



PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

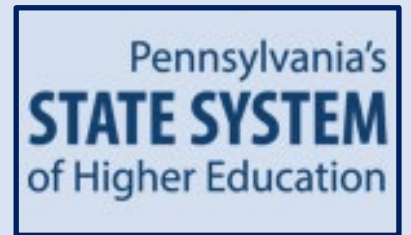
Welcome to Pennsylvania's State System of Higher Education  
(PASSHE)

**Doing Business with PASSHE**

**INTRODUCTION**



# PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION



# Agenda:

## Introductions

- Introduction to the Pennsylvania State System of Higher Education
- An introduction to Procurement
- Q&A / Discussion

# Our purpose

## Provide high quality education at the lowest possible cost to students.

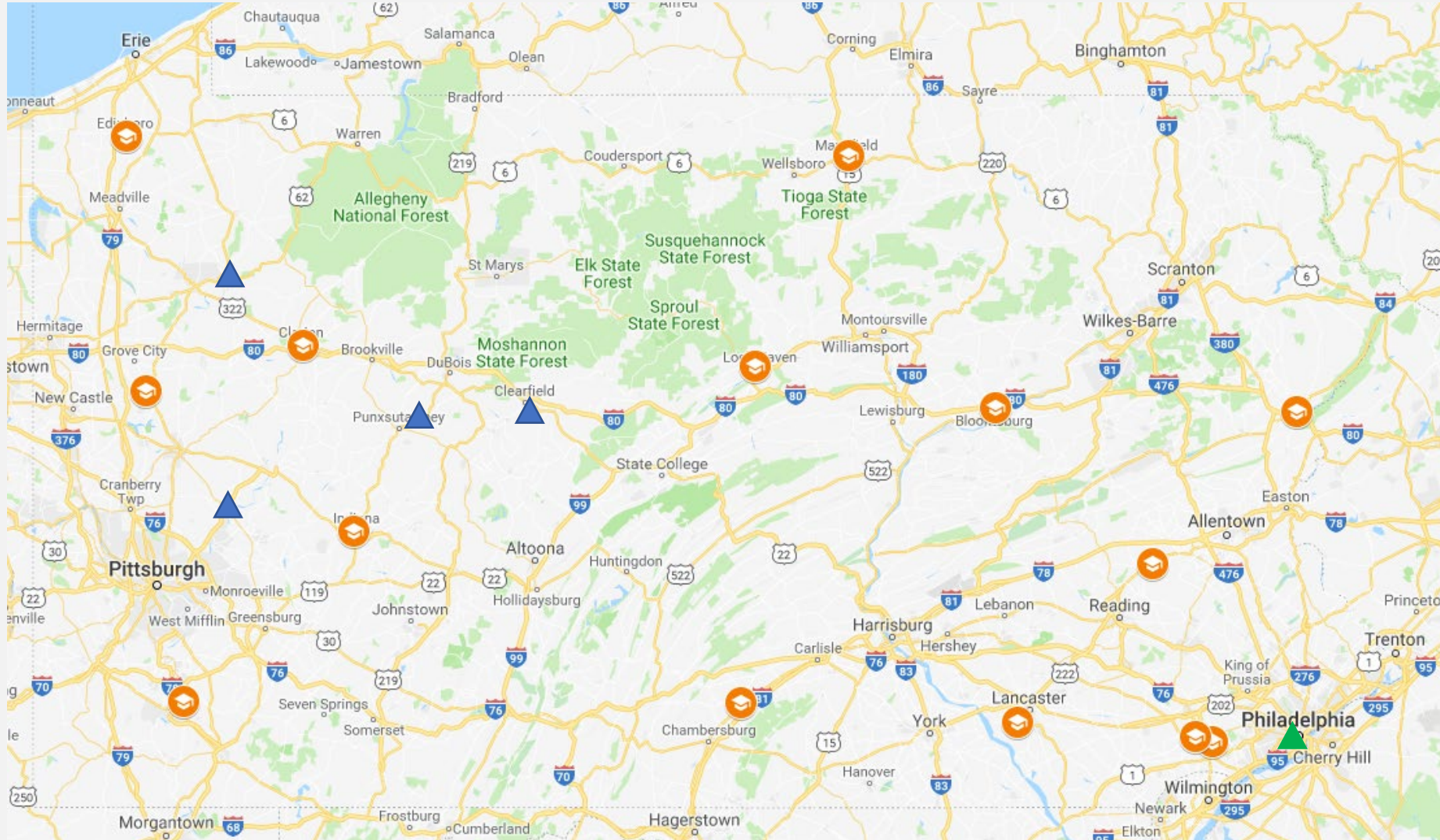
That means providing career-relevant higher education for all Pennsylvanians—no matter where they are or who they are—in service to the changing needs of the Commonwealth.




Enabling Legislation Act 188

[Act188.pdf \(passhe.edu\)](#)



# PASSHE Universities and Campuses



-  PASSHE University/  
Campus Location
-  Branch Campuses
-  Center City

- Cheyney University**
- Commonwealth University**
  - Bloomsburg
  - Lock Haven
  - Mansfield
- East Stroudsburg University**
- Indiana University**
- Kutztown University**
- Millersville University**
- PennWest University**
  - California
  - Clarion
  - Edinboro
- Shippensburg University**
- Slippery Rock University**
- West Chester University**

# PASSHE: The people's university system (1 of 2)

- ❑ We are the **most affordable** option in the state, though our affordability advantage is shrinking.
- ❑ We have **10,000+ talented faculty and staff**, though the diversification of our employee base is not keeping pace with the diversification of our student population.
- ❑ We are home of the **nation's oldest HBCU**, which is transforming itself for the future.
- ❑ The State System produces **26,000 career-ready graduates each year**:
  - **95%** of them are employed within two years of graduation
  - **88%** are working in their field of study
  - **72%** are working in PA
  - Equipped with critical thinking, communications, analytical, and other **skills employer's demand**
  - Working in **PA's high-need areas** (Business, STEM-H, Education) especially in rural PA

# PASSHE: The people's university system (2 of 2)

- ❑ We serve nearly **90,000** students from every region in PA
- ❑ Nearly 90% of our students **come from PA**
- ❑ Nearly 80% will **stay in PA** after graduation
- ❑ We serve largely **middle and low-income students**
- ❑ Our student population is **more diverse** than the state's overall population
- ❑ Second-year persistence rates show **signs of increase**, especially for underrepresented minority students
- ❑ Six-year graduation rates are **higher than the national average**, though significant attainment gaps exist for low-income and underrepresented minority students
- ❑ While we serve a largely traditional student population at present, significant opportunities exist to serve a larger **adult/working** student population

# System's Founding Legislation

*Act 188 of 1982 + Act 50 of 2020*

- **Board of Governors**

*Most appointed by Governor  
with Senate confirmation*

- **Councils of Trustees**

- **Chancellor**

*Appointed by  
Board of Governors*

- **Presidents**





PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

# An Introduction to Procurement





# PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

## Our Mission

- Provide excellent customer service and value to the State System through supplier negotiations and cost-saving initiatives. Provide quality products and services at the best value, i.e., price, quality, delivery, sustainability, supplier partnerships, etc.
- Utilize strategic and collaborative sourcing methods supported by technology and data analytics to optimize university spend and create significant cost savings.
- Develop and implement System-wide supply chain strategies and policies to leverage and optimize university purchasing power.
- Demonstrate and support social responsibility within Procurement Shared Services. Maintain the highest level of ethical and legal standards throughout all our business transactions and relationships.



# Procurement Background

The Universities have granted authority to employees within procurement to perform transactions on their behalf.

## Procurement Shared Services Solutions



Core responsibilities include providing all business, operational, and management procurement functions. This includes conducting competitive procurements including negotiations, processing and executing purchase orders, negotiating contracts, and contract amendments.



# Procurement Shared Services

**Jeff Mandel**

**[jmandel@passhe.edu](mailto:jmandel@passhe.edu)**

Director, Procurement Shared Services

**Jennifer Lewis**

**Director, Services**

**[jllewis@passhe.edu](mailto:jllewis@passhe.edu)**

- ❖ Professional Services
- ❖ Operational Services
- ❖ Strategic Sourcing
- ❖ Library/International and other services
- ❖ Change Management
- ❖ Supplier Support

**Jeff Ulanoski**

**Director, Materials**

**[julanoski@passhe.edu](mailto:julanoski@passhe.edu)**

- ❖ IT Services
- ❖ IT Materials
- ❖ Materials
- ❖ Analytics and Right-To-Know
- ❖ Procurement Card







## West Chester University Procurement Contacts

**Main Email**

**[Purchasing@wcupa.edu](mailto:Purchasing@wcupa.edu)**

**Brenda Small, Associate Vice President for  
Finance & Business Service**

**[Bsmall@wcupa.edu](mailto:Bsmall@wcupa.edu)**

**610-436-2223**

**Jeff Baun, Director of Business Services**

**[Jbaun@wcupa.edu](mailto:Jbaun@wcupa.edu)**

**610-436-2705**

**Julie Martin**

**Purchasing Manager**

**[JMartin3@wcupa.edu](mailto:JMartin3@wcupa.edu)**

**610-436-1012**



## Millersville University Procurement Contacts

**Ruth Sheetz, Procurement Director**

**[Ruth.sheetz@millersville.edu](mailto:Ruth.sheetz@millersville.edu)**

**717-871-7884**

**Kathy Fulmer, Purchasing Agent**

**[Kathy.fulmer@millersville.edu](mailto:Kathy.fulmer@millersville.edu)**

**717-871-4185**

# PASSHE Procurement Overview

The procurement organization services all participating universities and the Office of the Chancellor with procurements in the following areas:

- ✓ Purchase Order processing
- ✓ Complex procurement processing
- ✓ Procurement Card program management
- ✓ Negotiation of various catalog options
- ✓ Contract Management Support



The goal is to maintain a collaborative relationship between all parties to support ongoing development and enhancement of purchasing procedures, best practices, synergies, and cost savings to support the university's mission and operations.


# Policies & Procedures

The state system is governed by several Commonwealth Acts, policies, and procedures, such as:

## Title 62 Commonwealth Procurement Code (Act 57 of 1998)

TABLE OF CONTENTS
TITLE 62 PROCUREMENT
PART 1. COMMONWEALTH PROCUREMENT CODE
Chapter 1. General Provisions
§ 101. Short title of part.
§ 102. Application of part.
§ 103. Definitions.
§ 104. General principles of law otherwise applicable.
§ 105. Determinations.
§ 106. Public access to procurement information.
§ 107. Reciprocal limitations.
§ 108. Recycled materials.
Chapter 3. Procurement Organization
Subchapter A. Organization of Public Procurement
§ 301. Procurement responsibility.
Subchapter B. Procurement Policy
§ 311. Powers and duties.
§ 312. Procurement regulations.
Subchapter C. Powers and Duties of Department
§ 321. Powers and duties.
§ 322. Specific construction powers, duties and procedures.
Subchapter D. Powers and Duties of Board of Commissioners of Public Grounds and Buildings and Office of the Budget
§ 326. Board of Commissioners of Public Grounds and Buildings.
§ 327. Office of the Budget.
Subchapter E. Coordination, Training and Education
§ 331. Collection of data concerning public procurement.
§ 332. Advisory groups.
Chapter 5. Source Selection and Contract Formation
Subchapter A. Definitions
§ 501. Definitions.
Subchapter B. Methods of Source Selection
§ 511. Methods of source selection.
§ 512. Competitive sealed bidding.
§ 512.1. Competitive electronic auction bidding.
§ 513. Competitive sealed proposals.
§ 514. Small procurements.
§ 515. Sole source procurement.

## Board of Governors Policy 1998-04 A (Procurement of Goods, Services & Construction)



PA State System of Higher Education  
Board of Governors

Effective: October 8, 1998

Page 1 of 4

**Policy 1998-04-A: Procurement of Goods, Services, Supplies, and Construction**

See Also:

Adopted: October 8, 1998  
Amended: April 8, 2004; January 19, 2012

**A. Purpose**

All procurement of goods, services, supplies, and construction for the Pennsylvania State System of Higher Education shall conform to the statutory requirements of the Commonwealth Procurement Code (Code), Title 62, Pennsylvania Consolidated Statutes; and Act 188 of 1982, Article XX-A, Title 24, Pennsylvania Unconsolidated Statutes. The State System will use the provisions contained in this policy to implement the Commonwealth Procurement Code. The provisions of the Code apply to the State System as a state-affiliated entity.

**B. Definitions**

The following definitions apply to the State System.


**Agency Head** - The chancellor is the agency head for the State System, as referenced in the Code.

**Contracting Officer** - The chancellor, the president of each university, and their written designees are designated as contracting officers and, as such, are the only individuals authorized to procure goods, services, supplies, and construction; enter into and administer contracts; and make written determinations with respect to contracts for the State System.

**Department** - For those cases in which the State System, by virtue of its status as a state-affiliated entity, is granted similar authority to that assigned to the Department of General Services in the Code, "department" shall mean the agency head.

**Fiscal Officer** - The chancellor and the president of each university, or their designees, will appoint a fiscal officer, who shall be responsible for reviewing all

## State System Procurement Handbook



Pennsylvania's  
**STATE SYSTEM**  
of Higher Education

**State System  
Procurement Handbook**

# Purchasing Cooperatives accessible to PASSHE

**Pennsylvania eMarketplace – bidding, award, and contract information on DGS Contracts**



Department of General Services



PA eMarketplace

## Purchasing Cooperatives and Contracts

### Commonwealth of PA Cooperative Purchasing Program



COSTARS Purchasing Program

### Intermediate Unit Cooperative Purchasing Programs

- PEPPM
- Keystone Purchasing Network

### National Purchasing Cooperatives

- E&I Cooperative Services
- NASPO – National Association of State Procurement Officials
- OMNIA Partners
- SourceWell



# Competitive Bidding:

All purchases shall be made in a manner which will maximize the value of all goods and services received for the amount expended. Therefore, competitive bids will be solicited based on PASSHE Guidelines.

## Sourcing Projects

- Request for Information (RFI)
- Request for Quotation (RFQ)
- Request for Proposals (RFP)
- Invitations for Bids (IFB)

## Purchase Orders/ Complex Purchases

- Purchase Order – low dollar under the bid threshold
- Purchase Order – with existing contract
- Service Purchase Contract – no existing contract

# Sourcing Projects - Definitions



## Request for Information (RFI)

- Used to collect information regarding the capabilities of suppliers
- Obtain data about features and specifications of a product or service when a business owner and/or Procurement do not have sufficient information to develop an appropriately detailed work statement
- To be used to gather information for a future solicitation
- Clarifies competitive requirements – *does not ask for pricing or delivery information*
- **NOTE:** An RFI cannot be used as a source selection method to procure goods or services. An award cannot be made based on an RFI.

## Request for Quotations (RFQ)

- Purpose is to invite suppliers to provide quotes on specific products or services
- May be used in conjunction with State System, Commonwealth or cooperative contracts as part of a best-value selection process

## Request for Proposal (RFP)

- Formal competitive solicitation process for the purchase of products or services, or both
- Allows more extensive factors than price to be considered in the award determination including such items as supplier experience, project plan, design features and scope of services
- Includes a two-part evaluation, the first being technical proposals, and the second being cost proposals
- May result in one of the following types of contracts:
  - University Contract – Specific to one university
  - Strategically Sourced Contract (SSC) – System-wide contract that usually includes fixed pricing
  - Qualified Collaborative Contract (QCC) – System-wide multiple-award contracts; the State System qualifies suppliers

## Invitation for Bids (IFB)

- Solicitation process for the purchase of products or services where price is the only consideration in the award determination
- Contract award must be made to the lowest responsive, responsible bidder. There are no other considerations in determining the award other than price.



# Exceptions to Competitive Bidding



- Items available on State contract
- Items available via an Approved Purchasing Cooperative Contract
  - Purchasing Cooperatives
- Procurement available from agencies for person with disabilities (such as Pennsylvania industries for Blind and Handicapped – UniqueSource)
- Items that have been specified under grant or restricted gift provisions.
- Items being procured under the sole source and/or emergency provisions based on the Commonwealth Procurement code.

*All Commonwealth agency contracts under the Commonwealth's Procurement Code and over the bid threshold are to be awarded via a competitive solicitation process unless included within the exceptions to competitive bidding.*

*The bid threshold is reviewed yearly and increased, as necessary.*



# Legal Overview

## OGC and OAG Representation

The Commonwealth Attorney's Act dictates the legal representation of Commonwealth agencies. In addition to creating the Office of General Counsel, leadership appointed by the governor, the Act establishes the Office of Attorney General (OAG) as an independent office headed by an elected Attorney General.

## Legal Thresholds

Approver	\$ Threshold	Contract Type
University / Legal Counsel	>\$10k	BB, SPC, OA
OAG	>\$20k	BB, SPC, OA
OGC	>\$750k	BB, SPC, OA
No Approval Required	\$0	PO

## PASSHE Procurement Responsibilities

PASSHE Procurement is responsible for complying with all applicable rules, regulations, policies and procedures, including statutory and legal requirements imposed on Commonwealth procurement offices. As such, the State Systems' legal office provides oversight and legal guidance.

## Prohibited Contract Clauses

- Indemnity and Hold-Harmless Clauses
- Assignment Clauses
- Rolling Renewal Clauses
- Governing Law
- Courts
- Arbitration Clauses
- Attorneys' Fees, Contractor's Costs, Entry of Judgement
- Student Information
- Payment in Advance
- Purchase of Insurance





# PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

Welcome to Pennsylvania's State System of Higher Education  
(PASSHE)

**Doing Business with PASSHE**

Supplier Registration and SAP Business Network Discovery

## Key Terms when working with the SAP Business Network



**SAP Business Network:** [SAP Business Network](#) is a cloud based hosted service that enables Suppliers and PASSHE to form relationships and conduct transactions electronically. The SAP Business Network is sometimes referred to as SAP Ariba.



**SAP Business Network Discovery (Discovery):** The Discovery platform is SAP's business-to-business (B2B) e-commerce solution designed for purchasing agents to post immediate supply needs via a sourcing event. Any supplier within the SAP Business Network can respond to solicitations, with no fees.



**PASSHE Procurement website:** [Procurement | PA State System of Higher Education](#)

**Supplier Resources website:** The [Supplier Resources | PA State System of Higher Education](#) will provide suppliers with instructions on doing business with PASSHE using the SAP Business Network.



**PASSHE terminology - SourcePoint:** SourcePoint is the name of PASSHE's platform within the SAP Business Network, the SAP Procurement solution that helps Suppliers and PASSHE meet on a single network. This network provides the supplier with tools, resources, and benefits to help build, run, and grow their business.



# Supplier advantages to being a part of the SAP Business Network



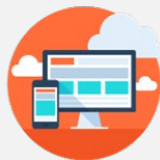
The SAP Business Network is a secure, global platform where purchasing agents and suppliers can collaborate on business transactions, and manage Purchase Orders (POs), Invoices, and Catalogs.



Additionally, purchasing agents and suppliers can collaborate on transactions, strengthen their relationships, and discover new business opportunities.



Suppliers can help purchasing agents achieve their procurement transformation goals, collaborating in the cloud to boost customer satisfaction, simplify the sales cycle, and improve cash flow.



The SAP Business Network gives the suppliers the opportunity to search and automatically receive new business opportunities, gain visibility to new potential customers and markets worldwide.



# PASSHE and the SAP Business Network

## Why did PASSHE choose this platform?

- The SAP Business Network is the world's largest trading partner community, home to more than 1.2 million companies.
- Seamless transfer of transactional data, including PO details, goods receipts, and invoicing details.
- Cloud-based solution that can be accessed from any location and any device

## What will it cost the supplier to be a part of the SAP Business Network?

- There is NO cost to create a Standard SAP Business Network account. Suppliers can use a Standard Account to:
  - Participate in sourcing events,
  - Respond to proposals and questionnaires,
  - Receive purchase orders and process invoicing electronically.
- At any time, Suppliers can upgrade from their Standard Account to an Enterprise Account for an annual fee based on usage (fee determined by Ariba).

## Does a Supplier have to register with the SAP Business Network to do business with PASSHE?

- Yes, suppliers will be asked to register with the SAP Business Network to transact with PASSHE.
  - Registering will allow suppliers to search for sourcing events and responding to qualifying solicitations.
  - Registration further allows suppliers to see all PASSHE university solicitations as well as other SAP Business Network customers sourcing events.

## How can a supplier get more information about the SAP Business Network, how to register, and how to complete business transactions?

- For guidance with SAP Business Network setup, functionality, PO delivery, or the invoice submission process, please utilize [Supplier Resources](#) reach out to the [PASSHE Supplier Management Team \(email\)](#).

How does a supplier become part of the SAP Business Network

# Registering for the SAP Business Network to work with PASSHE

## Are you currently working a university staff member, or have submitted a quote?

1) Supplier will work with their PASSHE contact (university contact); this contact will initiate the partnership between your company and PASSHE. The required information needed to begin the process is:

- ✓ Supplier Name
- ✓ Contact Name
- ✓ Contact Email (**NOTE:** the invitation to register will be sent to this email address)
- ✓ Contact Telephone Number

2) Your university contact will submit a Supplier Request.

3) The supplier request will be validated by the PASSHE Supplier Management Team.

4) An email will be sent to the supplier email address provided to begin the registration process.

## Supplier Request

This step will be initiated by a university/PASSHE representative.

## SAP Business Network Registration

Once supplier request is approved, supplier will be invited to register for the SAP Business Network as a supplier.

## Supplier Registration / Questionnaire

After supplier has logged into or created their SAP Business Network account, supplier will be able to access the PASSHE Registration Questionnaire.

When the form is submitted, it will be reviewed by the PASSHE supplier management team, supplier will be notified when registration is accepted.

## SAP Business Network Discovery

Supplier does not need an account to view sourcing events on Discovery. Supplier will need an account to respond to events.

Supplier SAP Business Network credentials will also be supplier login for Discovery.

# SAP Business Network Discovery

SAP Business Network Discovery

- The Discovery platform allows suppliers to search for PASSHE solicitations as well as global opportunities.
- Any interested supplier can respond; suppliers can learn more **about PASSHE and searching for PASSHE events** by looking at the [PASSHE Buyer Profile](#) within Discovery.



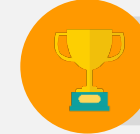
## Create

PASSHE will create a sourcing event which will be posted to the network describing the solicitation details. Discovery will match the event with potential vendors, and suppliers will be able to search for, review, and participate in sourcing opportunities.



## Review

Suppliers will be able to securely respond to the posting or ask questions via Discovery.



## Select

PASSHE will be able to review the responses from qualified vendors and create a shortlist or award business.



# SAP Business Network Discovery – does this sound like something for you?

Does Discovery sound like a matchmaker? It is!

Suppliers will have access to not only PASSHE opportunities, but also to the entire Discovery buyer community.

- ❖ Discovery represents more than 3,000 global procurement and functional buyers.
- ❖ Supplier will be automatically notified of new leads based on [UNSPSC codes](#) selected during registration.

To find more information on lead generation click [here](#).



# What can the supplier see within Discovery

## Can a Supplier see what is posted within Discovery without registering?

- A supplier does not need a login to view opportunities on the Business Network Discovery.
  - Beware – a supplier can view postings, however if they do not register with the SAP Business Network, the supplier will not be able to retrieve RFP documentation, nor will they be able to submit proposals.
- It is recommended that suppliers register with the SAP Business Network and log in with their credentials for the best user experience.

If a supplier does not have an account and does not want to register currently, suppliers are still able to view postings by visiting the [SAP Business Network Discovery](#) website.

SAP Business Network Discovery

SAP Business Network Discovery Log In

Trading Partners: Use your SAP Business Network user ID and password

Enter Username

Enter Password

Log In

[Forgot Username](#)  
[Forgot Password](#)

Ariba Discovery is now SAP Business Network Discovery

New features and functionalities have been added and old functionalities have been replaced.

[Learn More](#)[Explore Leads](#)

New user? Register here for FREE!

Join the network of companies that already depend on SAP Business Network to help establish new business relationships!

Register as a Buyer and enjoy these privileges:

▶ Automated distribution of your Discovery Posting to qualified suppliers

▶ Receive and manage supplier responses with an online dashboard

▶ Search and discover new suppliers in over 12,000 categories

Register as Buyer

Register as a Supplier and enjoy these privileges:

▶ Search and automatically receive new business opportunities

▶ Gain visibility to new potential customers and markets worldwide

▶ Build your reputation among a community of leading purchasing organizations

Register as Supplier

If supplier does not have an account and does not want to register (it's free!), simply click Explore Leads,

If supplier already has an SAP Business Network account, supplier can use those credentials to log in.

If your company is not yet a registered supplier, click here to register as a Supplier.

# Searching within Discovery

ork

Leads

Type or select location

Type or select category

Filters

Lead Type

☒

RFI - Request for Information (503)

Budget

Total Amount (USD)

All (500)

Date Range

Date Posted

Pick a date

GMT-04:00 Eastern Daylight Time

Response Deadline

Pick a date

GMT-04:00 Eastern Daylight Time

503 results

RFI

Clear filters

Sort By:

Response Deadline Soon

Response Deadline Soon

Newest Leads

Budget High to Low

💡

RFI

2023\_AAKIO\_SIS\_RFI OUTBOUND LOGISTICS SISHEN

Anglo American and De Beers Group · ID: 17500795

USD

Product and Service Categories:

Regional or national trucking services, Relocation services, Local area trucking services

Ship-to or Service Locations:

Northern Cape

💡

RFI

Cross\_back-up EOI No 1

Anglo American and De Beers Group · ID: 17598897

0.00 USD

Product and Service Categories:

Regional or national trucking services, Relocation services, Local area trucking services

Ship-to or Service Locations:

Northern Cape, Limpopo, North-West

❖ Sort for Lead Types

# How to Respond to a posting

## RFP - Strategic Enrollment Management Services

Pennsylvania State System of Higher Education

Posted On: 11 Sep 2023  
Open for bidding on: 11 Sep 2023  
Response Deadline: 9 Oct 2023 11:00 AM PDT

Open

4  
Q&A

Respond to Posting

Add to Watchlist

Not Interested

Share: [f](#) [t](#) [in](#) [✉](#)

Leave feedback

Opportunity Amount: **\$1M to \$5M USD**

Contract Length: 60 months

Response Deadline: 9 Oct 2023 11:00 AM PDT

(Buyers can close postings early)

Posting ID: 17415025(Doc813474608)

Posting Type: Request for Information

Public Posting: <https://discovery.ariba.com/rfx/17415025>

### Product and Service Categories

- Strategic planning consultation services

### Ship-to or Service Locations

- Pennsylvania - United States

### Posting Summary

The objective of this RFP is to enter into a contract with one or more qualified suppliers to provide STRATEGIC ENROLLMENT MANAGEMENT SERVICES to Pennsylvania's State System of Higher Education.

If interested in responding to this procurement opportunity, click the RESPOND TO POSTING button above to access the solicitation documents and to log into your account with your existing Ariba Network username and password. If needed, use the Forgot Username and Forgot Password links. If you do not have an account, click the REGISTER NOW button, and follow the instructions.

Suppliers must be registered at the Ariba Network to access the solicitation. Instructions for viewing the solicitation are available here: PASSHE Bid Response Guide (ariba.com).(https://support.ariba.com/item/view/198781)

Additional supplier information is available at the PASSHE Supplier Information Portal (ariba.com).(https://support.ariba.com/item/view/192804)

### Questions & Answers

Ask Buyer a question...

After reviewing the sourcing event, the Supplier can

- ❖ “Respond to Posting”
- ❖ “Add to Watchlist”
- ❖ Indicate that they are not interested.

Questions may be asked from this screen, as well.

# Discovery – how does it work?

Doc756633414 - RFP - Voluntary Life, Accidental Death and Di...

Pending Selection

OverviewContentSuppliersDiscovery SuppliersTeamReportMessagesLogScenarioAward

Actions

All ContentFilter

Display:Responses

Name	Initial					
▼ Totals						
1 Voluntary Life, Accidental Death and Dismemberment, Long Term and Short Term Disability Insurances	Less...					
This Request for Proposals (RFP) provides interested Offerors with sufficient information to prepare and submit proposals for consideration by the Pennsylvania State System of Higher Education (hereinafter State System) to provide a Voluntary Group Term Life Insurance and Accidental Death and Dismemberment Program, and Voluntary Group Long Term and Short Term Disability programs for employees of Pennsylvania's State System of Higher Education (hereinafter State System).						
▼ 2 RFP Documents	Less...					
Please download and review the attached RFP Documents						
2.1 Please download and review the attached RFP Documents						
8/2/2013: Questions/Answers document added						
▼ 3 Technical proposal						
3.1 Please attach your Technical Proposal here	APPENDIX A - Technical Submittal Response Form_...S.pdf	APPENDIX A - Technical Proposal.zip	Technical.zip	APPENDIX A - Technical Submittal Response Form.docx	The Pennsylvania Insurance Company of America_Technical Proposal.zip	
▼ 4 Cost Proposal						
4.1 Please attach your Cost Proposal here.	PASSHE - APPENDIX B - Cost Proposal Response Form.pdf	APPENDIX B - Cost Proposal.zip	Technical.zip	Appendix B and Cost Proposals.zip	The Pennsylvania Insurance Company of America_Cost Proposal.zip	
▼ 5 Additional Documents						
5.1 Attach any additional documents here.	Additional Documents.zip	Other Documents.zip	Other Documents.zip	Requested and Required Attachments.zip	Appendix C Trade Secret & Confidential Property Information Notice.pdf	

Upon the close of the sourcing event, the PASSHE sourcing contact downloads the proposals for review, scoring and award.



# What happens next?

- If Technical Proposals are required, typically for RFP's, they are downloaded by the PASSHE sourcing contact and reviewed for validity and responsiveness.
- The Technical Proposals that are determined to be responsive are forwarded to the RFP Committee for scoring.
  - All Offerors' Technical Proposals that score at least a minimum of 75% of the total available technical points will move on to cost scoring.
- If only Cost Proposals are required, typically for RFQ's, the PASSHE sourcing contact completes the cost proposal scoring.
  - **Single-Award Contract** – The Offeror with the highest combined score is awarded the contract.
    - If Cost Proposals were the only requirement, the Offeror with best pricing wins the award.
  - **Multiple-Award Contracts** –
    - Offerors that scored at least a minimum of 75% of the technical points in an RFP sourcing event, and have presented satisfactory cost proposals, are awarded contracts.
    - Multiple-line RFQ's may be awarded to more than one Offeror.



# Links from within the Supplier Registration and SAP Business Network Discovery

[SAP Business Network](#)

[PASSHE Procurement website](#)

[Supplier Resources | PA State System of Higher Education](#)

[PASSHE Supplier Management Team](#) (email)

[SAP Business Network Discovery](#)



# PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

Welcome to Pennsylvania's State System of Higher Education  
(PASSHE)

Contracting for Facilities Projects

## ***Purpose of this Session***

For construction contractors, subcontractors, and other interested parties:

*...to better understand State System and University organization, projects, and contract opportunities*

## ***Agenda for this Session***

- 1) Our System
- 2) Our Projects and Funding Sources
- 3) Info for Construction Contractors
- 4) How to search for and find bids via Discovery
- 5) Miscellaneous Info



# State System of Higher Education

- Act 188 of 1982, enabling legislation
- “State-affiliated” organization
  - Authorized to execute and administer contract for construction, repair, renovation, and maintenance projects.

## 10 Universities/14 Campuses

- Nearly 90,000 students
- 900 buildings, 32M square feet
  - Have professional facilities and contracting staff
  - Operation “independently”





# Office of the Chancellor

## **Assistant Vice Chancellor for Facilities:**

- Project funding policies and approvals

## **Construction Support Office (CSO):**

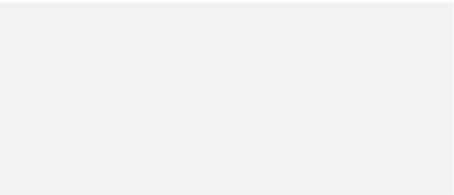
- Policy, guidance, oversight of facilities project contracts
- Administration of Construction Authority Process
- Procedures Manuals for procurement and administration of construction contracts and professional services contracts
- Procurement and Administration of centrally - help open-ended professional services contracts



The Construction Support Office (CSO) provides standard procedures, system guidance, assistance, training, and oversight of university capital projects. Core Services include procurement and administration of centrally held open end contracts for various design professional services ( Architecture, Engineering, Construction Management, Commissioning), training for construction contract specialists and project managers, coordination of commonwealth capital projects with the Department of General Services, maintenance and management of the University Construction Authority Process and monitoring compliance of the system universities with statutes, policies, and procedure/standards.

### Construction Support Contacts

**Jeff Amos**  
Director of Construction Management  
[jamos@passhe.edu](mailto:jamos@passhe.edu)  
717-720-4131



#### CONSTRUCTION SUPPORT

- PROJECT INFORMATION
- CENTRALLY HELD PROFESSIONAL CONTRACTS
- FACILITIES PROJECTS SOLICITATIONS
- SMALL DIVERSE BUSINESS PROGRAM
- UNIVERSITY FACILITIES CONTACTS

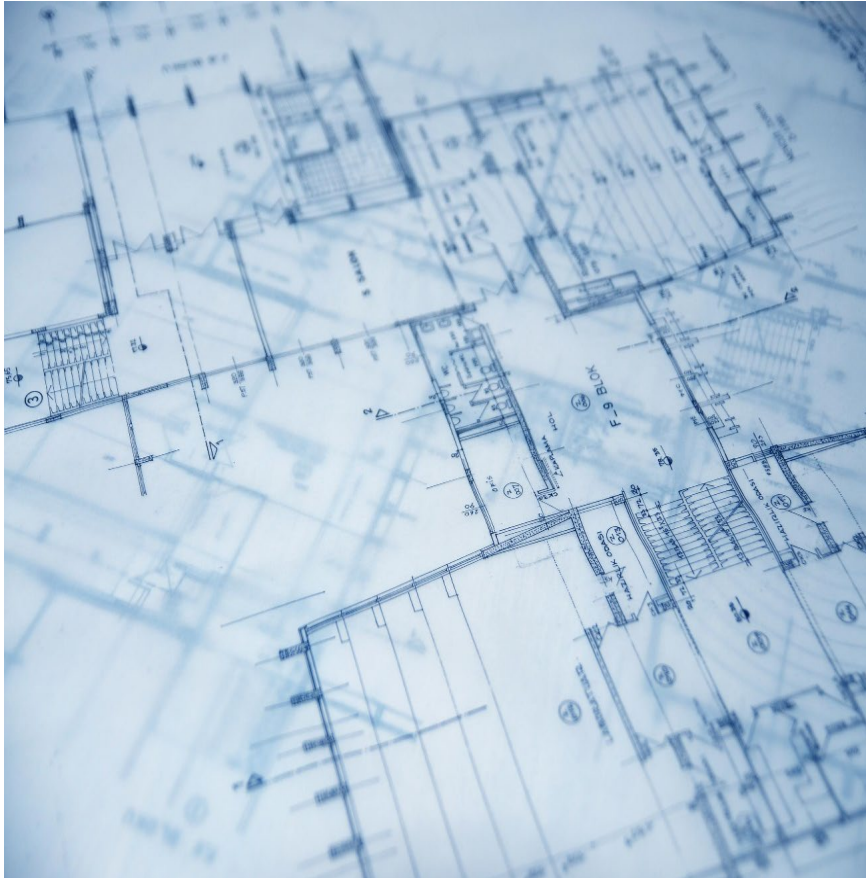
#### Staff Resources

[➤ Facilities \(Secure Site\)](#)

# FACILITIES PROJECTS CONTRACTING- Organization & Mission

- PASSHE established by Act 188 of 1982. Approximately 900 buildings, consisting of about 30 million sq ft with a Plant Replacement Value of \$10 billion, on almost 5,000 acres of land.
- Each of the System's 10 universities has delegated to it the authority to execute facilities projects contracts. Universities follow policies and procedures developed by the System, but they generally operate independently. Professional facilities management staffs at universities, assisted by construction contract specialists, execute the facilities projects contracts mission.
- The Office of the Chancellor Facilities Management Office, with its Construction Support Office (CSO), is responsible for: strategies and policies for funding and procuring facilities projects; Capital project approvals; policy, guidance, and oversight of facilities projects contracting; and administration of centrally-held, open-end professional contracts.
- The System must comply with all Commonwealth statutes that apply to public works. In particular:
  - Commonwealth Procurement Code,
  - Separations Act,
  - Steel Products Procurement Act,
  - PA Prevailing Wage Act, and
  - PA e-Verify.
- The System provides public notice of all contract opportunities. Advertisements are published on the System's PASSHE Discovery/Penn Bid as well as often on the DGS PA E-Marketplace. Neither the System nor universities maintain standing bidders lists or pre-qualification lists.
- The System promotes and supports the inclusion of small and small diverse businesses in all levels of project contracts.
  - Under the System's current construction program, prime bidders must "proactively solicit" quotes from small diverse businesses for portions of the work.

# Project & Contract Opportunities



## **Commonwealth Funded Capital Projects**

- Commonwealth Capital projects are those projects that receive direct Commonwealth funding. These projects typically involve large-scale construction or renovation of educational buildings, administrative buildings, or campus infrastructure.
- The General Assembly authorizes projects periodically via capital facilities authorization legislation, and authorized projects are selected by the System annually for funding, which is through Commonwealth general obligation bonds.
- The Commonwealth's Department of General Services (DGS) is the design and construction agent for the System's Commonwealth Capital projects. In a few rare cases, projects may be delegated to universities for contract administration.
- The design professional for all Commonwealth Capital projects is procured through DGS. DGS will procure the construction contracts for non-delegated projects; the universities will procure them for delegated projects.



# Project & Contract Opportunities

## University Funded Projects

- Universities execute, with no DGS involvement, their own capital projects, which they fund from their reserves and/or through System-arranged bond financing. Facilities which fall into this category are student centers, recreation centers, and dining facilities, which are generally not eligible for direct Commonwealth funding. For such projects, universities issue their own requests for proposals to procure the design professionals and advertise for and bid the construction contracts.
- Universities also execute numerous smaller renovation and deferred maintenance projects. The design effort for these smaller projects is typically executed through work orders issued against open-end professional contracts held either by universities or by CSO. Universities then advertise for and bid the construction contracts, or in a few cases accomplish the work through work order contracts.
- Universities are required to have master plans, which they update periodically, or which are reinitiated from scratch, if necessary. Based on the extent of the work, the design professional may be procured either through a separate advertisement or with a work order against an open-end professional contract.





# Project & Contract Opportunities

## **Non-Standard Projects**

System policy is that student housing projects are to be executed, to the extent feasible, through private development contracts procured and administered by 501(c)(3) affiliated organizations at the universities.

## **Centrally-Held Contracts**

CSO holds various open-ended contracts against which universities may issue Work Orders.

- SSHE-ARCH-2023 and SSHE-ENGR-2023: RFPs for architectural and engineering services contracts were issued in 2022; selections were made, and 67 contracts were put in place during Spring 2023. These contracts will run for 6 years.
- PASSHE-CM-2019: 24 contracts for construction management services were awarded in 2019. 23 contracts are still in place. Contracts will run for 6 years.
- PASSHE-COMM-2021: 13 contracts for commissioning services were awarded in 2021. Contracts will run for 6 years.
- PASSHE-RMP-2019: RFP for Roof Management Program was issued in 2019. 6 contracts were awarded in 2019. Contracts run for 4 years

A few universities hold their own open-ended contracts for architectural/engineering services. They utilize a combination of both their own contracts and CSO's contracts, to fit the need.

# ROLES

## Department of General Services:

- System's design and construction agent for Commonwealth Capital projects (E&G facilities)
  - ➔ Advertises for design firms for Capital projects, using their own website.
  - ➔ Advertises for/bids construction, using PA eMarketplace.

## Universities

- Execute projects that they fund themselves:
  - Capital projects
  - Auxiliary facilities
  - Smaller renovations/maintenance projects
  - ➔ Advertise for design firms for their own capital projects
  - ➔ Hold open-ended professional contracts for their own use
  - ➔ Advertise on PASSHE Ariba Discovery/Penn Bid/ PA eMarketplace (*\*WCU also advertises in construction industry publications*)
  - ➔ Advertise for/bid construction, using the same sites

## CSO

- Does not execute projects
  - ➔ Holds open-ended professional contracts for use by universities

## Professional Selections

- Governed by Section 905, Commonwealth Procurement Code
- Selection based on professional qualifications; fee negotiated after selection is made
- No prequalification list

# Key System Facilities Project Requirements (construction contracts)

- Public notice
- Lowest responsible bidder
- Separate primes (greater than \$25K)
- Performance and payment bonds
- Prevailing Wage and eVerify
  - Greater than \$25,000
- Steel Products Procurement Act and Reciprocal Limitations Act
- Limited use of proprietary specs



# Construction Bonds

Contract Amount	Bid Security	Performance Bond	Payment Bond	Maintenance Bond
Less than \$11,820	Discretionary	Discretionary	Discretionary	Discretionary
\$11,820 to \$29,550	Discretionary	Discretionary	Discretionary	Discretionary
\$29,550 to \$118,200	Discretionary	50-100%	Discretionary	Discretionary
\$118,200 or more	Discretionary	100%	100%	Discretionary

## BID BOND

The function of the bid bond is to provide a guarantee to the project owner that the bidder will complete the work if selected and will most likely be able to obtain a performance bond. 5% of the base bid amount is typical when requested.

## PAYMENT & PERFORMANCE BONDS

Payment bonds ensure that contractors pay their material suppliers and subcontractors according to their contracts. Performance bonds provide a financial guarantee to project owners that their contractor will perform according to contract terms. Performance and Payment bonds are required by law. 100% of bid amount of each construction bid.

## MAINTENANCE BOND

A maintenance bond is a type of surety bond purchased by a contractor to protect the property owner or landowner from the costs to remedy a completed construction project's defects. 10% of the bid amount is typical when requested.

# What is Work Order Contract for Construction (WOCC)\*

WOCCs may be, and will be, used for a wide variety of scopes of work, to include, but not limited to:

- Comprehensive general construction trades
- Specific general construction trades (i.e., masonry, painting, roofing, etc.)
- Mechanical construction trades
- Plumbing construction trades
- Electrical construction trades
- Asbestos and other hazardous material removal and disposal
- Paving
- Concrete – Sidewalk and Curb replacement/repair

## How are WOCCs awarded?

### **Dollar Limits and Thresholds:**

WOCCs are awarded on Individual Work Order (IWO's) Limits of typically up to \$75,000 per IWO and \$500,000 Annual Limit. (Varies from University needs)

### **Contract Duration and Term:**

Typically, 1 Year Contracts with the option to renewal up to 4 additional years.

### **Unit Prices and Escalation:**

Consumer Price Index For All Urban Consumers (CPI-U), US City Average, as published by the United States Department of Labor, Bureau of Labor Statistics is used on price increases.

### **Bonds:**

Payment and Performance Bonds are required on each IWO that exceeds \$29,550

*\*This does not apply to every university*



# Small Diverse Business Program

- The State System promotes and supports the involvement of Small Diverse Business in facilities project contracts. This includes prime contractors as well as subcontractors and suppliers.
- Targets are set locally on project-to-project basis via consultation between Project Mgr and Procurement
- Professional Services – Through the RFP Process
- Construction – Proactive Solicitations
  - SDB Requirements Instructions (Solicitation Documents)



## Purchasing Network Contracts

- ezIQC KPN Contracts
- Omnia Partners
- CoStars
- Other KPN



# Furniture Fixtures and Equipment

- **Terminology** - Terms OFE and FFE are interchangeable. DGS uses FFE (furniture, furnishings, and equipment).
- **Dept of General Services (DGS) Projects**
  - All Commonwealth-Capital-funded OFE must be procured by DGS.
  - Capital projects that include FF&E and are DGS funded require that Universities follow specific guidelines to ensure that funding is released, and items are procured within the project time and scope.
  - OFE can be funded for most Commonwealth-Capital-Funded construction projects, assuming the project is one that needs OFE (i.e., not an infrastructure project).
    - ✓ OFE funding for a project must first be authorized in a Capital Budget Project Itemization Act, commonly called a Capital Authorization Act.
    - ✓ Then OFE funding must be included in the System's Five-Year Spending Plan.
    - ✓ The informal System policy is that OFE funding (in the Spending Plan) may be up to 10% of the amount allocated for the project in the Spending Plan. The amount allocated is usually less than the amount authorized.
  - Three different DGS offices are involved:
    1. Public Works
    2. Bureau of Procurement
    3. Bureau of Financial & Management Services
- **University Vendors on State Contracts**
- **Funded Projects**



Pennsylvania's  
**STATE SYSTEM**  
of Higher Education