

LOT #1 BAFO CONTRACTOR PARTNERSHIP PROGRAM

RFP	<p>II-9. Contractor Partnership Program (CPP). To receive credit for a response to the Contractor Partnership Program, Contractors must include the following information in the Contractor Partnership Submittal of their proposal for each Lot:</p> <ul style="list-style-type: none"> A. Offeror’s name, telephone number, and mailing address. B. County where the Offeror’s headquarters is located if in Pennsylvania. C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Contractor Partnership Program. D. Mailing address for all satellite offices located in Pennsylvania, including the county. E. Type of business entity. (i.e., not for profit, government entity, public corporation, university etc.) F. If a subcontractor will provide the primary service of the contract, list the company name and mailing address for offices located in Pennsylvania, including the county. G. Type of services being provided. H. Type of positions needed for this project. Please specify management vs. nonmanagement positions.
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KPMG recognizes and applauds DPW’s commitment to providing opportunities to individuals receiving Temporary Assistance for Needy Families (TANF) and contribute to the economic growth of the Commonwealth. Further, we will make a commitment to DPW to fill vacancies, as appropriate and described below, with individuals receiving TANF.

RFP	<ul style="list-style-type: none"> A. Offeror’s name, telephone number, and mailing address. B. County where the Offeror’s headquarters is located if in Pennsylvania.
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KPMG LLP
 30 North Third Street
 Harrisburg, PA 17101
 717-260-4600

KPMG’s headquarters are located in New York, NY.

RFP	<i>C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Contractor Partnership Program.</i>
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Cathy Pomanti
30 North Third Street
Harrisburg, PA 17101
cpomanti@kpmg.com
717-260-4830

RFP	<i>D. Mailing address for all satellite offices located in Pennsylvania, including the county.</i>
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County	Mailing Address
Philadelphia	1601 Market Street Philadelphia, PA 19103
Dauphin	30 North Third Street Harrisburg, PA 17101
Lehigh	4905 Tilghman Street, Suite 300 Allentown, PA 18104
Allegheny	One Mellon Center, Suite 2500 500 Grant Street Pittsburgh, PA 15219

RFP	<i>E. Type of business entity. (i.e., not for profit, government entity, public corporation, university, etc.)</i>
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KPMG is a limited liability partnership and a for-profit business.

RFP	<i>F. If a subcontractor will provide the primary service of the contract, list the company name and mailing address for offices located in Pennsylvania, including the county.</i>
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Subcontractors will not provide the primary service of this contract.

RFP	<i>G. Type of services being provided.</i>
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KPMG is proposing to provide information technology support and services to DPW in the area of Eligibility Systems IT Consulting Services.

RFP	<i>H. Type of positions needed for this project. Please specify management vs. nonmanagement positions.</i>
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KPMG anticipates hiring at least one receptionist or other office/clerical employee, both of which are nonmanagement, to work in one of our offices.

A receptionist will be responsible for greeting guests, processing mail, and contributing to a team environment. This position will also assist with other related clerical duties such as ordering and stocking office supplies, photocopying, faxing, filing, and collating.

RFP	<p><i>In addition to the above requested information; in order to receive credit for a response to the Contractor Partnership Program, Offerors must provide a written narrative that address the following statements and include the information in the Contractor Partnership Submittal of the proposal. All of the statements listed below pertain to the hiring of individuals that are currently receiving TANF cash assistance.</i></p> <p><i>A. Identify the anticipated number of employees that will be assigned to this project including vacancies.</i></p> <p><i>B. Identify the number of management and nonmanagement employees.</i></p> <p><i>C. State the number of TANF cash assistance recipients that will be hired. Please do not include percentages.</i></p> <p><i>D. Describe the strategy that will be employed to identify and recruit individuals that meet the eligibility requirements for the Contractor Partnership Program.</i></p> <p><i>E. Describe the methods that will be used to retain TANF recipients once they are employed.</i></p> <p><i>F. Provide a brief explanation of the efforts that will be made to ensure TANF hiring commitments are met and remain in effect throughout the existence of the contract.</i></p>
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As noted, KPMG anticipates hiring at least one person. However, at this time we do not anticipate that person will be assigned to this project.

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As noted above, KPMG plans to hire at least one individual that receives TANF cash assistance.

RFP	<p><i>D. Describe the strategy that will be employed to identify and recruit individuals that meet the eligibility requirements for the Contractor Partnership Program.</i></p>
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KPMG will make every effort to meet the goals we have set for the CPP by identifying and recruiting the individuals that meet the eligibility requirements. If we are the successful vendor, we will contact the CPP office at DPW to find applicants for the open positions. We will work with the CPP Office and with county-based agencies and community groups to identify potential hires in areas in which we plan to open an office to conduct the work related to this engagement. Our human resources office will work with the CPP Office to determine other viable means of reaching the right applicants.

RFP	<i>E. Describe the methods that will be used to retain TANF recipients once they are employed.</i>
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The individuals hired will be part of KPMG’s team and will benefit from our robust retention program, which starts with such things as new hire training and the mentor program and continues through their career with continuing training, as needed, and ongoing performance management.

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KPMG plans to make a commitment to hiring and training these individuals that are receiving TANF. As with all of our employees that are hired, we make every effort to retain qualified individuals and to help each one build a career through the programs outlined above. If, however, an employee hired through the program leaves KPMG before the completion of the project, we will work with the CPP Office to find a suitable replacement.

CONTRACTOR PARTNERSHIP PROGRAM

RFP	<p>II-9. Contractor Partnership Program (CPP). To receive credit for a response to the Contractor Partnership Program, Contractors must include the following information in the Contractor Partnership Submittal of their proposal for each Lot:</p> <ul style="list-style-type: none">A. Offeror's name, telephone number, and mailing address.B. County where the Offeror's headquarters is located if in Pennsylvania.C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Contractor Partnership Program.D. Mailing address for all satellite offices located in Pennsylvania, including the county.E. Type of business entity. (i.e., not for profit, government entity, public corporation, university etc.)F. If a subcontractor will provide the primary service of the contract, list the company name and mailing address for offices located in Pennsylvania, including the county.G. Type of services being provided.H. Type of positions needed for this project. Please specify management vs. nonmanagement positions.
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KPMG is proposing to provide information technology support and services to DPW in the area of Child Welfare IT Consulting Services.

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KPMG anticipates hiring at least one receptionist or other office/clerical employee, both of which are nonmanagement, to work in one of our offices.

A receptionist will be responsible for greeting guests, processing mail, and contributing to a team environment. This position will also assist with other related clerical duties such as ordering and stocking office supplies, photocopying, faxing, filing, and collating. A janitor will be responsible for the day-to-day cleaning and light maintenance of the facilities.

RFP	<p><i>In addition to the above requested information; in order to receive credit for a response to the Contractor Partnership Program, Offerors must provide a written narrative that address the following statements and include the information in the Contractor Partnership Submittal of the proposal. All of the statements listed below pertain to the hiring of individuals that are currently receiving TANF cash assistance.</i></p> <p><i>A. Identify the anticipated number of employees that will be assigned to this project including vacancies.</i></p> <p><i>B. Identify the number of management and nonmanagement employees.</i></p> <p><i>C. State the number of TANF cash assistance recipients that will be hired. Please do not include percentages.</i></p> <p><i>D. Describe the strategy that will be employed to identify and recruit individuals that meet the eligibility requirements for the Contractor Partnership Program.</i></p> <p><i>E. Describe the methods that will be used to retain TANF recipients once they are employed.</i></p> <p><i>F. Provide a brief explanation of the efforts that will be made to ensure TANF hiring commitments are met and remain in effect throughout the existence of the contract.</i></p>
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LOT #4 BAFO CONTRACTOR PARTNERSHIP PROGRAM

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MENTOR PROTÉGÉ PROGRAM

KPMG recognizes and applauds DPWs commitment to assist Commonwealth of Pennsylvania certified Minority and Women Owned Business Enterprises by providing them access to opportunities generated under contracts with DPW. Further, we will make a commitment to DPW to establish a formal Mentor Protégé Program as further noted throughout this submittal.

RFP	<p><i>II-10. Mentor/Protégé Program (MPP).</i> <i>To receive credit for a response to the Mentor Protégé Program, the following information must be included in the Mentor Protégé Program (MPP) Submittal of the Proposal:</i></p> <p><i>A. Offeror’s name, telephone number and mailing address</i></p> <p><i>B. County where the Offeror’s headquarters is located</i></p> <p><i>C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Mentor Protégé Program.</i></p> <p><i>D. Mailing address for all satellite offices located in Pennsylvania including county.</i></p> <p><i>E. Type of business entity: (i.e. not for profit, government entity, public corporation, university, etc.)</i></p>
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30 North Third Street
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KPMG headquarters are located in New York, NY.

RFP	<i>C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Mentor Protégé Program.</i>
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Cathy Pomanti
30 North Third Street
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717-260-4830

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RFP	<p><i>In addition to the above requested information; in order to receive credit for a response to the Mentor Protégé Program, Offerors must provide a written Mentor Protégé Plan that must include:</i></p> <p><i>A. The Protégé company's name and address</i></p> <p><i>B. Protégé company's contact person, title, telephone number, mailing and e-mail address</i></p> <p><i>C. A Mentor Protégé Plan addressing the following areas to include meeting dates, time frames, goal setting, performance expectations and outcomes:</i></p> <ol style="list-style-type: none"> <i>1. Technical Assistance: Assistance in technical areas.</i> <i>2. Budget Infrastructure Assistance pertaining to general business management or corporate infrastructure, provided by the Mentor, may include the following:</i> <ol style="list-style-type: none"> <i>a. Organizational planning management: strategic planning, business planning, legal/risk management, proposal development</i> <i>b. Business development/marketing/sales: market research, product forecasting, web-based marketing, e-commerce.</i> <i>c. Human Resource management</i> <i>d. Financial management</i> <i>e. Contract management</i> <i>f. Facilities and plant management: security, health and safety</i> <i>g. Any other assistance designed to develop the capabilities of the Protégé</i>
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Protégé Information

The protégé company will be JAG Consultancy, Inc., a women business enterprise (WBE) certified by the Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO).

Protégé Company:	JAG Consultancy, Inc.
Company Contact and Contact Phone Number and E-mail Address :	Company and Contact Address:
Jeanette A. Gang, President 717-574-7146 j.gang@comcast.net	327 North Front Street Harrisburg, PA 17101

Mentor Protégé Program

KPMG and JAG already have a well established relationship and have teamed to provide services in the past. Currently, the KPMG contact partner and the president of JAG have an informal mentor relationship. The plan outlined below will help to formalize this relationship and provide additional guidance to JAG.

Under this MPP agreement, JAG will receive assistance from KPMG in the following areas:

- Business planning
- Tax planning and financial management
- Business Development
- Technical Areas

JAG and KPMG have discussed the assistance and schedule below and will discuss in greater detail should KPMG be the successful offeror. At that time, we will meet to set specific goals and performance expectations and outcomes. The schedule below provides a target date for each activity but we anticipate that many of these activities will be ongoing to help JAG throughout the five to eight years of this project and beyond.

Schedule of Assistance

Area	Activity	Target Date
Strategic / Business Planning	1. Review JAG corporate planning documents – Recommend improvements	9/30/2011
	2. Review JAG business planning processes and documents – Recommend improvements	9/30/2011
	3. Recommend an approach to on-going refinement of business plan	12/31/2011
Tax Planning and Financial Management	1. Review JAG bookkeeping practices	12/31/2011
	2. Assess value of current tax preparation services	1/31/2012
	3. Recommend payroll processing services	3/31/2012
	4. Recommend cost effective and reliable processes for addressing on-going tax and reporting requirements	3/31/2012
Business Development	1. Review JAG marketing collateral	3/15/2012
	2. Recommend improvements to collateral design and content	3/31/2012
	3. Identify opportunities for JAG to network with KPMG and its business partners	3/31/2012

Area	Activity	Target Date
Technical Assistance	1. Evaluation of JAG technical capabilities, assessment of its' technical strengths, and identification of areas of potential subcontracting opportunities.	9/30/2011
	2. Evaluation of training and hiring plan to maintain or gain additional technical capabilities.	9/30/2011

MENTOR PROTÉGÉ PROGRAM

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RFP	<p><i>II-10. Mentor/Protégé Program (MPP).</i> <i>To receive credit for a response to the Mentor Protégé Program, the following information must be included in the Mentor Protégé Program (MPP) Submittal of the Proposal:</i></p> <p><i>A. Offeror’s name, telephone number and mailing address</i></p> <p><i>B. County where the Offeror’s headquarters is located</i></p> <p><i>C. The name, title, telephone number, mailing, and e-mail address of the contact person for the Mentor Protégé Program.</i></p> <p><i>D. Mailing address for all satellite offices located in Pennsylvania including county.</i></p> <p><i>E. Type of business entity: (i.e. not for profit, government entity, public corporation, university, etc.)</i></p>
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Jeanette A. Gang, President 717-574-7146 j.gang@comcast.net	327 North Front Street Harrisburg, PA 17101

Mentor Protégé Program

KPMG and JAG already have a well established relationship and have teamed to provide services in the past. Currently, the KPMG contact partner and the president of JAG have an informal mentor relationship. The plan outlined below will help to formalize this relationship and provide additional guidance to JAG.

Under this MPP agreement, JAG will receive assistance from KPMG in the following areas:

- Business planning
- Tax planning and financial management
- Business Development
- Technical Areas

JAG and KPMG have discussed the assistance and schedule below and will discuss in greater detail should KPMG be the successful offeror. At that time, we will meet to set specific goals and performance expectations and outcomes. The schedule below provides a target date for each activity but we anticipate that many of these activities will be ongoing to help JAG throughout the five to eight years of this project and beyond.

Schedule of Assistance

Area	Activity	Target Date
Strategic / Business Planning	1. Review JAG corporate planning documents – Recommend improvements	9/30/2011
	2. Review JAG business planning processes and documents – Recommend improvements	9/30/2011
	3. Recommend an approach to on-going refinement of business plan	12/31/2011
Tax Planning and Financial Management	1. Review JAG bookkeeping practices	12/31/2011
	2. Assess value of current tax preparation services	1/31/2012
	3. Recommend payroll processing services	3/31/2012
	4. Recommend cost effective and reliable processes for addressing on-going tax and reporting requirements	3/31/2012
Business Development	1. Review JAG marketing collateral	3/15/2012
	2. Recommend improvements to collateral design and content	3/31/2012
	3. Identify opportunities for JAG to network with KPMG and its business partners	3/31/2012

Area	Activity	Target Date
Technical Assistance	1. Evaluation of JAG technical capabilities, assessment of its' technical strengths, and identification of areas of potential subcontracting opportunities.	9/30/2011
	2. Evaluation of training and hiring plan to maintain or gain additional technical capabilities.	9/30/2011

LOBBYING CERTIFICATION FORM

Lobbying Certification Form

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) **If any** funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than **\$100,000** for such failure.

SIGNATURE: _____



TITLE: Principal

DATE: September 7, 2010

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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SIGNATURE: _____



TITLE: Principal

DATE: September 7, 2010

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