

Invitation to Qualify (ITQ)

Professional Development Training and Consulting Statewide Contract

**September 1, 2007 to October 1, 2007
Open Enrollment Period**

**Commonwealth of Pennsylvania
Department of General Services**

Contract # 9980-07



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

To All Interested Suppliers:

The Commonwealth of Pennsylvania, Department of General Services, invites you to submit a proposal to qualify as a Supplier to provide Professional Development Training for Agencies within the Commonwealth. Interested Suppliers should submit the required information as specified in the attached Invitation to Qualify (ITQ - Contract 9980-07). Suppliers that respond to this ITQ and are found to be qualified by the Department of General Services will receive an awarded contract to be eligible to provide quotes for Professional Development Training for Commonwealth Agencies, Single County Authorities, Community Partnerships and affiliated organizations.

You are encouraged to routinely check the Department of General Services - Procurement website at www.dgs.state.pa.us/procurement for additional training opportunities. New categories **Criminal Justice – Offender Life Skills Intervention training, Criminal Justice – Staff Safety & Supervision, Criminal Justice – Verbal & Written Interviewing Interrogation Techniques, Criminal Justice – Legal, Criminal Justice – Community Safety, Criminal Justice – Criminal Subculture & Offenders, Criminal Justice – Health/Treatment** has been added to the Scope of Work for the Sept/Oct 2007 open enrollment period. Three times a year, the Commonwealth will qualify first-time Suppliers and existing ITQ Suppliers who are attempting to qualify for additional training service categories. In order to be considered, Suppliers must submit their ITQ proposals within the specified enrollment period and under the conditions documented in the contract. An application checklist of all required documentation has been provided for your reference.

Thank you for expressing an interest in providing services for the Commonwealth.

Sincerely,

Maureen Smith

Maureen Smith
Commodity Specialist
Bureau of Procurement

July 19, 2006

INVITATION TO QUALIFY

PROFESSIONAL DEVELOPMENT EVENT TRAINING

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PART I

General Information

1. PURPOSE

This Invitation to Qualify (ITQ) provides interested education and training Suppliers with sufficient information to adequately prepare and submit proposals for consideration by the Commonwealth of Pennsylvania to satisfy the requirements for a statewide Professional Development Training ITQ multiple-award contract.

2. ISSUING OFFICER

This ITQ is issued for the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. The Issuing Office is the sole point of contact in the Commonwealth for this ITQ. Please refer all inquires to:

Maureen Smith, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914
Telephone: (717) 346-3843
Facsimile: (717) 783-6241
Email: maursmith@state.pa.us

3. SCOPE

This ITQ contains instruction governing proposals to be submitted and materials to be included therein, requirements that must be met to be eligible for consideration, description of the required categories of Professional Development Training and Consulting services, other requirements to be met by each proposal, contract terms and conditions, a contract signature page and other forms that must be signed and submitted as part of your proposal.

4. PROBLEM BACKGROUND

The Department of General Services has created a procurement vehicle that will provide Commonwealth entities with the means to easily procure professional training services. Professional training can be, but is not limited to, an educational seminar, course or workshop depending on the business needs or specified requirements of the Agency. See "Scope of Work to be Performed" for a description of services to be provided under each service category.

5. SUBMISSION DUE DATE

The closing ITQ date to receive Supplier proposals is at **1:30 PM (EST)** on October 1, 2007. It is recommended that you submit your proposal early to allow sufficient time for delivery prior to the close of enrollment. Proposals received after the submission due date will be rejected and will not be reviewed.

6. REJECTION OF PROPOSALS

The Commonwealth reserves the right to reject any and all proposals received from a Supplier as a result of this request.

7. MULTIPLE AWARD CONTRACT

This ITQ, together with a successful Supplier proposal, when executed, approved and delivered, shall contain the final and complete contract between the parties. A contract will be executed with each responsible Supplier who meets all requirements and qualifications criteria outlined in this ITQ. Collectively, these contracts will constitute a statewide multiple award contract that will allow using agencies to purchase services on an as-needed basis throughout the contract period. Each project initiated under this multiple award contract may involve varying levels of staff professionals and number of project hours.

THE COMMONWEALTH WILL NOT NEGOTIATE ANY TERMS AND CONDITIONS OF THIS CONTRACT. SEE PART V. CONTRACT TERMS AND CONDITIONS.

8. ALTERNATE PROPOSALS

For this ITQ, alternate proposals are not permitted.

9. INCURRING COSTS

The Commonwealth is not liable for any cost or expense incurred by the Supplier to prepare the proposal or to attend a conference or meeting related to this ITQ.

10. ADDENDA TO THE ITQ

If it becomes necessary to revise any part of this ITQ, an addendum will be posted on the Department of General Services' website at www.dgs.state.pa.us. Click on "Procurement", then on the right hand side of the page, click on "Find State Contract Opportunities & Recent Awards" click on " Bid Opportunities" and enter the Solicitation # CN00020263.

11. PRIME CONTRACTOR RESPONSIBILITIES

Each Supplier who successfully qualifies for one or more Professional Development Training and Consulting Service Categories will be considered a prime contractor with respect to any Commonwealth of Pennsylvania educational entity projects that a Supplier undertakes. Each selected Supplier will be required to assume responsibility for delivery of all services as specified for each project. Further, the Commonwealth will consider the selected Supplier to be the sole point of contact with regard to contractual matters, including payment of any and all charges.

12. VENDOR REGISTRATION

In order to do business with the Commonwealth, you **must register** with the Central Vendor Management Unit (CVMU). If you have not already registered, you can register with the Commonwealth at www.vendorregistration.state.pa.us, call toll-free at 1-877-435-7363, call locally at 717-346-2676. You must be registered to receive a contract.

13. RESTRICTION OF CONTRACT

From the issue date of this ITQ until a determination is made regarding the selection of Suppliers, all contacts with the Commonwealth of Pennsylvania Agencies concerning this ITQ, any proposals and the evaluation process must be cleared through the Issuing Officer.

Any violation of this condition is cause for the Commonwealth to reject a Supplier's proposal. If it is later discovered that any violations have occurred, the Commonwealth may reject any proposal or disqualify the violating service.

14. AGREEMENT TO ABIDE BY AGENCY REQUIREMENTS

All selected Supplier's must agree to abide by agency specific requirements concerning confidentiality of data and information that it receives or to which it has access. Suppliers who qualify for the contract must protect the confidentiality of Commonwealth information. Providers must agree that any breach of this agreement will result in immediate disqualification and may result in legal actions.

All selected Supplier's must agree to abide by Agency specific requirements concerning conduct of contractor staff on the work site and health and background checks (drug checks, criminal background checks, credit checks) on the Supplier's staff by those Agencies requiring such action.

15. NEWS RELEASES

News releases pertaining to this ITQ may not be made without Commonwealth approval, and then only in coordination with the Issuing Officer.

16. COSTARS PROGRAM

COSTARS Purchasers. Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902 ("Section 1902"), authorizes local public procurement units and state-affiliated entities (together, "COSTARS Purchasers") to participate in Commonwealth procurement contracts that the Department of General Services ("DGS") may choose to make available to COSTARS Purchasers. DGS has identified this Contract as one suitable for COSTARS Purchaser participation.

A. Only those COSTARS Purchasers registered with DGS may participate as COSTARS Purchasers in a Commonwealth contract. Several thousand COSTARS Purchasers are currently registered with DGS; therefore, the Contractor agrees to permit only to DGS-registered COSTARS members to make COSTARS purchases from this Contract.

1. A "local public procurement unit" is:

- Any political subdivision;

- Any public authority;
 - Any tax exempt, nonprofit educational or public health institution or organization;
 - Any nonprofit fire, rescue, or ambulance company; and
 - To the extent provided by law, any other entity, including a council of governments or an area government that expends public funds for the procurement of supplies, services, and construction.
2. A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes the Pennsylvania Turnpike Commission, the Pennsylvania Housing Finance Agency, the Pennsylvania Municipal Retirement System, the Pennsylvania Infrastructure Investment Authority, the State Public School Building Authority, the Pennsylvania Higher Educational Facilities Authority and the State System of Higher Education.
- B. COSTARS Purchasers have the option to purchase from a Contract awarded under this procurement, from any DGS contract established exclusively for COSTARS Purchasers in accordance with the requirements of Section 1902, from any other cooperative procurement contracts, or from their own procurement contracts established in accordance with the applicable laws governing such procurements. The Contractor understands and acknowledges that there is no guarantee that any prospective COSTARS Purchaser will place an order under this Contract, and that it is within the sole discretion of the registered COSTARS Purchaser whether to procure from this Contract or to use another procurement vehicle.
- C. DGS is acting as a facilitator for COSTARS Purchasers who may wish to purchase under this Contract. Registered COSTARS Purchasers who participate in this Contract and issue purchase orders ("POs") to Contractors are third party beneficiaries who have the right to sue and be sued for breach of this contract without joining the Commonwealth or DGS as a party. The Commonwealth will not intervene in any action between a Contractor and a Purchaser unless substantial interests of the Commonwealth are involved.
- D. Registered COSTARS Purchasers electing to participate in this Contract will order items directly from the Contractor and be responsible for payment directly to the Contractor.
- E. The Contractor shall furnish to the DGS COSTARS Program Office a quarterly electronic Contract sales report detailing the previous quarter's Contract purchasing activity, using the form and in the format prescribed by DGS. The Contractor shall submit its completed quarterly report no later than the fifteenth calendar day of the succeeding Contract quarter.
1. Until such time as DGS may provide the Contractor written notice of automated report filing, the Contractor shall either e-mail the reports to GS-PACostars@state.pa.us or send the reports on compact disc via US Postal Service to the DGS COSTARS Program Office, Bureau of Procurement, 6th Floor Forum Place, 555 Walnut Street, Harrisburg, PA 17101. When DGS has instituted automated reporting, the Contractor shall comply with DGS's written notice and instructions on automated Contract reports. DGS will provide these instructions with sufficient advance time to permit the Contractor to undertake automated reporting.
 2. The Contractor shall include on each report the Contractor's name and address, the Contract number, and the period covered by the report. For each PO received, the Contractor shall include on the report the name of each COSTARS-Registered Purchaser that has used the Contract along with the total dollar volume of sales to the specific Purchaser for the reporting period.

3. DGS may suspend the Contractor's participation in the COSTARS Program for failure to provide the Quarterly Sales Report within the specified time.
- F. Additional information regarding the COSTARS Program is available on the DGS COSTARS Website at www.dgs.state.pa.us/costars.
1. If the Contractor is aware of any qualified entity not currently registered and wishing to participate in the COSTARS Program, please refer the potential purchaser to the DGS COSTARS Website at www.dgs.state.pa.us/costars, where it may register by completing the online registration form and receiving DGS confirmation of its registration. To view a list of currently-registered COSTARS member entities, please visit the COSTARS website.
 2. Direct all questions concerning the COSTARS Program to:

Department of General Services
COSTARS Program
555 Walnut Street, 6th Floor
Harrisburg, PA 17101

Telephone: 1-866-768-7827
E-mail: GS-PACostars@state.pa.us

PART II QUALIFICATION REQUIREMENTS

To be placed on this statewide ITQ, Suppliers MUST meet all requirements of this Professional Development Training and Consulting ITQ. Suppliers MUST qualify for each category in which they will be offering training. Suppliers will qualify in one of the **three** methods set forth below. In order to qualify for a specific Professional Development Training and Consulting Category on this contract, the Supplier must submit a complete proposal to this ITQ. Review the requirement for the boxed text for the course category(ies) that you are attempting to qualify.

Qualifications for the following categories: **Health - Administrative, Health - Communicable Disease, Health - Research, Health - Prevention and Education, Health - Treatment, Health - Case Management, Health - Data Collection/Analysis, Health & Safety**

1. Successfully completing an **Agency** approved Train-the-Trainer program. The Department of Health, Bureau of Drug and Alcohol Program (BDAP). Documentation showing proof is a Health - Certification Letter in the Service Category that the Supplier is attempting to qualify.
2. Supplier information and detailed course descriptions for each course for which you are attempting to qualify. Complete and submit the required information in the Business and Course Description Detail Excel Spreadsheet contained in Attachment C, sheets 1-3.
Please provide an electronic copy and a paper copy.
3. Enclose **all** documents in the same envelope and mail to:
Contract Bid # **CN00020263**
Maureen Smith, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914

OR

Qualification for the following categories: **Administrative, Communication, Process Improvement, Customer Focus, Data - Collection/Analysis, Workplace Management, Health and Safety, Mandated Reporter**

1. Documentation showing evidence of 2 years experience in each service category for which you are attempting to qualify and provide resumes (up to 15) for trainers who provided the training.
2. Provide course objectives and the delivered outcomes of two training projects provided within the last 2 years.
3. For each service category that you are attempting to qualify, in a separate envelope marked with the category name enclose the following.

Three (3) references from clients for whom you have provided training, within the last 3 years in the category that you are attempting to qualify as a Supplier. Complete and submit the Client Reference forms contained in Attachment B in accordance with the following instructions:

- a. Insert the Supplier name on the instruction form and complete page one of the Client Reference Survey before sending it to the Client Reference.
- b. The Supplier will complete page one of the Client Reference Survey, which documents the specific course description, course objectives and course materials. The survey will be reviewed and evaluated.
- c. Forward the Client Reference Instructions and the Client Reference Survey to the Client Reference.
- d. The Client Reference will complete page two of the Client Reference Survey and return pages one and two of the Client Survey back to the Supplier in a separate, sealed envelope.
- e. The sealed Client Reference envelope must be submitted with the proposal and all other qualification information.

Suppliers will need to achieve acceptable evaluation ratings for service performance and technical abilities, as determined by the Commonwealth, for each service category for which you are attempting to qualify. All three (3) required client references must provide favorable performance ratings.

4. Provide Supplier information and detailed course descriptions for each course for which you are attempting to qualify. Complete and submit the required information in the Business and Course Description Detail Excel Spreadsheet contained in Attachment C, sheets 1-3.
Please provide an electronic copy and a paper copy.
5. Enclose **all** the above documents in the same envelope and mail to:
Contract Bid # **CN00020263**
Maureen Smith, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914

OR

Qualification for the following categories: **Specialized Professional Skills Development, Emergency Operational Management Planning, Hazardous & Environmental Safety, Criminal Justice – Offender Life Skills Intervention, Criminal Justice – Staff Safety & Supervision, Criminal Justice – Interviewing Interrogation Techniques, Criminal Justice – Legal, Criminal Justice- Community Safety, Criminal Justice – Criminal Subculture & Offenders**

Revision 05/07

1. Documentation showing a minimum of 5 years in business in this field and provide certifications or professional credentials of the specialized fields in each service category for which you are attempting to qualify.
2. Provide resumes (up to 15) for trainers who provided the training documenting experience and education in the specialized fields.
3. Provide course objectives and the delivered outcomes of two training projects provided within the last 2 years.
4. Three (3) references from clients for whom you have provided training within the last 3 years in the category that you are attempting to qualify as a Supplier. Complete and submit the Client Reference forms contained in Attachment B in accordance with the following instructions:
 - a. Insert the Supplier name on the instruction form and complete page one of the Client Reference Survey before sending it to the Client Reference.
 - b. The Supplier will complete page one of the Client Reference Survey, which documents the specific course description, course objectives and course materials. The survey will be reviewed and evaluated.
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Contract Bid # **CN00020263**
Maureen Smith, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914

The Department of General Services reserves the right to verify submitted information. Failure to provide all required documentation may result in disqualification of the proposal.

PART III

SCOPE OF WORK TO BE PERFORMED

The purpose of this Professional Development Training & Consulting Invitation to Qualify (ITQ) Contract is to address the personnel skills at all levels to meet the requirements of Commonwealth Agencies, Single County Authorities and their contractors, community partnerships and affiliated organizations. This includes, but is not limited to, assisting in the development, design and implementation of training programs to enhance the skills development of personnel to better service the needs of the Commonwealth. The consulting is limited to the training approach needed for individuals or an organization to perform their daily responsibilities.

The use of this Contract is mandatory for all Commonwealth of Pennsylvania Agencies under the Governor's jurisdiction. Each Supplier who meets all requirements and qualification criteria of this ITQ, unless their proposal is rejected, will receive a Contract as a Supplier to provide professional development training services in their qualified area(s).

The Contract Scope will cover the following categories:

Service Category	Description
Administrative: Effective Personnel Management	Effective Personnel Management Training will address areas that Commonwealth Agencies, community partnerships and affiliated organization personnel, in particular, executives, staff with supervisory responsibilities and employees at all levels who work directly with public agencies or external customers. The purpose of this curriculum is to enable participants to enhance their administrative and personnel management skills to be effective leaders, motivate their staff and create a positive, inclusive, customer-focused culture and business environment.
Administrative Possible subject areas	Advanced Ethics BDAP Fiscal Manual Training for SCAs BDAP Fiscal Manual Training for Providers Confidentiality Cultural Diversity Cultural Competency Cultural Diversity for Hispanics Ethics Generation X Integrity Training Interviewing Leadership For Change Leadership For Excellence Leadership's Role in Creating a Service Culture. Leadership's Role in Creating a Service Culture Media Advocacy Preparing & Delivering Effective Performance Assessments Prioritization & Effective Organization Skills Providing Effective Constructive Feedback Sustaining Coalitions Team Leadership Time Management 360 Feedback & Evaluation

Communication: Interpersonal Communication	Interpersonal Communication Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is the need to enhance personnel competencies in interpersonal communication skills. Courses are to address the communication needs of personnel at all levels. The purpose of this curriculum is to provide participants with an opportunity to learn and apply effective interpersonal communication skills and techniques to enhance internal and external working relationships.
Communication Possible subject areas	Business Plans Basic Interpersonal Communication Concepts Coaching Conflict Management Communicating Effectively with Boss and Co-workers Communicating Assertively Communication Process Customer Focus Communication Effective Listening Human Behavior & Development Human Resources Mentoring Negotiating and Influencing Personality Styles in Communication Product System Certification Team Building Verbal and Non-verbal Skills
Communication: Presentation and Effective Meeting Skills	Presentation and Meeting Skills Communication Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have identified that there is the need to enhance personnel competencies in general communication and presentation skills. Courses are to address the communication needs of personnel at all levels. The purpose of this curriculum is to enable participants to prepare and deliver effective speeches, facilitate productive meetings and participate more effectively in meetings with co-workers and the public.
Communication Possible subject areas	Presentation Skills Public Speaking Verbal Communication Skills Conducting Effective Meetings Effective Meetings Facilitate/Conduct/Participate in on-site Meetings Train-the-Trainer Skills Facilitation Skills Dealing with the Public Internal Consulting Skills Managing a Committee
Communication: Written Communication	Written Communication Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for personnel to attain competencies in written communication skills. Courses are to address the written communication needs of employees at all levels. The purpose of this curriculum is to enable participants to gain the skill and experience to write with clarity, brevity, and purpose; use correct grammar and punctuation; successfully edit their own writing and to competently prepare effective written correspondence, including email, as needed in a professional, government environment.

Communication: Written Communication Possible subject areas	Correct Use of Grammar & Punctuation Grant Writing Memo Writing Professional Email Writing Professional Business Writing & Documentation Skills Professional Letter Writing Proofreading / Editing Skills Recording and Preparing Minutes Report Writing/Using Sources in Writing Technical Writing Writing Proposals Writing with Clarity, Brevity and Impact Written Communication Skills
Process Improvement: Approach and Necessary Support Services	The Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for improving and enhancing service delivery that will result in more efficient, effective and customer-focused processes through Process Improvement, Reengineering, and Performance Excellence Systems . Specifically assist agency executives in creating a customer-focused organization by providing all necessary support services, training and materials necessary to implement the proposed customer services model
Process Improvement Possible subject areas	Benchmarking for Continuous Improvement Key Strategic Core and Business Process Improvement Initiatives Develop and Sustain Supportive Environment Development of Follow-Up Implementation Plans Integrate Process Improvement with Strategic Plan Internal Process Improvement (train the trainer and team leaders) Key Supplier and Partnering Interactions Measuring Process Performance/Improvement Outcomes Monitoring Implementation and Outcomes Needs Assessments Strategic Plans Strategic Visioning & Planning Team Coaching - Identify, Design, Plan for New Change Projects
Customer Focus: Creating a Customer- Focused Culture	The Commonwealth Agencies, community partnerships and affiliated organizations recognize the need to create, build and maintain a customer-focused, inclusive business culture, which involves all personnel levels, from the executive level to the front-line employees who deal directly with the general public. The purpose of this curriculum is to enable participants to provide instruction, tools and techniques to successfully create and maintain a customer-focused, inclusive organization, as well as the action plan and/or materials necessary to successfully transition to the proposed customer-focused service model.
Customer Focus: Possible subject areas	Communicating & Training Management/ Creating-Sustaining Service Culture Customer Information Systems Methodology Customer & Market Focus Customer/market Segmentation Methodology Customer Satisfaction Determination Focus Group Facilitation Human Resource Focus Interactive Self-Assessment Measuring & Analyzing Outcomes Measuring, Evaluating and Analyzing Customer Focus Outcomes One-one-one with Customer-Focused Teams Performance For Results Refocusing the Customer-focused Initiative Skill Building for Front Line Strategic Visioning & Planning for Customer Service Customer Focus Surveying & Listening Posts Tools for Sustaining a Service Culture Top-down Customer Service Competency Studies

Workplace Management: Violence Prevention and Reaction	Training will provide workplace violence prevention and response training for Commonwealth Agencies, community partnerships and affiliated organization personnel. Training and consultation should provide instruction, data, tools and techniques needed to address issues that could occur in the workplace or in dealing with internal and external customers. Specifically assist agencies in creating a whole systems approach that is inclusive of all support services, training and materials necessary to implement a proposed Workplace Violence Prevention and Response Program.
Workplace Management Possible subject areas	Anger Management Conflict Management/Resolution (including customer/client, stranger, co-worker) Coping with Difficult Behavior Cultural Awareness Dealing with Difficult People Diffusing Hostility (including customer/client, stranger, co-worker) Domestic Violence and Substance Abuse Effective Interpersonal Skills Effectively Dealing with Violence/Threats of Violence from the Public General Awareness - What is Workplace Violence Personal Safety – situational intervention/de-escalation skills Safety and Security of a Worksite Stress Management Techniques for Prevention of and Response to Workplace Violence (employees) Techniques for Prevention of and Response to Workplace Violence (management) Treating others with Respect and Dignity
Mandated Reporter Training	Mandated Reporter Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for personnel to attain competencies in verbal and written reporting communication skills. Courses are to address the written documentation of factual information, recognition of behavioral indicators and situations that present concerns and risks, protocols to follow when making a report, direction as to where a report should be made, and the assurance that responsibilities of the reporter are met. The purpose of this curriculum is to enable participants to gain the skill and experience of reporting with clarity, factuality, and with purpose of obligations for mandatory reporting.
Mandated Reporter Possible subject areas	Child Abuse Reporting Victim Advocates
Specialized Professional Skills Development Training	The Commonwealth Agencies and affiliated organizations have indicated that there is a need to enhance personal individual skills necessary to deliver fundamental methods of professional development in areas related to the disciplines of professional practices in accounting, business assessments, procurement, projects, contracts and other professional services. Training should provide professional instruction on how to achieve business and operational excellence objectives. The training could offer qualified individuals an opportunity to receive certification in a specialized field.
Specialized Professional Skills Development Training Possible subject areas	Procurement Insurance Accounting Financial

Emergency Operational Management Planning	The Commonwealth Agencies and affiliated organizations have indicated that there is a need for Emergency Management Planning designed for emergency management to develop and maintain an effective emergency planning, response and recovery methodology in accordance with the National Incident Management System. Training may offer the fundamentals of the emergency planning process, how to improvise creative solutions across all levels of planning, to identify critical functions that are at risk and include the rationale behind planning, provide strategies to reduce exposure, vulnerability and protect the continuity of government. Training may deliver the capability for effective participation in all emergency operations planning processes to save lives, protect property and to prevent disruption of services when threatened by disaster.
Emergency Operational Management Planning Possible subject areas	Strategic Planning Physical Security planning Disaster Resistant University Planning Hazard Mitigation Planning Emergency Operations Planning Continuity of Government Critical Infrastructure and Key Resource Planning Continuity of Operation Vulnerability Assessment Threat Assessment Consequence Assessments Risk assessments Transportation Security Planning Commodity Flow Studies Intergovernmental Cooperation Agreements Homeland Security excise & evaluation Special Events Planning State Regional Emergency Operations Planning
Hazardous & Environmental Safety Training	The Commonwealth Agencies and affiliated organizations have indicated that there is a need to provide training on subjects that focuses on the specific information that employees need to meet the intent of the applicable law or regulation. The training course may address best practices with respect to risk mitigation and focus on employee's awareness of hazardous and environmental concerns. Courses may focus on developing strategies to minimize the adverse effects of unpredictable events and the improvement of the quality of safety and security policies. Training may include proper use of equipment, appropriate storage of equipment and materials, how to handle hazardous materials and how to respond and report hazardous and environmental safety concerns.
Hazardous & Environmental Safety Training Possible subject areas	Hazardous Waste Response & Remediation Hearing Conservation Transportation of Dangerous Goods Hazardous Waste Management Lead Cased Paint Training Asbestos Containing Material Construction Safety Electrical Safety Personal Protection Equipment Portable Fire Extinguisher Powered Industrial Truck Hearing Conservation Treatment Storage & Disposal Facility Refresher Training Transportation of Dangerous Goods Occupational Exposures to Hazardous Chemicals in Laboratories Hazardous Waste Management Methamphetamine Clandestine Laboratory Training

Data: Collection/Analysis	The Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for training that focus on the collection and analysis of data for measuring the effectiveness of service delivery systems. Courses are to address the development of data collection, identify data variables, tracking data, creating a data table, analysis of the results and create reports at all skill levels. The purpose of this curriculum is to enable participants to identify concerns and gain business knowledge of the research.
Data Possible subject areas	Building queries Data Analysis Data Utilization Database Management Database Structure
Health and Safety	Training is to ensure that Commonwealth Agencies, community partnerships and affiliated organization personnel are well trained in emergency preparedness and to anticipate and address current and future health and safety issues and events. Challenges such as medical emergencies, HIV/AIDS, hepatitis, SARS, TB, anthrax, and other infectious/contagious conditions require accurate information to prevent transmission, reduce discrimination of both employees and clients, and alleviate fears that can adversely affect the work environment or internal and external customers. This category blends health and safety with human resources, with the goal of improved efficiencies through the communication of timely, accurate information on managing specific conditions with potential impacts to our workplace and business environment. Since course listings are based on general conditions and events, a future topic may be added as long as it falls within the overall intended scope for the category. All training must be consistent with existing Commonwealth policy.
Health and Safety Possible subject areas	Addiction Anthrax and Other Contaminants Automated external defibrillator (AED) Blood Borne Pathogens (including, but not limited to, HIV/AIDS) CPR Death and Dying Depression & Suicide Ideation Drug Subculture Competency First Aid Gender and Sexual Identity HIV Disease and Addiction Human Sexuality Infections/Contagious Conditions Impacting Customer Service Staff Issues for GLBT Clients Loss, Grief, Dying/Death, HIV Disease and Addiction Needs Assessment
Health Communicable Disease	Communicable Disease will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for training that addresses identification, prevention and treatment of communicable diseases, such as HIV/AIDS, Hepatitis, Tuberculosis, STD, etc., particularly as it relates to clients with addictive disorders receiving substance abuse services. The purpose of this curriculum is to enable participants to identify recent outbreaks, vaccination programs, cases of unusual infectious diseases, and background on new and emerging infectious diseases.

Communicable Disease Possible subject areas	Basic HIV Communicable Diseases Counseling on the HIV Antibody Test Domestic Violence and HIV Dying and Death Ethics on HIV/AIDS and Substance Abuse Program Focus on Women and HIV Focus on Women and HIV Disease Fundamentals of HIV Prevention Counseling Harm Reduction HIV Administrative Planning for Substance Abuse Treatment Programs HIV and Hepatitis C Co-infection HIV and Substance Abuse HIV Training Program for Substance Abuse Counselors HIV/AIDS HIV/AIDS, STD, Hepatitis C HIV/AIDS, STDs, TB Human Sexuality Issues for Gay, Lesbian and Bisexual Clients Risk Reduction Counseling STD/TB/HEP-C, Body Piercing, Tattoos STDs/TB Substance Abuse and HIV Disease Tattoos and Body Modifications TB/STD TB/STD/Hepatitis TB/STD/HIV Treatment Planning for the Client with HIV Disease Treatment Programs
Health Research Development	Research Development Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for methods and strategies to design research studies in the area of addictive disorders, as well as methodologies in analyzing the results of such studies. Courses are to address new information, reviews, substantiation or contradiction of previous findings, or as application of new or improved techniques strategies, methods, and tools that will help you lead to the discovery of newly gained knowledge. The purpose of this curriculum is to enable participants to identify what to research, with the tools and systems available to complete the research.
Research Development Possible subject areas	Emerging Issues in Research Moving from innovation to Effective Programs Pathway to Effective Programs Putting Theory to Practice Research Methodology Research Theory Where Systems Collide
Health Treatment Programs	Health Treatment Programs will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for Clinical training that provides skills for client counseling with individuals that suffer from addictive disorders. The purpose of this curriculum is to enable participants to identify and provide counseling for individuals to receive the best effective treatment.
Treatment Programs Possible subject areas	Addiction 101 Addiction and the Criminal Justice System Addiction as a Brain Disease Addiction Severity Index Adolescent Gambling Problems Adolescent ASAM Adolescent Children of Alcoholics Advanced Pharmacology ASAM Assessment and Treatment Planning

Treatment Programs

Possible subject areas

Basic Group Counseling Skills
Basic Counseling 101
Basic Group Skills
Basic Pharmacology
Behavioral Health/Gay, Lesbian, Bisexual, Transgender
Borderline Personality Disorders
Club Drugs
Cognitive Behavioral Therapy
Cognitive Restructuring for Criminal Justice
Cognitive Restructuring for Criminal Justice II
Co-Occurring Disorders in Adolescents
Date Rape Drugs
DUI Laws: Implications for Clinical Team
DUI Offenders in the D&A System
Dynamics of Compulsive Behavior & Relapse
Emerging Issues
Engagement Strategies
Gestalt Training
Group Therapy
Heroin
Heroin and Adolescents
Heroin Training
Impact of Addiction on Psychosocial Development
Male Co-Dependence
Methadone
MISA
MISA Assessment
MISA Groups
Motivational Interviewing
Opiates: Past, Present and Future
PCPC
Peer Mediation
Personality Disorders
Problem Gambling for Beginners
Problem Gambling: Treating the Family
Problem Gambling: Finance and the Law
Problem Gambling: Special Populations
Problem Gambling: Treatment Strategies
Pharmacology
Pharmacotherapeutic Issues
Practical applications of PCPC & Confidentiality
Pre/Perinatal Impact of Addiction
Psychopharmacology of Street Drugs
PTSD and Addiction
Reality Therapy Training
Reducing Recidivism
Reducing Relapse and Recidivism
Relapse Prevention, TX Recovery CT Model
Resistant Clients Training
Science of Addiction
Screening and Assessment
Sex and Addiction
Sex, Drugs and Companionship
Sexual Addiction
Sexuality Diversity Issues
Shame Issues in Addiction
Shame within the Dysfunctional Family
Special Concerns when Conducting Groups
Spirituality – Faith Based Issues
Stages of Change/Motivational Interviewing
Substance Abuse and Domestic Violence
Substance Abuse Treatment for Special Populations
Taking Co-Dependence on the Road
The DUI Offender in the D&A System
The Hijacked Brain
Tobacco Dependence
Treating Heroin/Oxycontin Clients
Treatment Methodology
Treatment Planning for HIV/AIDS
Treatment Theory
Understanding Opiate Addiction
Update on Street Drugs
Who's Directing the Treatment Planning
Women and Addiction

Treatment Programs Possible subject areas	Women in Treatment Women Issues in D&A Treatment Working With Forensic Clients Working With Resistant Clients
Health Prevention & Education	Health Prevention Courses will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for planned strategies designed to preclude or reduce the use of drugs and alcohol, which has a negative impact on the individual, the family, the community and society. The purpose of this curriculum is to utilize opportunities to integrate health education into other subject areas, allowing individuals to create, apply, and use knowledge in many different situations.
Prevention & Education Possible subject areas	Adult and Child Learning System Adult Learning Theory Building Coalitions Collaboration, Coalitions and Partnerships Community Inclusiveness Community Mobilization Drug Paraphernalia Emerging Issues in Prevention/Education Environmental Strategies Exploring Current Drug Trends Goal and Objective Development Goal and Objective Evaluation Harm Reduction MDS Service Codes New DUI Laws Non-Chemical Addictions Parenting Communication, Discipline Performance Based Prevention Theory Prevention Ethics Prevention in a Faith Based Setting Prevention Orientation Prevention Strategies Program Fidelity and Adaptation Recurring Services Red Flag to Adolescent Drug Use Refusal Skills Relapse Prevention SAP Leadership Training Social Marketing Street Drugs Training Substance Abuse Prevention Specialist Training Web Based Performance Based Prevention System
Health Case Management	Health Case Management Training will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is a need for skills to facilitate client access to available resources and retention in treatment and support services. The purpose of this curriculum is to educate participants with the resources necessary for a client to achieve and maintain self-sufficiency.
Case Management Possible subject areas	Anger Management Case Management Overview Emerging issues in Case Management Family Systems Family Therapy Intensive Case Management ISS: Service Planning and Record Keeping Pain Management Prevention Methodology Prevention Theory The Family System, Function, Assessment Understanding Dynamics of D&A Court Update on DUI legislation Violence in Youth

Criminal Justice Offender Life Skills Intervention Training	Offender Supervision will address areas that Commonwealth Agencies, Community partnerships and affiliated law enforcement personnel have indicated a need for training fundamental skills needed to effectively supervise offenders for re-entry, on and post Probation or Parole. The purpose of this program is to provide life skills intervention training so participants can more safely and successfully re-integrate offenders into society.
Offender Life Skills Intervention Training Possible Subject Areas	Community Resources Job Search Mental Health LSIR Re-entry Sex Offender Social Control Developmental Behavior Treatment Referrals
Criminal Justice Staff Safety & Supervision	Staff Safety will address areas that Commonwealth Agencies, community partnerships and affiliated law enforcement personnel have indicated a need to ensure the safety of employees and collateral contacts during the performance of their duties. The purpose of this curriculum is to provide participants an opportunity to learn and apply skills and techniques to enhance personal safety & supervision during the performance of their duties.
Staff Safety & Supervision Possible Subject Areas	Arrest Procedures Case Management Case Priorities Decision Making Functions Defensive Driving Awareness Defensive Tactics Defensive Tactics for Women Firearms Incident Scene Security Investigation Patterns of Criminality Organizational Skills Transporting Offenders Roll of a Probation & Parole Officer Roll of a Correctional Officer Time Management Treatment of Female Offenders
Criminal Justice Verbal & Written Interviewing Interrogation Techniques	Interviewing and interrogation techniques will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated that there is the need to enhance verbal & written interviewing & interrogation techniques. The verbal skills will address interviewing witnesses, victims, suspects and reporting for court testimony. Written skills will address note taking, narrative report writing, completion of specialized reports, including affidavits of probable cause, arrests, search warrants, writing concepts for probation, corrections and other criminal related investigations. The purpose of this curriculum is to provide participants with an opportunity to learn and apply effective written, verbal and nonverbal communication skills and techniques to enhance staff performance of their daily duties within the criminal justice system.
Interviewing and Interrogations Techniques Possible Subject Areas	Conflicts Among Agencies Counseling and Supervision Strategies Forensic Interview and Interrogation Motivational Interviewing Report Writing Survival Spanish Verbal Judo

Criminal Justice Legal	Criminal Justice Legal will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated a need to enhance personnel competencies regarding Criminal Justice System legal matters. The purpose of this curriculum is to educate participants regarding legal matters involving applicable laws, statutes, PA Crime Code and Constitutional Law or provisions and instruction on the Criminal Justice System legal processes.
Legal Possible Subject Areas	- Concepts of Criminal Law & Practices - Courtroom Testimony - Criminal Liability - Interstate Probation and Parole - Justification & Excuses for Crimes - Legal Rights of the Offender - Legal Elements of Crimes - Methods of Interpreting & Applying the PA Crime Code - Probation and Parole Law - Sentencing Guidelines
Criminal Justice Community Safety	Community Safety will address areas that Commonwealth Agencies, community partnerships, and affiliated organizations have indicated a need to ensure the safety of the community. The purpose of this curriculum is to educate staff regarding the indicators of negative behavior that impact the community and to identify available resources to address such behavior.
Community Safety Possible Subject Areas	- Children of Adult Alcoholics - Characteristics of Crimes Against People & Property - Domestic Violence - Victims - Victimless Crime
Criminal Justice Criminal Subculture & Offenders	Criminal Subculture will address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated a need to educate employees to the variety of criminal subcultures in the United States. The purpose of this curriculum is to educate staff to be aware and recognize the criminal elements, behaviors, and organizations that exists within the community.
Criminal Subculture Possible Subject Areas	- Arson - Cells - Drugs - Drug Awareness - Extremist Groups - Gangs - Sex Offender
Criminal Justice: Health/Treatment Programs	Health/Treatment Programs will provide training and support programs to address areas that Commonwealth Agencies, community partnerships and affiliated organizations have indicated a need related to various administrative or work related emotional, mental health and physical issues. The purpose of this curriculum is to enable participants to become more cognizant of different kinds of traumatic events and daily pressures that may require critical interventions, psychotherapeutic strategies, counseling or effective treatment.

Health/Treatment Programs Possible Subject Areas	Addictive Disorders Accurate Empathy/Grief Administrative Issues Assessment and Treatment Planning Classic Posttraumatic Reactions Depersonalization Hostile Situations Law Enforcement Psychotherapy Effective Listening Skills Media Difficulties Physical Health Symptoms Physical Manifestations Respect Stress Management Substance Abuse Intervention Suicidal Intervention Strategies Therapeutic Strategies & Techniques Traumatic/Critical Incident Situations Trust & Therapeutic Relationships Wellness Programs
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PART IV

OPEN ENROLLMENT PROCESS

The following guide explains how the open enrollment process works for accepting new and modified proposals under the Professional Development Training Invitation to Qualify (ITQ) Contract 9980-07.

Proposal

Three times a year, on the first day of January, May and September, new Suppliers may seek to be added to the list as qualified Suppliers and existing qualified ITQ Suppliers may seek to become qualified for additional service categories. In order to be considered, Suppliers must submit their Invitation to Qualify (ITQ) proposals to the Commonwealth as noted below:

Open Enrollment Period	Due Date	Time
January 1 – February 1	February 1	1:30 PM (EST)
May 1 – June 1	June 1	1:30 PM (EST)
September 1 – October 1	October 1	1:30 PM (EST)

Proposals received AFTER the 1:30 PM deadline will be rejected and will **NOT** be considered for eligibility. The Supplier will need to resubmit their proposal during the next enrollment period. Additional enrollment periods may become available at the discretion of the Department of General Services.

PART V

The Contract Terms and Conditions are as follows:

A. STANDARD CONTRACT TERMS AND CONDITIONS AVAILABLE AT

http://www.dgs.state.pa.us/dgs/lib/dgs/forms/comod/procurementforms/gspur12f_sap.doc

B. SPECIAL CONTRACT TERMS AND CONDITIONS

1. ORDER OF PRECEDENCE

These Special Contract Terms and Conditions supplement the Standard Contract Terms and Conditions for Statewide Contracts for Services. To the extent that these Special Contract Terms and Conditions conflict with the Standard Contract Terms and Conditions for Statewide Contracts for Services, these Special Contract Terms and Conditions shall prevail.

2. TERM OF CONTRACT

The term of the contract will commence on the Effective Date and will end September 30, 2009. The Issuing Office will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

3. OPTION TO EXTEND

The Department of General Services reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

4. OPTION TO RENEW

The Contract, or any part of the Contract, may be renewed for two (2) additional one (1) year terms by mutual agreement between the Department of General Services (DGS) and the Contractor(s). If the Contract is renewed, the same terms and conditions shall apply.

5. OPTION FOR SEPARATE COMPETITIVE BIDDING PROCEDURE

The Department of General Services reserves the right to purchase services covered under this Contract through a separate competitive bidding procedure whenever the Department deems it to be in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the specific training services are required or when the majority of training is awarded to one Supplier.

6. ORDERING PROCESS

Agencies shall process all Purchase Orders in the SAP system based on the following estimated dollar thresholds. These are minimum requirements.

- A. Training that does not exceed \$5,000 - Agencies may utilize any of the pre-approved Suppliers.
 - 1. The Agency will contact the Supplier by phone, email or fax.
 - 2. The Agency will forward the Agency Training Requirement Statement and the Supplier Training Proposal Statement contained in **Attachment D** to the Suppliers by email or fax.
 - 3. The Supplier will return the signed Supplier Training Proposal Statement, including price information and the Agency Training Requirement Statement by email or fax to the Agency.
 - 4. The Agency will then select the Supplier and issue a Purchase Order referencing the DGS statewide contract. The Supplier may commence work once the Purchase Order is received.
- B. Training between \$5,000 and \$25,000 - Agencies shall solicit at least three (3) pre-qualified Suppliers through the RFQ process.
 - 1. The Agency will contact the Suppliers by phone, email or fax.
 - 2. The Agency will forward the Agency Training Requirement Statement and the Supplier Training Proposal Statement contained in **Attachment D** to the Suppliers by email or fax.
 - 3. The Suppliers will return a signed Supplier Training Proposal Statement, including price information and the Agency Training Requirement Statement by email or fax to the Agency.

4. The Agency will then make a best value selection based on the quotation determined to best meet the Agency's need. The Agency will issue a Purchase Order to the selected Supplier. The selected Supplier may commence work once the Purchase Order is received.
- C. Training over \$25,000 - Agencies shall solicit at least five (5) pre-qualified Suppliers through the RFQ process. A required solicitation of a minimum of five pre-qualified service suppliers through the RFQ process, one of which must be a MBE and one that is WBE, if available. This 3/1/1 ratio should be maintained when 5 or more service suppliers are solicited.
1. The Agency will contact the Suppliers by phone, email or fax.
 2. The Agency will forward the Agency Training Requirement Statement and the Supplier Training Proposal Statement contained in **Attachment D** to the Suppliers by email or fax.
 3. The Supplier will return the signed Supplier Training Proposal Statement, including price information and the Agency Training Requirement Statement by email or fax to the Agency. **Note: The Supplier must sign and return a hardcopy of the Supplier Training Proposal Statement by mail to the Agency for training over \$100,000.**
 4. The Agency will then make a best value selection based on the quotation determined to best meet the Agency's need. Agency will issue a Purchase Order to the selected Supplier. The selected Supplier may commence work once the Purchase Order is received.

7. PROGRAM CHANGES

- a. The Contracting Agency may make changes in the Agency Training Requirement Statement at any time with a written order, provided such changes are within the general Scope of Work and do not exceed the amount stated in the Agency purchase order. The Agency and the Supplier must mutually agree to the terms of the Agency Training Requirement Statement changes and conditions.
- b. The Department of General Services reserves the right to add additional service categories to the contract through the issuance of a change notice to all pre-qualified Suppliers. The change notice will indicate the additional service categories to be added to the contract. Suppliers interested in pre-qualifying for the service must return a copy of the change notice signed by an authorized signatory.

- c. When adding a category to the contract, the Department of General Services reserves the right to apply special requirements to qualify for that category. A change notice will indicate the qualification requirements for that service category. Suppliers interested in pre-qualifying for the services must return a copy of the change notice signed by an authorized signatory.

8. OTHER CONSIDERATIONS

The Agency may undertake or award other contracts for additional or other types of related work. Suppliers are encouraged to be willing to team up with other Suppliers, when needed, and fully cooperate with other Suppliers and Agency employees in any training situation.

The Supplier(s) may be required to travel and work weekends or evenings as needed.

9. REQUIRED FORMS AND REPORTS

Agencies may require the Supplier(s) to submit registration forms, trainer and trainee evaluation reports, progress reports, exams and/or to attend meetings. The exact nature of the report, exam and/or meeting shall be determined by the Contracting Agency.

10. COURSE MATERIAL APPROVAL

All material distributed to course participants, including but not limited to, forms, questionnaires, survey instruments, pre and post tests, handouts and course evaluations must be pre-approved by the Agency at least two weeks prior to course commencement unless specified differently by the Contracting Agency.

11. OPERATIONAL TERMS

Agencies may provide Supplier(s) with Agency overviews, business needs, specific requirements and a glossary of key operational terms, definitions and their confidentiality policy.

12. REQUIRED MATERIAL

The Supplier, with due diligence, shall furnish all necessary qualified personnel, material and equipment needed to complete the work required by this Contract. The Supplier's work may be monitored by the Contracting Agency.

13. AGENCIES REQUIRING BACKGROUND CHECKS

- a. Suppliers must, at their expense, provide for a background check for each of their employees, as well as for the employees of its subcontractors, who will have access to Commonwealth facilities, either through on site or remote access. Background checks are to be conducted via the Request for Criminal Record Check form and procedure found at <http://www.psp.state.pa.us/psplib/psp/sp4-164.pdf>. The background check must be conducted prior to initial access by an employee and annually thereafter.
- b. Before the Commonwealth will permit access to the Supplier(s), the Supplier(s) must provide written confirmation that the background checks have been conducted. If, at any time, it is discovered that a Supplier employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Supplier shall not assign that employee to any Commonwealth facilities. The Supplier shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the Commonwealth consents to the access, in writing, prior to the access. The Commonwealth may withhold its consent in its complete discretion. Failure of the Supplier to comply with the terms of this Section on more than one occasion or Supplier's failure to appropriately address any single failure to the satisfaction of the Commonwealth may result in default of the Supplier under its Contract.
- c. The Commonwealth specifically reserves the right of the Commonwealth to conduct background checks over and above that described herein.

14. WORK LOCATION SECURITY

The Supplier shall follow all required security procedures at each worksite for signing in and out, obtaining and displaying vendor badges or other necessary identification or other requirements as deemed necessary by the Contracting Agency. Particularly sensitive areas may require Commonwealth staff to accompany Supplier representatives. Security procedures must be adhered to and may vary by work locations and from Agency to Agency.

15. ACCOUNTING REPORT

Supplier shall provide an annual report of **all usage** under this Contract. The fiscal year will start on July 1 and end June 30. This report is due by the last day of the month in July. The Supplier will submit an Excel document with information per specific course category and a total summary of all training courses. The report will include the Supplier's name, the name of the Agency or Organization for whom the training was conducted, the course name, number of training events per category, cost per training course, a summary of all

course information taught and a total cost for the training provided. The Excel spreadsheet should be sent via email to the Issuing Office at maursmith@state.pa.us.

16. TRAVEL AND LODGING REIMBURSEMENT

The Supplier shall agree to comply with the Commonwealth of Pennsylvania's Management Directive 230.10 Travel and Subsistence Allowances (includes revisions) regarding travel and lodging reimbursement.

All travel and expenses must be approved in advance by the contracting Agency. Travel related expenses shall be subject to the same limitations that apply to Commonwealth of Pennsylvania employees. To access information related to travel, including the current reimbursement amounts, refer to the following websites:

<http://www.oa.state.pa.us/oac/cwp/view.asp?q=121208> or
<http://www.state.pa.us/papower/search/Search.asp?qu=230.10> .

17. INSURANCE

Suppliers, at their expense, shall procure and maintain, during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

(A) Worker's Compensation Insurance for all of the Supplier's employees and those of any subcontractor, engaged in work at the site of the project as required by law.

(B) Public Liability and Property Damage Insurance to protect the Commonwealth, the Suppliers, and any and all subcontractors from claims for damages to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contract, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Supplier shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverages afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to

the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Commonwealth's failure to obtain same shall not be deemed a waiver of Supplier's obligation to obtain and furnish certificates. The Commonwealth, or its designates, shall have the right to inspect the original insurance policies.

18. SENSITIVE INFORMATION

The Contractor shall not publish or otherwise disclose, except to the Commonwealth and except matters of public record, any information or data obtained hereunder from private individuals, organizations, or public agencies, in a publication whereby the information or data furnished by or about any particular person or establishment can be identified, except with the consent of such person or establishment.

The parties shall not use or disclose any information about a recipient receiving services from, or otherwise enrolled in, a Commonwealth program affected by or benefiting from services under this Contract for any purpose not connected with the parties' Contract responsibilities except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian pursuant to applicable state and federal law and regulations.

19. VIRUS, MALICIOUS, MISCHIEVOUS OR DESTRUCTIVE PROGRAMMING

- (a) Notwithstanding any other provision in this Contract to the contrary, the Contractor shall be liable for any damage to any data and/or software owned or licensed by the Commonwealth if the Contractor or any of its employees, subcontractors or consultants introduces a virus or malicious, mischievous or destructive programming into the Commonwealth's software or computer networks and has failed to comply with the Commonwealth software security standards. The Commonwealth must demonstrate that the Contractor or any of its employees, subcontractors or consultants introduced the virus or malicious, mischievous or destructive programming. The Contractor's liability shall cease if the Commonwealth has not fully complied with its own software security standards.
- (b) The Contractor shall be liable for any damages incurred by the Commonwealth including, but not limited to, the expenditure of Commonwealth funds to eliminate or remove a computer virus or malicious, mischievous or destructive programming that result from the Contractor's failure to take proactive measures to keep virus or malicious, mischievous or destructive programming from originating from the Contractor or any of its employees, subcontractors or consultants through appropriate firewalls and maintenance of anti-virus software and software security updates (such as operating systems security patches, etc.).

- (c) In the event of destruction or modification of software, the Contractor shall eliminate the virus, malicious, mischievous or destructive programming, restore the Commonwealth's software, and be liable to the Commonwealth for any resulting damages.
- (d) The Contractor shall be responsible for reviewing Commonwealth software security standards and complying with those standards.
- (e) The Commonwealth may, at any time, audit, by a means deemed appropriate by the Commonwealth, any computing devices being used by representatives of the Contractor to provide services to the Commonwealth for the sole purpose of determining whether those devices have anti-virus software with current virus signature files and the current minimum operating system patches or workarounds have been installed. Devices found to be out of compliance will immediately be disconnected and will not be permitted to connect or reconnect to the Commonwealth network until the proper installations have been made.
- (f) The Contractor may use the anti-virus software used by the Commonwealth to protect Contractor's computing devices used in the course of providing services to the Commonwealth. It is understood that the Contractor may not install the software on any computing device not being used to provide services to the Commonwealth, and that all copies of the software will be removed from all devices upon termination of this Contract.
- (g) The Commonwealth will not be responsible for any damages to the Contractor's computers, data, software, etc. caused as a result of the installation of the Commonwealth's anti-virus software or monitoring software on the Contractor's computers.

ATTACHMENT A

COSTARS PROGRAM CLAUSE

COSTARS Purchasers. Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902 (“Section 1902”), authorizes local public procurement units and state-affiliated entities (together, “COSTARS Purchasers”) to participate in Commonwealth procurement contracts that the Department of General Services (“DGS”) may choose to make available to COSTARS Purchasers. DGS has identified this Contract as one suitable for COSTARS Purchaser participation.

A. Only those COSTARS Purchasers registered with DGS may participate as COSTARS Purchasers in a Commonwealth contract. Several thousand COSTARS Purchasers are currently registered with DGS; therefore, the Contractor agrees to permit **only** to DGS-registered COSTARS members to make COSTARS purchases from this Contract.

1. A “local public procurement unit” is:

- Any political subdivision;
- Any public authority;
- Any tax exempt, nonprofit educational or public health institution or organization;
- Any nonprofit fire, rescue, or ambulance company; and
- To the extent provided by law, any other entity, including a council of governments or an area government that expends public funds for the procurement of supplies, services, and construction.

2. A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes the Pennsylvania Turnpike Commission, the Pennsylvania Housing Finance Agency, the Pennsylvania Municipal Retirement System, the Pennsylvania Infrastructure Investment Authority, the State Public School Building Authority, the Pennsylvania Higher Educational Facilities Authority and the State System of Higher Education.

B. COSTARS Purchasers have the option to purchase from a Contract awarded under this procurement, from any DGS contract established exclusively for COSTARS Purchasers in accordance with the requirements of Section 1902, from any other cooperative procurement contracts, or from their own procurement contracts established in accordance with the applicable laws governing such procurements. The Contractor understands and acknowledges that there is no guarantee that any prospective COSTARS Purchaser will place an order under this Contract, and that it is within the sole discretion of the registered COSTARS Purchaser whether to procure from this Contract or to use another procurement vehicle.

C. DGS is acting as a facilitator for COSTARS Purchasers who may wish to purchase under this Contract. Registered COSTARS Purchasers who participate in this Contract and issue purchase orders (“POs”) to Contractors are third party beneficiaries who have the right to sue and be sued for breach of this contract without joining the Commonwealth or DGS as a party. The Commonwealth will not intervene in any action between a Contractor and a Purchaser unless substantial interests of the Commonwealth are involved.

D. Registered COSTARS Purchasers electing to participate in this Contract will order items directly from the Contractor and be responsible for payment directly to the Contractor.

E. The Contractor shall furnish to the DGS COSTARS Program Office a quarterly electronic Contract sales report detailing the previous quarter’s Contract purchasing activity, using the form and in the format prescribed by DGS. The Contractor shall submit its completed quarterly report no later than the fifteenth calendar day of the succeeding Contract quarter.

ITQ ATTACHMENT B

Client Reference Survey Form

[CLICK HERE TO DOWNLOAD ATTACHMENT B CLIENT REFERENCE SURVEY FORM](#)

ITQ ATTACHMENT C

Business and Course Description Detail

[CLICK HERE TO DOWNLOAD ATTACHMENT C BUSINESS AND COURSE DESCRIPTION](#)

1. Until such time as DGS may provide the Contractor written notice of automated report filing, the Contractor shall either e-mail the reports to GS-PACostars@state.pa.us or send the reports on compact disc via US Postal Service to the DGS COSTARS Program Office, Bureau of Procurement, 6th Floor Forum Place, 555 Walnut Street, Harrisburg, PA 17101. When DGS has instituted automated reporting, the Contractor shall comply with DGS's written notice and instructions on automated Contract reports. DGS will provide these instructions with sufficient advance time to permit the Contractor to undertake automated reporting.
2. The Contractor shall include on each report the Contractor's name and address, the Contract number, and the period covered by the report. For each PO received, the Contractor shall include on the report the name of each COSTARS-Registered Purchaser that has used the Contract along with the total dollar volume of sales to the specific Purchaser for the reporting period.
3. DGS may suspend the Contractor's participation in the COSTARS Program for failure to provide the Quarterly Sales Report within the specified time.

F. Additional information regarding the COSTARS Program is available on the DGS COSTARS Website at www.dgs.state.pa.us/costars.

1. If the Contractor is aware of any qualified entity not currently registered and wishing to participate in the COSTARS Program, please refer the potential purchaser to the DGS COSTARS Website at www.dgs.state.pa.us/costars, where it may register by completing the online registration form and receiving DGS confirmation of its registration. To view a list of currently-registered COSTARS member entities, please visit the COSTARS website.
2. Direct all questions concerning the COSTARS Program to:

Department of General Services
COSTARS Program
555 Walnut Street, 6th Floor
Harrisburg, PA 17101
Telephone: 1-866-768-7827
E-mail GS-PACostars@state.pa.us

If your firm is awarded a Contract, does it agree to sell the awarded items at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to registered COSTARS Purchasers who elect to participate in the contract?

Please Answer: YES _____ NO _____

Company _____

Signature _____

Date _____

Agency Quote Form

(This is an example form that the Agency will use to request your quote.)

Date of Request:

To: (Supplier)

Course Date(s): _____

Course Title: _____

Training Location: _____

From: (Agency)

Course Hour(s): _____

Course

Requirement: _____

Supplier

Responsibility: _____

Insurance: Yes No

Required

Materials: _____

Disadvantaged Business Information: All ITQ Suppliers are encouraged to utilize as part of their response to this RFQ small disadvantaged businesses and/or enterprise zone small businesses as subcontractors or joint venture partners. The approach to enhancing the utilization of small disadvantaged businesses and/or enterprise zone small businesses will be considered as part of the best value analysis by the Agency.



Supplier Cost Form

(This is an example form that the Agency will use to request your quote.)

Contract Price per Course/ Project: Total \$ _____

Price Breakdown:

Direct Labor Trainer/Consultant Fees: \$ _____
Training Day(s): _____ X \$ _____/Day = \$ _____

Cost of Supplies and Materials: \$ _____

Overhead Costs: (include benefits, taxes, etc.): \$ _____

Total Travel and Subsistence Cost: \$ _____
Transportation: \$ _____
Lodging: \$ _____
Meals: \$ _____

Other expenses: \$ _____
\$ _____

Suppliers should include a detailed breakdown of charges and may expand as needed with this template.

Note: Travel and Subsistence. Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must conform to the requirements of Commonwealth Management Directive 230.10.

DISADVANTAGED BUSINESS INFORMATION

Are you a minority business enterprise or women business enterprise certified by DGS BMWBO?
____YES ____NO If yes, provide certification number _____

Are you a United States Small Business Administration certified small business or 8(a) small disadvantaged business concern?

____YES ____NO If yes, provide certification number _____

In performing the services requested in this RFQ, will you be entering into subcontracts or joint ventures with any small disadvantaged businesses or enterprise zone small businesses?

____YES ____NO

Note: When PennDOT is using federal funds the requirements of the Federal Disadvantaged Business Enterprise Program must be adhered to in lieu of the requirements of the DGS disadvantaged business program.

If so, please provide the name, address and telephone number of each small disadvantaged business or enterprise zone small business included in your response and the specific services each will perform.

Name:

Address:

Phone:

Services:

OTHER COMMENTS:

Signature_____ **Date**_____

Title _____

Note: Please return this form with the Agency Quote Form.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

Professional Development Training Statewide Contract – Checklist

This checklist is to assist interested Suppliers assistance in completing and returning the necessary required information to qualify for the Professional Development Event Training Contract. This checklist is for information purposes only and is not part of the contract.

BDAP Train-the-Trainer Program for the following categories: Health - Administrative, Health - Communicable Disease, Health - Research, Health - Prevention and Education, Health - Treatment, Health - Case Management, Health - Data Collection/Analysis

- o **Did you sign the ITQ Signature Page?**
- o Did you contact the Central Vendor Management Unit at:
www.vendorregistration.state.pa.us to obtain your SAP Vendor Number?
- o Did you include your SAP Vendor Number on **Attachment C**?
- o Complete and sign the COSTARS Questionnaire in **Attachment A**.
- o Provide verification that you have attended and successfully completed an Agency approved **Train-the-Trainer program**.
- o Complete **Attachment C** by providing your business name and information on page 1; by providing all information related to course(s) for which you are attempting to qualify on page 2; and by entering any additional comments on page 3. **Please provide an electronic copy and a paper copy.**
- o Enclosed **all** documents in the same envelope and mail to:
Contract Bid # CN00020263
Maureen Smith, Commodity Specialist
Department of General Services
Bureau of Procurement, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914

It is recommended that you retain a copy of the proposal for your records and mail the proposals within the timeframes specified in the contract.

OR

Providing Business Information for the following categories: Administrative, Communication, Process Improvement Customer Focus, Date Collection/Analysis, Workplace Management, Health and Safety, Mandated Reporting Training

- o **Did you sign the ITQ Signature Page with your tax ID number?**

- o Did you contact the Central Vendor Management Unit at:
www.vendorregistration.state.pa.us to obtain your SAP Vendor Number?
- o Did you include your SAP Vendor Number on **Attachment C**?
- o Complete and sign the COSTARS Questionnaire in **Attachment A**.
- o Documentation showing evidence of 2 years experience in each service category for which you are attempting to qualify and provide resumes (up to 15) for supplier.
- o Provide course objectives and the delivered outcomes of two training projects provided within the last 2 years.

For each service category that you are attempting to qualify, in a separate envelope marked with the category name enclose the following:

- o Provide in sealed envelopes three (3) references from clients for whom you have provided training within the last 3 years completing **Attachment B**.
- o Complete **Attachment C** by providing your business name and relevant information on page 1; provide all information related to course(s) for which you are attempting to qualify on page 2; enter any additional comments on page 3.

Please provide an electronic copy and a paper copy.

- o Enclose **all** the above documents in the same envelope and mail to:

Contract Bid # CN00020263

Maureen Smith, Commodity Specialist

Department of General Services

Bureau of Procurement, 6th Floor

555 Walnut Street

Harrisburg, PA 17101-1914

It is recommended that you retain a copy of the proposal for your records and mail the proposals within the timeframes specified in the contract.

OR

Providing Business Information for the following categories: Specialized Professional Skills Development, Emergency Operational Management Planning, Hazardous & Environmental Safety, Criminal Justice – Offender Life Skills Intervention Training, Criminal Justice – Staff Safety & Supervision, Criminal Justice – Verbal & Written Interrogation Techniques, Criminal Justice – Legal, Criminal Justice – Community Safety, Criminal Justice – Criminal Subculture & Offenders, Criminal Justice - Health/Treatment Programs

- o **Did you sign the ITQ Signature Page with your tax ID number?**
- o Did you contact the Central Vendor Management Unit at:
www.vendorregistration.state.pa.us to obtain your SAP Vendor Number?
- o Did you include your SAP Vendor Number on **Attachment C**?
- o Complete and sign the COSTARS Questionnaire in **Attachment A**.
- o Documentation showing evidence of 5 years in business in this field for each service category for which you are attempting to qualify and provide resumes (up to 15) for supplier.

- Provide course objectives and the delivered outcomes of two training projects provided within the last 2 years.

For each service category that you are attempting to qualify, in a separate envelope marked with the category name enclose the following:

- Provide in sealed envelopes three (3) references from clients for whom you have provided training within the last 3 years completing **Attachment B**.
- Complete **Attachment C** by providing your business name and relevant information on page 1; provide all information related to course(s) for which you are attempting to qualify on page 2; enter any additional comments on page 3.

Please provide an electronic copy and a paper copy.

- Enclose **all** the above documents in the same envelope and mail to:

Contract Bid # CN00020263

Maureen Smith, Commodity Specialist

Department of General Services

Bureau of Procurement, 6th Floor

555 Walnut Street

Harrisburg, PA 17101-1914

It is recommended that you retain a copy of the proposal for your records and mail the proposals within the timeframes specified in the contract.

CONTRACT SIGNATURE PAGE

PROFESSIONAL DEVELOPMENT TRAINING ITQ	CONTRACT NUMBER 9980-07	CONTRACT PERIOD 01/01/2006 to 09/30/2009
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In compliance with the invitation to qualify (ITQ) and subject to the specifications and terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish any and all services upon which prices are quoted. The undersigned acknowledges that the representations made in this proposal are material and important and will be relied upon by the Commonwealth in awarding the contract(s) for which the proposal is submitted. Any misstatement in this proposal is, and shall be treated as, fraudulent concealment from the Commonwealth of the facts relating to the submission of this proposal.

WHEN THE PROPOSER IS A SOLE PROPRIETOR:

COMPANY NAME

SIGNATURE

WITNESS NAME

WITNESS SIGNATURE

FID#

WHEN THE PROPOSER IS A PARTNERSHIP:

NAME OF PARTNERSHIP

SIGNATURE OF PARTNER

WITNESS NAME

WITNESS SIGNATURE

FID#

WHEN THE PROPOSER IS A CORPORATION:

WITNESS SIGNATURE (SECRETARY, ASSISTANT
SECRETARY, TREASURER OR ASSISTANT
TREASURER MUST SIGN IF THE PRESIDENT OR VICE
PRESIDENT HAS SIGNED)

WITNESS NAME

WITNESS TITLE

FID#

CORPORATION NAME

SIGNATURE OF PRESIDENT, VICE PRESIDENT, OR AN
INDIVIDUAL WHO HAS AUTHORITY TO SIGN ON
BEHALF OF CORPORATION PURSUANT TO A POWER
OF ATTORNEY OR CORPORATE RESOLUTION.

SIGNATORY'S NAME

TITLE

The President or Vice President's signature must be attested by the Corporate Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer. If someone other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested by the Corporate Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, a copy of a corporate resolution must be attached to this proposal. Failure to include a copy of the appropriate authorization, if required, may result in rejection of the proposal.

(THIS SPACE FOR COMMONWEALTH USE ONLY)

The Commonwealth of Pennsylvania, acting through the undersigned officer of the Department of General Services, hereby accepts the foregoing proposal for the services specifically indicated in the Notice of Award for above referenced contract. This acceptance and the vendor's proposal for the above referenced contract, including the terms and conditions of the Invitation to Qualify (ITQ), constitute a binding contract between the Commonwealth and the service provider.

APPROVED:

DEPARTMENT OF GENERAL
SERVICES

AGENCY COUNSEL

GENERAL COUNSEL

ATTORNEY GENERAL

COMPTROLLER