

SOLICITATION ADDENDUM

Date: **June 2, 2026**
Subject: **Addendum 2**
Solicitation Number: **6100065087**
Due Date/Time: **July 2, 2026 – 4:00 PM**
Addendum Number: **2**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

This addendum is issued to provide potential offerors with a copy of the Pennsylvania Department of General Services’ Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) Information Goal Session PowerPoint presentation. This document will accompany the Information Goal Session held on Wednesday, June 3, 2026, at 9 AM. Please see Addendum No. 1 for meeting details.

Type of Solicitation (Request for Proposal): Electronic Bid (JAGGAER) - Review your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Kelley Reese, Pa.C.P.
Title: Procurement Specialist 2
Email: kelreese@pa.gov



Pennsylvania
Department of General Services

- 06/3/2026 – 9AM

PSP Promotion Exams - Corporal and Sergeant

Goal Setting Information Session

Kelley Reese – kelreese@pa.gov



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

Jaggaer References:

Description

#6. Small Diverse Business (“SDB”) and Veteran Business Enterprise (“VBE”) Participation

#7 New SDB and VBE Goal Information Session

#14. Proposal Format

#32. Mandatory Responsiveness Requirements

Buyer Attachments

- Supplies Services SDB Participation Form.pdf
- Supplies Services VBE Participation Form.pdf

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





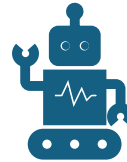
Solicitation Specific Goals

6100065087 PSP Promotion Exams - Corporal and Sergeant	SDB	VBE
	20%	3%

Goal Setting Process



Available subcontracting opportunities across the entire state for the applicable services,



Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and



Historical analysis of similar projects within the last 3-5 years.

Primes are welcome to exceed the goal!



Small, Diverse and Veteran

Small Business (SB)

Eligibility Requirements

- For-profit, USA business
- Business must be independently owned
- May not be dominant in its field of operation
- May not employ more than 100 full-time equivalent employees
- May not exceed 3-year average gross revenues of \$47 million, regardless of business type

Small Diverse Business (SDB)

Eligibility Requirements

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

Veteran Business Enterprise (VBE)

Eligibility Requirements

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

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



Micro and Midsize

Micro Business (MCB)

Eligibility Requirements

- 25 or fewer full-time employees
- 3-year average revenue < \$1 million

Midsize Business (MDB)

Eligibility Requirements

- 750 or fewer full-time employees
- 3-year average revenue > \$47 million but < \$141 million



- HOW TO MEET THE GOAL

SDB and VBE Requirements

3 Scenarios

- Self-Perform as a DGS-verified SDB and/or VBE Prime vendor
- Find Separate DGS-verified SDB and VBE vendors
- Use a DGS Dually-verified SDB/VBE vendor

Submittal Forms

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



SDB and VBE Requirements



Access Search Guide

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



Access Search Guide

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf>

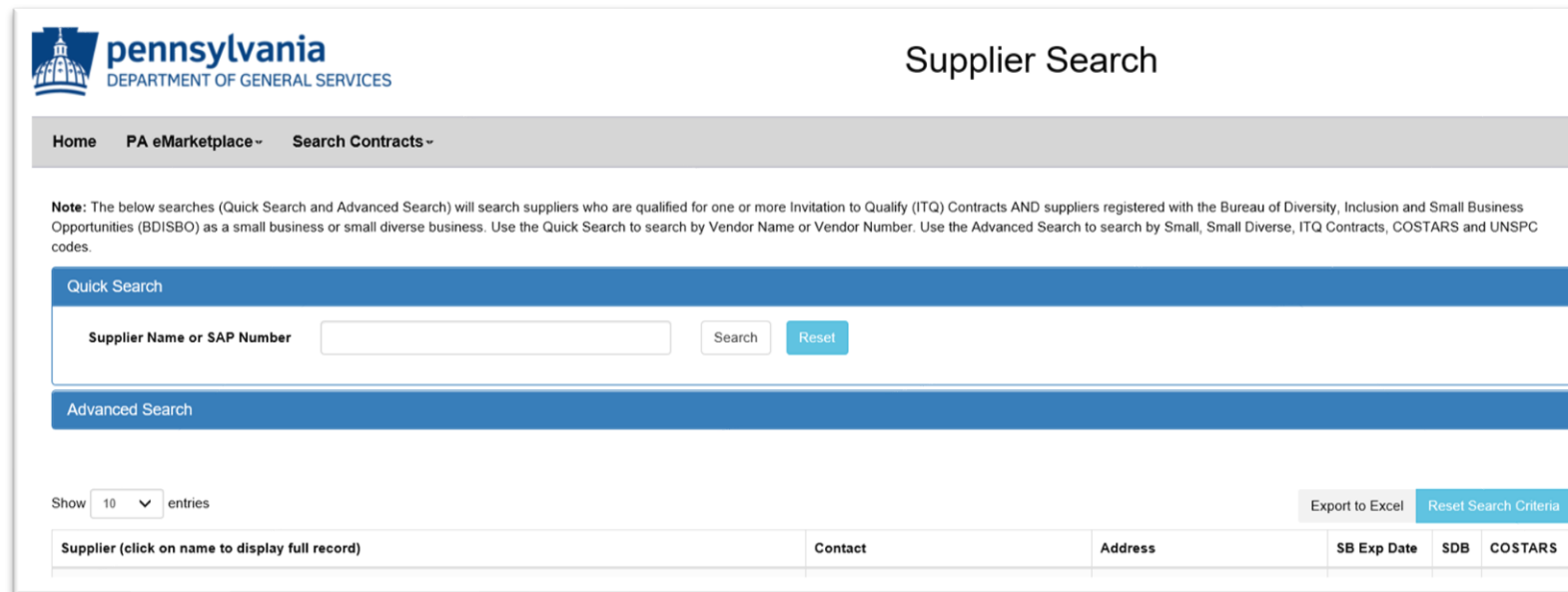


Access Search Guide

Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison

Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced



The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. At the top left is the state logo and 'pennsylvania DEPARTMENT OF GENERAL SERVICES'. The page title 'Supplier Search' is on the right. A navigation bar includes 'Home', 'PA eMarketplace ~', and 'Search Contracts ~'. A note explains that searches will find suppliers qualified for ITQ contracts and registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). Below this are two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number' and 'Search'/'Reset' buttons; and 'Advanced Search'. At the bottom, there's a 'Show 10 entries' dropdown, 'Export to Excel' and 'Reset Search Criteria' buttons, and a table header with columns: 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

Home PA eMarketplace ~ Search Contracts ~

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

Quick Search

Supplier Name or SAP Number Search Reset

Advanced Search

Show 10 entries

Export to Excel Reset Search Criteria

Supplier (click on name to display full record)	Contact	Address	SB Exp Date	SDB	COSTARS
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<http://www.dgs.internet.state.pa.us/suppliersearch>



Quick Search

**pennsylvania**
DEPARTMENT OF GENERAL SERVICES

Supplier Search

Home PA eMarketplace Search Contracts

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

Quick Search

Supplier Name or SAP Number

Search

Reset

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

Advanced Search

Show 10 entries

Export to Excel Reset Search Criteria

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

To search or browse ALL Small and Small Diverse Businesses by Name OR 6-digit SAP Number (option also available through Advanced Search)



Advanced Search

Hierarchy	Category Number	Name
Segment	<u>44</u> 000000	Office equipment and accessories & supplies
Family	44 <u>12</u> 0000	Office supplies
Class	4412 <u>17</u> 00	Writing Instruments
Commodity	441217 <u>06</u>	Wooden pencils

Click arrow to expand Segment for additional codes

Supplier Classifications

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

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

☐ Select all Classifications

☐ Select all Small Diverse Business Classifications

☐ Find only vendors that have all selected classifications

☒ Find only vendors that have at least one selected classification

UNSPSC Description

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

When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database.

Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for "landscaping" will find vendors who have selected any code that has "landscaping" anywhere in the description.

For more information visit [UNSPSC > Home](#)

UNSPSC Codes

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

Browse and select one or more codes. Don't know the codes you want? Search for codes at www.UNSPSC.org.

☐ Find only vendors that have all selected UNSPSC codes

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

Search

Reset



UNSPSC Commodity Code Search

United Nations Standard Products and Services Code (UNSPSC)



The screenshot shows the UNGM United Nations Standard Products and Services Code (UNSPSC) page. The header includes the UNGM logo, language selection (English), help center link, and login/register buttons. The left sidebar contains navigation links: Home, Procurement Opportunities, Contract Awards, UNGM Pro (New!), Supplier Code of Conduct, UN Standard Products and Services Code (UNSPSC), Help Center, Knowledge Center, and UN Procurement Statistics. The main content area is titled "United Nations Standard Products And Services Code (UNSPSC)". It features a section "What are the UNSPSC codes?" which explains that the UNSPSC is a global classification system of products and services. It also states that these codes are used to classify products and services in the case of suppliers, company staff, and procurement opportunities. For more information, it directs users to the Help Center and provides two links: "What are United Nations Standard Products and Services Code codes?" and "How to select United Nations Standard Products and Services Code codes?". At the bottom, there is a search bar and a help button.

UNGM United Nations Global Marketplace

English ? Help Center Log in Register

Home
Procurement Opportunities
Contract Awards
UNGM Pro **New!**
Supplier Code of Conduct
UN Standard Products and Services Code (UNSPSC)
Help Center
Knowledge Center
UN Procurement Statistics

United Nations Standard Products And Services Code (UNSPSC)

What are the UNSPSC codes?

The United Nations Standard Products and Services Code® (UNSPSC®) is a **global classification system of products and services**.

i These codes are used to **classify products and services**: in the case of suppliers, to classify the products and services of their company, and in the case of Staff Members, to classify the products and services when publishing procurement opportunities.

For more information, read this article from our Help Center:

- [What are United Nations Standard Products and Services Code codes?](#)
- [How to select United Nations Standard Products and Services Code codes?](#)

Search: **? Help**



Advanced Search (continued)

PA Counties

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

Supplier Classifications

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

UNSPSC Codes

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

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

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



Search Results

Advanced Search

Show 25 entries

Export to Excel Reset Search Criteria

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

Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Supplier Profile

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

← SB, SDB & VBE Expiration Dates

Supplier Classifications

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

← SB, SDB & VBE Classifications

Contact Information

Contacts

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



Search Results to Excel

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

Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



Excel Export Results – Supplier Contacts

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

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

Suppliers	Supplier Addresses	Supplier Contacts	Counties	Supplier Classifications	ITQs	ITQ Contracts	UNSPSC Codes
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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***

**DO NOT MERGE PARTICIPATION FILES – EACH
SDB/VBE SUBMITTAL PACKET MUST BE UPLOADED
INDIVIDUALLY**



Submittal – SDB/VBE -2

CRITICAL
✓ Check One, and
Only One, Box

SDB-2
SDB PARTICIPATION SUBMITTAL

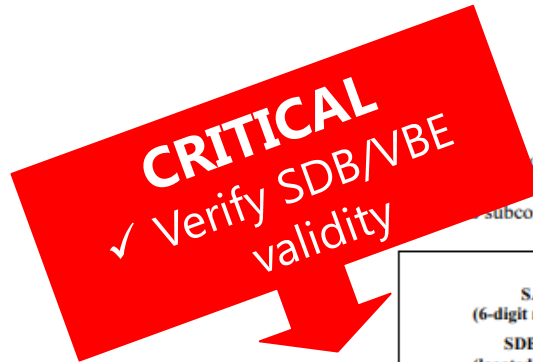
CHECK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.
Click on bold titles to navigate to that specific page.

☐ I agree to meet the SDB participation goal in full. I have completed and am submitting with my bid or proposal an SDB Utilization Schedule (SDB-3) , which is required in order to be considered for award.	☐ I am requesting a partial waiver of the SDB participation goal. efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal. I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award: 1. an SDB Utilization Schedule (SDB-3) for that portion of the SDB participation goal that I will meet; AND 2. a Good Faith Efforts Waiver Request for the portion of the SDB participation goals that I am unable to meet.	☐ I am requesting a full waiver of the SDB participation goal. After making good faith outreach efforts as more fully described in the Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal , I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal. I have completed and am submitting with my bid or proposal a Good Faith Efforts Waiver Request for the complete SDB participation goal, which is required in order to be considered for award.
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NOTE: SDB primes who are submitting as bidders or offerors must complete an **SDB Utilization Schedule (SDB-3)** identifying any self-performance towards the SDB participation goal.



Utilization Schedule – SDB/VBE-3



SDB-3 SDB UTILIZATION SCHEDULE

Chart below SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each subcontractor (add additional Letters of Commitment as necessary).

SDB Name SAP Vendor Number (6-digit number provided by SDB) SDB Verification Number (located on DGS SDB verification)	Type of SDB (check all that apply)	Description of Work to be Performed (Statement of Work/Specification reference)	% Commitment (or % of work to be self-performed by SDB bidder/offeror)	Associated Dollar Value of Commitment
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: _____	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Name: _____ SAP Vendor Number: _____ SDB Verification Number: _____	☐ MBE ☐ WBE ☐ LGBTBE ☐ DOBE ☐ SDVBE		%	
Attach additional sheets if necessary			Total % SDB commitment: 0	Total \$ amount: \$ 0



Letter of Commitment- SDB/VBE-3.1



SDB-3-1 LETTER OF COMMITMENT

This Letter of Commitment serves as confirmation of the commitment by the prime Bidder or 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		

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:

Specific Time Frame the SDB will provide the services or supplies:

Percentage Commitment. These services or supplies represent % of the total cost of the Bidder/Offeror's cost submittal for the initial term of the contract. Depending on actual contract usage or volume, it is expected the SDB will receive \$ during the initial contract term. Bidder/Offeror shall pay SDBs, after receipt of a proper invoice and all other required documentation from an SDB, within 10 days after receipt of payment from the Commonwealth.

SDB verified* By signing below, the SDB represents that it meets the SDB requirements set forth in the Solicitation and all required documentation has been provided to the Bidder/Offeror for its SDB submission.

Sincerely,

Printed name

Signature

Bidder/Offeror Point of Contact Name

Acknowledged

Printed name

Signature

SDB Point of Contact Name

* The work performed by a firm that is dually verified as both an SDB and VBE will be counted by BDISBO towards fulfilling both the SDB and VBE commitments unless otherwise agreed to by the parties in writing and approved by BDISBO and the Issuing Office. See SDB-1 Instructions, Section II, Paragraph 4 for example of how work performed by a firm that is dually verified is credited.

Revised: January 26, 2024

SDB-3-1.1

SDB/VBE
to expect
a letter
and SIGN
it!



Guidance to Document GFE SDB/VBE-4



The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.



When seeking a Partial or Full GFE Waiver, Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.



Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.

Good Faith Efforts Packet SDB/VBE-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)



CVE Waiver – Part 1

CRITICAL

- ✓ List all components of work offered for subcontracting.

Identified Items of Work Offeror Made Available to SDBs

List those items of contract work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and divided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract value for each item. Offeror must demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

Identified Items of Work	Was this work listed in the solicitation?	Does Offeror normally self-perform this work?	Was this work made available to SDB Firms? If not, explain why.
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
	☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no

Attach additional sheets if necessary.



GFE Waiver – Part 2

CRITICAL
 ✓ Specifics and Details
 are important

Identified SDBs and Record of Solicitations

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

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

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

Attach additional sheets as necessary.



GFE Waiver – Part 3

CRITICAL
✓ Documentation for
Part 1

SDB Outreach Compliance Statement

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

Part 3 – SDB Outreach Compliance Statement

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

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

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

4. Bonding Requirements (Please Check One):

☐

This project does not involve bonding requirements.

☐

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

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

☐

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

☐

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

☐

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



GFE Waiver – Part 4

Add Additional Information Regarding Rejected SDB Quotes

CRITICAL
✓ Documentation for Part 2

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

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



GFE Waiver – Part 5

SDB Subcontractor Unavailability Certificate

CRITICAL
✓ Required for each vendor listed in Part 1

I am the firm of _____
(Name of SDB)

(Street)

(City) (State) (Zip)

I was given an opportunity to bid on Solicitation No. _____

by _____
(Name of Prime Contractor's Firm)

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

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



Do

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

Do Not

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.
- Forget to verify subcontractor status as current SDB/VBE in DGS Supplier Database.



Important Notes

Prompt Payment Terms (non- construction) – 7/1/2023

- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.

Model Form SDB/VBE Subcontractor Agreement – RFP Questions sections 1.2.3 and 1.3.3

- Provided for informational purposes only. To be completed by award winning vendor only.



REMINDER



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

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

