

SMALL DIVERSE BUSINESS PARTICIPATION PROGRAM

The Small Diverse Business Program (SDB) for Construction encourages and ensures open and equitable contracting practices are used by prime contractors in soliciting and contracting with Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Veteran Business Enterprises (VBE), and Service-Disabled Veteran Business Enterprises (SDVBEs) together referred to hereafter as Small Diverse Businesses (SDBs).

Proactive Solicitation Policy

Prime bidders submitting bids for System construction contracts shall proactively solicit SDB and encourage them to submit written quotes for portions of the work as subcontractors. If a quote from an SDB is the lowest received for that portion of the work, if that quote is responsive, and if the prime bidder determines that SDB to be responsible, then the prime bidder shall make a commitment to award a subcontract to that SDB.

Acceptable Proactive Solicitation

A Reasonable Effort Award Amount (REAA) for each Separate Prime contract is established by the System and is provided in the Special Instructions to Bidders. The REAA is based on the scope of work of the project and contract, and the current demographics concerning ready, willing, and able SDB subcontractors in an appropriate geographic area.

An acceptable proactive solicitation effort by a bidder is considered to be, at a minimum, solicitation effort such that competitive quotes totaling the REAA could reasonably be expected to be received from SDB.

Evidence of proactive solicitation of the REAA is considered in determining the responsiveness of a bid.

Submission Requirements for Evidence of Proactive Solicitation

Bidders must show proof of their proactive solicitation by submitting with their bid a completed SDB Solicitation Form and documentation as required in the bid documents.

If the prime bidder is an SDB, he/she must indicate on the SDB Solicitation Form that they are a DGS-verified SDB, and list any verification or certification number(s) or documentation. No proactive solicitation or other documentation is required.

Determination of Responsiveness

The procurement office issuing the Contract will review the documentation submitted and determine, based on the documentation submitted, whether acceptable proactive solicitation was conducted. If the Contracting Officer determines that the bidder did not perform acceptable proactive solicitation, the Contracting Officer may determine the bid to be non-responsive and reject the bid.

Link to Database

<http://www.dgsweb.state.pa.us/mbewbe/VendorSearch.aspx>