

Enhanced eMarketplace Delta

Welcome!

Introductions

Course Objectives

- After successfully completing this course, you will be able to:
- Identify major differences between the old and new eMarketplace
- Create Notice of Forthcoming Procurements
- Create and edit solicitations
- Post Bid Tabulations
- Create and process award information
- Update contracts
- Conduct Hands-on exercises

Agenda

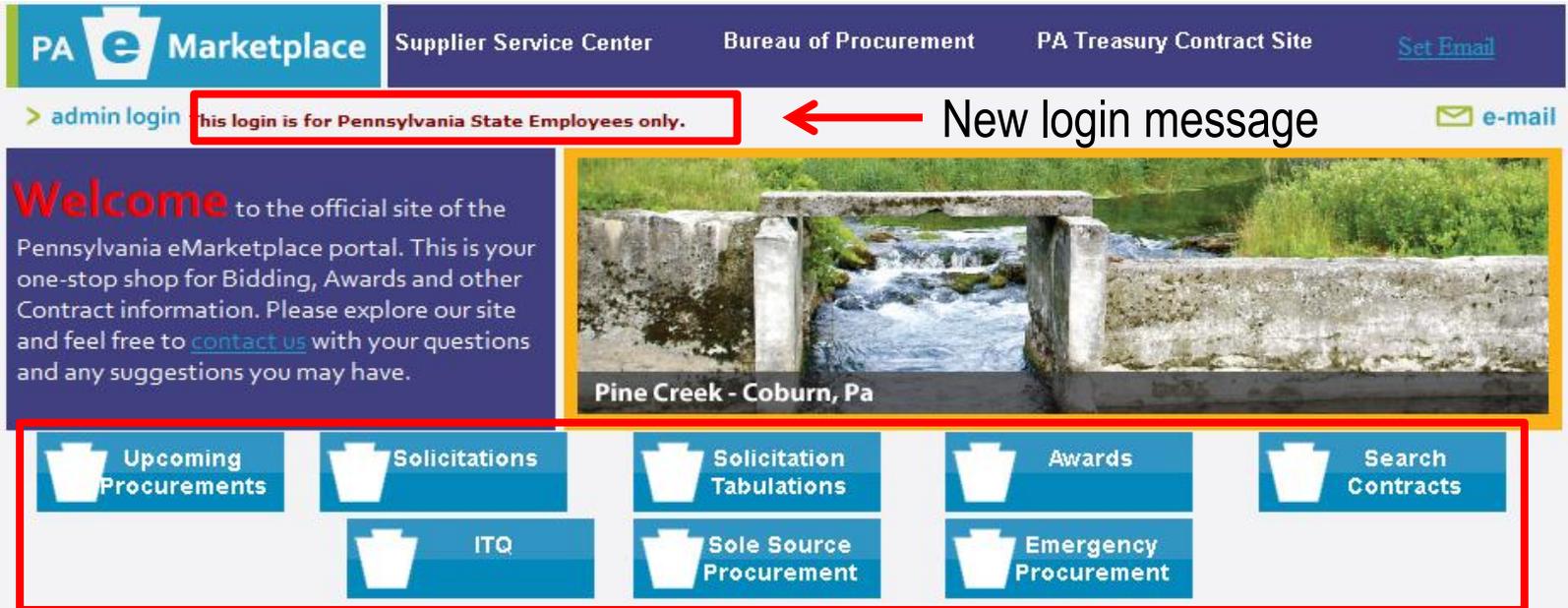
- History of eMarketplace
- High Level Overview of New Features in eMarketplace
- Break/Check email
- Overview of New Features in eMarketplace continued
- Live Practice Exercises
- Course Summary
- Knowledge Checks

eMarketplace History

- Purpose of eMarketplace
- eMarketplace Goes Live-- 2008
- Current Features of eMarketplace
- Enhancements to eMarketplace

Enhanced eMarketplace Overview

Home Page



The screenshot shows the eMarketplace Home Page with several annotations:

- PA Marketplace** logo and navigation links: [Supplier Service Center](#), [Bureau of Procurement](#), [PA Treasury Contract Site](#), and [Set Email](#).
- admin login** link with a red box around the text: **this login is for Pennsylvania State Employees only.** A red arrow points to this message with the label **New login message**.
- e-mail** notification icon.
- Welcome** message: "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."
- Pine Creek - Coburn, Pa** image.
- Navigation buttons** (highlighted with a red box):
 - Upcoming Procurements
 - Solicitations
 - ITQ
 - Solicitation Tabulations
 - Sole Source Procurement
 - Awards
 - Emergency Procurement
 - Search Contracts

The buttons on the Home Page are rearranged to display logical workflow of the processes.

Upcoming Procurements

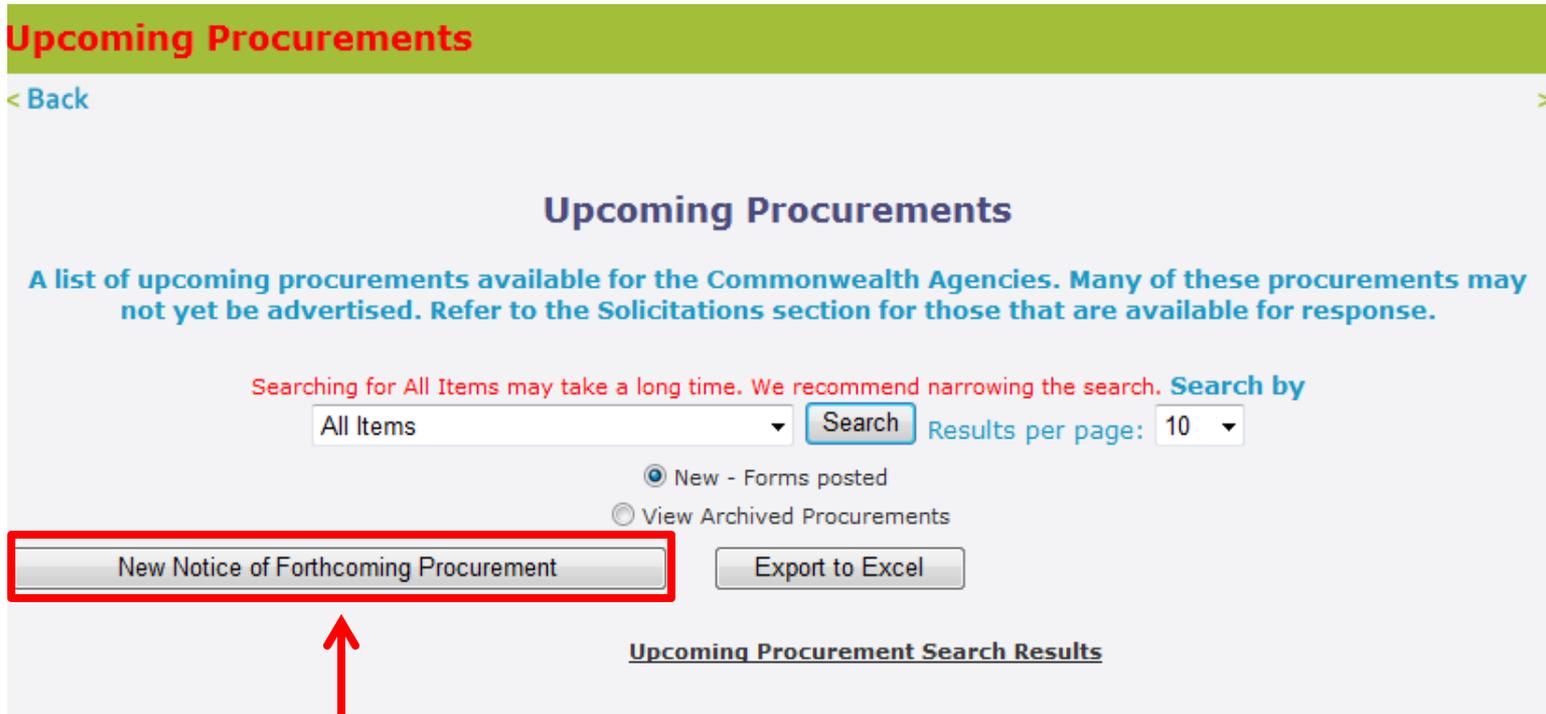
Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.



 Upcoming Procurements	 Solicitations	 Solicitation Tabulations
	 ITQ	 Sole Source Procurement

Select the UPCOMING PROCUREMENTS button.

- NEW NOTICE OF FORTHCOMING PROCUREMENT BUTTON



There is a NEW NOTICE OF FORTHCOMING PROCUREMENT button to create new upcoming procurements.

- Requesting Agency Information Section-ISSUING OFFICE RADIOS

* = Required fields!

Requesting Agency Information

Date: 02/11/14

Issuing Office* We are requesting BOP OIT Agency to lead this procurement.



There are three radios to select for leading the procurement.

- Requesting Agency Information Section-**AGENCY RADIO**

Requesting Agency Information

Date: 02/19/14

Issuing Office* We are requesting BOP OIT **Agency** to lead this procurement.

Selection of the **AGENCY** radio populates the Request for Delegation field.

Request for Delegation Section

Please provide explanation for all factors for consideration of Delegation by the Bureau of Procurement.

1. The Expertise of the Agency in terms of procurement knowledge.*

2. The specialized knowledge of the Agency in exercising similar authority.*

3. The past experience of the Agency in exercising similar authority.*

- ESTIMATED AMOUNT FIELD

Estimated \$ Amount :*

(Total contract spend not to include renewals.)



There is a new ESTIMATED AMOUNT field.

- Requesting Agency Information Section-**REQUEST FOR DELEGATION**

Estimated \$ Amount :*

(Total contract spend not to include renewals.)



Estimated \$ Amount :*

(Total contract spend not to include renewals.)



The Request for Delegation will **no longer appear** or be required to complete, if the Estimated \$ Amount is less than \$50,000 for Materials and IT Materials and less than \$250,000 for IT and IT Services.

- Requesting Agency Information Section-New checkbox

Requesting Agency Information

Date: **12/31/13**

Issuing Office* We are requesting BOP OIT Agency to lead this procurement.

Agency:* Bureau:*

Agency Contact Person:* Contact Tel#:* (###-###-####)

Contact Email:* Confirm Email:*

Project Title:* Project Manager:*

Check if submitter is different than the contact person.



New checkbox if submitter is different than contact person.

- **Checkbox-Additional Fields**

Requesting Agency Information

Date: 12/31/13

Issuing Office* We are requesting BOP OIT Agency to lead this procurement.

Agency:* Bureau:*

Agency Contact Person:* Contact Tel#:* (###-###-####)

Contact Email:* Confirm Email:*

Project Title:* Project Manager:*

Check if submitter is different than the contact person.

Submitter Name:* Contact Tel#:* (###-###-####)

Contact Email:* Confirm Email:*



Upon selection of the checkbox, required fields auto-populate, which are the **Submitter Name, Contact Telephone, Contact Email and Confirm Email field.**

- Requesting Agency Information Section-Radios

Requesting Agency Information

Check if submitter is different than the contact person.

Submitter Name:* Contact Tel#:* (###-###-####)

Contact Email:* Confirm Email:*

Description of Project* Materials Services IT Materials IT Services



New radios at Description of Project Field: IT Materials and IT Services.

- Existing Contract Information Section



Existing Contract Information

Existing Method of Solicitation: * IFB RFP RFQIT RFQ (Other) No Existing Procurement

Existing Method of award: * Single Multiple

Existing Contract #: * Current Supplier: *

Contract Expires: *  Contract Spend: * (Please enter whole dollar amount only, No symbols.)

(Total actual dollar amount spent eg:-1,000,000)

Note: If not in SRM/ SAP Procurement, please attach copy of Contract

Documents naming conventions should not contain special characters (i.e. -, (), &, etc).

New radios for Existing Method of Procurement include: **IFB, RFP, RFQIT, RFQ (Other) and NO EXISTING PROCUREMENT.**

- Existing Contract Information Section

Existing Contract Information

Existing Method of Solicitation:* IFB RFP RFQIT RFQ (Other) No Existing Procurement

Existing Method of award:* Single Multiple



New Field: Existing Method of Award with two choices.

- Anticipated Contract Information-Incorporation of BOP 124 link

Anticipated Contract Information

Anticipated Method of Procurement*
Don't know which one to choose?

IFB RFP RFQ

RFP:* [Form BOP 124](#) Please fill the form BOP 124.

If IFB not checked for proposed method of contract, have you determined that the use of competitive sealed bidding is not practicable or advantageous?*

Yes No

Anticipated Solicitation Posting Date:*  Anticipated Contract Start Date:* 

Selection of the Request for Proposal (RFP) radio will display a link to the BOP 124 form for completion.

- Completed BOP 124 Form

Department Of General Services

Determination To Use Competitive Sealed Proposals (RFP) Method of Procurement

Bureau Of Procurement

The use of competitive sealed bidding is not practicable for the Commonwealth to use to award this contract because:
(check all that apply)

<input checked="" type="checkbox"/>	The agency is seeking a contractor's solution to an agency need.
<input type="checkbox"/>	The agency wants to provide offerors with flexibility in the contents of their proposals in terms of materials, services, or construction offered.
<input type="checkbox"/>	The scope/statement of work/specifications lack sufficient clarity and specificity in terms of a detailed procurement description to enable submission of definitive bids.
<input type="checkbox"/>	Other, Explain <input type="text"/>

The use of competitive sealed bidding is not advantageous for the Commonwealth to use to award this contract because: (check all that apply)

<input checked="" type="checkbox"/>	The agency wants to consider criteria other than price in the award process, in particular, criteria that are subjective in nature:	
<input checked="" type="checkbox"/>	Small Diverse Business Participation	<input type="checkbox"/> Domestic Workforce Participation
<input type="checkbox"/>	Contractor qualifications, experience and financial capability	<input type="checkbox"/> Service & Delivery Capability
<input type="checkbox"/>	Other	
<input type="checkbox"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	It is not in the agency's or Commonwealth's best interest to use the competitive sealed bidding (IFB) method of procurement. Explain: <input type="text" value="Explanation test"/>	
<input type="checkbox"/>	Justification for use of competitive sealed proposal. Explain: <input type="text"/>	



When the BOP 124 form is selected and completed, select the SAVE Button, and a PDF version automatically becomes an attachment.

- Anticipated Contract Information-New Fields

Anticipated Contract Information

Anticipated Method of Procurement*

[Don't know which one to choose?](#)

IFB RFP RFQ

If IFB not checked for proposed method of contract, have you determined that the use of competitive sealed bidding is not practicable or advantageous?*

Yes No

Anticipated Solicitation Posting Date:*



Anticipated Contract Start Date:*



Anticipated Term of Contract/ Renewals:

Initial Term : year(s) month(s)

Check here if the contract term will be greater than five (5) years.

Anticipated Term of Contract is limited to the initial term in year(s) and month(s).

- Anticipated Contract Information-Checkbox

Anticipated Contract Information

Anticipated Method of Procurement* IFB RFP RFQ
[Don't know which one to choose?](#)

If IFB not checked for proposed method of contract, have you determined that the use of competitive sealed bidding is not practicable or advantageous?*

Yes No

Anticipated Solicitation Posting Date:*  Anticipated Contract Start Date:* 

Anticipated Term of Contract/ Renewals: Initial Term : year(s) month(s)

Check here if the contract term will be greater than five (5) years.



A new checkbox is available for contracts greater than 5 years. BOP approval is required for contract terms greater than five years.

- Incorporation of BOP 012 into BOP 123

Anticipated Contract Information

Anticipated Term of Contract/ Renewals:  Initial Term : year(s) month(s)
 Check here if the contract term will be greater than five (5) years.

Note: If the total term is greater than 5 years then the BOP Approval is required. Please fill the section below.

BOP Approval Section - Applicable reason for Form Submission

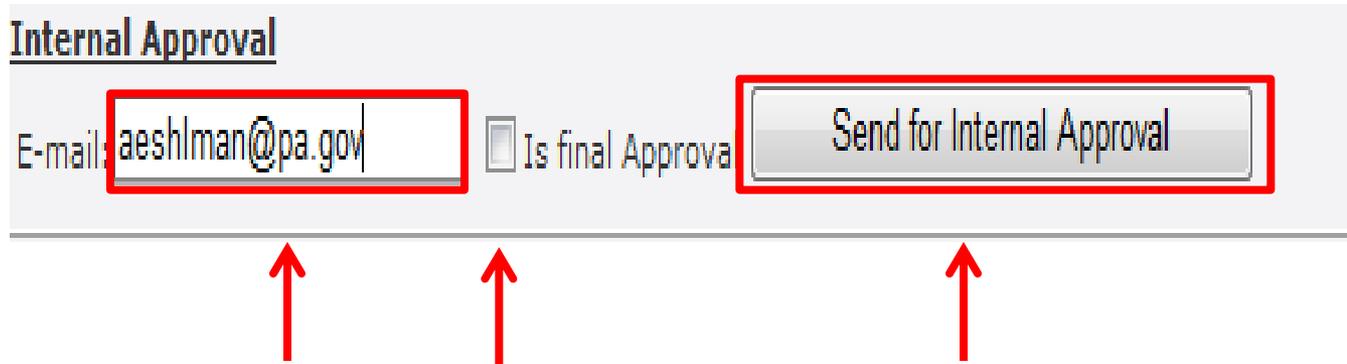
Instructions: DGS Approval is required before soliciting bids or proposals or signing a contract with the term greater than five year; possible renewals and extensions. The contract period and conditions for renewal or extension must be included in the solicitation. (Reference: Procurement handbook Part I Chapter II)

Business Case:*



Selection of the checkbox will display the Business Case Field.

- Submittal Section-Send NFP for Approval



Internal Approval

E-mail: Is final Approval

Type the approver's email in the EMAIL FIELD, select the checkbox if the individual is the final approver, and select the SEND FOR INTERNAL APPROVAL button to send the NFP form to the approver. The checkbox is selected only if the individual is the final approver.

- Submittal of BOP 123 Form



The screenshot shows the PA eMarketplace interface. At the top, there is a navigation bar with "PA eMarketplace" on the left, "Supplier Service Center" and "Bureau of Procurement" in the center, and a "Set Email" button on the right. Below the navigation bar, there is a user greeting: "> admin logout" and "Welcome, alexbrown" on the left, and an "e-mail" icon on the right. A green banner in the center reads "Commonwealth of Pennsylvania" and "Upcoming Procurement and Delegation Request (BOP-123)". Below the banner, there are links for "< Back" and "> B&W Mode". The main content area contains a message: "This form is to be submitted at the beginning of the process, for [all procurements](#) which will exceed the dollar thresholds as established in The Procurement Handbook, Part I, Chapter 7- Thresholds and Delegations." followed by a red notification: "Notice of Forthcoming Procurement/Request for Delegation Form was Sent Successfully for Internal Approval. The ID# is 104389" and a link: "Return to Form."

When the BOP 123 form is sent for internal approval, a new screen will appear indicating the form was successfully sent for internal approval.

- Emails for Approver of BOP 123 Form



The approver will receive two emails once the NFP is submitted for approval. One is mail is a general notification of the NFP. The other email is for the approver and includes a link back to the NFP form to review and approve.

- Email for Approver of BOP 123 Form

From: RA-pa-emarketplace@state.pa.us
To: Kulkarni, Anil; Cross, Scott; Parikh, Mohit; Brown, Alexia M
Cc:
Subject: A Notice of Forthcoming Procurement/Request for Delegation Form, 104391, is awaiting your approval.

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: alexbrown@pa.gov

With a CC to: RA-pa-emarketplace@state.pa.us

And a BCC to:

This is an automated notification of a new Notice of Forthcoming Procurement/Request for Delegation form , **104391**, eMarketplace Training Test

This form is awaiting your approval. It can be found [Here](#)



This email was sent from an unmonitored account. Please contact gs-procure@state.pa.us for assistance.

The second email contains a link to the form and states, “This form is awaiting your approval.”

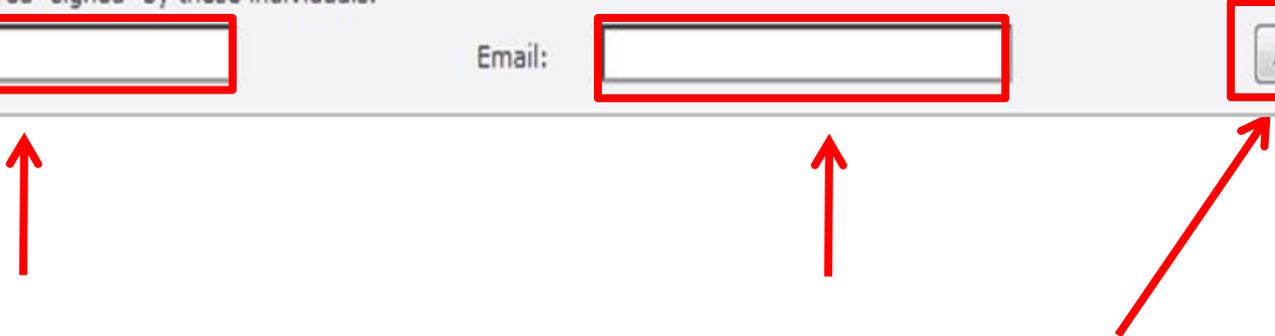
NFP APPROVE Button

Internal Approval

E-mail: Is final Approval

The printed names on this form shall constitute the signature of these individuals and approval for the Agency request. Agencies must ensure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by these individuals.

Name: Email:



When the approver selects the link, the approver will type his or her name and email address, and select APPROVE button to approve the NFP.

- Submittal Section-Final Approval Checkbox

Name: Email:

Name	Email	Date
AB	alexbrown@pa.gov	2/11/2014 4:08:40 PM

[submit to DGS](#)

At least one internal approval is required before submitting the form to DGS/OIT.

If estimated amount is over \$50,000 for Materials and IT Materials, and over \$250,000 for Services and IT Services, the **final approver** will select the DGS/OIT button to submit to DGS or OIT for approval.



- Email for Approved BOP 123 form

From: RA-OITBOP@state.pa.us Sent: Thu 12/12/2013 2:46
To: Kulkarni, Anil; Cross, Scott; Parikh, Mohit; Brown, Alexia M
Cc:
Subject: NFP/Request for Delegation form, 104393 is Approved, Agency Lead.

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: alexbrown@pa.gov, khartzell@pa.gov, kshuller@pa.gov, pchapman@pa.gov

With a CC to: gnuppnau@state.pa.us, RA-AgencySvcProcure@state.pa.us, RA-OITBOP@state.pa.us

And a BCC to: RA-pa-emarketplace@state.pa.us

Office for Information Technology of your intent to issue a solicitation for:

Title: 1

Method of Procurement: IT Services

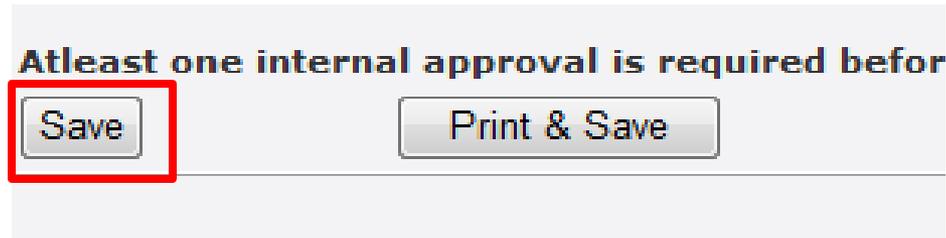
Anticipated Term of Contract: 2 year(s), With Renewals - Year(s).

Your request for delegation is Approved. The procurement is yet to be assigned?, who will contact you to discuss the process further. If you have any questions or concerns, please do not hesitate to contact me at (717) 787-5862 or mirichart@pa.gov

Note: The purpose of this email is to confirm that the NFP submitted is below the dollar threshold set by OIT in the Procurement Handbook Part I Chapter 7 and does not require OIT review or approval. This is an internal approval and does not constitute approval by OIT.

The contact person, submitter and approver will receive an email confirming the BOP 123 form was approved.

- Submittal Section-SAVE Button



The SAVE button allows the user to save information and complete the form later. Tip-**write** down the **NFP ID number** before saving the information.

- Submittal Section-Saving a NFP

Commonwealth of Pennsylvania

Upcoming Procurement and Delegation Request (BOP-123)

[< Back](#) [> B&W Mode](#)

This form is to be submitted at the beginning of the process, for [all procurements](#) which will exceed the dollar thresholds as established in The Procurement Handbook, Part I, Chapter 7- Thresholds and Delegations.

Notice of Forthcoming Procurement/Request for Delegation Form was saved, but NOT submitted. The ID# is 104473
[Return to Form.](#)



After saving, the user will receive a message with a link to return to the form for edits.

- Submittal Section-Saving a NFP

The Procurement Handbook, Part I, Chapter 7- Thresholds and Delegations.

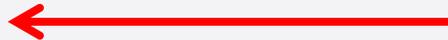
ID:

New Form

Edit Form

101123

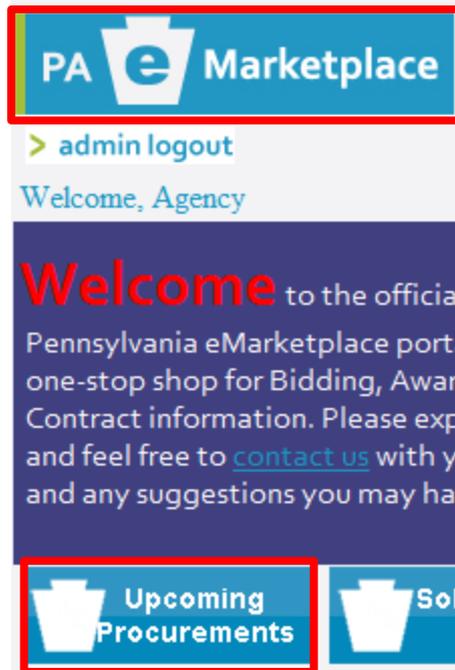
Edit



Status: Reserved

To complete a saved NFP, select the link, a new screen displays. Select the **EDIT FORM radio**, enter the **NFP ID number** and select the **EDIT** button to complete the saved NFP form.

Viewing Approved Notices of Forthcoming Procurements

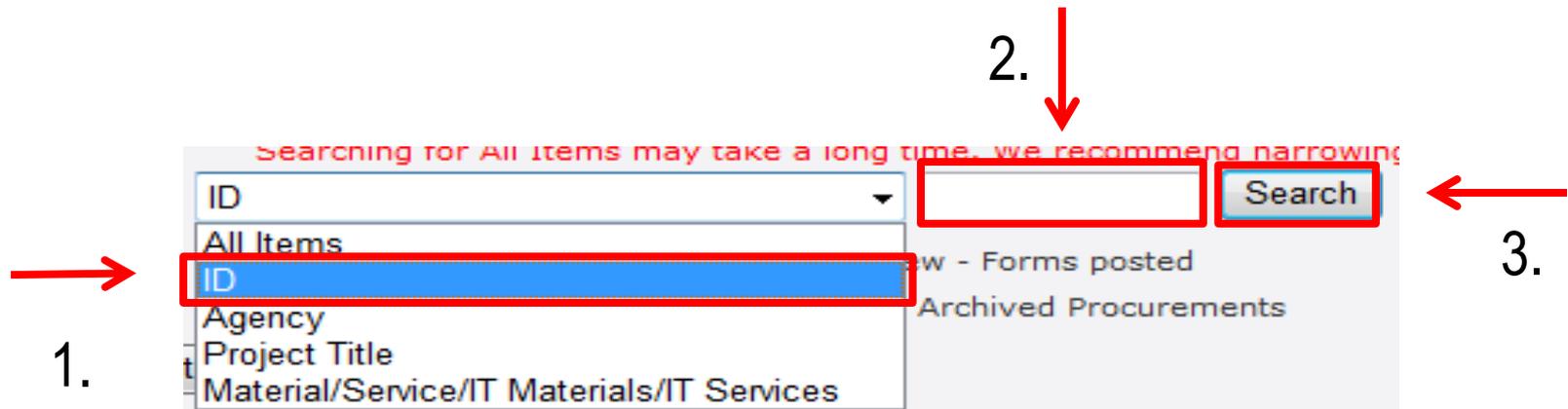


1. Return to the Home Page by selecting the PA e Marketplace link.



2. Select the UPCOMING PROCUREMENTS BUTTON.

Viewing Approved Notices of Forthcoming Procurements



Select **ID** from the dropdown menu, type in the **NFP ID** number and select search.

- Viewing Approved Upcoming Procurements

Upcoming Procurements

< Back

> B&W Mode

Upcoming Procurements

A list of upcoming procurements available for the Commonwealth Agencies. Many of these procurements may not yet be advertised. Refer to the Solicitations section for those that are available for response.

Search by Results per page:

New - Forms posted

View Archived Procurements

Upcoming Procurement Search Results

ID	Project Title	Agency	Material/ Service/ IT	Proposed Method of Procurement	Status
10441	Development of Procurement Desk Procedures Manual 3	General Services	Services	IFB	Approved

Select the Project Title to view the upcoming procurement information.

Viewing Approved Notices of Forthcoming Procurements

Upcoming Procurement Data

[< Back](#)

[Edit](#)

General Information

ID: 104331

Solicitation Title: Demo eMarketplace

Agency: General Services

Existing Contract Number:

Proposed Solicitation Date: 11/18/13

Contract Expiration Date:

Proposed Method of Procurement: RFP

Description: Solicitation Demo

Review Information

Approval Status: **Approved** 11/18/2013

Reviewer: mirichart

Issuing Office: DGS-BOP or OA/OIT

Contact Person: Barth, Cheryl

Contact Email: cbarth@pa.gov

RFD Form Status: **Submitted** Nov 18 2013 1:32PM

Award Form Status: **Submitted** Nov 18 2013 2:09PM

[View Original NFP Form](#)

[View Original Award Form](#)

[View Original BOP-124 Form](#)

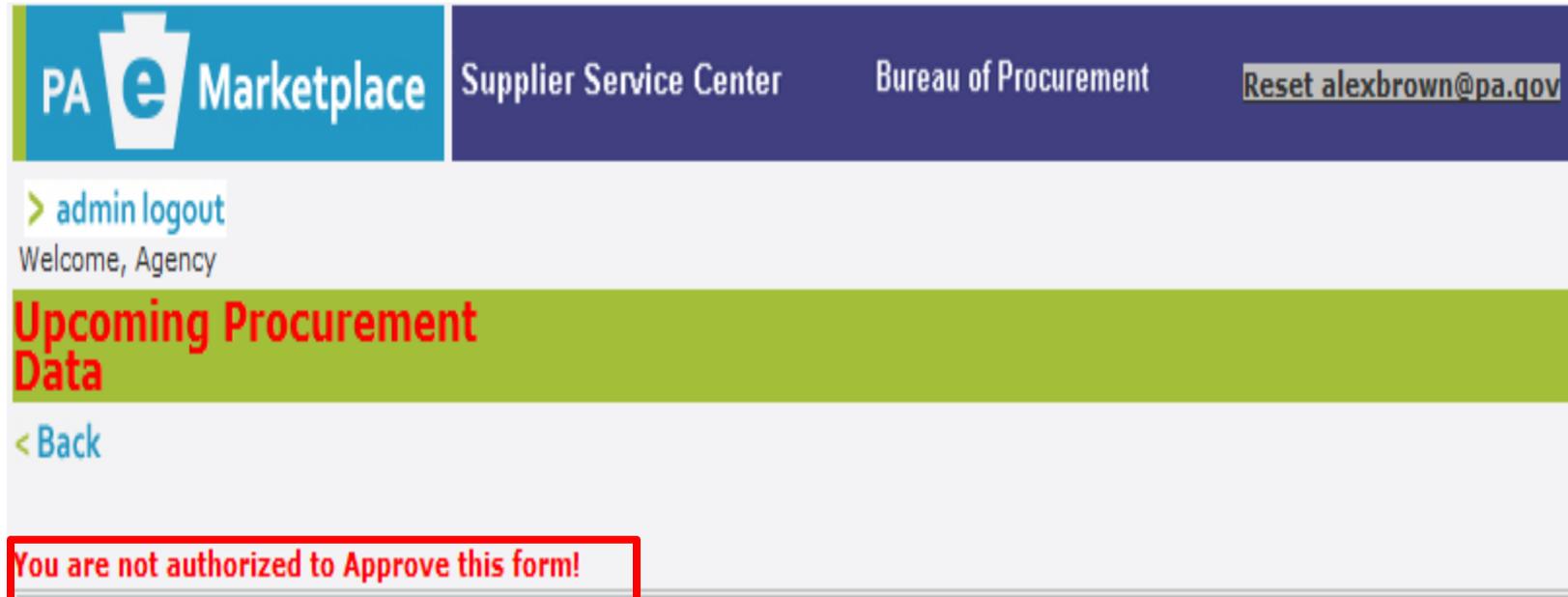
The View Details Page appears upon selecting the Project Title.

Editing Approved Notices of Forthcoming Procurements



The screenshot shows the PA eMarketplace interface. At the top, there is a blue header with the PA eMarketplace logo and the text 'Supplier Service Center' and 'Bureau of Procurement'. Below the header, there is a navigation bar with a green arrow and the text '> admin logout' and 'Welcome, alexbrown'. The main content area has a green background with the text 'Upcoming Procurement Data' in red. Below this, there is a blue arrow and the text '< Back'. At the bottom left, there is a button labeled 'Edit' which is highlighted with a red box. A red arrow points from the bottom of the slide to the 'Edit' button.

Approvers are presented with the EDIT button to edit the NFP form.



PA eMarketplace Supplier Service Center Bureau of Procurement [Reset alexbrown@pa.gov](#)

[> admin logout](#)
Welcome, Agency

Upcoming Procurement Data

[< Back](#)

You are not authorized to Approve this form!



Non-approvers have a message stating they are not authorized to approve the form.

Creating, Editing & Posting Solicitation Advertisements

- Creating Solicitations



Select the SOLICITATIONS button.

- Solicitations-New Advertisement Types

Enter Search Criteria
No fields required. The more detail you give, the fewer results will appear.

Solicitation #: Agency:

Solicitation Title or Description: County: Statewide Multiple

Solicitation Type: View Small Business Procurements

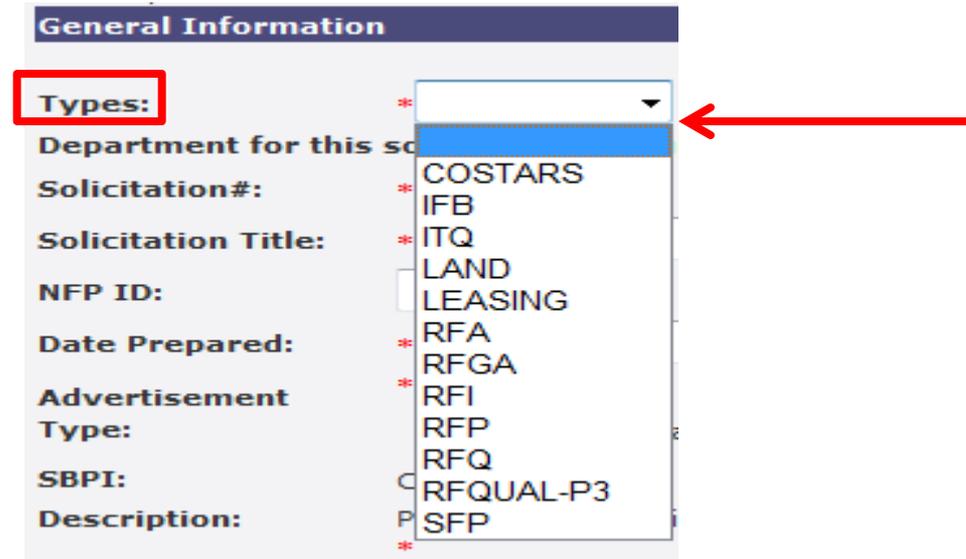
Parent No: View Small Business Program Initiative (SBPI)

Advertisement Type: Services **IT Services** PW Construction Real Estate
 Materials Service & Materials Agency Construction All
 IT Materials



Added IT Services and IT Materials radios to the form.

- General Information Section-Types Field



The screenshot shows a web form titled "General Information". The "Types:" field is highlighted with a red box and has a dropdown menu open. A red arrow points to the dropdown menu. The dropdown menu lists the following options: COSTARS, IFB, ITQ, LAND, LEASING, RFA, RFGA, RFI, RFP, RFQ, RFQUAL-P3, and SFP. Each option is preceded by a red asterisk. The "Types:" label is also followed by a red asterisk.

The Types field allows the user to make a selection.

- General Information Section-New NFP ID Field

There is a new NFP ID field.



General Information

Types: *

Department for this solicitation: Procurement

Solicitation#: *

Solicitation Title: *

NFP ID:

Date Prepared: *  (mm/dd/yy)

Advertisement Type: *
 Services Materials IT Materials IT Services PW Construction Agency Construction Real Estate

SBPI: Check the box if it is Small Business Program Initiative

Description: *
Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation d
*

Estimated Amount: * Enter numeric values, no symbols.

- General Information Section-Auto Populated Fields

NFP ID:  Enter NFP ID

Date Prepared: *  (mm/dd/yy)

Advertisement Type: *

Services Materials IT Materials IT Services PW Construction Agency Construction Real Estate

Sub Type: General Mechanical Electrical Plumbing

SBPI: Check the box if it is Small Business Program Initiative

Description: Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation document.
*

Estimated Amount: * Enter numeric values, no symbols.

Department Information

Department/Agency: *  **Delivery Location:**

County: (if applicable) * **Duration:** **Years:** * **Months:** *

Upon entering the NFP ID, the **Estimated Amount, Years and Months** auto-populate.



- General Information Section-BOP 124 Link



General Information

Types: *

Department for this solicitation: Procurement

Solicitation#: *

Solicitation Title: *

NFP ID:

[BOP 124: View](#)

The BOP 124 link
available to view upon
entering the NFP ID

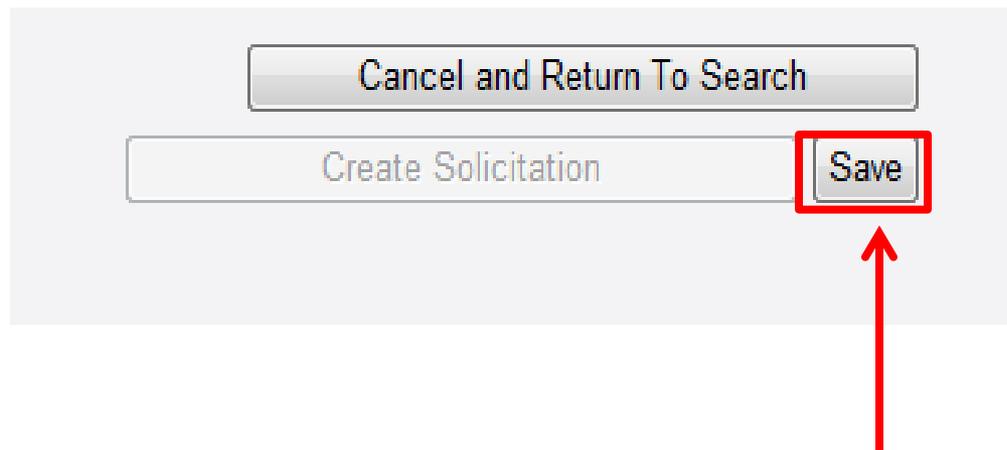
- Solicitation Information Section-Checkboxes

Check here if this Solicitation is not in SRM
Responses to this bid will only be accepted electronically.
You must go to www.pasupplierportal.state.pa.us to complete this bid.

Check here if this procurement is to be set aside for bid and award to small businesses only.

Checkbox if the Solicitation is **not** in SRM.
Checkbox if the procurement is set aside for bid and award to small businesses only.

- Creating New Solicitations-SAVE Button



A new SAVE button allows user to save and complete later.

- Creating New Solicitations-Email Confirmation

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: alexbrown@pa.gov

With a CC to: RA-pa-emarketplace@state.pa.us

And a BCC to:

The Solicitation:6125858585 is saved.

You may edit or complete the solicitation by clicking [here](#). You must log-in to update the Solicitation.



Once the solicitation form is saved, the user will receive an email with a link to edit or complete the solicitation.

- Creating New Solicitations-Email Confirmation

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: RA-paealerts@pa.gov

With a CC to:

And a BCC to: pchapman@state.pa.us, aeshleman@pa.gov

An Agency (**Turnpike Commission**) has posted A flyers/addendum on eMarketplace for Solicitation 55 for Independent Agency.

You may view the bid online at [eMarketplace](#) or by clicking [here](#).

Comments:

When the form is completed and submitted, the user receives an email confirmation of a submitted form.

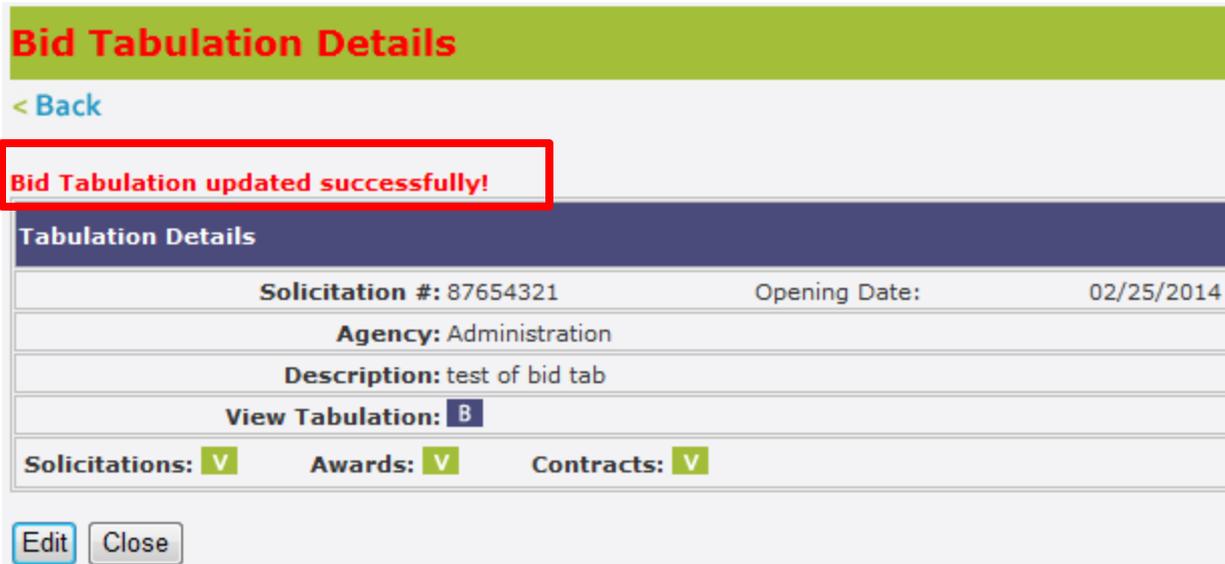
Creating Solicitation Tabulations

- Creating Bid Tabulations



Select **SOLICITATION TABULATIONS** to create **bid** tabulations.

- Creating Bid Tabulations



Bid Tabulation Details

[< Back](#)

Bid Tabulation updated successfully!

Tabulation Details

Solicitation #: 87654321	Opening Date: 02/25/2014	
Agency: Administration		
Description: test of bid tab		
View Tabulation: B		
Solicitations: <input checked="" type="checkbox"/>	Awards: <input checked="" type="checkbox"/>	Contracts: <input checked="" type="checkbox"/>

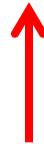
The user will receive a message indicating the solicitation tabulation was created successfully.

Creating and Posting Awards

- Awards



Select the AWARDS button



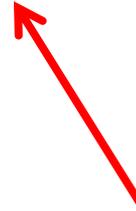
- Award Form-Solicitation ID Field

Please Choose one of the Following

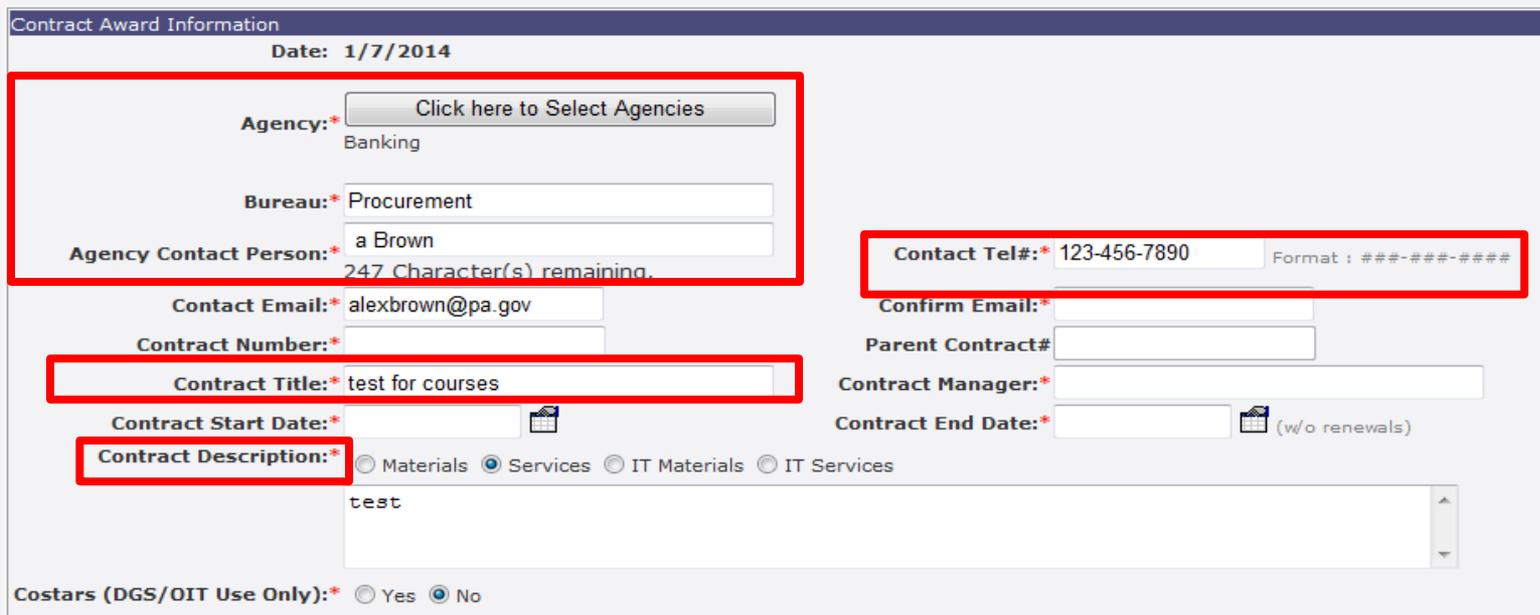
IFB RFP RFQ

Solicitation Id:

Enter the solicitation number and select search. Certain fields will auto-populate.



- Contract Award Information Section-Auto-Populated Fields



Contract Award Information
Date: 1/7/2014

Agency:*
Banking

Bureau:* Procurement

Agency Contact Person:* a Brown
247 Character(s) remaining.

Contact Email:* alexbrown@pa.gov

Contact Tel#:* 123-456-7890 Format : ###-###-####

Confirm Email:*

Parent Contract#

Contract Number:*

Contract Title:* test for courses

Contract Manager:*

Contract Start Date:* 

Contract End Date:*  (w/o renewals)

Contract Description:* Materials Services IT Materials IT Services
test

Costars (DGS/OIT Use Only):* Yes No

The Agency, Bureau, Agency Contact Person, Contact Telephone number, Contract Title and the Contract Description will auto-populate upon entering the solicitation number.

- Awarded Supplier Information Section-No. of Contracts

Awarded Supplier Information

No Of Contracts:* Please click the Go button after Entering the Number of Contracts



Enter the number of contracts, and select the GO button.

- Awarded Supplier Information Section-No. of Contracts

Awarded Supplier Information

No Of Contracts:* Please click the Go button after Entering the Number of Contracts

Supplier Name:*

Supplier Number:*

Contract Value:* Per Original Contract Term without Renewals

If the number one is entered for number of contracts, additional fields are displayed.

- Awarded Supplier Information Section-No. of Contracts

Awarded Supplier Information

No Of Contracts:* Please click the Go button after Entering the Number of Contracts

Please upload the spreadsheet containing the list of suppliers in Documents Section.



If two or more contracts are entered for number of contracts, a message will appear to upload the document containing the list of suppliers in the Document section.

- Small Diverse Procurements-RFPs and RFQs

Small Diverse Procurement Information

Please identify below the direct labor performed under the contract that will be performed outside the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement and identify the country where the direct labor will be performed.

Domestic Workforce Utilization:(Mandatory for Services, RFPs and Services Multiple Awards)

Percent Committed on Shore **Country (if not in USA or WTO)**

SDB Commitment:

Percentage (i.e %): **Commitment in Dollars:**

\$ (if % above is based on other than Contract Value) **Select SDB Type**

A copy of the Domestic Workforce Certification, and a copy of the smalldiverse business commitments made in the contract must accompany this form, and if applicable, a copy of the Small Business Reserve self-certification.

Request for Proposals (RFP) and Requests for Quotes (RFQ) will populate the required Small Diverse Procurement Information Section for completion.

- Small Diverse Procurements-RFPs and RFQs

Small Diverse Procurement Information

Please identify below the direct labor performed under the contract that will be performed outside the United States and not within the geographical boundaries of a party to the World Trade Organization Government Procurement Agreement and identify the country where the direct labor will be performed.

Domestic Workforce Utilization:(Mandatory for Services, RFPs and Services Multiple Awards)

Percent Committed on Shore

100%

Country (if not in USA or WTO)

SDB Commitment:

Percentage (i.e %):

10

Commitment in Dollars:

3,600

\$(if % above is based on other than Contract Value)

36,000

Select SDB Type

WBE

A copy of the Domestic Workforce Certification, and a copy of the smalldiverse business commitments made in the contract must accompany this form, and if applicable, a copy of the Small Business Reserve self-certification.

Complete the fields on the form. The Bureau of Small Business Opportunities must review the information and accept the Award form before it can be posted to eMarketplace.

Attaching Documents

Documents:

Document Title: Type: Upload:

Documents naming conventions should not contain special characters (i.e. -, (), &, etc).

List of Documents Uploaded

None of the documents uploaded!

Complete the DOCUMENT TITLE field and TYPE field. Locate the document and select the ADD button to attach the award letter or additional documents.

Creating the Award-UPDATE button

Documents:

Document Title: Type: General Document ▾

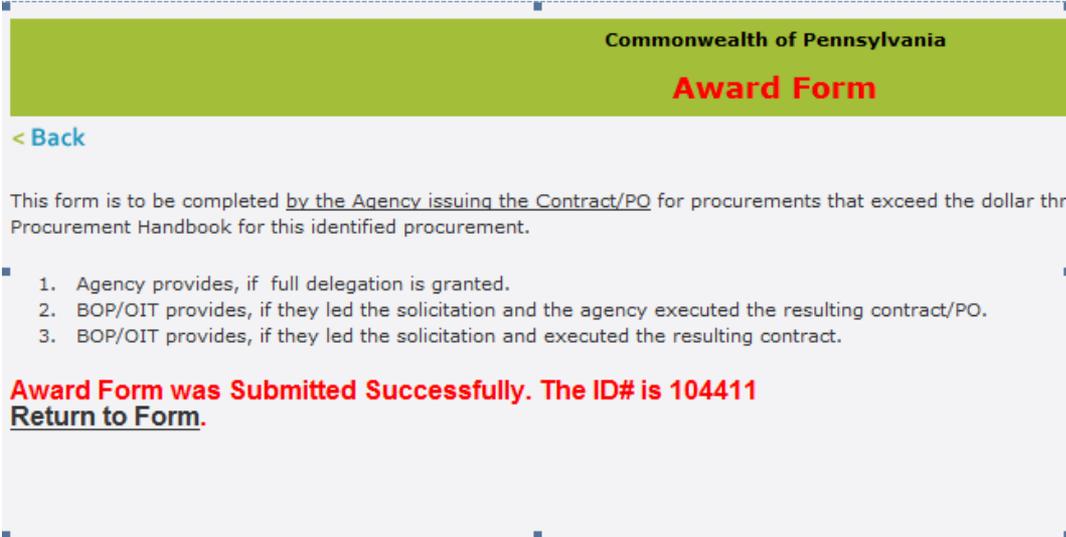
Documents naming convention

List of Documents Uploaded

Title	View	Type	
Supplier List	supplier list 2.xlsx	Supplier List	

Select the UPDATE button to submit the award.

- Document Section-Message Confirmation



Commonwealth of Pennsylvania

Award Form

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This form is to be completed by the Agency issuing the Contract/PO for procurements that exceed the dollar threshold identified in the Procurement Handbook for this identified procurement.

1. Agency provides, if full delegation is granted.
2. BOP/OIT provides, if they led the solicitation and the agency executed the resulting contract/PO.
3. BOP/OIT provides, if they led the solicitation and executed the resulting contract.

Award Form was Submitted Successfully. The ID# is 104411
[Return to Form.](#)

Once the Award Form is submitted, a message displays indicating the form was submitted successfully.

- Email Confirmation

From: RA-pa-emarketplace@state.pa.us [mailto:RA-pa-emarketplace@state.pa.us]
Sent: Thursday, January 09, 2014 3:21 PM
To: Kulkarni, Anil; Cross, Scott; Parikh, Mohit; Eshleman, Angela
Subject: A New Award Form created for Contract:4490000006.

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: alexbrown@pa.gov

With a CC to: RA-pa-emarketplace@state.pa.us, RA-pa-emarketplace@state.pa.us, gnuppnau@state.pa.us, RA-pa-emarketplace@state.pa.us

And a BCC to:

Award form is created or modified, details are as follows:

A New Award Form created for Contract:4490000006.

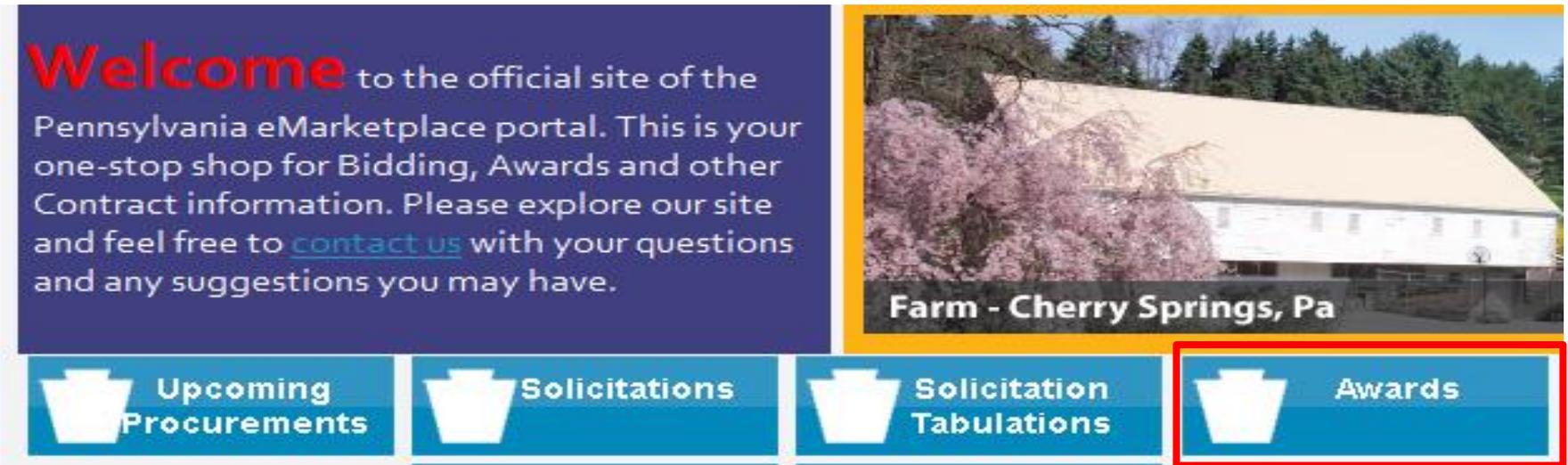
Solicitation:6190000006
Contract Title:Alexia eMarket Sample 6
Contract number:4490000006

The form can be found on [Award Form](#) You must [Login](#) before approving.

This email was sent from an unmonitored account. Please contact gs-procure@state.pa.us for help.

Once the Award Form is submitted, the user will also receive an email indicating the form was submitted successfully.

- Posting the Award to eMarketplace



Go back to Home Page and select the AWARD button.



- Posting the Award to eMarketplace



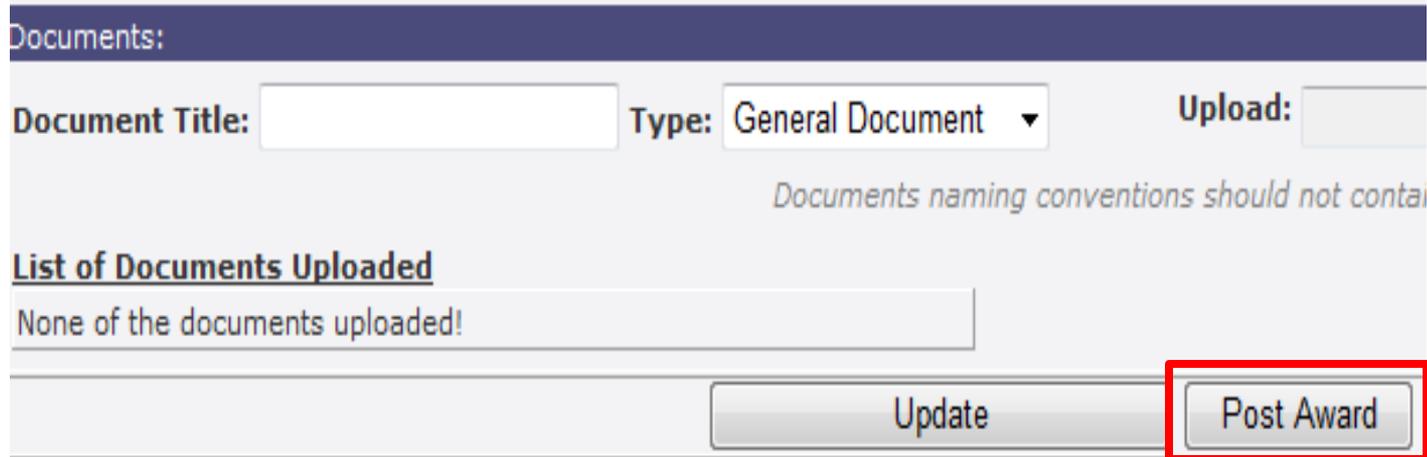
The screenshot shows the 'Search Awards' interface. A search box contains 'abc123' and is highlighted with a red box and an arrow. Below the search box are radio buttons for 'Open', 'Archived', and 'Both'. A 'Search' button is located below the radio buttons. Below the search area, there is a message: 'Awards will be archived. Hover your mouse over the text to get more'. Below this message is an 'Export All to Excel' button. At the bottom, there is a table titled 'List of Bid Awards' with the following data:

<u>Purchase Order/ Contract No</u>	<u>Posted Date</u>	<u>Bid No.</u>	<u>Short Description</u>
abc123	02/20/2014	abc123	Desc

The first cell of the table is highlighted with a red box and an arrow.

Type in the contract number and select the award.

- Post the Award to eMarketplace



Documents:

Document Title: Type: General Document

Documents naming conventions should not contain

List of Documents Uploaded

None of the documents uploaded!

Select the POST AWARD button to post to eMarketplace. Logout of eMarketplace and verify posting.

Updating Contracts

Contract Updates



Select the **CONTRACTS UPDATES** button from the Homepage.

Contract Updates



Contract Updates

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Enter NFP ID: Parent or Contract#:

Enter the NFP ID or the
Contract Number and select
SEARCH.

Contract Updates

Contract Updates

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Enter NFP ID: Parent or Contract#:

Contract Information

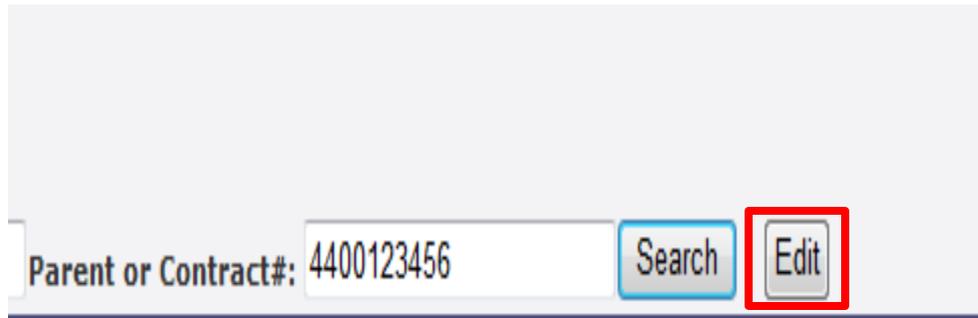
NFP ID:	104411	M/S/IT:	Services
Agency:*	Banking		
Contract Title:*	test for courses Details		
Contract#:*	4400123456	Number of Contracts:*	2
Point of Contact:*	Shaun	Email:*	alexbrown@pa.gov
Phone:*	123-456-7890	Fax:	
Suppliers:*	Multiple		

Multiple Supplier Section:

Multiple Supplier(s) document attached and is available to view in the documents section below.

The following fields auto-populate:
NFP ID, Agency, Contract Title, Contract, Point of Contract, Phone, Suppliers, Number of Contract and the Email Address. The Multiple Supplier message is displayed.

Contract Updates-EDIT Button



Parent or Contract#: 4400123456 Search Edit



Select EDIT button to update the contract.

Contract Updates-Renewals



Original Contract Start Date:* 04/01/14  Original Contract End Date:* 03/31/17 

Number of Renewals Remaining:

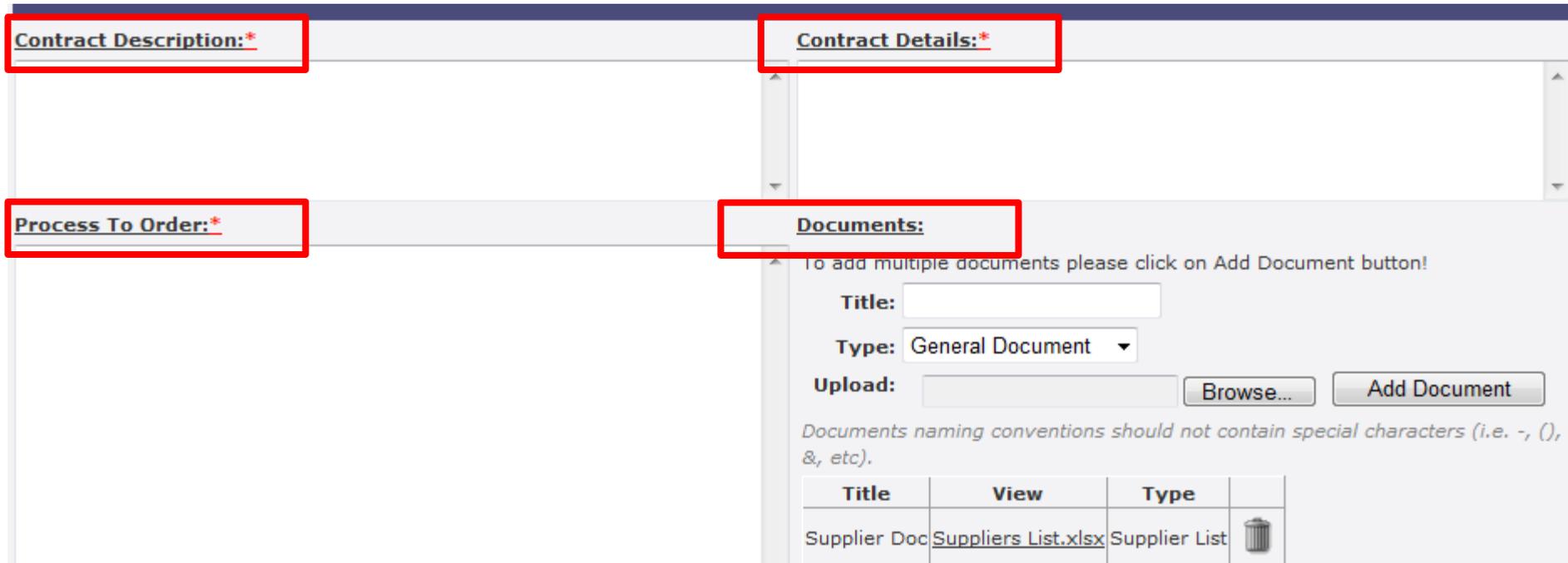
Renewal End Date:* 03/31/18  [Add Renewal End Date](#)

1. Enter the Number of Renewals Remaining.

2. Change the Renewal End Date.

3. Select ADD RENEWAL END DATE.

Contract Updates



Contract Description:*

Contract Details:*

Process To Order:*

Documents:

To add multiple documents please click on Add Document button!

Title:

Type: General Document ▾

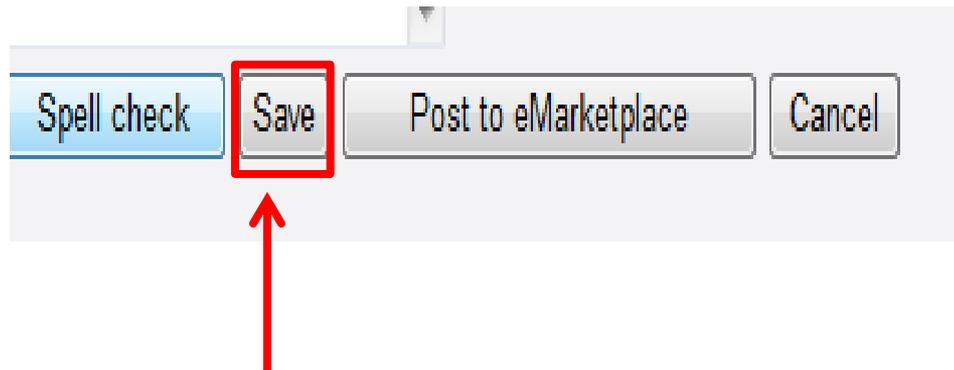
Upload:

Documents naming conventions should not contain special characters (i.e. -, (), &, etc).

Title	View	Type	
Supplier Doc	Suppliers List.xlsx	Supplier List	

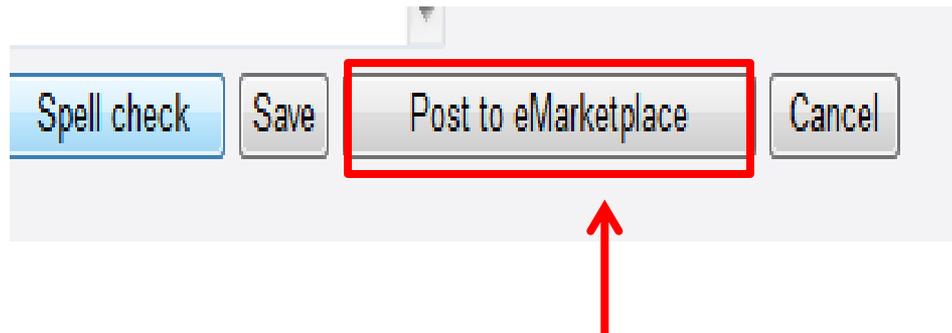
Enter the Contract Description, Contract Details and Process to Order fields. The user may also delete or add documents.

Contract Updates



Select SAVE to save information to verify information or complete later.

Contract Updates



Select the POST To eMARKETPLACE Button to list the contracts in eMarketplace.

Contract Updates

From: RA-pa-emarketplace@state.pa.us [mailto:RA-pa-emarketplace@state.pa.us]
Sent: Thursday, January 09, 2014 3:08 PM
To: Kulkarni, Anil; Cross, Scott; Parikh, Mohit; Eshleman, Angela
Subject: Status Update on Contract 4490000005 .

THIS MESSAGE WAS SENT FROM THE TEST VERSION!!

It would've gone to: RA-pa-emarketplace@state.pa.us, gnuppnau@state.pa.us

With a CC to: alexbrown@pa.gov, aeshleman@pa.gov, breinoehl@pa.gov, jpistor@pa.gov, mirichart@p

And a BCC to:

Contract# 4490000005 updated by Agency. It can be found on [Contract Update Form](#)

This email was sent from an unmonitored account. Please contact gs-procure@state.pa.us for help.

The agency contact will receive an email message after posting to eMarketplace.

Live Exercises

Summary

This completes the lesson, you should be able to:

- Identify major differences between the old and new eMarketplace
- Create Notice of Forthcoming Procurements
- Create and edit solicitations
- Post Bid Tabulations
- Create and process award information
- Update Contracts
- Conduct Hands-on exercises

Knowledge Check

Knowledge Check

A new NOTICE OF FORTHCOMING PROCUREMENT button is available for users to create a new NFP.

True or False

Knowledge Check

The buttons on the Home Page are in logical workflow order.

True or False

Knowledge Check

Solicitations- The Estimated Amount and Duration auto-populate upon entering the solicitation number.

True or False

Knowledge Check

Awards- Selecting the UPDATE button automatically post the award to eMarketplace.

True or False

Knowledge Check

When updating a contract, users do not have the option to save before posting to eMarketplace.

True or False

Knowledge Check

eMarketplace Delta will Go Live on March 10, 2014.

True or False

Enhanced eMarketplace Delta Thank you