

Small Business Design Invitation To Qualify (ITQ)

Instructional Guide

It is suggested that you print a hard copy of this document for reference prior to beginning the on-line electronic ITQ submission process

Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO)

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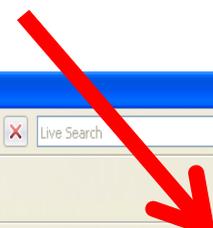
pmurphy@pa.gov

Small Business Design Invitation To Qualify (ITQ) **STEP - A**

Go to:

www.pasupplierportal.state.pa.us

Click On:

A screenshot of a Windows Internet Explorer browser window displaying the PA Supplier Portal. The browser's address bar shows the URL 'https://www.pasupplierportal.state.pa.us/rj/portal/anonymous'. The page content includes a navigation menu with 'Supplier Registration' selected, a search bar, and a main area with the heading 'Welcome to the Pennsylvania Supplier Portal'. A prominent red notice is displayed: 'IMPORTANT SYSTEM NOTICE TO SUPPLIERS'. The notice states that the portal is a secure site and that registrations will only be processed during regular Commonwealth work hours. It also provides a link to the system status page for access problems.

PA Supplier Portal Home - Commonwealth of Pa - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/rj/portal/anonymous

File Edit View Favorites Tools Help

Share Browser WebEx

PA Supplier Portal Home - Commonwealth of Pa

Search: Log on

Supplier

Supplier Registration

Supplier > Supplier Registration > PA Supplier Portal Home

Full Screen

PA Supplier Portal Home

New Supplier Registration

Existing Supplier Registration

Supplier Service Center

Welcome to the Pennsylvania Supplier Portal

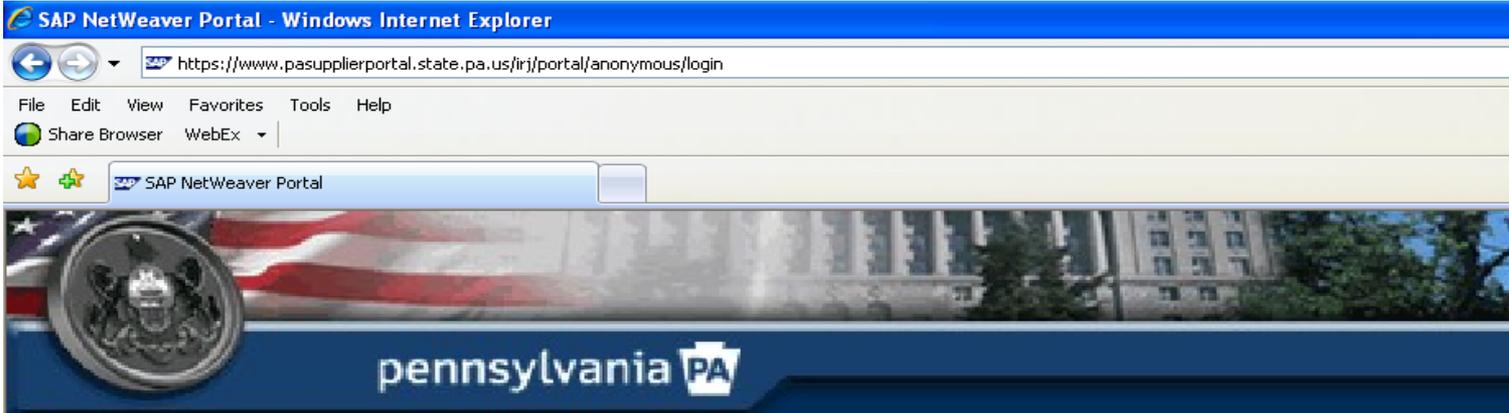
IMPORTANT SYSTEM NOTICE TO SUPPLIERS

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured.

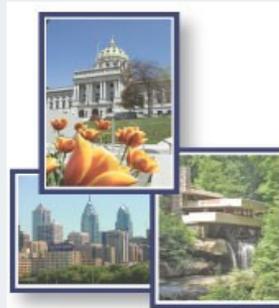
Registrations will only be processed during regular Commonwealth work hours.

If you are experiencing access problems with this site, please select [status](#) for system availability information.

Small Business Design Invitation To Qualify (ITQ) **STEP - B**



**Enter PA Supplier Portal
User Name & Password**



Welcome Pennsylvania
Supplier Portal will be
Thursdays from 8:00 AM to 4:00 PM
for regular system
the system is not av
new registrations, su
bidding. Thank you f



Log Into Portal

User *
Password *

Note: If you do not know your **PA Supplier Portal USER NAME** and **PASSWORD** please call the Customer Service Help Desk at **(877) 435-7363** or **(717) 346-2676** for assistance.

Small Business Design Invitation To Qualify (ITQ) STEP - C

Welcome Vendor Administrator - Commonwealth of Pa - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login

File Edit View Favorites Tools Help

Share Browser WebEx

Welcome Vendor Administrator - Commonwealth of Pa

Search: [] Log off

Vendor Administrator Bidder

Administration

Vendor Administrator > Administration > Welcome Vendor Administrator

Full Screen

WELCOME VENDOR ADMINISTRATOR

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to view and respond to Commonwealth Solicitations, select the **"Bidder"** tab located in the upper left corner of the screen.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

The **"Help"** link located on the upper right corner contains common supplier questions and contact information.

Small Business Design Invitation To Qualify (ITQ)

STEP - D

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder > Welcome Bidder

• Welcome Bidder

• Search/Submit a Bid

• Enterprise Applications

• Supplier Service Center

Click On:

WELCOME BIDDER

As a Company Bidder, you have the authority to electronically view and respond to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar to:

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

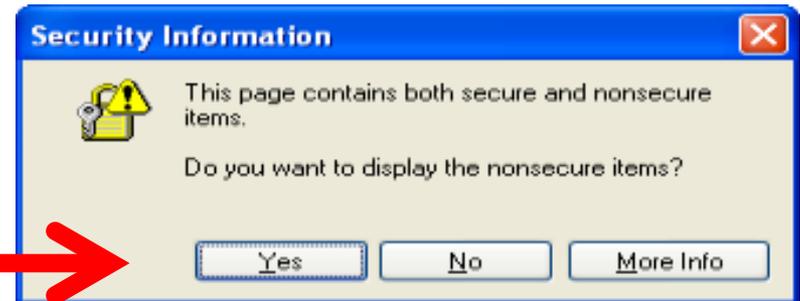
The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

Content Area

Small Business Design Invitation To Qualify (ITQ) STEP - E

If a Security Box Pops Up please click “Yes” if it looks like this . . .



Or, “No” if it looks like the below box . . .

Or, click the “Show All Content” tab if the below box appears at the bottom of the window . . .



Small Business Design Invitation To Qualify (ITQ) STEP - F

The screenshot shows the Pennsylvania Enterprise Application Portal interface. At the top, there is a navigation bar with 'Vendor Administrator' and 'Bidder' tabs. Below this is a breadcrumb trail 'Bidder > Bidder'. The main content area features a header for the 'enterprise application portal' under the 'DEPARTMENT OF GENERAL SERVICES'. A red notice states: 'NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.' Below the notice is a welcome message: 'Welcome to the Enterprise Application Portal.' A table lists various services with a red arrow pointing to the 'ITQ Proposal Administration' link.

COSTARS	Use this Supplier Gateway to view your COSTARS-participating contract (s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.
Small Business Procurement Initiative	Self-certify here as a Small Business to participate in the Commonwealth's Small Business Procurement Initiative, which reserves certain bid opportunities for competition among only self-certified small businesses.
Auto Service Facilities Qualification ITQ	Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.
ITQ Proposal Administration	Organizations interested in doing business with the Commonwealth through the Invitation to Qualify (ITQ) process should use this link to submit their ITQ proposal.
DGS e-mail notifications (eAlerts)	Sign up here to be notified of new bids issued by the Department of General Services.
Invoices in Process Report	Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department for payment
Vendor Payments Report	Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.

Click On:

Small Business Design Invitation To Qualify (ITQ) STEP - G

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Welcome to ITQ Suppliers Menu

For Information about the ITQ Process, please view the documentation on the [Department of General Services - Procurement ITQ Website](#)

To begin the qualification process, click on Proposal below.

Proposal Build or Edit a Proposal



Click On:

Small Business Design Invitation To Qualify (ITQ)

STEP - H

The screenshot shows the Pennsylvania Department of General Services Bidder portal. The top navigation bar includes 'pennsylvania PA', 'Vendor Administrator', and 'Bidder'. A left sidebar contains a 'Bidder' menu with options: 'Welcome Bidder', 'Search/Submit a Bid', 'Enterprise Applications', and 'Supplier Service Center'. The main content area is titled 'Bidder > Bidder' and features a banner for 'Invitation to Qualify' with an image of people at a computer. Below the banner is a green box with the heading 'Select Proposal' and a caution: 'Caution: DO NOT use the Browser's navigation buttons at any point in this application.' A text block instructs: 'If you wish to create a new proposal, select Create New from the drop down menu below. If you wish to edit a proposal, select the appropriate proposal from the drop down menu.' A dropdown menu is shown with a red arrow pointing to the downward arrow icon. The dropdown list includes 'Create New', 'Small Business Design-03/01/13', 'Small Business Design-03/01/13', and 'Tier 1 Construction-02/20/13'. A green callout box on the right says 'Click on ICON; Scroll Down To Create New'.

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Select Proposal

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

If you wish to create a new proposal, select Create New from the drop down menu below. If you wish to edit a proposal, select the appropriate proposal from the drop down menu.

Create New
Small Business Design-03/01/13
Small Business Design-03/01/13
Tier 1 Construction-02/20/13

Click on ICON; Scroll Down To Create New

Small Business Design Invitation To Qualify (ITQ)

STEP - I

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Current ITQ Contracts

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Click on the VIEW button of the appropriate ITQ Contract below in order to view Parts I-IV. Once Parts I-IV have been reviewed, you will have the ability to select the contract. Then you may begin developing your proposal; completing the necessary steps in order to become qualified.

ITQ Contract #	Name	Effective Date	Expiration Date	
12072012	Small Business Design	12/7/2012	11/1/2015	View
122012	Tier 1 Construction	12/6/2012	1/31/2014	View
35700	Commissary Products ITQ	4/18/2012	6/30/2022	View
4400004480	Master IT Services ITQ	4/10/2009	12/31/9999	View
4400006436	Tree Trimming & Stump Cutting	3/1/2010	5/31/2015	View
4400007410	ITQ Consulting Services	4/1/2011	3/31/2016	View
4400008522	Recreation & Fitness Equipment	8/1/2011	7/31/2016	View
4400008567	Training Services ITQ	8/15/2011	12/31/2016	View
4400008677	Creative/AV/Production SRVCS ITQ	8/25/2011	9/30/2016	View
4400008938	Electricity Demand Response Svcs	10/24/2011	5/31/2017	View
4400009722	E-Waste Removal & Recycling Svcs	6/1/2012	5/31/2017	View
4400009863	Temp Rented Power & HVAC Equip	8/1/2012	7/31/2017	View
4400010386	Museum Exhibit Services ITQ	2/25/2013	2/14/2018	View
4400011318	Helicopters	5/1/2013	4/30/2023	View
4400011716	Facility Repair Service ITQ DGS	7/15/2013	1/15/2018	View

[Cancel](#)



Click On:

Small Business Design Invitation To Qualify (ITQ)

STEP - J

Review all 4 Parts of ITQ Documents
Prior to Proceeding.

You will need to print Part II – Bid Requirements. Within this document is a copy of the Tier 1 ITQ Signature Page. The Small Business Design ITQ Signature Page will need to be manually completed. You will then need to convert it to an electronic file. Later within this instructional guide as noted in **STEP – P** you will need to **BROWSE** for and locate the electronic file. Therefore, please **NOTE** what you name this file so that it is easily located when necessary in **STEP - P**.

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

ITQ View for 12072012-Small Business Design.

In order to select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page, the bottom of the page check the box to acknowledge you have reviewed Parts I-V, and then click on the **SELECT THIS ITQ** button to begin developing a proposal; completing the necessary steps in order to be a qualified contractor.

ITQ Name: Small Business Design ITQ Contract Number: 12072012
Effective Date: 12/07/12 Expiration Date: 11/01/15
Enrollment Opens: 12/07/12 Enrollment Closes: 05/31/15

To individually view and print each section of the ITQ, click on the appropriate link below:

- [Part I - Statement of Work](#)
- [Part II - Bid Requirements](#)
- [Part III - Open Enrollment Process](#)
- [Part IV - Terms & Conditions](#)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
Public Works Deputate
18th & Herr Streets
Harrisburg, PA 17103

Small Business Design Invitation To Qualify (ITQ)

STEP – J (cont'd)

pennsylvania PA Search: [] Log off

Vendor Administrator Bidder

Bidder

Full Screen

Bidder > Bidder

• Welcome Bidder
• Search/Submit a Bid
• Enterprise Applications
• Supplier Service Center

B.

C.

1.

2.

D.

E.

F.

G.

H.

I.

17.10 **NON-APPROPRIATIONS CLAUSE**

The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or other support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Contract or a Purchase Order. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs in the price of the supplies or services delivered under the Contract. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or overhead costs. The reimbursement amount may be paid for any appropriations

By checking this box I acknowledge that I have reviewed Parts I-IV of this ITQ contract.

SELECT THIS ITQ CANCEL



**1 – Acknowledge
Review**



2 – Select ITQ

Small Business Design Invitation To Qualify (ITQ) **STEP - K**

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Welcome Bidder

- Search/Submit a Bid
- Enterprise Applications
- Supplier Service Center

Invitation to Qualify

Edit a Proposal

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Step 1. View ITQ	<input checked="" type="checkbox"/> ITQ Selected
Step 2. Proposal Contact Information	<input type="checkbox"/> Contact Entered
Step 3. Supplier Profile	<input type="checkbox"/> Profile Complete
Step 4. Service Categories	<input type="checkbox"/> Service Categories Selected
Step 5. Counties	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
Step 7. Additional Required Documentation	<input type="checkbox"/> Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	<input type="checkbox"/> Audit Approved

Select Another Proposal Main Menu Delete Proposal

Complete Steps 2 through 8 (excluding 6). You will need to click on each of the Steps required for completion in order to input the requested data.

Small Business Design Invitation To Qualify (ITQ) **STEP - L**

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Proposal Contact Information

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

Complete the below information for the designated contact person for this ITQ proposal.
All fields are required.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Address:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	PA <input type="button" value="v"/>	Zip:	<input type="text"/>
			(##### or #####-####)
Email:	<input type="text"/>	Confirm Email:	<input type="text"/>
Phone:	<input type="text"/>	FAX:	<input type="text"/>
	(###-###-####)		(###-###-####)



Step 2 – Proposal Contact Information

After Clicking on
Step 2 to enter this
section, input all
requested
information and click
on **SAVE** tab.

Small Business Design Invitation To Qualify (ITQ) STEP - M

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

ITQ Supplier Profile Questionnaire

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Cancel

LAST MODIFIED: 7/25/2013

Instructions: Each required field must be completed before a successful save may be performed. If you attempt to save without all the required fields being completed, you will get error messages directing you to correct the appropriate field. Required fields are marked with a **Red Asterisk ***

If you find that a required field asks for information that is "Not Applicable" to your business, enter "N/A" for a text field and "0" for a numeric field.

After your proposal has been evaluated and your company has been awarded a contract, we encourage you to return and update the information in this profile by accessing the Enterprise ITQs section of the PASupplierPortal website and selecting the "Supplier Profile" button.

I. COMPANY INFORMATION

Company Name: **Small Business Test 6**

SAP Business Partner No: 0000404192

Date Established: * Required Format: 01/01/12

Federal ID#: *

Website:

Company Description: (300 character limit) *

Step 3 – Supplier Profile

After Clicking on Step 3 to enter this section, input all requested information and click on **SAVE** tab.

*It should be noted that you may be required to click on an **ADD** tab to populate some inputted data:*

(The red asterisk is a required field)

Small Business Design Invitation To Qualify (ITQ)

STEP – M (cont'd)

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

• Welcome Bidder
• Search/Submit a Bid
• Enterprise Applications
• Supplier Service Center

Contacts: *

The following contact types are required: **ITQ Solicitation Contact, Billing/Invoicing, Executive, Commonwealth Sales Representative, Emergency**

You must input contact information for each required contact type. Once all of the information is input for a specific contact type, click on the Add Contact button; a contact list will generate below. The same individual may be used as a contact more than once.

Contact Type: No More Items to Add

Name: Title:

Phone: Fax:

Email: Confirm Email:

Add Contact

Name	Title	Phone	Fax	Email	Type		
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	ITQ Solicitation Contact	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Emergency	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Commonwealth Sales Representative	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	ITQ Technical	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Executive	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Billing/Invoicing	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Legal	Edit	Delete

II. ORGANIZATIONAL INFORMATION

A. If Other, specify. If Corporation or Partnership, specify type. *

B. State of Incorporation: Date: * Required Format: 01/01/12

C. DGS Self Certified Small Business: Yes No

D. Percentage of Minority/Women/Veteran Ownership in Your Firm: % *

Ensure that you complete the contact data for each of the contact types identified in the column entitled: **TYPE**

- **ITQ Solicitation Contact**
- **Emergency Contact**
- **Commonwealth Sales Representative**
- **ITQ Technical Contact**
- **Executive Contact**
- **Billing/Invoicing Contact**
- **Legal Contact**

Small Business Design Invitation To Qualify (ITQ)

STEP – M (cont'd)

pennsylvania 

Vendor Administrator Bidder

Bidder

Bidder > Bidder

- Welcome Bidder
- Search/Submit a Bid
- Enterprise Applications
- Supplier Service Center

I. Strategic Partnerships (limit 10):

Add

Partnership

J. Product/Systems Certification (limit 10):

Add

Certification

K. Key Words (limit 10): *

General Construction

Add

Keyword

General Construction Delete

L. Trade Associations:
List trade associations with which your organization is affiliated.

Add

Association

M. Federal Certifications:

Add

Save Cancel

Small Business Design Invitation To Qualify (ITQ)

STEP - N

Step 4 – Service Categories

After Clicking on Step 4 to enter this section, input all requested information and click on **SAVE** tab.

Ensure that you select the service categories (see green arrow) applicable to your company; Add them by clicking the **ADD** (see blue arrow) tab; and click on **SAVE** tab (see red arrow) once completed.

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Select Service Categories

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

This step allows you to select the service categories for which you are attempting to qualify. To select a service category, click on the category in the left-hand box and use the add button to move it to the right hand box. You may delete a category by clicking on the delete button. Click Save when you are finished selecting all the service categories necessary to complete your proposal.

Service Categories Available for ITQ 12072012:

Description
Small Business Structural Engineering Design
Small Business Mechanical Engineering Design
Small Business Electrical Engineering Design
Small Business Other Engineering Design

Add Delete

Selected Service Categories:

Description
Small Business Civil Engineering Design

Save Cancel

Small Business Design Invitation To Qualify (ITQ)

STEP - 0

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

Small Business Civil Engineering Design

<input checked="" type="checkbox"/> Adams	<input type="checkbox"/> Allegheny	<input type="checkbox"/> Armstrong	<input type="checkbox"/> Beaver	<input type="checkbox"/> Bedford	<input type="checkbox"/> Berks	<input type="checkbox"/> Blair
<input checked="" type="checkbox"/> Bradford	<input type="checkbox"/> Bucks	<input type="checkbox"/> Butler	<input type="checkbox"/> Cambria	<input type="checkbox"/> Cameron	<input type="checkbox"/> Carbon	<input type="checkbox"/> Centre
<input checked="" type="checkbox"/> Chester	<input type="checkbox"/> Clarion	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Clinton	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford	<input type="checkbox"/> Cumberland
<input checked="" type="checkbox"/> Dauphin	<input type="checkbox"/> Delaware	<input type="checkbox"/> Elk	<input type="checkbox"/> Erie	<input type="checkbox"/> Fayette	<input type="checkbox"/> Forest	<input type="checkbox"/> Franklin
<input checked="" type="checkbox"/> Fulton	<input type="checkbox"/> Greene	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Indiana	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Juniata	<input type="checkbox"/> Lackawanna
<input checked="" type="checkbox"/> Lancaster	<input type="checkbox"/> Lawrence	<input checked="" type="checkbox"/> Lebanon	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Lycoming	<input type="checkbox"/> McKean
<input type="checkbox"/> Mercer	<input type="checkbox"/> Mifflin	<input checked="" type="checkbox"/> Monroe	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Montour	<input type="checkbox"/> Northampton	<input type="checkbox"/> Northumberland
<input type="checkbox"/> Perry	<input type="checkbox"/> Philadelphia	<input checked="" type="checkbox"/> Pike	<input type="checkbox"/> Potter	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> Snyder	<input type="checkbox"/> Somerset
<input type="checkbox"/> Sullivan	<input type="checkbox"/> Susquehanna	<input checked="" type="checkbox"/> Tioga	<input type="checkbox"/> Union	<input type="checkbox"/> Venango	<input type="checkbox"/> Warren	<input type="checkbox"/> Washington
<input type="checkbox"/> Wayne	<input type="checkbox"/> Westmoreland	<input checked="" type="checkbox"/> Wyoming	<input type="checkbox"/> York	<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>	<input type="button" value="Add to SC"/>

Content Area - To enter press Tab

Cancel

Step 5 – Counties

After Clicking on Step 5 to enter this section; Check the counties that you are interested in working in; Click Add to SC tab. After clicking on the Add to SC tab the upcoming screen presented in this instructional guide will appear.

Small Business Design Invitation To Qualify (ITQ)

STEP – O (cont'd)

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

Category	Counties	
Small Business Civil Engineering Design	Adams, Bradford, Chester, Dauphin, Fulton, Lancaster, Lebanon, Monroe, Pike, Tioga, Wyoming	Select

Save Cancel

Click on: SAVE tab

Small Business Design Invitation To Qualify (ITQ) STEP - P

Step 7 – Additional Required Documentation

After Clicking on Step 7 to enter this section there are numerous actions required to complete the section as noted on this and the following instructional guide pages step-by-step.

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Additional Required Documentation

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ITQ Signature Page Form
ITQ Signature Page Form
Small Business Self-Certification Form

Document Location: Browse...

Save Cancel

First - Click on symbol;
Scroll down and select
ITQ Signature Page Form

Small Business Design Invitation To Qualify (ITQ) **STEP - P**

Choose file

Look in: My Documents

Items Impacting Shortage of SB Tier 1 Contractor Bidders
ITQ Signature Page Document
iwon
Jacobsburg DCNR MBEWBE
Jacobsburg Environmental Center
Jacobsburg MBE and WBE Subcontractors
Jacobsburg MBE and WBE Subcontractors1
Jacobsburg MBE and WBE Suppliers
JamesBrown
JamesBrown2
Jan13th American Sub.Supplier Presentation
Jan. 2010 to June 2010 RFP Construction (Per Ken Rap Request)
Janitorial.Cleaning Servi
Jbrown ITQ Signature
Jbrown SBPI Cert

File name: ITQ Signature Page Document
Files of type: All Files (*.*)

Open
Cancel

Additional Required Documentation

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ITQ Signature Page Form Document Location: H:\My Documents\ITQ Signat Browse...

UPLOAD

Save Cancel

▪**Second** - Click on Browse tab as noted by the **red arrow**. Once selected the POP UP screen to the left will appear.

▪**Third** - Locate your electronically saved ITQ Signature Page Document. Click on the file and then click on the Open tab as noted by the **blue arrow**. After clicking on the Open tab the file name will appear in the browse box.

▪**Fourth** – Click on the UPLOAD tab as noted by the **green arrow**.

Small Business Design Invitation To Qualify (ITQ) STEP - P

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

Additional Required Documentation

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ITQ Signature Page Form Document Location: Browse...
UPLOAD

Document Name	Description	
ITQ Signature Page Document.docx	ITQ Signature Page Form	Delete

Save Cancel



After clicking on the **UPLOAD** tab you will note that the uploaded document will appear under the Document Name Column.

▪ **Fifth** – Click on **SAVE** tab as noted by the **red arrow**.

Small Business Design Invitation To Qualify (ITQ) STEP - P

pennsylvania PA

Vendor Administrator Bidder

Bidder

Welcome Bidder

- Search/Submit a Bid
- Enterprise Applications
- Supplier Service Center

Bidder > Bidder

Invitation to Qualify

Additional Required Documentation

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

You must upload all required Form Types.

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

Small Business Self-Certification Form
ITQ Signature Page Form
Small Business Self-Certification Form

Document Location: Browse...

Document Name	Description	
ITQ Signature Page Document.docx	ITQ Signature Page Form	Delete

Save Cancel

Uploaded ITQ Signature Page Document

After clicking on the **UPLOAD** tab you will note that the uploaded document will appear under the Document Name Column.

▪**Sixth** – Click on symbol as noted by the **red arrow**; Scroll down and select Small Business Self-Certification Form; Browse, Upload, and Save an electronic copy of your SB Certificate as done for the ITQ Signature Page.

Small Business Design Invitation To Qualify (ITQ)

STEP - Q

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 2992

The results of a pre-submission audit of your entire proposal appear below.

Proposal Submitted Date:	
Proposal Current Status:	In Process
ITQ:	12072012
Contact:	danscott@pa.gov Complete
Service Categories:	Small Business Architectural Design Complete
Service Categories and Counties:	Small Business Architectural Design Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks
Technicals:	
Additional Required Documentation:	No forms uploaded.

By clicking the Submit button, you represent that: (1) you are submitting a formal bid/proposal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in submitting a bid/proposal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Cancel

Step 8 – Pre-Submission

After Clicking on Step 8. Review the your inputted data then SCROLL to bottom of the page and click on the check box. (See Red Arrow)

Small Business Design Invitation To Qualify (ITQ)

STEP – Q (Cont'd)

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 2992

The results of a pre-submission audit of your entire proposal appear below.

Proposal Submitted Date:	
Proposal Current Status:	In Process
ITQ:	12072012
Contact:	danscott@pa.gov Complete
Service Categories:	Small Business Architectural Design Complete
Service Categories and Counties:	Small Business Architectural Design Complete Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks
Technicals:	
Additional Required Documentation:	No forms uploaded.

By clicking the Submit button, you represent that: (1) you are submitting a formal bid/proposal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information and belief. Any false statements made by you in submitting a bid/proposal are subject to the penalties of 62 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Submitted

After Clicking on the check box click the Submit Proposal TAB.
(See Red Arrow)

Small Business Design Invitation To Qualify (ITQ)

NOTE:

Upon the Commonwealth's electronic receipt and approval of your **Small Business Design Invitation to Qualify (ITQ)** a Zero \$ Value Contract will be sent to your attention for review and signing. Once signed you are to return the Zero \$ Value Contract to the provided address. Once this contract is received by the Commonwealth your company will be considered a **Commonwealth Small Business Design Firm** eligible to be informed of Small Business Design project advertisements. You will be informed of these proposal opportunities via email.