [Design](Updated 5/1/2014)
## Business Type Search

- **Procurement Goods**
- **Procurement Services**
- **Construction**
- **Design**
- **Information Technology Goods & Services**

- Only return Small Diverse Businesses (MBE, WBE, VBE, SBVBE)

- Find vendors that match at least one marked category
- Find only vendors that match all marked categories

### Search

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Name 2</th>
<th>Email</th>
<th>Phone</th>
<th>Address</th>
<th>Business Types</th>
<th>Certification Type</th>
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<td>4 PROS SOLUTIONS INC</td>
<td></td>
<td><a href="mailto:jim@4-pros-solutions.com">jim@4-pros-solutions.com</a></td>
<td>(888)991-7776</td>
<td>200 Centennial Avenue Piscataway, New Jersey 08854</td>
<td>Information Technology</td>
<td>MBE</td>
</tr>
<tr>
<td>6 DEGREES CONSULTING INC</td>
<td></td>
<td><a href="mailto:blarson@6degreesconsulting.net">blarson@6degreesconsulting.net</a></td>
<td>(412)861-0157</td>
<td>6545 Hamilton Ave Ste 1A Pittsburgh, Pennsylvania 15206</td>
<td>Procurement Services, Construction Contractor, Construction Supplier</td>
<td>MBE</td>
</tr>
<tr>
<td>A+ IMAGING SYS INC</td>
<td></td>
<td><a href="mailto:admin@imaginc.com">admin@imaginc.com</a></td>
<td>(215)579-2220</td>
<td>35 Chelton Street Rockledge, Pennsylvania 19046</td>
<td>Procurement Goods, Information Technology</td>
<td>MBE</td>
</tr>
<tr>
<td>A1 APPLICATIONS, LLC</td>
<td>SAM <a href="mailto:SHAMSJ@A1APPLICATIONS.COM">SHAMSJ@A1APPLICATIONS.COM</a></td>
<td>(412)298-7932</td>
<td></td>
<td>3000 N TRILLIUM DR ALIQUIPPA, Pennsylvania 15001</td>
<td>Procurement Services, Information Technology</td>
<td>MBE</td>
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<tr>
<td>ABATOR INFORMATION SERVICES INC</td>
<td></td>
<td><a href="mailto:marina@abator.com">marina@abator.com</a></td>
<td>(412)271-5922</td>
<td>PO Box 82549 Pittsburgh, Pennsylvania 15218</td>
<td>Information Technology</td>
<td>MBE</td>
</tr>
<tr>
<td>ABSOLUTE EXCELLENCE INC</td>
<td></td>
<td><a href="mailto:AEI_sales@comcast.net">AEI_sales@comcast.net</a></td>
<td>(724)868-5667</td>
<td>304 Brookside Drive Baden, Pennsylvania 15005</td>
<td>Information Technology</td>
<td>WBE</td>
</tr>
<tr>
<td>ACA COMPUTER INTEGRATOR, INC</td>
<td></td>
<td><a href="mailto:roosevelt@acacomputers.net">roosevelt@acacomputers.net</a></td>
<td>(508)740-4008</td>
<td>25 Oliver Street Framingham, Massachusetts 01702</td>
<td>Procurement Services, Information Technology</td>
<td>MBE</td>
</tr>
<tr>
<td>ACCLAIM SYSTEMS INC</td>
<td></td>
<td><a href="mailto:khalfsha@acclaimsystems.com">khalfsha@acclaimsystems.com</a></td>
<td>(215)344-1421</td>
<td>110 E Pennsylvania Blvd Feasterville, Pennsylvania 19053</td>
<td>Information Technology</td>
<td>MBE</td>
</tr>
</tbody>
</table>
4 PROS SOLUTIONS INC

Minority Business Enterprise (MBE)

200 Centennial Avenue
Suite # 200
Piscataway, New Jersey 08854-8854

Owner Proprietor: Ravinder S. Thind
Bhavesh Adani
James Lombardo
Malshah Lali
Contact: James Lombardo
Email: jlb@4-pros-solutions.com
Phone: (888)991-7776  Fax: (888)991-7776
Company website: www.4-pros-solutions.com

Contractor/Subcontractor

Click below to expand services and/or goods provided.

Information Technology Goods & Services (Click to hide details...)

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>81110000</td>
<td>Computer Services</td>
</tr>
<tr>
<td>81115000</td>
<td>Software or Hardware Engineering</td>
</tr>
<tr>
<td>81115010</td>
<td>Mainframe Software Applications Design</td>
</tr>
<tr>
<td>81115020</td>
<td>Systems Integration Design</td>
</tr>
<tr>
<td>81115040</td>
<td>Application Programming Services</td>
</tr>
<tr>
<td>81115050</td>
<td>Operating System Programming Services</td>
</tr>
<tr>
<td>81115060</td>
<td>Client or Server Programming Services</td>
</tr>
<tr>
<td>81115070</td>
<td>ERP or Database Applications Programming Services</td>
</tr>
<tr>
<td>81115080</td>
<td>Application Implementation Services</td>
</tr>
<tr>
<td>81115090</td>
<td>Internet or Intranet Client Application Development Services</td>
</tr>
<tr>
<td>81115100</td>
<td>Internet or Intranet Server Application Development Services</td>
</tr>
<tr>
<td>81116000</td>
<td>Computer Programmers</td>
</tr>
<tr>
<td>81116010</td>
<td>Programming for Visual Basic</td>
</tr>
<tr>
<td>81116020</td>
<td>Programming for Java</td>
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<tr>
<td>81117000</td>
<td>Local Area Network Communications Design</td>
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<tr>
<td>81117040</td>
<td>Database Design</td>
</tr>
<tr>
<td>81117050</td>
<td>Systems Architecture</td>
</tr>
<tr>
<td>81118000</td>
<td>System Administrator</td>
</tr>
<tr>
<td>81118101</td>
<td>Computer or Network or Internet Security</td>
</tr>
<tr>
<td>81118105</td>
<td>Database Analysis</td>
</tr>
<tr>
<td>81118107</td>
<td>Systems Analysis</td>
</tr>
<tr>
<td>81118111</td>
<td>Technical Support or Help Desk Services</td>
</tr>
<tr>
<td>81118119</td>
<td>Quality Assurance Services</td>
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<tr>
<td>81119010</td>
<td>Database Information</td>
</tr>
<tr>
<td>81120000</td>
<td>Data Services</td>
</tr>
<tr>
<td>81120200</td>
<td>Data Processing or Preparation Services</td>
</tr>
<tr>
<td>81120400</td>
<td>Disaster Recovery Services</td>
</tr>
<tr>
<td>81121060</td>
<td>Application Service Providers</td>
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<td>81121070</td>
<td>Info Tech Consult Svc</td>
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<tr>
<td>81121080</td>
<td>Project Management</td>
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<tr>
<td>81121090</td>
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<tr>
<td>81121100</td>
<td>Temporary Info Tech Syst/Database Admin</td>
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<td>81121110</td>
<td>Temporary Info Tech Networking Special</td>
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<td>81121120</td>
<td>Perm Info Tech Dev</td>
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<td>81121130</td>
<td>Perm Info Tech Networking Special</td>
</tr>
<tr>
<td>81121140</td>
<td>Perm Info Tech Syst/Or Database Admin</td>
</tr>
</tbody>
</table>
To search by more than one UNSPSC code you must insert a space between each code.

Please note that not all UNSPSC codes are contained within this application.
Click for a list of all UNSPSC Codes used in this application.
Locating Opportunities
Before you can respond to bids you need to find them

- E-Alerts
- E-Marketplace, www.emarketplace.state.pa.us

"Click Solicitations"

- Not all bids belong to DGS
- Not all bids are found on e-marketplace
Welcome to the Enterprise Application Portal.

<table>
<thead>
<tr>
<th>DGS e-mail notifications (eAlerts)</th>
<th>Sign up here to be notified of new bids issued by the Department of General Services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSTARS</td>
<td>Use this Supplier Gateway to view your COSTARS-participating contract(s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.</td>
</tr>
<tr>
<td>Small Business Procurement Initiative</td>
<td>Self-certify here as a Small Business to participate in the Commonwealth’s Small Business Procurement Initiative, which reserves certain bid opportunities for competition among only self-certified small businesses.</td>
</tr>
<tr>
<td>Auto Service Facilities Qualification ITQ</td>
<td>Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.</td>
</tr>
<tr>
<td>ITQ Proposal Administration</td>
<td>Organizations interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing ITQ proposal.</td>
</tr>
<tr>
<td>Invoices in Process Report</td>
<td>Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth’s payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department.</td>
</tr>
</tbody>
</table>

NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.
New Solicitation eAlert for 6100025531 - PSP Tunkhannock Station Lawn Care

RA-paralets@pa.gov
Sent: Mon 5/20/2013 4:02 PM
To: GS, PA EAlets

RA-paralets@pa.gov
From: RA-paralets@pa.gov (PSP Tunkhannock Station Lawn Care)
Reply-To: RA-paralets@pa.gov
Subject: New Solicitation eAlert for 6100025531 - PSP Tunkhannock Station Lawn Care

The State Police has posted the following Solicitation 6100025531 for This bid is set aside for small business. You will need to self-certify as a small business prior to bid opening date. Please go to www.smallbusiness.pa.gov to certify Furnish all labor, materials and equipment to cut, trim and maintain grass area at the PA State Police, Troop P, Tunkhannock Station, THREE (3) cuttings per month, or as required by the Station Commander. Service period is 07/01/2013 thru 06/30/2016. Refer to attached Bid Specifications for more information. Attached to the IFB document is a Proof of Visit form (found under the Solicitation # in www.paspurchase.state.pa.us) which must be signed by the Station Commander or designated Vendor. The Contact Name and Phone number for this station is at the top of the form. This form must be mailed, emailed or faxed to the number or address below, by the bid opening date. Kathleen Kulp PSP, Facility Management Division 1500 Elmerton Ave. Harrisburg, PA 17110 kpulp@pa.gov FAX # 717-772-1426 Payment to be monthly upon completion of actual services rendered. Only electronic bid responses will be accepted for submission. All bidders are responsible for monitoring the DGS website to view any change notices to this IFB. The change notices shall be incorporated as part of this bid. In order to submit your Bid Response, interested vendors must be registered. To register, obtain a vendor number, and to allow for submission of an online bid, please visit www.paspurchaseportal.state.pa.us on eMarketplace.

You may view the bid online at eMarketplace or by clicking here. Public bid openings consist of a Commonwealth procurement representative electronically accessing or opening (as paper) timedly received bids. The representative announces the suppliers whose bids were timely received and the total bid amount to those present at the bid opening except where it is deemed unreasonable to read the bid amount due to complexity or large number of line items. Suppliers are not permitted to review bids at the opening. The bid tabulation will be posted to www.eMarketplace.state.pa.us as soon as practicable after the opening. Awarded contracts are posted on eMarketplace after they become fully executed.

If you do not wish to receive eAlert emails from eMarketplace, you may: 1) manage your subscriptions from the Pa Supplier Portal or the eAlerts application; 2) Unsubscribe from all eAlerts.

Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

RA-paralets@pa.gov  GS, PA EAlets
E-Marketplace
Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to contact us with your questions and any suggestions you may have.

To View Current Solicitations > 10,000

Invitation To Qualify Contracts

Procurement Forecast

To Locate State Wide Contracts

Hover over the buttons for details
Upcoming Procurements
A list of upcoming procurements available for the Commonwealth Agencies. Many of these procurements may not yet be advertised. Refer to the Solicitations section for those that are available for response.

### Search by
- All Items
- New Forms posted
- View Archived Procurements

<table>
<thead>
<tr>
<th>ID</th>
<th>Project Title</th>
<th>Agency</th>
<th>Material/Service/IT</th>
<th>Proposed Method of Procurement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>110525</td>
<td>Institute for Law Enforcement Education</td>
<td>Education</td>
<td>Service</td>
<td>RFQ (Other)</td>
<td>Approved</td>
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<tr>
<td>110573</td>
<td>WIC Retail Store Compliance Buy Investigation Services</td>
<td>Health</td>
<td>Service</td>
<td>IFB</td>
<td>Approved</td>
</tr>
<tr>
<td>110520</td>
<td>Multiple Board Examinations</td>
<td>State</td>
<td>Service</td>
<td>RFP</td>
<td>Approved</td>
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<tr>
<td>110523</td>
<td>Health Insurance Claims Database Planning Consultant</td>
<td>Insurance</td>
<td>Service</td>
<td>RFP</td>
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<tr>
<td>110492</td>
<td>Food service preparation on-site at the Wernersville Community Corrections Center</td>
<td>Corrections</td>
<td>Service</td>
<td>RFP</td>
<td>Approved</td>
</tr>
<tr>
<td>110491</td>
<td>Web-Based Alert System</td>
<td>Administration</td>
<td>IT</td>
<td>RFQ (IT)</td>
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<tr>
<td>110389</td>
<td>Horsemen’s Associations Audits</td>
<td>Budget</td>
<td>Service</td>
<td>RFQ (Other)</td>
<td>Approved</td>
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<tr>
<td>110101</td>
<td>Statewide Comprehensive Tobacco Control Programs through 8 Regional Primary Contractors</td>
<td>Health</td>
<td>Service</td>
<td>RFP-Multiple Award</td>
<td>Approved</td>
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<tr>
<td>110474</td>
<td>Enterprise Contact Center Services</td>
<td>Administration</td>
<td>IT</td>
<td>RFP</td>
<td>Approved</td>
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<tr>
<td>110468</td>
<td>FEMA Next Generation 911 (NG911) Support</td>
<td>Emergency Management Agency</td>
<td>IT</td>
<td>ITQ</td>
<td>Approved</td>
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</tbody>
</table>
## General Information

**Solicitation Title:** Institute for Law Enforcement Education  
**Agency:** Education  
**Existing Contract Number:**  
**Proposed Solicitation Date:** 9/25/2015  
**Contract Expiration Date:**  
**Proposed Method of Procurement:** RFQ (Other)  
**Description:** The Institute for Law Enforcement Education (ILEE) conducts training courses throughout the Commonwealth of Pennsylvania. Instructors will be required to pick up the training materials at the ILEE training center located at 6345 Flank Drive, Suite 1700, Harrisburg, PA 17112, travel to the course site, conduct the training course, and return the excess materials and final paperwork to ILEE upon completion of the course. Course quantity is estimated per year and courses are conducted on an as-needed basis.

## Review Information

**Issuing Office:** Education  
**Contact Person:** Kelly Group  
**Contact Email:** kgroup@pa.gov
Types of Procurements
Types of Procurements

- Invitation For Bid (IFB)
- Request for Proposal (RFP)
- Statewide Contracts
- Invitation to Qualify (ITQ)
Request for Proposal (RFP) Overview

Primarily used for Service contracts over $10,000.

Proposals are evaluated according to a point system, with the contract being awarded to the proposal with the highest number of points.

Points can be earned by being or involving a Small Diverse Business.
Request For Proposals (RFP) Overview

• Encourages Flexibility and Creativity
• Define Needs – Not Detailed Spec/SOW
• Define Goals – Not How to do it
• Allow scoring of Proposals Based on Pre-established Evaluation Criteria
• Consider Factors other than Price: Technical, Cost, and Small Diverse Business Participation
Invitation to Qualify (ITQ)

Used for:
- Information Technology (IT)
- Some training contracts
- Tier 1 Construction
- Design

• Pre-qualifies potential bidders
• Contracts can be under a Request for Quote (RFQ) or Invitation for Bid (IFB)
Statewide Contracts

All state agencies can purchase under the same contract.
- Multiple award contracts
- Single award contracts
### List of Contracts

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Description</th>
<th>Overview Change Notice</th>
<th>Reason for Change</th>
<th>Category</th>
<th>Ending Date</th>
<th>Supplier</th>
<th>COSTARS</th>
<th>Commodity Specialist</th>
<th>Agency</th>
<th>Parent #</th>
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</thead>
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<td>4400010281</td>
<td>Un-Armed &amp; Armed Security Guards</td>
<td></td>
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<td>MRO</td>
<td>07/31/2017</td>
<td>178161 - Weaver Investigations</td>
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<td>Jeff Henry</td>
<td>All Using Agencies</td>
<td>9212 - Security Guard Services</td>
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<td>Un-Armed &amp; Armed Security Guards</td>
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<td>07/31/2017</td>
<td>125390 - Information Network Associates</td>
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<td>07/31/2017</td>
<td>211828 - Scotland Security</td>
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<td>07/31/2017</td>
<td>321668 - SPI SECURITY SERVICES INC</td>
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<td>368837 - UNITED AMERICAN SECURITY LLC</td>
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<td>9212 - Security Guard Services</td>
</tr>
</tbody>
</table>
Contract Overview

Prior to utilizing this contract, the user should read the contract in its entirety.

CONTRACT DESCRIPTION

This Contract serves as an indefinite contract to supply the requirements of Commonwealth

Unarmed Security Guards

This Contract as one which will be made available for suppliers participation. Those suppliers having agreed to set

Numbers are designated on the “Search Contracts” page of "Yes" within the COSTARS column means the supplier has

COSTARS members. "No" within the COSTARS column means the specific supplier is not available to COSTARS members.

CONTRACT INFORMATION

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Un-Armed &amp; Armed Security Guards</th>
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<tbody>
<tr>
<td>Contract Number</td>
<td>9212-Security Guard Services</td>
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<td>Original Validity Period</td>
<td>9/24/12 to 7/31/17</td>
</tr>
<tr>
<td>Current Validity End Date &amp; Renewals Remaining</td>
<td>7/31/17 No Renewals</td>
</tr>
<tr>
<td>Point of Contact</td>
<td>Jeff Henry</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>717-346-3847</td>
</tr>
<tr>
<td>Contact Email Address</td>
<td><a href="mailto:ehenry@pa.gov">ehenry@pa.gov</a></td>
</tr>
<tr>
<td>Pcard Enabled in SRM</td>
<td>Yes</td>
</tr>
<tr>
<td>Pcard Accepted</td>
<td>Yes</td>
</tr>
<tr>
<td>MSCC</td>
<td>No</td>
</tr>
</tbody>
</table>

PRICING HIGHLIGHTS

The pricing for Unarmed Security Guards is based on the number of hours worked. The minimum allowable hourly rate is

$20.00 per hour. Suppliers are encouraged to bid on a per-hour basis to ensure the lowest possible cost to the Commonwealth.

PROCESS TO ORDER

Access contract via the DGS website www.emarketplace.state.pa.us to determine available supplies, geographic areas covered and current

hourly rates.

Agencies should create orders using the Material/Service Contract Catalog (MSCC) for all line item pricing. Agencies creating orders using the MSCC that are within the p-card threshold may issue Card Orders and pay with the p-card. For those agencies that negotiate a price lower than the line item pricing you must create your orders using the Describe Requirement functionality; these orders cannot be p-card orders in the system.

Search for service providers using Un-Armed and/or Armed, by supplier name, or

Bidding Opportunities
<table>
<thead>
<tr>
<th>Solicitation #</th>
<th>Type</th>
<th>Solicitation Title</th>
<th>Description</th>
<th>Agency</th>
<th>County</th>
<th>Amended Date</th>
<th>Solicitation Start Date</th>
<th>Solicitation Due Date</th>
<th>Bid Opening Date</th>
<th>Status</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>810033501</td>
<td>IFB</td>
<td>Finishing Benching Services</td>
<td>This Is A Rate Of The 810033501 ...</td>
<td>Corrections</td>
<td>Montgomery</td>
<td>5/22/2015</td>
<td>5/22/2015</td>
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<td>810033591</td>
<td>IFB</td>
<td>Distributed 65 Post Access Ladders</td>
<td>The Department Of Transportation ...</td>
<td>Transportation</td>
<td>Blair</td>
<td>5/28/2015</td>
<td>5/31/2015</td>
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</tr>
<tr>
<td>8100335782</td>
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<tr>
<td>QQC-2014-46</td>
<td>RFP</td>
<td>Specialized Secondaries Litigation Counsel</td>
<td>The Commonwealth Of Pennsylvania ...</td>
<td>General Counsel</td>
<td>Statewide</td>
<td>5/23/2015</td>
<td>5/23/2015</td>
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<td>8100335913</td>
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<td>1153 Nov Produce B 25 5</td>
<td>Supply Dairy Products To Carville ...</td>
<td>Corrections</td>
<td>Somerset</td>
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This request for proposals (RFP) provides to those law firms interested in submitting proposals for the subject procurement ("Offerors") sufficient information to enable them to prepare and submit proposals for the Governor's Office of General Counsel's consideration on behalf of the Commonwealth of Pennsylvania ("Commonwealth") to satisfy a need for legal services related to federal audit matters.

This RFP is issued pursuant to Executive Order 2015-2 dated January 29, 2015, and in accordance with Section 518 of the Commonwealth Procurement Code, 62 P.S. § 518 and Part III Chapter 8 of the DGS Procurement Handbook.

Department Information

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<tr>
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<tr>
<td>Jordan</td>
<td>Wagner</td>
<td><a href="mailto:jrwagner@pa.gov">jrwagner@pa.gov</a></td>
</tr>
<tr>
<td>Phone Number:</td>
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Solicitation Information

Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Bids will be opened publicly by the purchasing agency on the Opening Date at the Opening Time. For electronic bids, any conflict between the dates and/or times contained in the SRM solicitation itself or its attachments and this advertisement shall be resolved in favor of the SRM solicitation. For bids being submitted in paper format, any conflict between the dates and/or times contained on the paper solicitation form and this advertisement shall be resolved in favor of the paper solicitation.

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Responses to this bid will not be accepted electronically. Please follow the instructions attached to this solicitation to complete this bid.

Original Files

Files uploaded before 3/30/2012 will all appear under the Original Files section.

- OGC-2015-46 Request for Proposals.docx
- Part V - Contract for Legal Services.docx
- Appendix A - Proposal Cover Sheet.docx
- Appendix B - Cost Submittal.xlsx
- Appendix C - Trade Secret Confidential Proprietary Information Notice.pdf
- Appendix D - Statement of Qualifications - Technical Questionnaire.docx
- Appendix E - Personnel Experience by Key Position.docx
- Appendix F - Project References.docx
REQUEST FOR PROPOSALS

Federal Audit Counsel
Pennsylvania Department of Education

Issued by

OFFICE OF GENERAL COUNSEL
On behalf of
PENNSYLVANIA DEPARTMENT OF EDUCATION,
333 Market Street
Harrisburg, PA 17101

RFP NUMBER:
OGC-2015-46

DATE OF ISSUANCE
September 18, 2015
**Solicitation/Project #:** 6100028749

**Solicitation/Project Title:** Phillipsburg Hospital Landscaping

**Description:** DPW is soliciting Small Business Contractors to provide the following: The contractor is to furnish equipment and operators, as needed, for grounds keeping (mowing, trimming shrubbery, turf and debris removal) on the grounds of the former Phillipsburg State General Hospital (hereinafter referred to as PSGH). This property is being managed by the Pennsylvania Department of Public Welfare, Division of Facilities and Property Management (hereinafter referred to as DPWM). Hilltop Building, 1st Floor, 15 Grinol Drive, Harrisburg, PA 17110.

**ONLY SMALL BUSINESS VENDORS WILL BE CONSIDERED.**

**Anticipated Term:** The anticipated term of this agreement will be May 1, 2014 through October 31, 2014 with 4 one year renewals at the option of the Commonwealth.

**ALL VENDORS MUST SUBMIT THEIR PROPOSALS THROUGH THE PA SUPPLIER PORTAL FOUND AT THE FOLLOWING WEB ADDRESS:**
https://pasupplierportal.state.pa.us/pr/ports/anonymous

**VENDORS MUST BE REGISTERED AS A PA SMALL BUSINESS AND PROVIDE A COPY OF THEIR CERTIFICATION AND ALSO ENTER THEIR PROPOSAL IN THE PA SUPPLIER PORTAL.**

**ALL SUBMISSIONS ARE TO INCLUDE A PROOF OF VISIT IN ORDER TO BE FOUND Responsive.**

**Department Information**

- **Department/Agency:** Human Services  
- **Delivery:** Phillipsburg Hospital  
- **Location:** 210 Lock Lomond Road  
- **County:** Centre  
- **Duration:** 1 Year

**Contact Information**

- **First Name:** David  
- **Last Name:** Kern  
- **Phone Number:** 717-781-9281  
- **Email:** dakein@pa.gov

**Solicitation Information**

Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Bids will be opened publicly by the purchasing agency on the Opening Date at the Opening Time. For electronic bids, any conflict between the dates and/or times contained in the SRM solicitation itself or its attachments and this advertisement shall be resolved in favor of the SRM solicitation. For bids being submitted in paper format, any conflict between the dates and/or times contained on the paper solicitation form and this advertisement shall be resolved in favor of the paper solicitation.

- **Solicitation Start Date:** 03/25/14  
- **Solicitation Due Date:** 04/11/14  
- **Solicitation Opening Date:** 04/11/14  
- **Solicitation Opening Time:** 2:00 PM  
- **Solicitation Due Time:** 2:01 PM  
- **Opening Location:** Dpw Division Of Procurement 625 Forster Street Room 402 Health And Welfare Building Harrisburg Pa 17120  
- **No. of Addendums:** 0  
- **Amended Date:** 03/25/14

**This procurement is set aside for bid and award to small businesses only.**

Responses to this bid will only be accepted electronically. You must go to www.pasupplierportal.state.pa.us to complete this bid.

**Related Solicitation Files**
Welcome Bidder

As a Company Bidder in the PA Supplier Portal you have the authority to electronically view and respond to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar to:

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

The "Supplier Service Center" link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The "Help" link located on the upper right corner contains common supplier questions and contact information.
MATERIALS & SERVICES PROCUREMENT

The Bureau of Procurement is responsible for purchasing, or contracting for, equipment, supplies and services for the Commonwealth. As the central procurement organization, the bureau provides guidance and consultation to state agencies, boards and commissions on their individual procurements.

PROCUREMENT TOOLS AND SYSTEMS

The Supplier Service Center supports suppliers in registration, bidding and invoicing processes. The Supplier Registration Guide provides step-by-step instructions for registering to do business with the Commonwealth.

eMarketplace provides information about bidding opportunities, awards and contracts. Sign up for eMarketplace eAlerts to be notified when new bidding opportunities are available.

COSTARS is Pennsylvania’s cooperative purchasing program. The COSTARS program provides registered local public procurement units, as well as state affiliated entities, (together “members”) and suppliers a tool to find and do business with each other effectively through the use of a contract established by DGS. Learn how to participate as a COSTARS supplier.

SBPI

Small Business Procurement Initiative (SBPI) and Small Diverse Business Program (SDB) - self-certify as a small business and continue to the verification process for small diverse businesses including minority business enterprise, women business enterprise, veteran business enterprise, and service-disabled veteran business enterprise to be eligible to compete for specific Commonwealth contracting opportunities.
WELCOME TO THE SUPPLIER SERVICE CENTER

The Supplier Service Center assists with registration, bidding, and account management. This site provides assistance to companies that want to sell materials or services to state agencies. If you wish to provide construction services to the Commonwealth, please visit Design & Construction.

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<th>INVOICE/PAYMENT</th>
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<td>eMarketplace/Solicitations</td>
<td>Payment Status</td>
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<td>Supplier/Vendor Registration</td>
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<td>- Obtain Vendor Number</td>
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<td>- Manage Company &amp; User Data</td>
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<td>- Submit Electronic Bids</td>
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**REGISTRATION HELP:**
(877) 455-7363, choose option 1

**BIDDING HELP:**
(877) 455-7363, choose option 2

**INVOICE/PAYMENT HELP:**
(877) 455-7363, choose option 1

**RELATED LINKS:**
- COSTARS
- SUPPLIER FAQ SECTION
- SUPPLIER GUIDES
- MINORITY, WOMEN & VETERAN BUSINESSES
Invitation to Qualify
Welcome to the ITQ Web Site

The ITQ application is most compatible with Internet Explorer, version 6.0. If you are using Internet Explorer version 7.0 or higher, please use the compatibility mode functionality to ensure the best performance. To initiate the compatibility mode from Internet Explorer version 7.0 or higher, click the button indicated below in your browser's toolbar.

If additional information or assistance is needed, or if the button is not visible on your toolbar, view the How to Video.

NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.

Welcome to the Department of General Services Enterprise Invitation to Qualify (ITQ) portal.

We are excited about this new tool which will make your experience with our ITQ process simpler and more user friendly.

If you are interested in learning about any of the ITQ contracts that are currently open for qualification click the "Where to Start" link. This will provide you with brief descriptions of all the open ITQ contracts and provide further guidance on how to become pre-qualified.

We thank you for your interest in doing business with the Commonwealth of Pennsylvania and look forward to working with you soon.

If at any time you have any questions, please feel free to contact our Site Administrator, Joe Mnovich at mnovich@pa.gov, or 717-214-3434.
Where to Start

Introduction

The Invitation to Qualify (ITQ) is the name given to certain multiple-award contracts issued by the Commonwealth pursuant to Section 517 of the Procurement Code. ITQ contracts may be solicited by an Invitation for Bids or a Request for Proposals. Award of work to individual contractors is done on a best value basis, which may consist of elements in addition to cost.

1. The Invitation to Qualify Process

The ITQ Process is a two-step process utilized by the Commonwealth to provide various types of services to Commonwealth agencies.

The first step is a pre-qualification process that is used to qualify suppliers for specific services described in the ITQ. To qualify for an ITQ contract, a supplier must meet unique qualification requirements as prescribed in each ITQ. This is done by submitting an electronic proposal via the PA Supplier Portal. Each submittal is evaluated, and if the proposal passes the minimum scoring criteria, the supplier is qualified and placed on a statewide contract along with the other suppliers that qualify.

The second step is a quoting process utilized by the agencies when services are required. This will be done through a Request for Quote process in which agencies develop a Statement of Work and request proposals from the qualified suppliers. This proposal may be as simple as pricing or as complex as a technical proposal with pricing.

One important aspect to note about the ITQ process is that qualification does not guarantee the receipt of any business by an individual supplier. Suppliers are encouraged to market their services to the agencies and to respond to as many Requests for Quotes as possible.
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<thead>
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<td>11/01/2013</td>
<td>10/31/2018</td>
<td>Jack Banks</td>
<td>717-787-6586</td>
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<td>Helicopters</td>
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<td>Alfonzo J. Robinson</td>
<td>717-346-8181</td>
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<td>Keith Worley</td>
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<td>Diane Halliet</td>
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<td>717-346-2674</td>
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- **5 categories reserved for small businesses**
- **Restricted for small business**
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Small Business Construction Program Eligibility

Eligible Projects
- $10,000 or greater, but less than $300,000 (Agency)
- Applies to all Agencies within Governor’s Jurisdiction

Non-Eligible Projects
- Equal to or greater than $300,000 (Capital)
- Under $10,000
- 100% of labor force performed by Commonwealth Employees

Projects between $10,000 or greater, but less than $300,000 (Capital)
- Emergency Work
- Sole source procurements
- Leasehold improvements
- Historic Work
- Otherwise approved for exemption by DGS Secretary
**SBPI Construction** Self-Performance & Subcontracting

- 51% Self-Performance / 49% Subcontracting
- Less Restrictive Subcontracting Requirements
- Not Required to Subcontract with SBPI Vendors, Encouraged to Subcontract with SBPI Vendors
- All SBPI Construction Contractors can Now Bid on any Project Between $10K and $299,999
- Two Separate Set of Bid Security & Bonding Guidelines
- **Lower Range: $10K to $24,999**
  - No Bid Security
  - No Payment or Performance Bond
- **Upper Range: $25K to $299,999**
  - 10% Bid Security
  - Payment & Performance Bonds Equivalent To – 100% of Contract Value
Small Diverse Program
Small Diverse Business Program

- Small Diverse Business Program
  - Technical, Cost, SDB
  - DB weight remains 20% of the total RFP points
- Pre-Proposal Conferences
  - Subcontracting Opportunities
  - Networking
- Compliance
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April 11, 2014

RE: Pennsylvania Department of Environmental Protection
General Environmental Technical Assistance Contract
RFP #DEP-IRRSC-7

Dear Sir/Madam:

You are invited to submit a proposal for general environmental technical assistance services in accordance with the enclosed Request for Proposal (DEP-IRRSC-7 RFP).

All proposals must be submitted to the Pennsylvania Department of Environmental Protection, Division of Site Remediation, 14th Floor, Rachel Carson State Office Building, 400 Market Street...
II-8. **Small Diverse Business (SDB) Participation Submittal.**

In order for Offerors to receive credit towards the SDB participation requirements, they must provide SDB commitments based on any one or all of these service categories: Bottled Water Delivery, Electrical Services (i.e. installations, power drops, wiring up systems), Geophysical Investigation, Groundwater Well Installation and Closure, Land Surveyor, Residential Water Treatment, Risk Assessment, Soil Boring, Test Pitting and Waste Brokerage Services, and the following Environmental Services: environmental investigative, expert consulting and professional engineering activities, preliminary site assessments; detailed characterizations of waste, soil, groundwater, surface water and sediments; surveying and mapping; hydrogeological evaluations; laboratory and field analysis; laboratory data validation; limited remediation services, including waste disposal; risk assessments; graphical and geographical information systems development; evaluations of remedial alternatives; preparation of remedial designs and bid documents; oversight of remedial construction; technical training of Commonwealth employees, program support; enforcement support; and community relations support.

A. To receive credit for being an SDB or for subcontracting with an SDB (including purchasing supplies and/or services through a purchase agreement), an Offeror must include proof of SDB qualification in the SDB participation submittal of the proposal.
Example of a sign in sheet.

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<tr>
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<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
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<tr>
<td>Robert N. Grant</td>
<td>Delta Development</td>
<td>717-441-9830</td>
<td><a href="mailto:REHANT@DELTADEV.COM">REHANT@DELTADEV.COM</a></td>
</tr>
<tr>
<td>Mark Holmes</td>
<td>L.R. Kimbell</td>
<td>814-421-2210</td>
<td><a href="mailto:mark.holmes@l-r-kimbell.com">mark.holmes@l-r-kimbell.com</a></td>
</tr>
<tr>
<td>Jule Davenport</td>
<td>TASC</td>
<td>703-449-3354</td>
<td><a href="mailto:jule.davenport@tasc.com">jule.davenport@tasc.com</a></td>
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<tr>
<td>Justin McBlues</td>
<td>ACD Telecom, LLC</td>
<td>415-980-1040</td>
<td><a href="mailto:JUSTIN.MCBLUES@ACDTELECOM.COM">JUSTIN.MCBLUES@ACDTELECOM.COM</a></td>
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<tr>
<td>Chris Kelly</td>
<td>Mission Critical Partners</td>
<td>814-699-4637</td>
<td><a href="mailto:chris.kelly@mcpartners.com">chris.kelly@mcpartners.com</a></td>
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<tr>
<td>John Smith</td>
<td>Info-Matrix</td>
<td>717-260-9850</td>
<td><a href="mailto:josmith@infomatrix.com">josmith@infomatrix.com</a></td>
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<td>Mark Rimm</td>
<td>NYSTEC</td>
<td>212-599-4599</td>
<td><a href="mailto:MRRIMM@NYSTEC.COM">MRRIMM@NYSTEC.COM</a></td>
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<tr>
<td>Rob Clark</td>
<td>AIA/MarkCorley</td>
<td>202-991-0102</td>
<td><a href="mailto:AIA@MARKCORLEY.COM">AIA@MARKCORLEY.COM</a></td>
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<tr>
<td>Panley Davis</td>
<td>Vantage Point Solutions</td>
<td>605-995-1777</td>
<td><a href="mailto:panley.davis@vantagesolutions.com">panley.davis@vantagesolutions.com</a></td>
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<td>Andrew Masson</td>
<td>EEC</td>
<td>717-375-1604</td>
<td><a href="mailto:AMASON@EEC.COM">AMASON@EEC.COM</a></td>
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<td>John Murray</td>
<td>Federal Engineering Inc</td>
<td>703-357-8200</td>
<td><a href="mailto:JML@FEDENG.COM">JML@FEDENG.COM</a></td>
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<td>Michael Belktime Inc</td>
<td>717-585-2620</td>
<td><a href="mailto:WBEALKE@BELKTIME.COM">WBEALKE@BELKTIME.COM</a></td>
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<td>Victor Range</td>
<td>2C Consulting Inc</td>
<td>412-252-3230</td>
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<td>Robert Conner</td>
<td>The OI Group</td>
<td>717-341-1289</td>
<td><a href="mailto:RCONNER@OILGROUP.COM">RCONNER@OILGROUP.COM</a></td>
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NOTICE OF SMALL BUSINESS SELF-CERTIFICATION
AND SMALL DIVERSE BUSINESS VERIFICATION

pennsylvania
DEPARTMENT OF GENERAL SERVICES

The Department is pleased to announce that

AGENCY GUEST ACCOUNT

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Procurement Initiative as established by Executive Order No. 2011-09, and is verified as a Small Diverse Business with the following designation(s):

BUSINESS TYPE(s): Construction Contractor, Construction Supplier, Design, Procurement Services, Procurement Goods, Information Technology

Construction Tier 2

CERTIFICATION NUMBER: 336949-2013-07-SB-MWVE

ISSUE DATE: 07/15/2013
EXPIRATION DATE: 07/15/2014

Sincerely,
Sherr Phillips, Secretary
Department of General Services
Commonwealth of Pennsylvania
APPENDIX I

SMALL DIVERSE BUSINESS
LETTER OF INTENT

[DATE]

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

Dear [SDB Contact Name]:

This letter serves as confirmation of the intent of [Contractor] to utilize [Small Diverse Business (SDB)] on RFQ [RFQ number and Title] issued by the [Commonwealth agency name].

If [Contractor] is the successful vendor, [SDB] shall provide [identify specific work, goods or services the SDB will perform, and the specific timeframe during the term of the purchase order and any option renewal periods when the work, goods or services will be performed or provided].

These services represent [identify fixed numerical percentage commitment] of the total cost in the [Contractor’s] cost submittal for the initial term of the purchase order. Depending on final negotiated pricing and actual usage or volume, it is expected that [SDB] will receive an estimate [identify associated estimated dollar value that the fixed percentage commitment represents] during the initial purchase order term.

[SDB] represents that it meets the small diverse business requirements set forth in the RFQ and all required documentation has been provided to [Contractor] for its SDB submission.

We look forward to the opportunity to serve the [Commonwealth agency name] on this project. If you have any questions concerning our small diverse business commitment, please feel free to contact me at the number below.

Sincerely,
Acknowledged,

[Contractor Name]
Title
Company
Phone number

SDB Name
Title
Company
Phone number
Calendar of Events

- October 13, 2015 – GACO 28th Annual Procurement Opportunities Fair, Mars, PA
- October 22, 2015 – Meet the Buyers, Bethlehem, PA
- October 27, 2015 – Doing Business with the Commonwealth of PA, Exton, PA
- October 29, 2015 – Opening Doors to State Contracting
Contact Information

Ms. DeShawn Lewis, Director
delewis@pa.gov
Phone: 717-787-7131

Ms. Gayle Nuppnau, Procurement Liaison
gnuppnau@pa.gov
Phone: 717-346-3819

Ms. Paula Murphy, Construction Liaison
pmurphy@pa.gov
Phone: 717-787-8324