

Invitation to Qualify Getting Started

- www.emarketplace.state.pa.us
 - View only
- www.pasupplierportal.state.pa.us
 - Submission Process

Click on ITQ to go to “Where to Start”

The screenshot shows the PA eMarketplace website in a Windows Internet Explorer browser window. The address bar shows <http://www.emarketplace.state.pa.us/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the PA eMarketplace logo and navigation links for Supplier Service Center, Bureau of Procurement, and PA Treasury Contract Site. Below the header, there is an 'admin login' link and an 'e-mail' icon. A 'Welcome' message is displayed on the left, and a photograph of a farm in Cherry Springs, Pa. is on the right. The main navigation area consists of several buttons: Solicitations, Solicitation Tabulations, Awards, Search Contracts, Sole Source Procurement, Emergency Procurement, ITQ, and Upcoming Procurements. A large green arrow points to the ITQ button. Below the navigation buttons, there is a text prompt: 'Hover over the buttons for details'. At the bottom of the page, there is a footer with the Pennsylvania State of Independence logo and a 'Help' button. The Windows taskbar at the bottom shows the Start button, several open applications (PA - eMark..., Inbox - Mic..., PowerPoint, Microsoft P...), a search bar, and the system tray with the time 10:49 AM.

PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Farm - Cherry Springs, Pa

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

PA pennsylvania STATE OF INDEPENDENCE Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files.
DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

Done Local intranet 100%

start PA - eMark... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 10:49 AM

Read Welcome to The ITQ Web Site. Click on “Where to Start”

ITQ Home - Windows Internet Explorer

http://www.itqrp.state.pa.us/ITQ/ITQ/Default.aspx

File Edit View Favorites Tools Help

ITQ Home Display Bid Invitation - Integr... Blank Page

Invitation to Quality

You are not logged in. (Role :General) [Login](#)

[ITQ Application Home](#)
[Search Suppliers](#)
[Document Library](#)

Welcome to the ITQ Web Site

Welcome to the Department of General Services Enterprise Invitation to Quality (ITQ) portal.

We are excited about this new tool which will make your experience with our ITQ process simpler and more user friendly.

If you are interested in learning about any of the ITQ contracts that are currently open, click the ["Where to Start"](#) link. This will provide you with brief descriptions of all the open ITQ contracts and information on how to become pre-qualified.

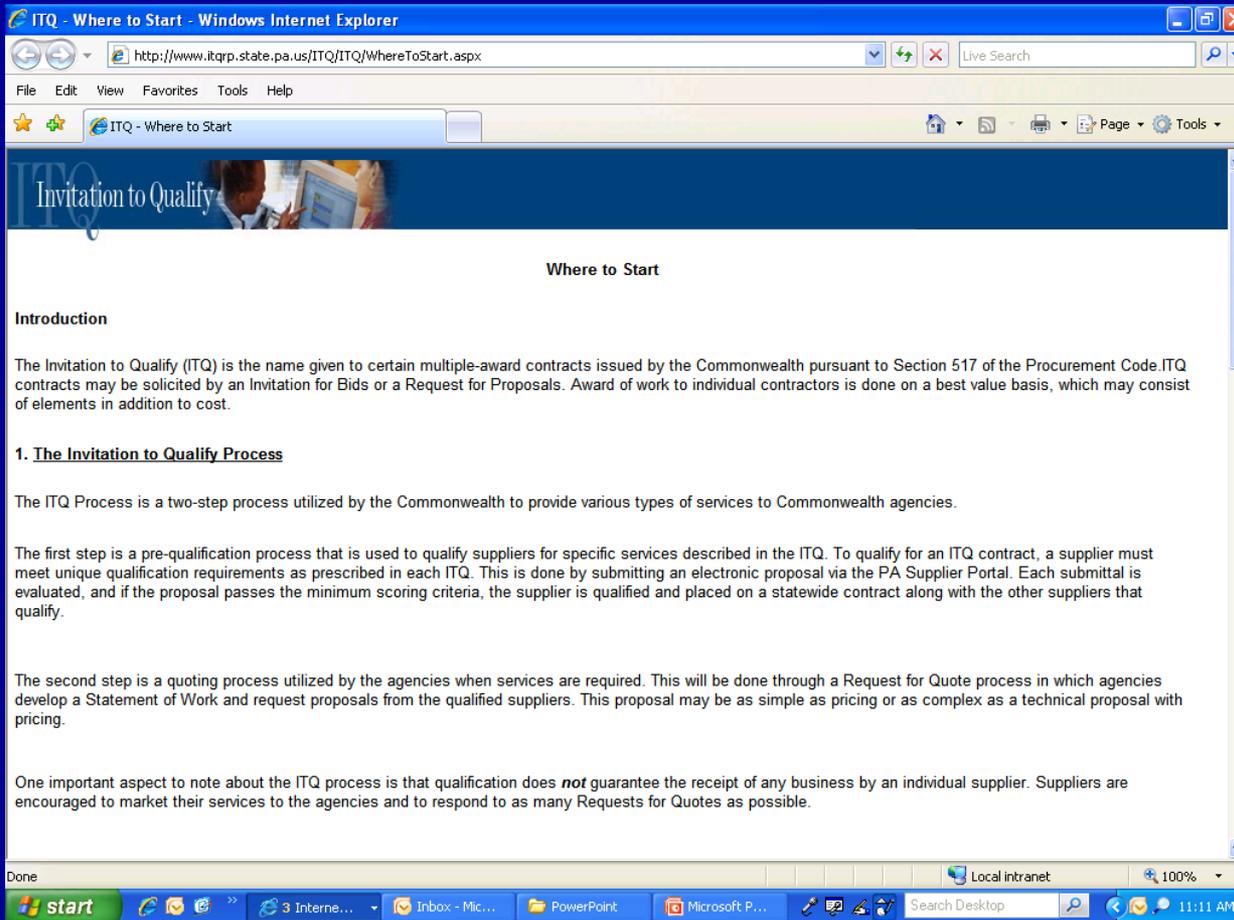
We thank you for your interest in doing business with the Commonwealth of Pennsylvania and look forward to working with you soon.

If at any time you have any questions, please feel free to contact our Site Administrator, Joe Millovich at jmillovich@state.pa.us, or 717-214-3434.

Local intranet 100%

start ITQ Home -... 2 Microso... 440000811... 440000811... Search Desktop 9:23 AM

Read instruction in it's entirety.



The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.itqrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx>. The page title is "ITQ - Where to Start". The main content area features a blue header with the text "Invitation to Qualify" and a photograph of a person looking at a computer screen. Below the header, the page is titled "Where to Start" and contains the following text:

Introduction

The Invitation to Qualify (ITQ) is the name given to certain multiple-award contracts issued by the Commonwealth pursuant to Section 517 of the Procurement Code. ITQ contracts may be solicited by an Invitation for Bids or a Request for Proposals. Award of work to individual contractors is done on a best value basis, which may consist of elements in addition to cost.

1. The Invitation to Qualify Process

The ITQ Process is a two-step process utilized by the Commonwealth to provide various types of services to Commonwealth agencies.

The first step is a pre-qualification process that is used to qualify suppliers for specific services described in the ITQ. To qualify for an ITQ contract, a supplier must meet unique qualification requirements as prescribed in each ITQ. This is done by submitting an electronic proposal via the PA Supplier Portal. Each submittal is evaluated, and if the proposal passes the minimum scoring criteria, the supplier is qualified and placed on a statewide contract along with the other suppliers that qualify.

The second step is a quoting process utilized by the agencies when services are required. This will be done through a Request for Quote process in which agencies develop a Statement of Work and request proposals from the qualified suppliers. This proposal may be as simple as pricing or as complex as a technical proposal with pricing.

One important aspect to note about the ITQ process is that qualification does **not** guarantee the receipt of any business by an individual supplier. Suppliers are encouraged to market their services to the agencies and to respond to as many Requests for Quotes as possible.

The browser's taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Outlook, PowerPoint, Microsoft Word), and the system tray with the time 11:11 AM and date 11/11/11.

Scroll to Section 2: Look for appropriate contract and click on view. This will allow you to view all documents related to this contract.

ITQ - Where to Start - Windows Internet Explorer

http://www.itqrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx

File Edit View Favorites Tools Help

ITQ - Where to Start

meet unique qualification requirements as prescribed in each ITQ. This is done by submitting an electronic proposal via the PA Supplier Portal. Each submitter is evaluated, and if the proposal passes the minimum scoring criteria, the supplier is qualified and placed on a statewide contract along with the other suppliers that qualify.

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One important aspect to note about the ITQ process is that qualification does *not* guarantee the receipt of any business by an individual supplier. Suppliers are encouraged to market their services to the agencies and to respond to as many Requests for Quotes as possible.

2. Current ITQ Contracts

Name	ITQ Contract No	Effective Date	Expiration Date	Preview
Consulting Services ITQ	4400007410	10/25/2010	03/31/2016	View
Master IT Services ITQ	4400004480	04/10/2009	06/30/2014	View
Recreation & Fitness Equipment	4400008522	08/01/2011	07/31/2016	View
Training Services ITQ	4400008567	08/15/2011	12/31/2016	View
Tree Trimming & Stump Cutting	4400006436	03/01/2010	05/31/2015	View

ITQ Number	Description	Point of Contact
00005610	Truck Mix Cement / Concrete & Cement Products	Michelle Scott, Commodity Specialist Phone: 717-703-2942 Email: miscott@state.pa.us
00028470	Precast Box Culverts and Precast Concrete Products	Michelle Scott, Commodity Specialist Phone: 717-703-2942 Email: miscott@state.pa.us

Local intranet 100%

start | 3 Internet Explorer | PowerPoint | Microsoft P... | Search Desktop | 9:44 AM

These are all important documents which are all part of this contract. Part II Bid Requirements should be printed off and used when doing your proposal. Click on back arrow to return to “Where to Start”.

ITQ View - Windows Internet Explorer

http://www.itqrp.state.pa.us/ITQ_Vendor/ITQData.aspx?W=4400008567

File Edit View Favorites Tools Help

ITQ View

Invitation to Qualify

ITQ View for 4400008567-Training Services ITQ.

[Back to Select ITQ](#)

This page cannot be printed. To print, use the document links below.

ITQ Name: Training Services ITQ
Effective Date: 08/15/11
Enrollment Opens: 08/15/11

ITQ Contract Number: 4400008567
Expiration Date: 12/31/16
Enrollment Closes: 12/31/16

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

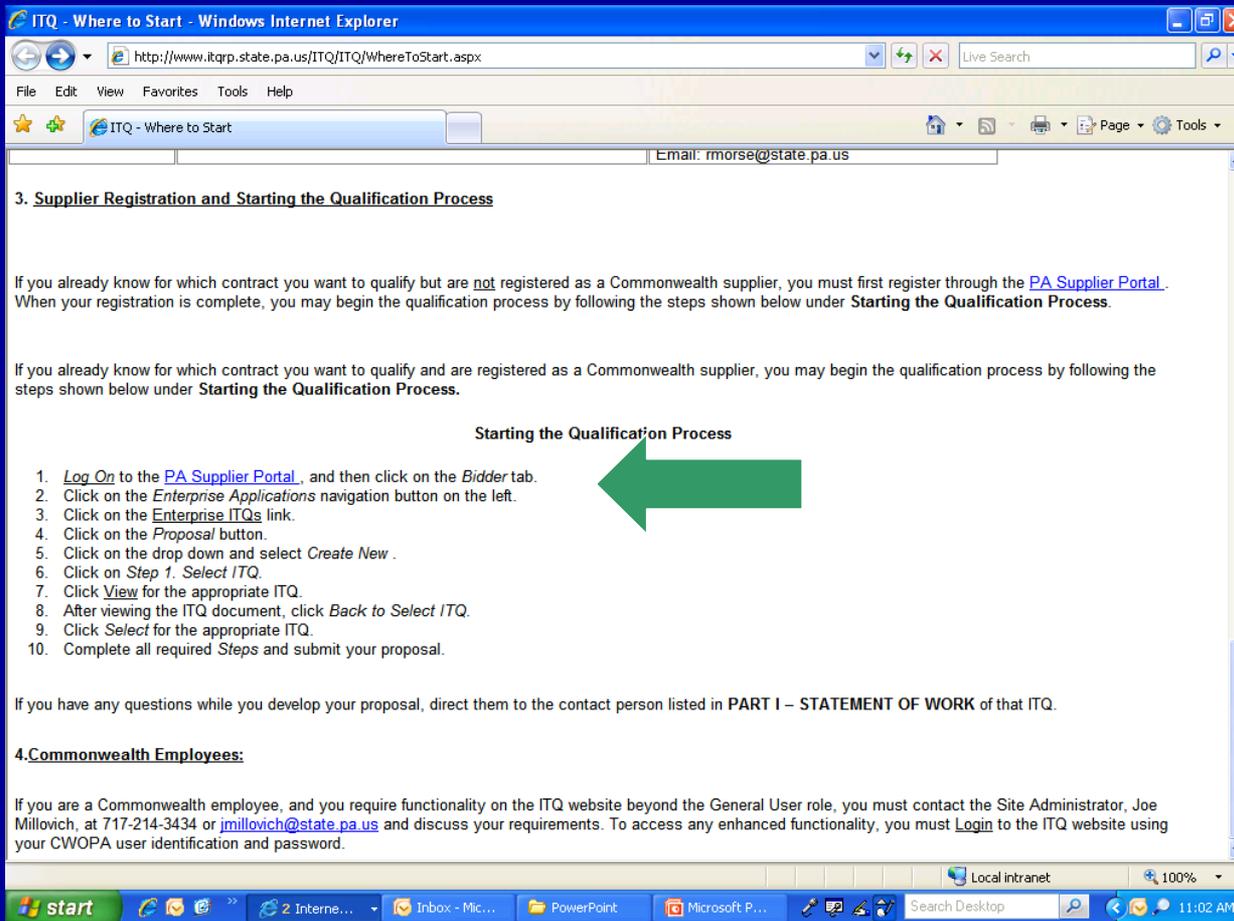
PART I - STATEMENT OF WORK

OVERVIEW

Done Local intranet 100%

start Inbox - Mic... 3 Interne... PowerPoint Microsoft P... Search Desktop 9:45 AM

Scroll to section 3 follow instructions to go to portal to begin your proposal. Click on PA Supplier Portal.



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://www.itqrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx>. The page title is "ITQ - Where to Start". The browser's address bar also shows an email address: "Email: rmorse@state.pa.us".

3. Supplier Registration and Starting the Qualification Process

If you already know for which contract you want to qualify but are not registered as a Commonwealth supplier, you must first register through the [PA Supplier Portal](#). When your registration is complete, you may begin the qualification process by following the steps shown below under **Starting the Qualification Process**.

If you already know for which contract you want to qualify and are registered as a Commonwealth supplier, you may begin the qualification process by following the steps shown below under **Starting the Qualification Process**.

Starting the Qualification Process

1. [Log On](#) to the [PA Supplier Portal](#), and then click on the *Bidder* tab.
2. Click on the *Enterprise Applications* navigation button on the left.
3. Click on the [Enterprise ITQs](#) link.
4. Click on the *Proposal* button.
5. Click on the drop down and select *Create New*.
6. Click on *Step 1. Select ITQ*.
7. Click [View](#) for the appropriate ITQ.
8. After viewing the ITQ document, click *Back to Select ITQ*.
9. Click *Select* for the appropriate ITQ.
10. Complete all required *Steps* and submit your proposal.

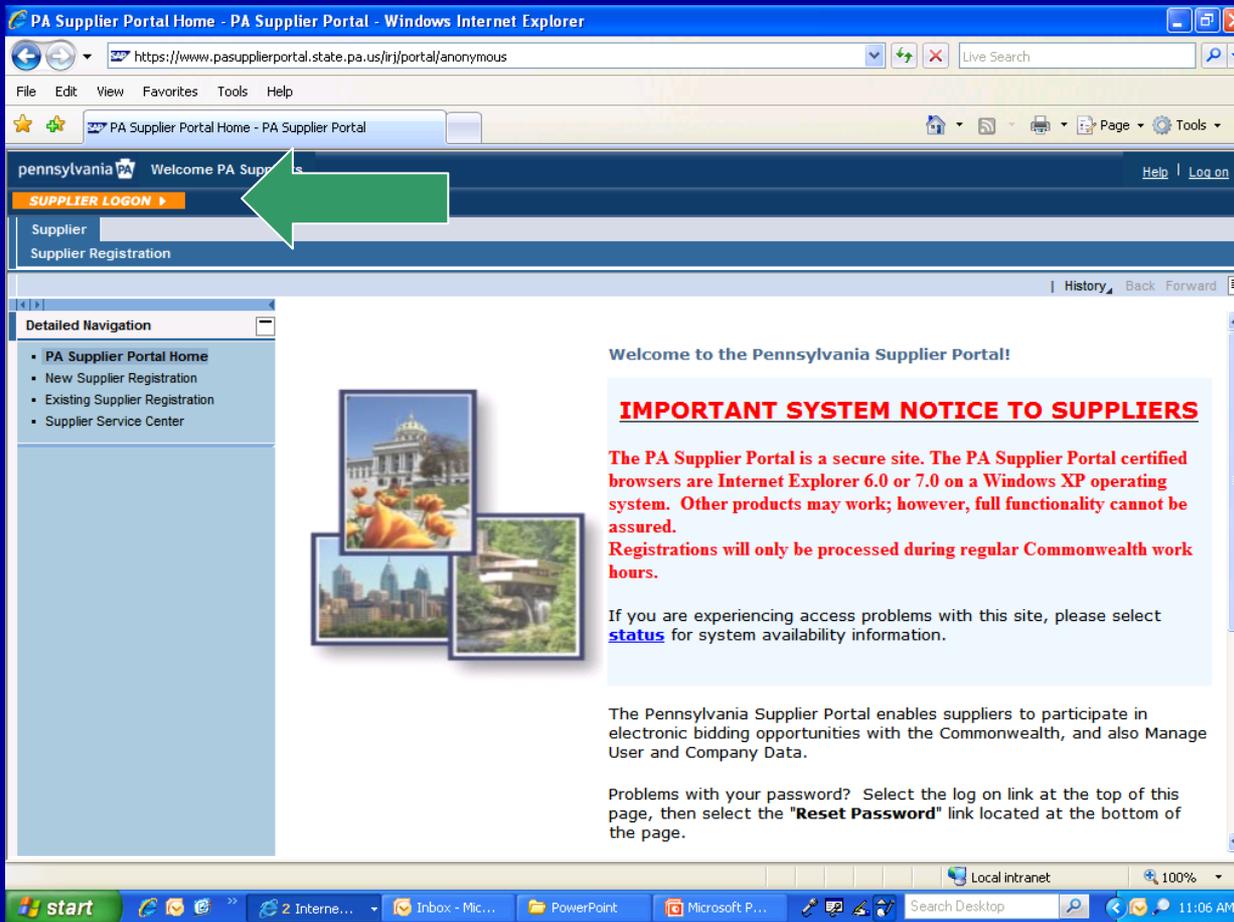
If you have any questions while you develop your proposal, direct them to the contact person listed in **PART I – STATEMENT OF WORK** of that ITQ.

4. Commonwealth Employees:

If you are a Commonwealth employee, and you require functionality on the ITQ website beyond the General User role, you must contact the Site Administrator, Joe Millovich, at 717-214-3434 or jmillovich@state.pa.us and discuss your requirements. To access any enhanced functionality, you must [Login](#) to the ITQ website using your CWOPA user identification and password.

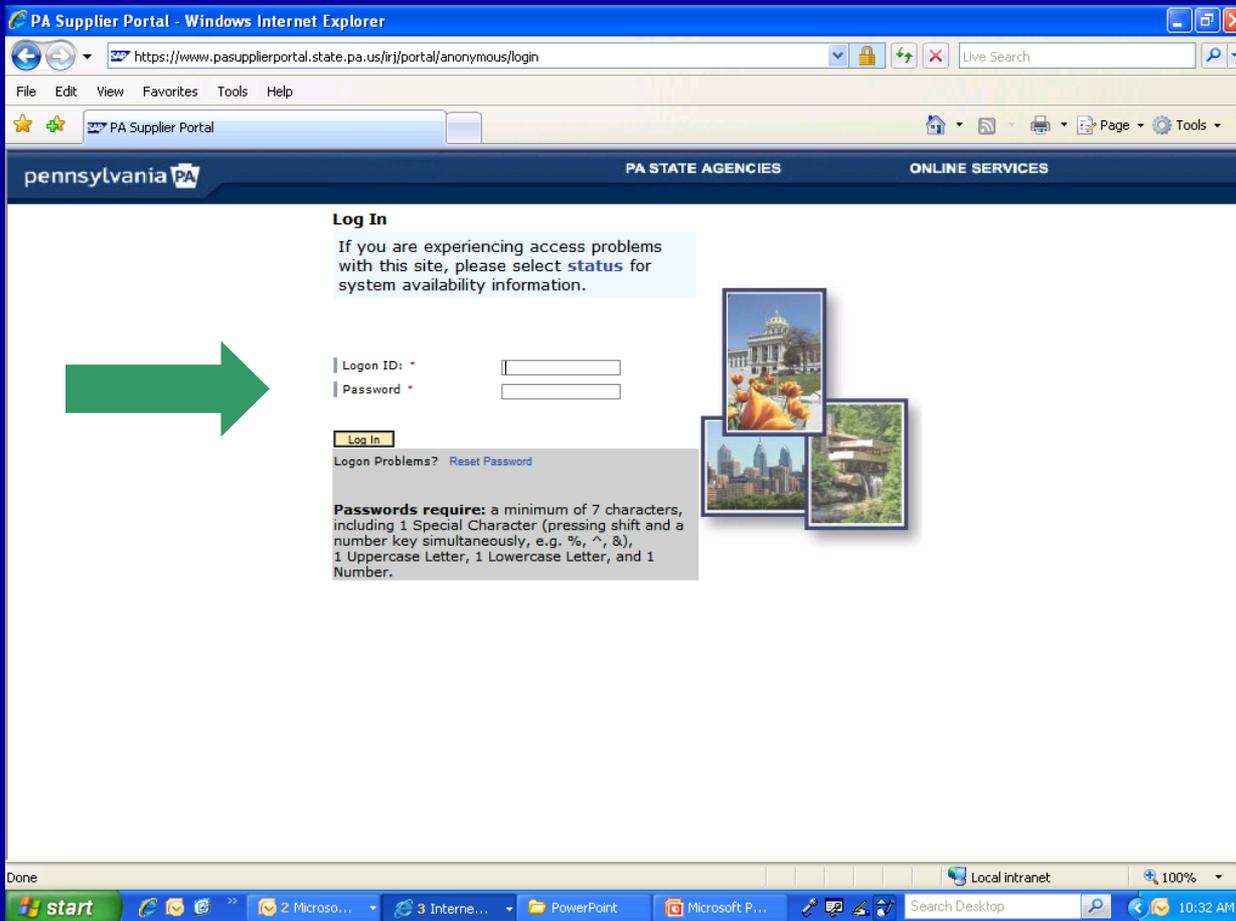
The screenshot also shows the Windows taskbar at the bottom with the Start button, several open applications (Internet Explorer, Outlook, PowerPoint, Microsoft Word), and the system tray showing the time as 11:02 AM and 100% zoom level.

Click on Supplier Log On within the orange box, top left of screen.

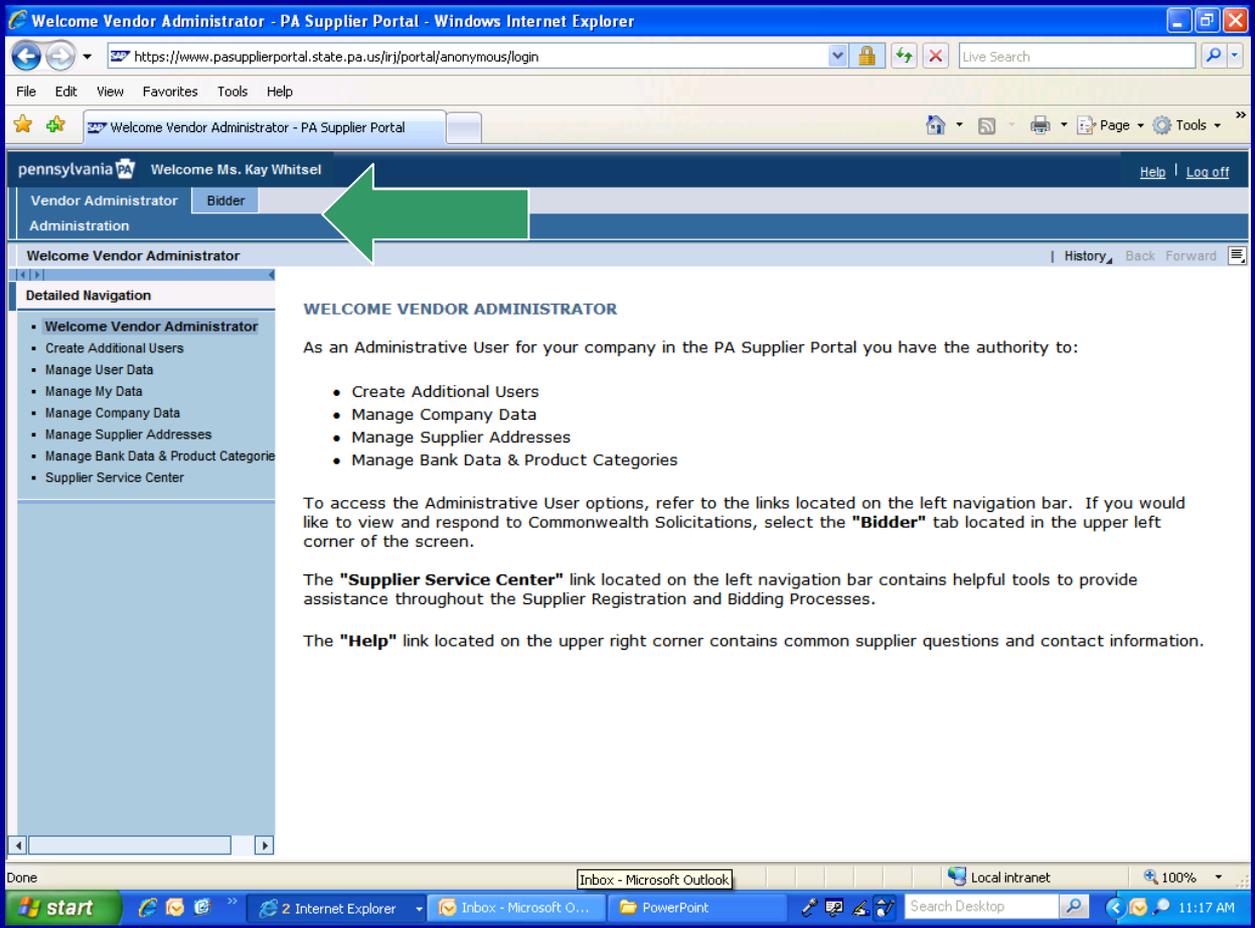


The screenshot shows a web browser window titled "PA Supplier Portal Home - PA Supplier Portal - Windows Internet Explorer". The address bar displays "https://www.pasupplierportal.state.pa.us/irj/portal/anonymous". The page header includes "pennsylvania Welcome PA Suppliers" and a navigation menu with "SUPPLIER LOGON" highlighted in an orange box. A green arrow points to this button. Below the header, there is a "Supplier Registration" link. The main content area features a "Detailed Navigation" sidebar with links to "PA Supplier Portal Home", "New Supplier Registration", "Existing Supplier Registration", and "Supplier Service Center". The main content area has a "Welcome to the Pennsylvania Supplier Portal!" message, followed by an "IMPORTANT SYSTEM NOTICE TO SUPPLIERS" section. This notice states: "The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 or 7.0 on a Windows XP operating system. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours." It also provides a link for "status" if users experience access problems. Below the notice, there is a paragraph explaining the portal's purpose: "The Pennsylvania Supplier Portal enables suppliers to participate in electronic bidding opportunities with the Commonwealth, and also Manage User and Company Data." A final paragraph offers a "Reset Password" link for users with password issues. The Windows taskbar at the bottom shows the start button, several open applications (Internet Explorer, Outlook, PowerPoint, Microsoft Word), and the system clock indicating 11:06 AM on 11/06/08.

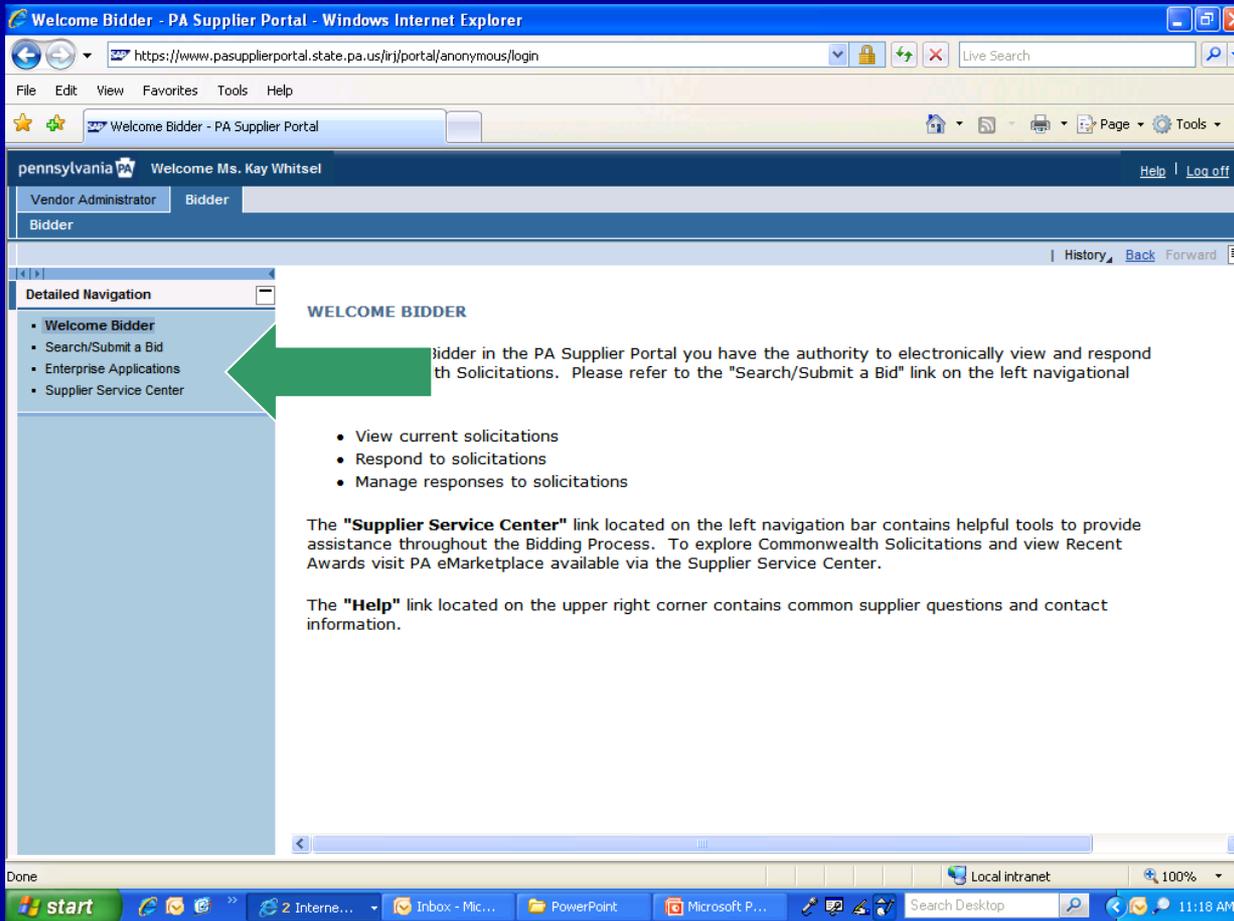
If you don't know your "Log On ID & Password", you will need to contact the Supplier Portal Help Desk at 877-435- 7363, choose option 1.



Click on "Bidder"



Click on "Enterprise Applications"



The screenshot shows a web browser window titled "Welcome Bidder - PA Supplier Portal - Windows Internet Explorer". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page content includes a header with "pennsylvania PA Welcome Ms. Kay Whitset" and a navigation bar with "Vendor Administrator" and "Bidder" tabs. A "Detailed Navigation" sidebar on the left lists several options, with a green arrow pointing to "Enterprise Applications". The main content area, titled "WELCOME BIDDER", contains a paragraph of text and a bulleted list of actions.

Vendor Administrator Bidder

Help Log off

History Back Forward

Detailed Navigation

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

WELCOME BIDDER

Bidder in the PA Supplier Portal you have the authority to electronically view and respond to solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar.

- 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.

Done Local intranet 100%

start 2 Internet... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 11:18 AM

Click on “ITQ Proposal Administration” link in middle of screen

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar displays the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and various toolbars. The main content area of the portal is titled "Enterprise Applications" and features a navigation menu with "Bidder" and "Bidder" options. A prominent 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 this, a large heading reads "Welcome to the Enterprise Application Portal." The main content is organized into a table with two columns. The first column contains links: [Small Business Procurement Initiative](#), [Auto Service Facilities Qualification ITQ](#), and [ITQ Proposal Administration](#). The second column contains descriptive text for each link. A large green arrow points from the right towards the "ITQ Proposal Administration" link. The Windows taskbar at the bottom shows the Start button, several application icons (Inbox, Enterprise, Power, Microsoft), a search bar, and the system tray with the time 1:54 PM.

Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer

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

FOX NEWS Customized Web Search

File Edit View Favorites Tools Help

Share Browser WebEx

FOX NEWS Search

Login

Enabled 80°F

New Tab Free Hotmail http--www.pde.state.pa.us... Get more Add-ons

Favorites Enterprise Applications - SAP NetWeaver Portal

Home Page Safety Tools

pennsylvania Welcome Ms. Margaret Juran Help Log off

Bidder

Bidder

Enterprise Applications History Back Forward

NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.

Welcome to the Enterprise Application Portal.

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	Companies interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing

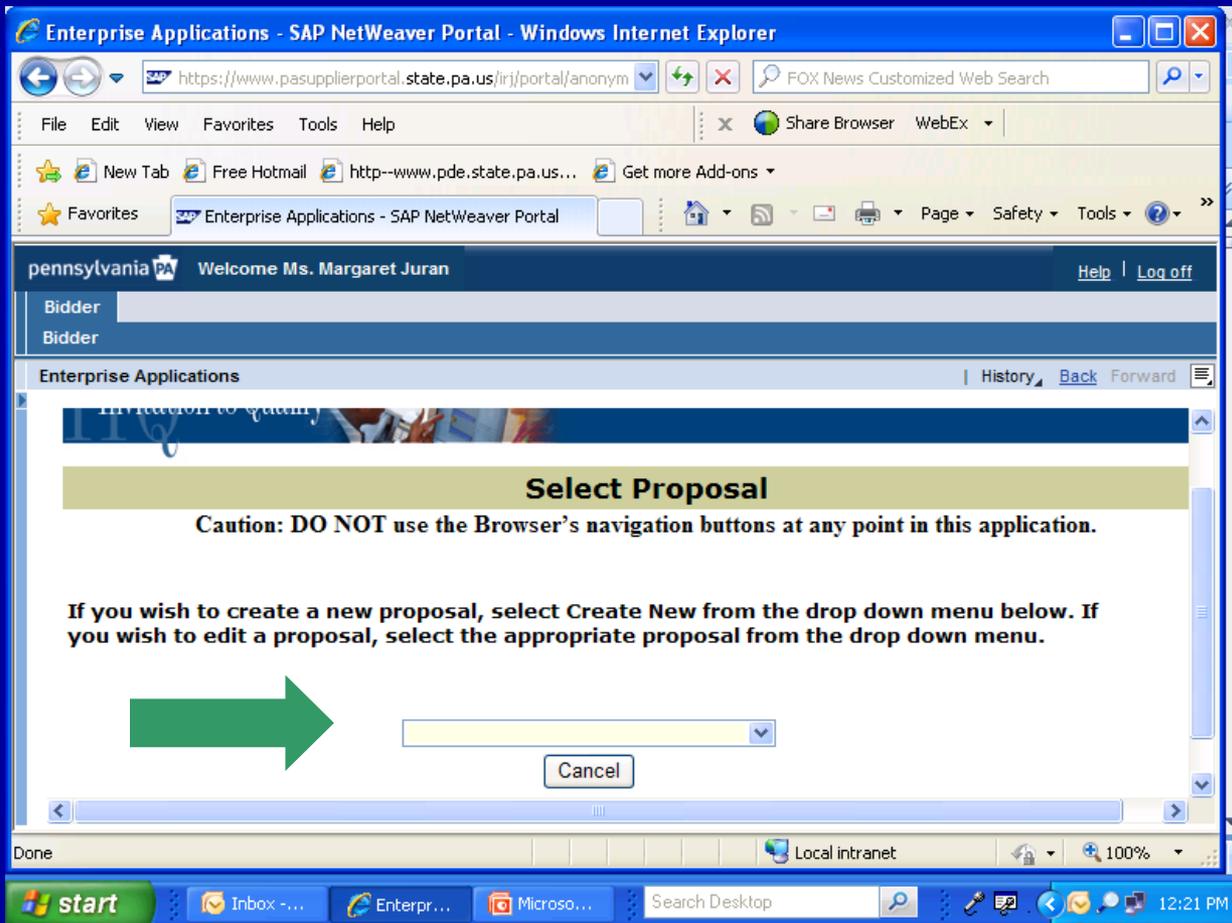
Local intranet 100%

start Inbo... Ente... Pow... Micr... Search Desktop 1:54 PM

This is where you begin to build your proposal and your vendor profile.



Click on drop down box in middle of screen and select “CREATE NEW”



The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonym". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains "Share Browser" and "WebEx". The browser's toolbar shows "New Tab", "Free Hotmail", "http--www.pde.state.pa.us...", and "Get more Add-ons". The "Favorites" bar shows "Enterprise Applications - SAP NetWeaver Portal". The page content includes a header for "pennsylvania PA" with a "Welcome Ms. Margaret Juran" message and "Help" and "Log off" links. Below the header, there are two "Bidder" labels. The main content area is titled "Enterprise Applications" and features a "Select Proposal" section. A caution message reads: "Caution: DO NOT use the Browser's navigation buttons at any point in this application." Below this, instructions state: "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 green arrow points to a dropdown menu in the center of the screen, which currently displays a blank space. A "Cancel" button is located below the dropdown menu. The browser's status bar shows "Done" and "Local intranet". The Windows taskbar at the bottom includes the "start" button, "Inbox -...", "Enterpr...", "Microso...", "Search Desktop", and the system tray with the time "12:21 PM".

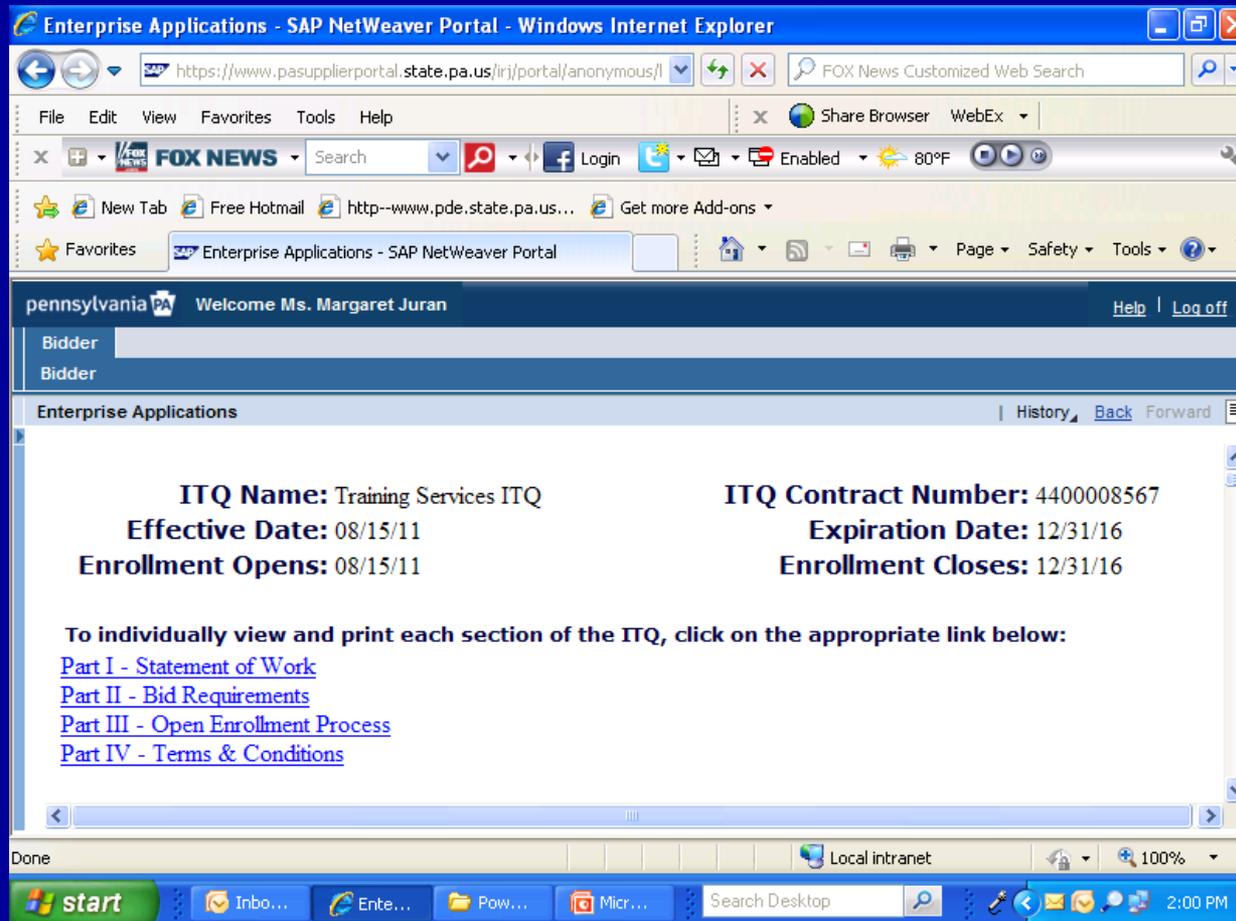
Choose the appropriate contract and click on “VIEW” button.

The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The browser title is "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/". The page content includes a header for "pennsylvania" with a welcome message for "Ms. Margaret Juran" and a "Log off" link. Below the header, there is a section for "Enterprise Applications" with a table of ITQ contracts. Each row in the table has a "View" button next to it.

ITQ Contract #	Name	Effective Date	Expiration Date	
35700	Commissary Products ITQ	4/18/2012	6/30/2022	View
4400004480	Master IT Services ITQ	4/10/2009	6/30/2014	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

Contract Details

In order to select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page. At 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 become a qualified contractor.



The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar displays the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a search bar with "FOX NEWS Customized Web Search", a menu bar (File, Edit, View, Favorites, Tools, Help), and a toolbar with various icons. The main content area displays the following information:

Enterprise Applications | History | Back | Forward

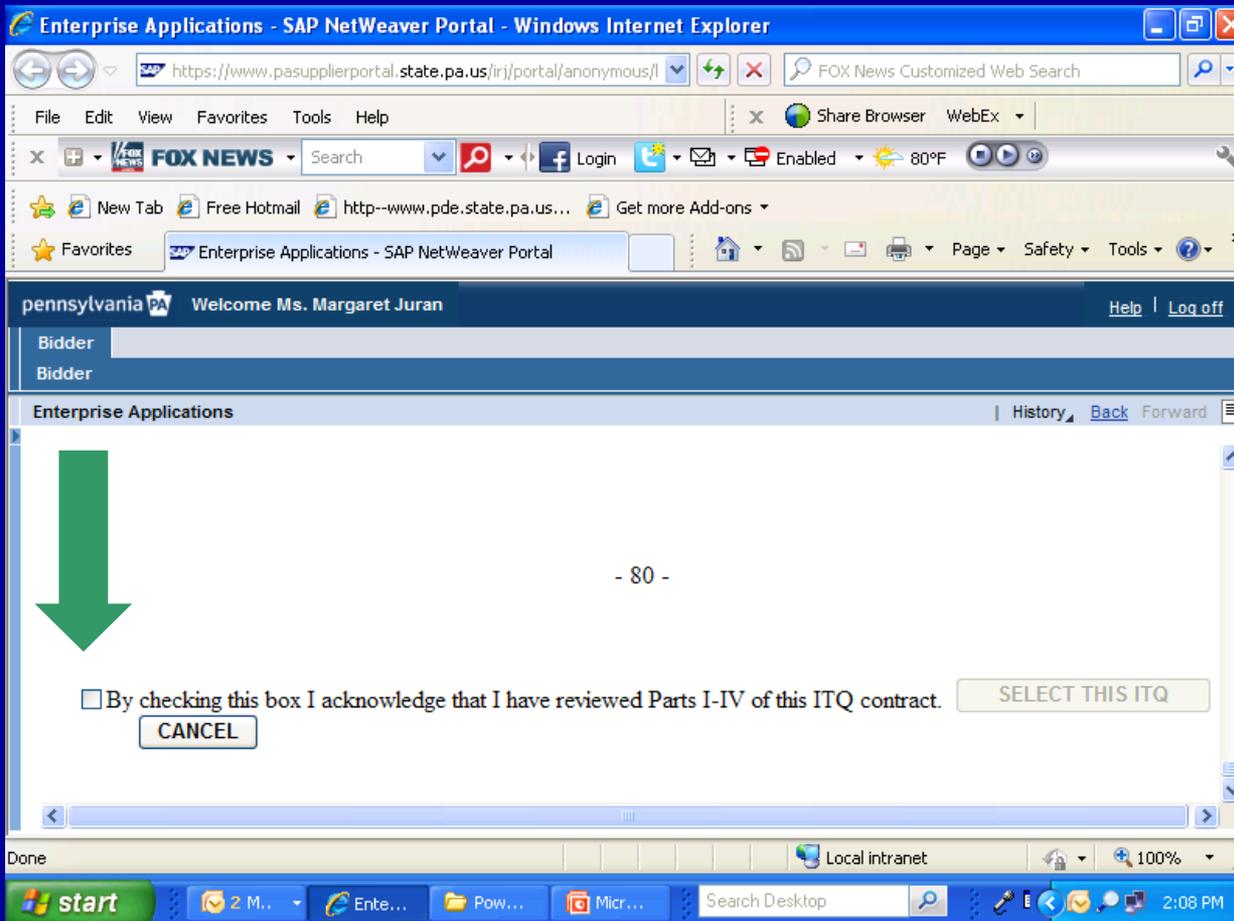
ITQ Name: Training Services ITQ **ITQ Contract Number:** 4400008567
Effective Date: 08/15/11 **Expiration Date:** 12/31/16
Enrollment Opens: 08/15/11 **Enrollment Closes:** 12/31/16

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](#)

The browser's status bar at the bottom shows "Done", "Local intranet", and a search bar. The taskbar at the very bottom includes the Start button, taskbar icons for "Inbo...", "Ente...", "Pow...", and "Micr...", a search bar, and the system clock showing "2:00 PM".

Check Box when completed.



Complete steps 1 thru 7 – read instructions provided within each step.

The screenshot displays a web browser window titled "Enterprise Applications - SAP NetWeaver Portal". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "FOX NEWS" and "Search" text, and a toolbar with various icons. The main content area shows a "pennsylvania" header with "Welcome Ms. Margaret Juran" and "Help | Log off" links. Below this is a "Bidder" section. The primary content is a list of "Enterprise Applications" with a progress indicator for each step:

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

The Windows taskbar at the bottom shows the "start" button, several open applications (2 M..., Ente..., Pow..., Micr...), a search bar, and the system tray with the time "2:39 PM".

Step 1 – View ITQ

The screenshot displays a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "FOX NEWS" and "Search" text, and a toolbar with various icons. The main content area shows a welcome message for "Ms. Margaret Juran" and a section titled "Enterprise Applications".

ITQ Name: Training Services ITQ
Effective Date: 08/15/11
Enrollment Opens: 08/15/11

ITQ Contract Number: 4400008567
Expiration Date: 12/31/16
Enrollment Closes: 12/31/16

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](#)

The Windows taskbar at the bottom shows the Start button, several open applications (Ente..., Pow..., Micr...), a search bar, and the system tray with the time 2:11 PM.

Step 2- Proposal Contact Information (“Save” when complete)

Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/irj/portal/anonym

FOX News Customized Web Search

File Edit View Favorites Tools Help

Share Browser WebEx

New Tab Free Hotmail http--www.pde.state.pa.us... Get more Add-ons

Favorites Enterprise Applications - SAP NetWeaver Portal

pennsylvania PA Welcome Ms. Margaret Juran Help Log off

Bidder

Bidder

Enterprise Applications History Back Forward

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

First Name: Last Name:

Title: Address:

Address: City:

State: PA Zip:

(##### or #####-####)

Email: Confirm Email:

Phone: FAX:

Done Local intranet 100%

start 2 Micr... Enterpr... Microso... Search Desktop 11:50 AM

Step 3 – Supplier Profile. Press “save” when completed

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal". The address bar displays the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a search bar with "FOX NEWS Customized Web Search" and various navigation and utility icons.

The main content area of the portal is titled "Enterprise Applications" and displays a form for "COMPANY INFORMATION". The form is for a bidder named "Ms. Margaret Juran". The form fields and their values are as follows:

- Company Name:** Agency Guest Account
- SAP Business Partner No:** 0000336949
- Date Established:** 01/25/11 * Required Format: 01/01/12
- Federal ID#:** 13-0871984 *
- Website:** http://www.dgs.state.pa.us *
- Company Description:** (300 character limit) *
na na na na

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (including "Ente...", "Pow...", and "Micr..."), a search bar, and the system tray showing the time as 2:15 PM.

Step 4 –Service Categories choose “Appropriate Category” then “ADD” then SAVE

Note: Some ITQ’s may only have one service category

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with various icons. The main content area is titled "Enterprise Applications" and displays a page for "for ITQ 440008567:". The page is divided into two columns. The left column, titled "Description", contains a list of service categories: Personnel - Organizational Development, Personnel - Communication, Personnel - Mandated Reporter Training, Personnel - Specialized Professional Skills Development, Personnel - Emergency Operational Management, Conference Planning, Personnel - Data Collection/Analysis, Health, Criminal Justice, and Personnel-Specialized Highway Related Training. Below this list are two buttons: "Add" and "Delete". A large green arrow points down to the "Add" button. The right column, titled "Selected Service Categories:", contains a table with a header "Description" and an empty table body. The browser's status bar at the bottom shows "Local intranet" and "100%". The Windows taskbar at the very bottom shows the Start button, several open applications, and the system clock displaying "2:18 PM".

Step 5 Client References

Note: Not all ITQ's require references.

Three References per category

- Company
- Contact
- Project Title
- Start and End Date
- Project Scope
- Project Relevancy

Three references per category

References will appear at bottom of screen as you enter them. Click on "Finish" button.

The screenshot shows a web browser window titled "Enterprise Applications - PA Supplier Portal - Windows Internet Explorer". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page content includes a navigation menu on the left with "Enterprise Applications" selected. The main content area contains the following text:

You must read the Part II - Bid Requirements in the ITQ for all information related to Client References prior to completing any information on Client References requested below.

Click Here for [Blank Reference Form](#).

You can check the status of your references on the Pre-Submission Audit page by clicking Step 7. "Pre-Submission Audit".

Service Categories:	Number of References Required:	Number of References Added:
Health	3	3

All fields except Company Address 2 are required.

Company Name	Contact Name	Project Title	Category			
IBM	Mary Martin	Health	Health	Edit	Delete	Re-Send Reference
kpmg	Mary Martin	gggggggggg	Health	Edit	Delete	Re-Send Reference
Professional Services	Mary Martin	dddddddd	Health	Edit	Delete	Re-Send Reference

Note: Please verify that all data entered for every client reference is accurate and complete before clicking on the Finish button below. This information will be locked down and cannot be modified or corrected after clicking on the Send to References button that will appear in the next step.

The browser's taskbar at the bottom shows the Windows Start button, several open applications (Microsoft Office, Internet Explorer, PowerPoint, Microsoft P...), and the system tray with the time 10:06 AM.

Click on "Send to References" button.

The screenshot shows a web browser window titled "Enterprise Applications - PA Supplier Portal - Windows Internet Explorer". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login>. The page content includes a navigation menu on the left, a header with "Welcome Ms. Kay Whitsel", and a main section titled "Client References".

Client References

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

SRM Contract #: 4400008567 Contract Name: Training Services ITQ Proposal ID: 1516

You must read the Part II - Bid Requirements in the ITQ for all information related to Client References prior to completing any information on Client References requested below.

Click Here for [Blank Reference Form](#).

You can check the status of your references on the Pre-Submission Audit page by clicking Step 7. "Pre-Submission Audit".

Company Name	Name	Project Title	Category	
IBM	artin	Health	Health	Re-Send Reference
kpmg	artin	ggggggggggg	Health	Re-Send Reference
Professional Services	artin	ddddddddd	Health	Re-Send Reference

Send to References **Cancel**

The "Send to References" button is highlighted with a large green arrow pointing downwards.

Once you press send reference button, the screen will flip and it will show that “references have been contacted”.

Enterprise Applications - PA Supplier Portal - Windows Internet Explorer

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

Enterprise Applications - PA Supplier Portal

Welcome Ms. Kay Whitset

Vendor Administrator Bidder

Enterprise Applications

Detailed Navigation

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

Client References

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

References have been contacted.

SRM Contract #: 4400008567 Contract Name: Training Services ITQ Proposal ID: 1516

You must read the Part II - Bid Requirements in the ITQ for all information related to Client References prior to completing any information on Client References requested below.

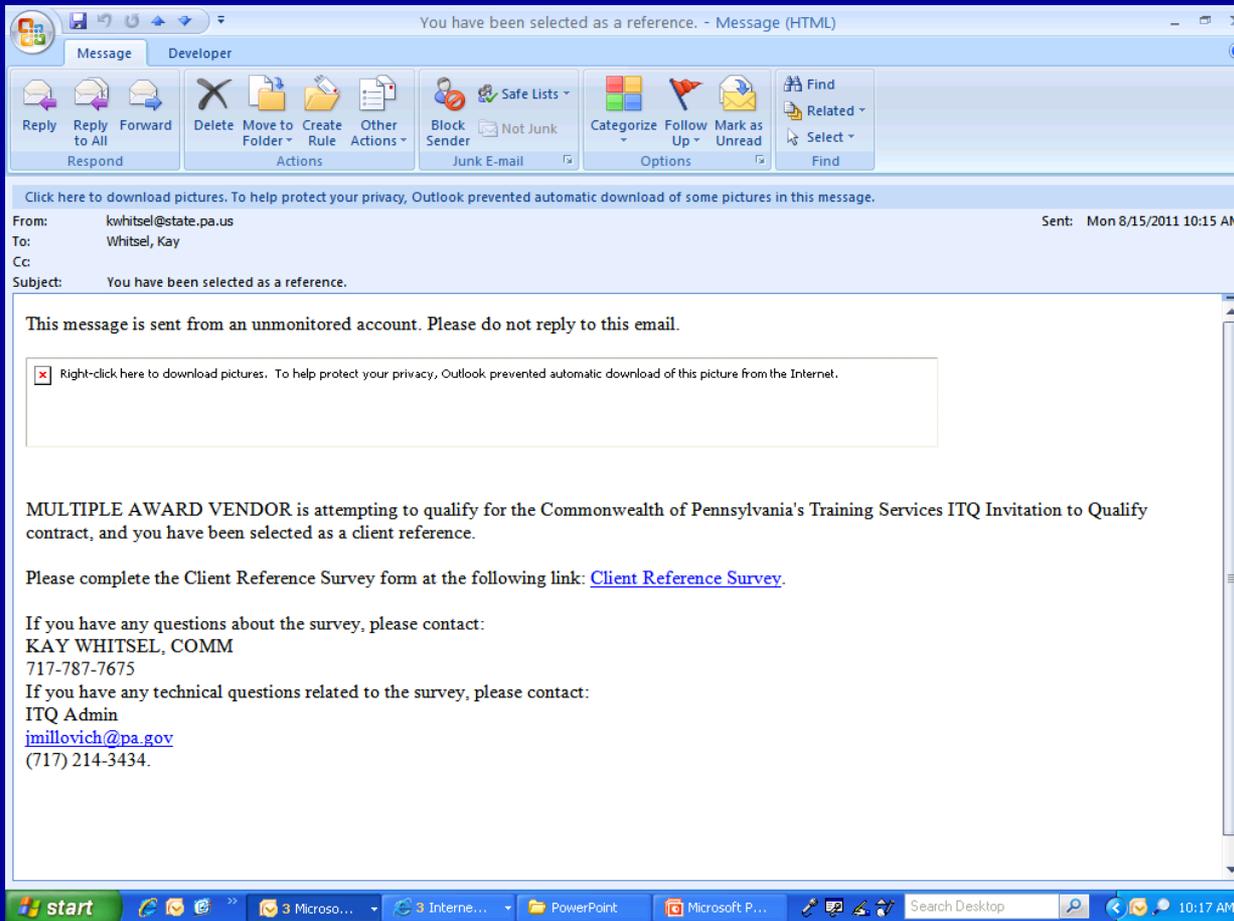
Click Here for [Blank Reference Form](#).

You can check the status of your references on the Pre-Submission Audit page by clicking Step 7. "Pre-Submission Audit".

Company Name	Contact Name	Project Title	Category	
IBM	Mary Martin	Health	Health	Re-Send Reference
kpmg	Mary Martin	gggggggggg	Health	Re-Send Reference
Professional Services	Mary Martin	ddddddddd	Health	

kwhitset@state.pa.us Reference
You have been selected as a reference.
This message is sent from an unmonitored account. Please do not reply to this email.

This is what your references will see in their email from you.



Step 6– Attach additional required documentation per Part II Bid Requirements and press “Save”

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar displays the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonym>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a Favorites bar. The main content area is titled "Enterprise Applications" and features a navigation pane on the left with "Bidder" and "Bidder" links. The main content area contains a form for uploading documentation. At the top, there is a dropdown menu set to "All Required Documentation", a "Document Location:" text box, a "Browse..." button, and an "UPLOAD" button. Below this, a green banner reads "COSTARS". The text below the banner states: "In this step your must upload the COSTARS Designation Form by following the detailed instructions specified in the COSTARS Designation section of Part II – Bid Requirement for this ITQ Contract. Begin by clicking the COSTARS Designation Template, fill-in all of the required fields and save the document, then locate and select the file from your computer, next click on the UPLOAD button to add the file." Below this text, there is another "Document Location:" text box with a "Browse..." button and an "UPLOAD" button. At the bottom of the form, there is a "Document Name" text box containing the text "Current COSTARS Designation Form". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%". The Windows taskbar at the very bottom includes the Start button, taskbar icons for "Inbox -...", "Enterpr...", and "Micro...", a search bar, and the system tray showing the time as 12:09 PM.

Step 7 – Submitting your proposal. Submit button will not appear until all requirements and steps have been completed.

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonym". The page content includes a header for "pennsylvania PA" with a welcome message for "Ms. Margaret Juran". Below this is a "Bidder" section with a text input field. The main content area is titled "Enterprise Applications" and contains a table with the following rows:

ITQ:	4400008567	
Contact:		
Service Categories:	Health	
Service Categories and Counties:		
Technicals:		
COSTARS Designation Form:	Current Costars Document	Complete
Additional Required Documentation:	No forms uploaded.	

Below the table, there is a checkbox labeled "Submit" (partially obscured by a green arrow) and a text block: "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". The browser's status bar at the bottom shows "Done", "Local intranet", and "100%". The Windows taskbar at the very bottom shows the Start button, "Inbox -...", "Enterpr...", "Microso...", a search bar, and the system clock "12:07 PM".

Evaluation of Proposal

- Proposals will be evaluated beginning the 15th of each month. Evaluation and award time period can take up to 60 days from the time the evaluation begins until the actual award of a contract.
- Notification of pre-qualification awards will be made via email.

Contact Information

Supplier Services Section

Department of General Services

Bureau of Procurement

Commodity Specialist

(877) 435-7363, select option 2

RA-procinternet@pa.gov