pennsylvania
DEPARTMENT OF GENERAL SERVICES

Commodity Specialist Guide to Creating an Invitation to Qualify (ITQ) Contract on the ITQ Website

End User Procedure

Last Revised: **11/23/2011**

Final

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BUILDING THE ITQ CONTRACT ON THE ITQ WEBSITE

Logging into the ITQ website

From the DGS Procurement website, left navigation pane, choose:

1) Invitation to Qualify

OR

Log directly into the website at www.itqrp.state.pa.us.

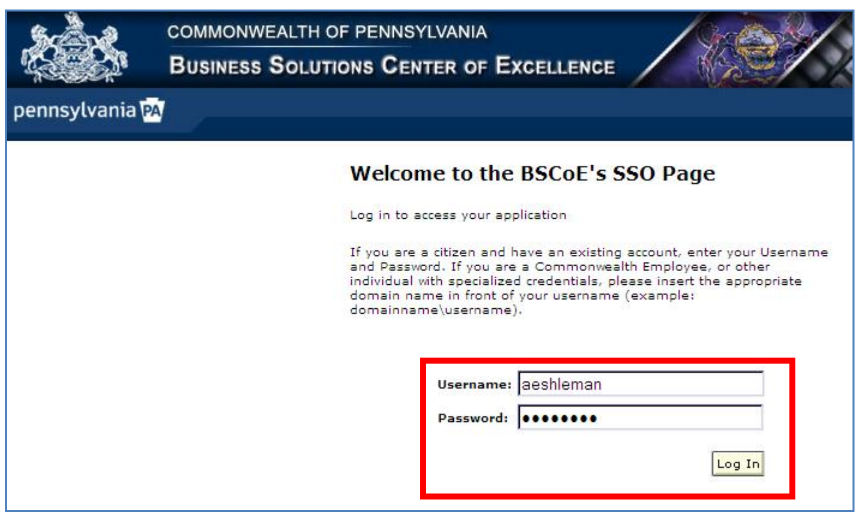
2) You are automatically redirected to the Business Solutions Center of Excellence's website.

3) The Welcome / Login webpage is displayed.

4) Complete the following using your current CWOPA credentials:

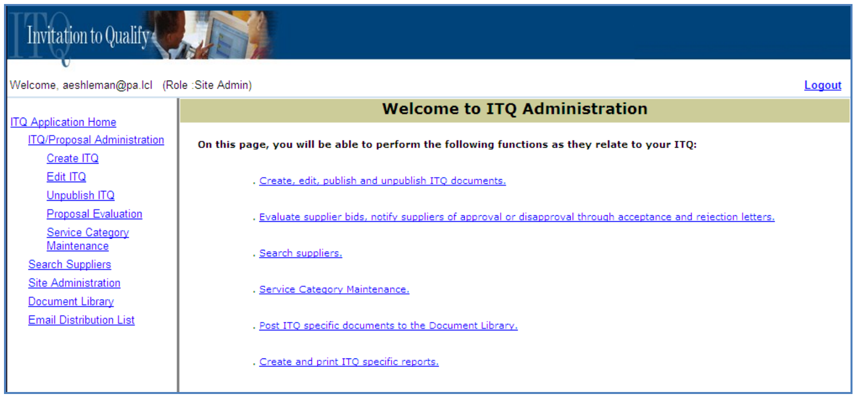
   - Username
   - Password

5) Select the Log In button.



6) You are logged into the ITQ Application website and redirected to the ITQ/Proposal Administration page.

7) You may select any of the links on the page to begin performing the function(s) described in the next section.



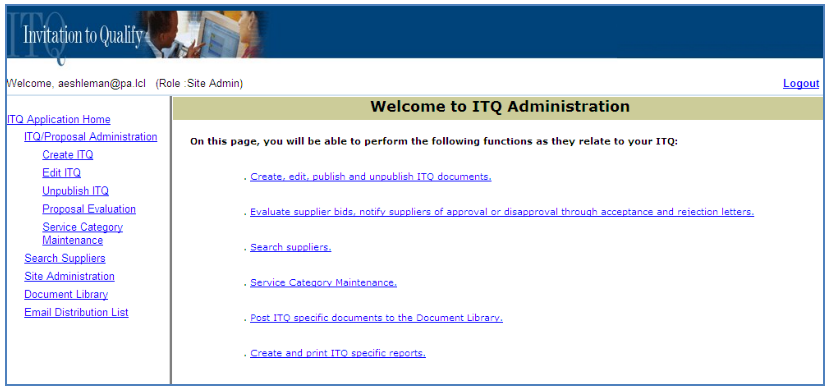
NOTE: If you have trouble logging into the system, please contact the ITQ Site Administrator, Joe Millovich, at (717) 214-3434. Or jmillovich@pa.gov.

Administering the ITQ Contract

The ITQ/Proposal Administration page is used to access the various functions as they relate to your ITQ Contract. This page is most often used as it provides quick links and other commonly accessed data. By choosing these links, you will be able to, among other things, complete the nine (9) required steps for making your ITQ Contract available to both suppliers and agency purchasers. The following notes will give you an understanding of the tasks used to build each component of your ITQ on the website.

From the ITQ/Proposal Administration page:

1) Links are located along the left navigation pane, as well as in the center of the page.



2) Individual, specific links are along the left navigation pane.

3) Quick-links are in the center of the page.

NOTE: There are different Link options available depending on your access i.e. Site Administrator, ITQ Administrator, Financial Viewer, or Agency User.

Step 1 – Create ITQ Header

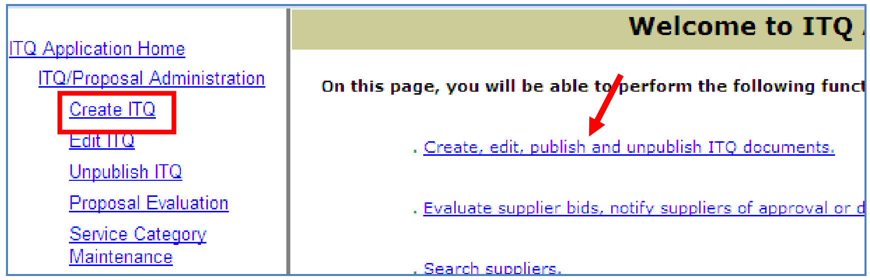
The following tasks are used to enter a new ITQ Contract on the website.

From the ITQ/Proposal Administration page:

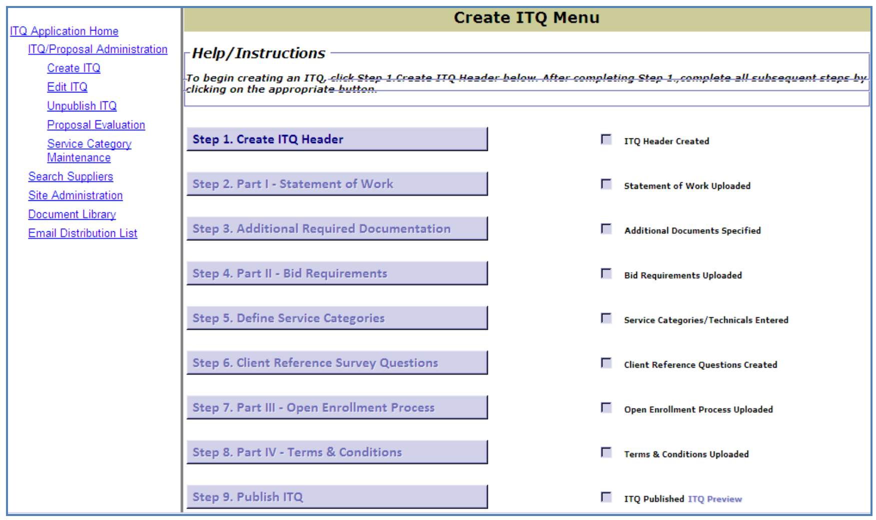
1) Select the Create ITQ link.

   OR

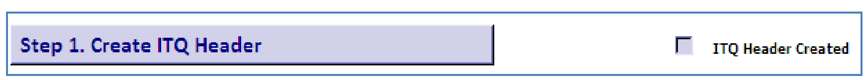
   Select the Create, edit, publish and unpublish ITQ documents quick link.



2) The **Create ITQ Menu** displays.

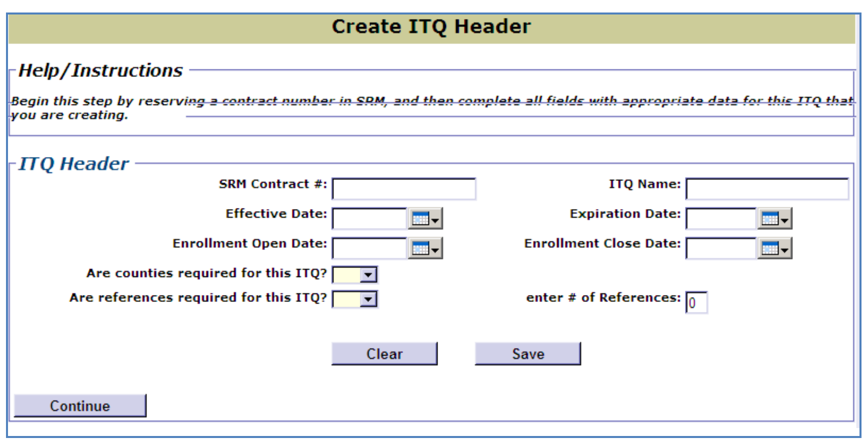


3) Select the **Step 1. Create ITQ Header** button.

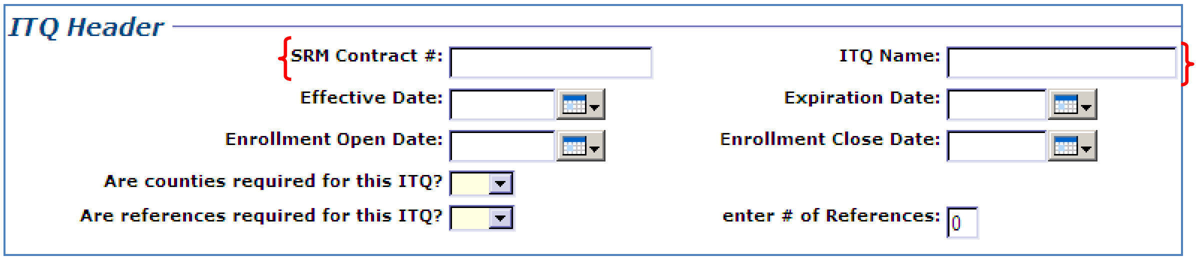


4) The **Create ITQ Header** page displays.

   On this form, you will enter the information central to the ITQ. All fields are required. Fields with the calendar icon/drop-down offer a calendar to choose dates from. Fields with the standard drop-down menu offer Yes/No choices for selection.



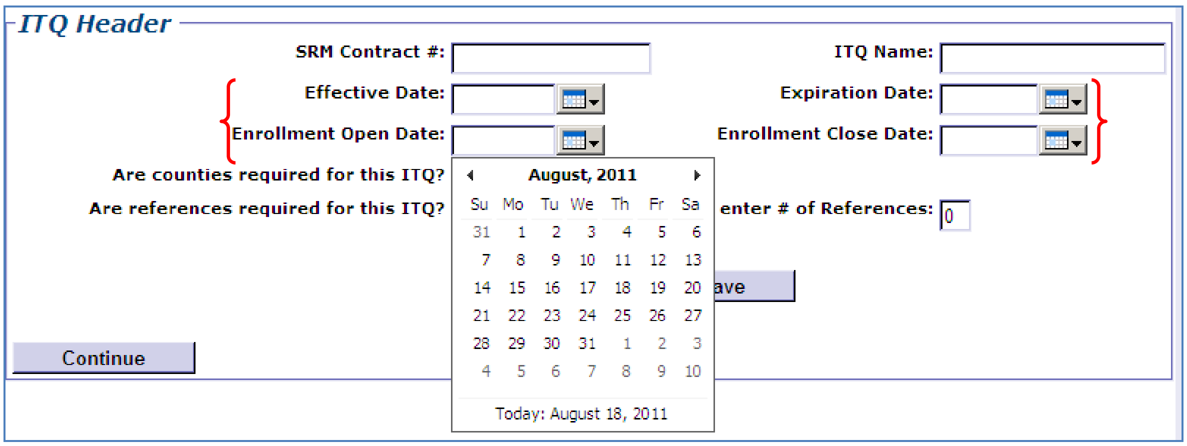
5) Complete the following:



SRM Contract #: Type in the number of the Contract that you set up in SRM.

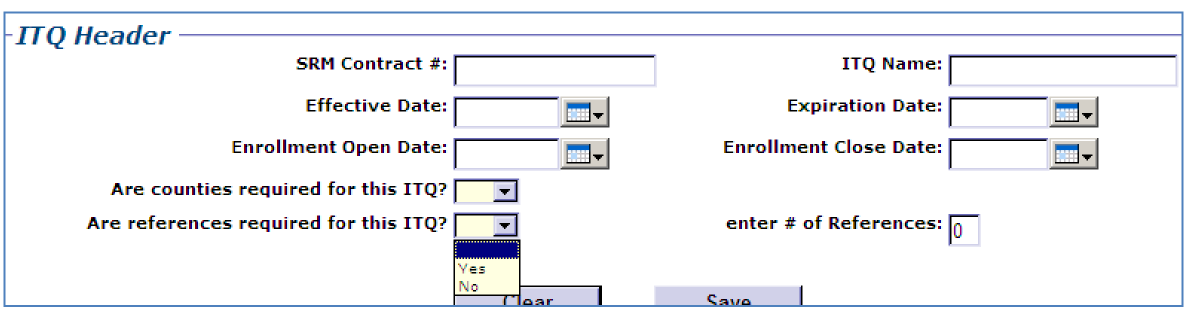
ITQ Name: Type in a name for your ITQ.

Be aware that this field has a length of 32 characters and/or spaces.



Dates (Effective, Expiration, Enrollment Open, Enrollment Close): These fields must be completed by selecting the calendar drop-down and choosing the appropriate date(s); you may not free-type in these fields.

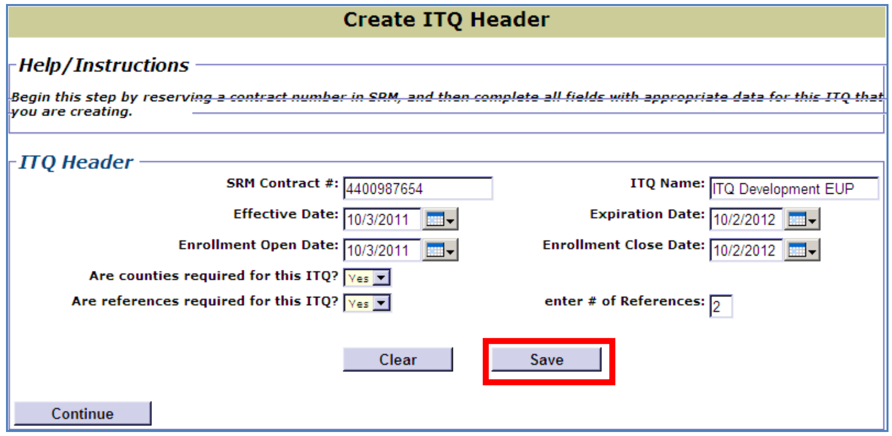
Be aware that there is no shortcut to advancing through the calendar. You must scroll through the months using the next and previous icons.



Are counties/references required for this ITQ?: As these are required fields, you must use the drop-down list to make your selection of either *Yes* or *No*.

Enter # of References: This is a dependent field, meaning that if you select *Yes* to the question *Are references required for this ITQ*, then you must change the default “0” to the appropriate number.

6) Select the **Save** button to save your entries.



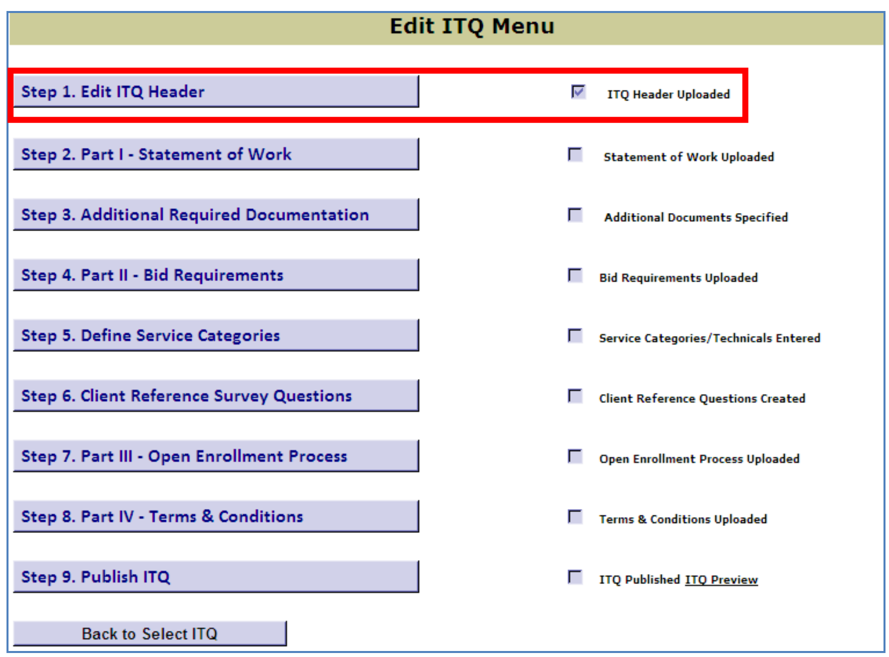
Button Descriptions

BUTTON	ACTION
Save	Inserts your ITQ Header data into the ITQ Contract Table
Clear	Clears **all** entered data on the form
Continue	Redirects you to the Create ITQ Menu page without saving any entered data

7) You are returned to the **Edit ITQ Menu** page.

   a) Changes to the Menu are as follows:

      - The checkbox next to Step 1 has been marked, indicating that the ITQ Header has been uploaded
      - Step 1 has been renamed to *Edit* ITQ Header

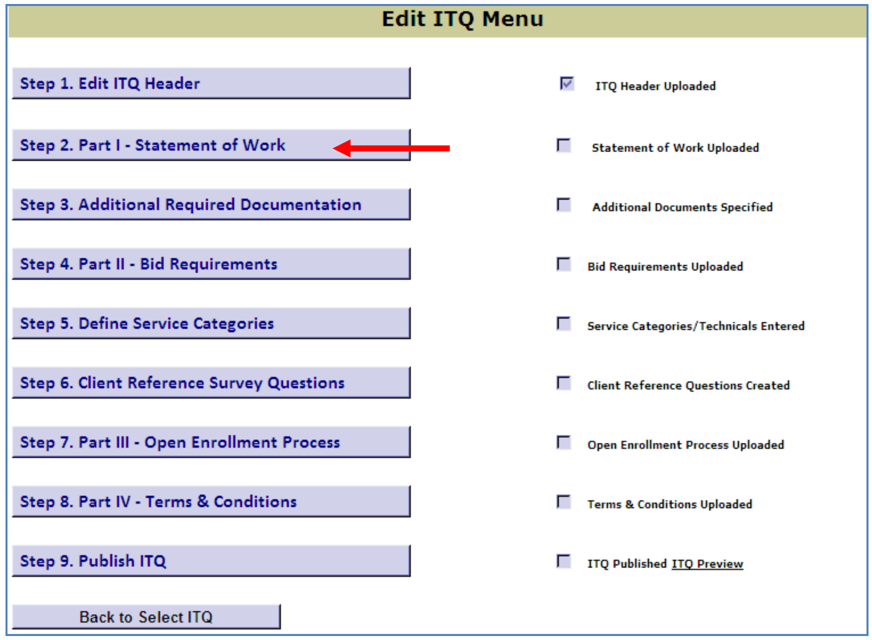


Step 2 – Part I - Statement of Work

The following tasks are used to upload the Statement of Work into the ITQ Contract on the website.

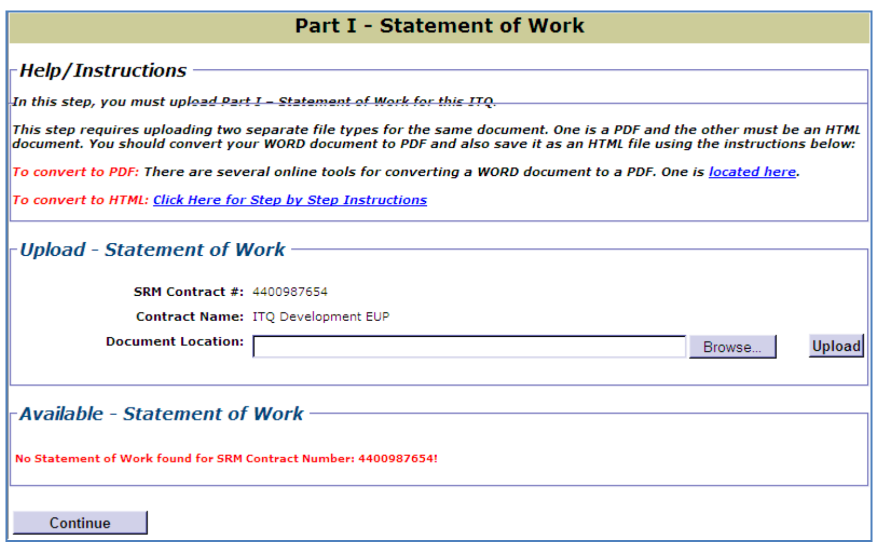
From the Edit ITQ Menu page:

1) Select the **Step 2. Part I – Statement of Work** button.



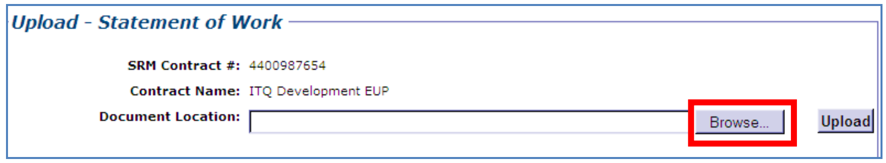
2) The **Part I – Statement of Work** page displays.

This form is divided into two sections: Upload – Statement of Work and Available – Statement of Work. Use the Upload – Statement of Work section to upload the contract's Statement of Work to the ITQ. It is required that this document be uploaded in two different document types: PDF and HTML. When appropriate, use the Available – Statement of Work section to delete a document that should no longer be associated with the contract.



3) Select the **Browse** button to upload the Statement of Work document in two different file types:

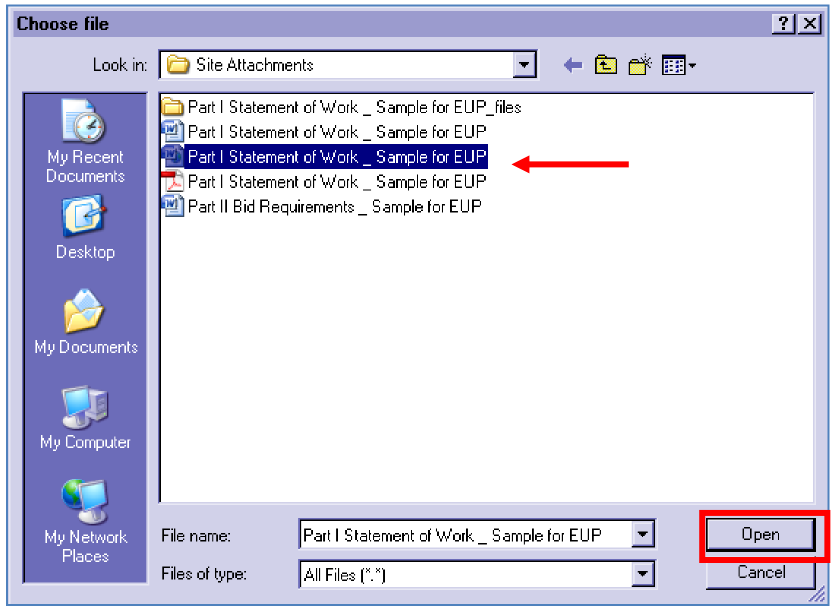
   - PDF
   - HTML



4) Locate the applicable file.

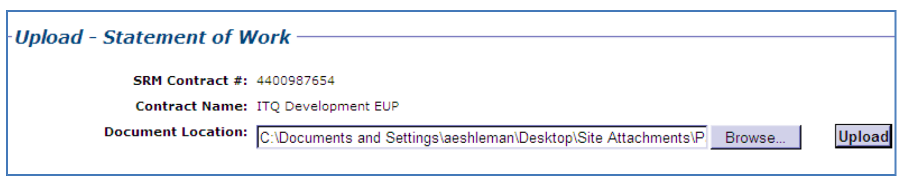
5) Select (highlight) the applicable file.

6) Select the **Open** button.



The file path has been inserted into the Document Location field.

7) Select the **Upload** button.



A confirmation message is displayed in green stating that the file was successfully uploaded.

The file is now displayed as a hyperlink in the Available – Statement of Work section.

8) Repeat the above steps with the remaining file [type].

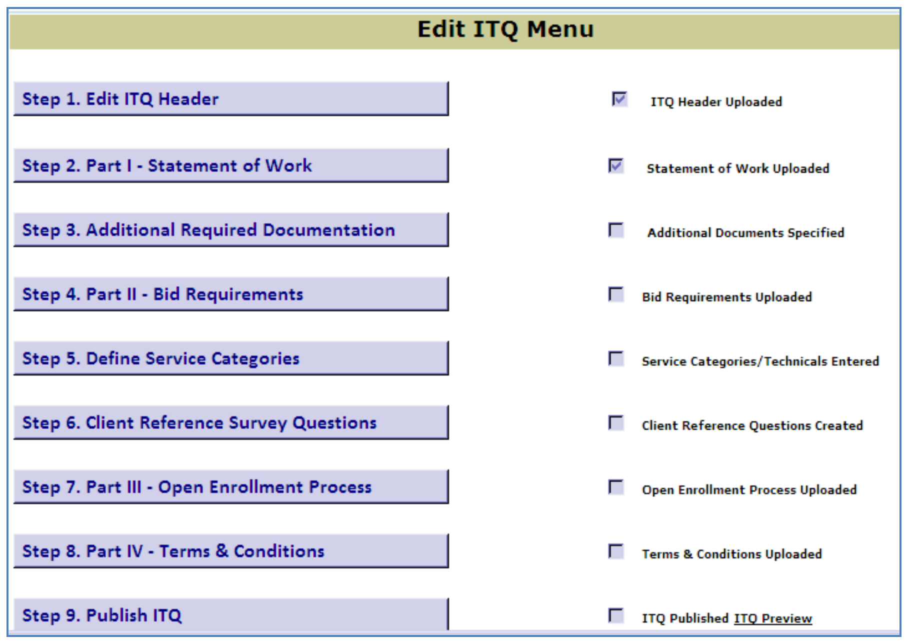
9) Select both links to validate that they open correctly.

    a) If one or both do not, delete the file(s) and repeat the upload process.

10) Select the **Continue** button.

11) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 2 has been marked as completed.

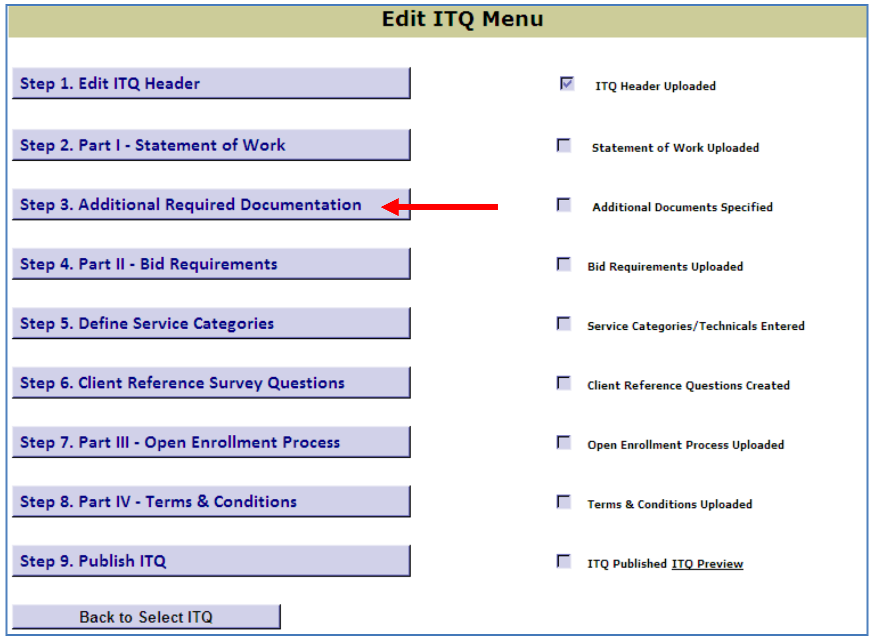


Step 3 – Additional Required Documentation

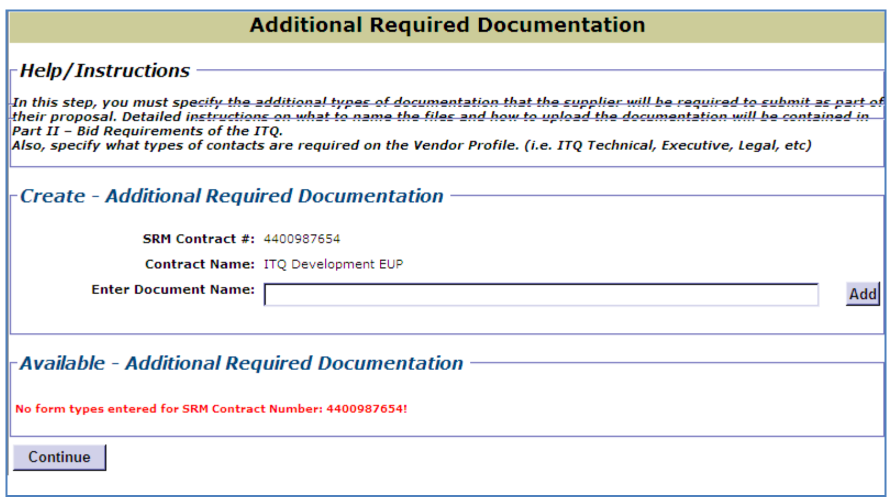
The following tasks are used, as applicable, to establish the requirement for suppliers to upload specific documents along with their proposals for the ITQ Contract on the website.

From the Edit ITQ Menu page:

1) Select the **Step 3. Additional Required Documentation** button.



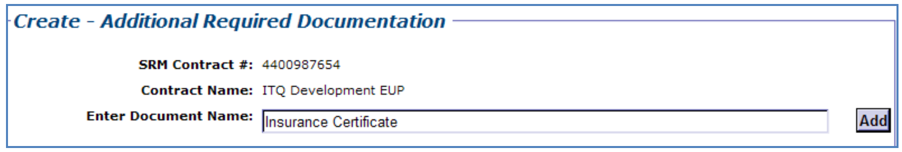
2) The **Additional Required Documentation** page displays.



This form is divided into two sections: Create – Additional Required Documentation and Available – Additional Required Documentation. Use the Create – Additional Required Documentation section to establish the specific document or form to be required as part of a supplier's proposal to the ITQ in order to be considered qualified. When appropriate, use the Available – Additional Required Documentation section to edit or delete a document name that no longer require to be a part of the supplier's proposal.

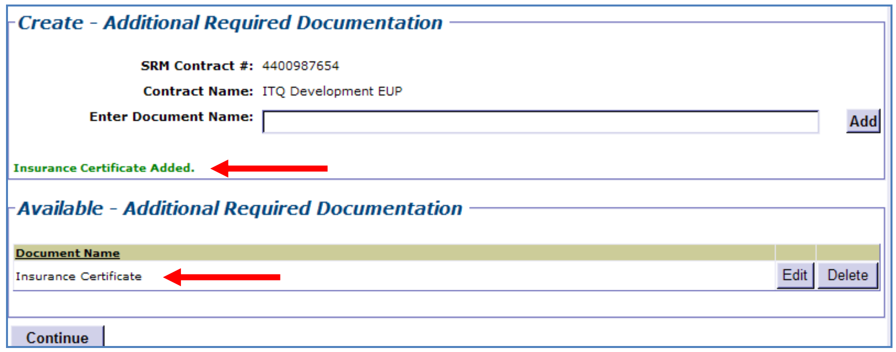
3) Type the document name in the Enter Document Name field.

4) Select the **Add** button.



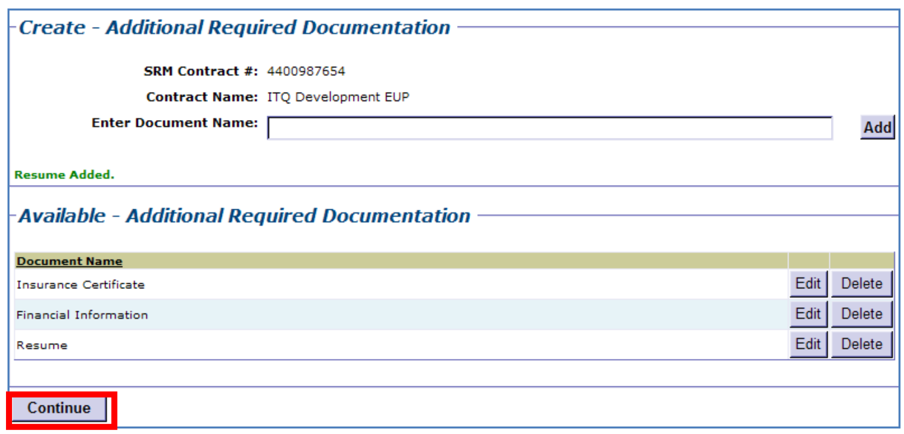
A confirmation message is displayed in green stating that the document name was successfully added.

The document name is displayed in the Available – Additional Required Documentation section.



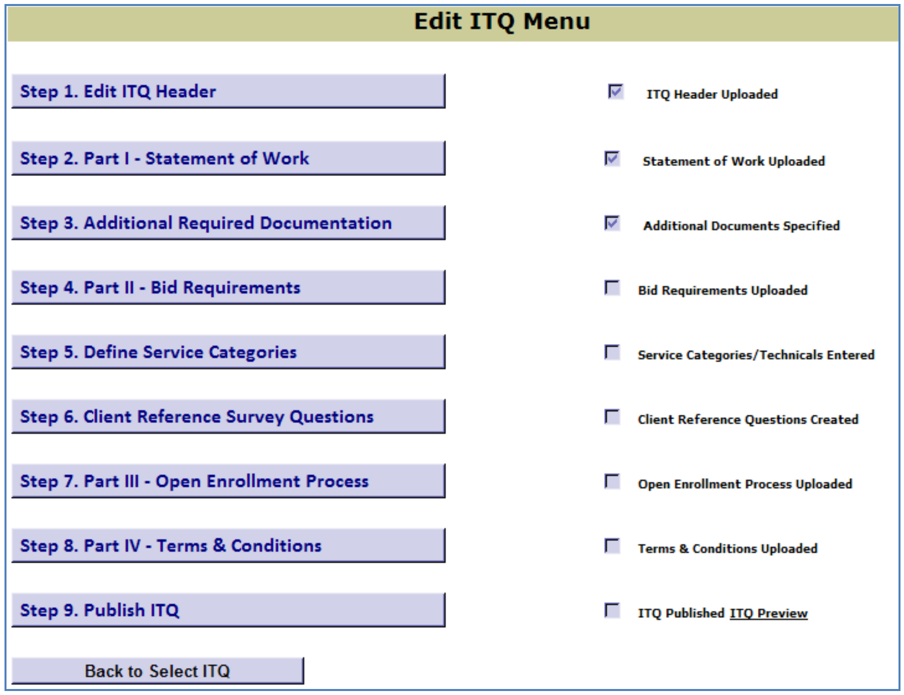
5) Repeat the above steps as necessary until all document names have been added.

6) Select the **Continue** button.



7) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 3 has been marked as completed.



IMPORTANT NOTE: This step gives the Commodity Specialist a means to identify specific documents that **all** suppliers must include with their proposals, such as *Financials* and *Resumes*. If the supplier does not fulfill the requirement of uploading at least *one* document in each of these areas, they will be prevented from submitting their proposal.

For this reason, be careful not to 'force' ***all*** suppliers to upload a document which is only required by ***some***, such as a Small Business Certification form. In these instances, you could use the "correct" scenario below, customized to fit your ITQ if needed.

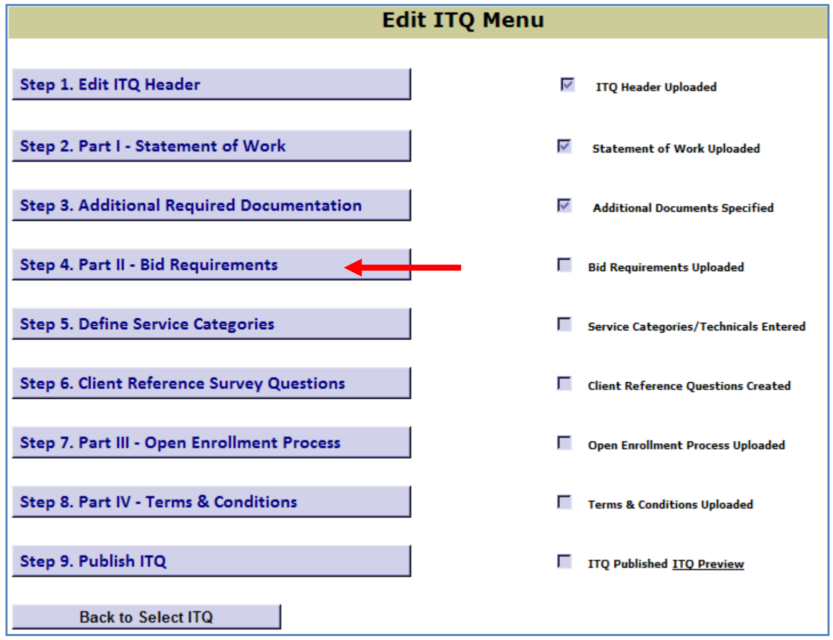
Correct	Incorrect
All Required Documentation	**Financials** (required for all)
	Resumes (required for all)
	Small Business Certification form (req. for some)

Step 4 – Part II – Bid Requirements

The following tasks are used to upload the Bid Requirements into the ITQ Contract on the website.

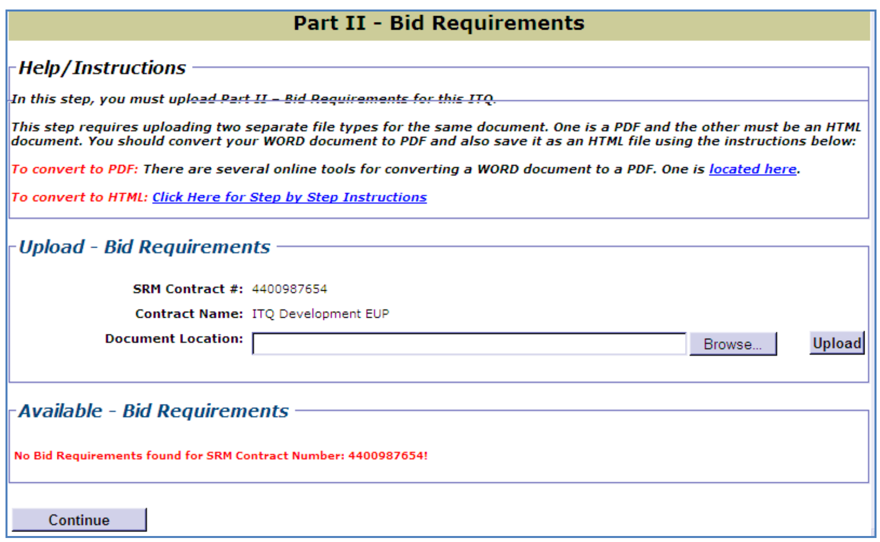
From the Edit ITQ Menu page:

1) Select the **Step 4. Part II – Bid Requirements** button.

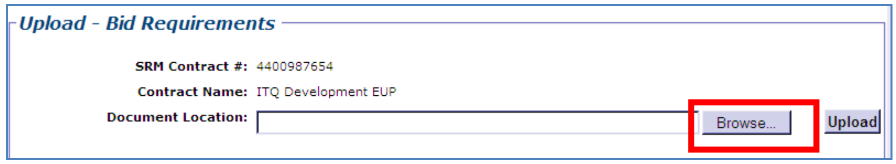


2) The **Part II – Bid Requirements** page displays.

This form is divided into two sections: Upload – Bid Requirements and Available – Bid Requirements. Use the Upload – Bid Requirements section to upload the contract's Bid Requirements to the ITQ. It is required that this document be uploaded in two different document types: PDF and HTML. When appropriate, use the Available – Bid Requirements section to delete a document that should no longer be associated with the contract



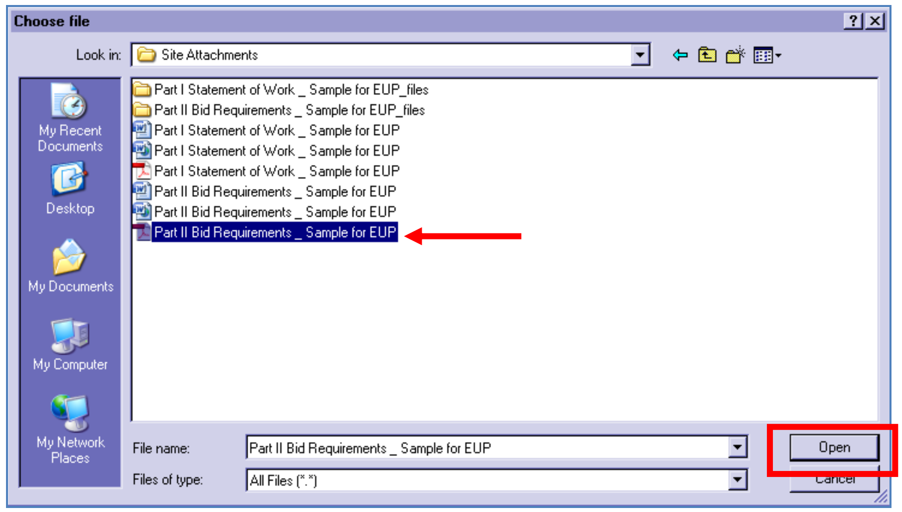
3) Select the **Browse** button to upload the Bid Requirements document in two different file types:
   - PDF
   - HTML



4) Locate the applicable file.

5) Select (highlight) the applicable file.

6) Select the **Open** button.



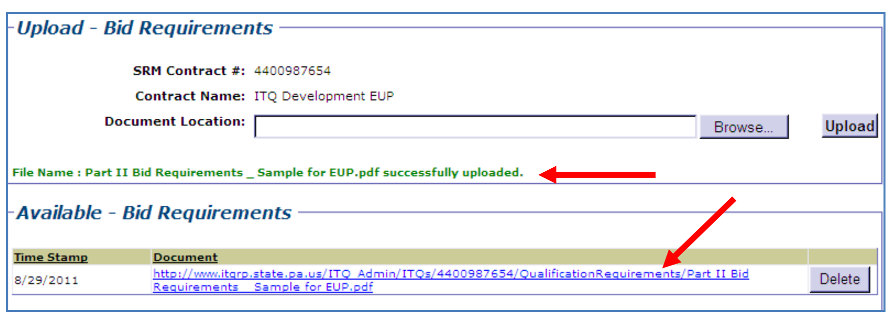
The file path has been inserted into the Document Location field.

7) Select the **Upload** button.

A confirmation message is displayed in green stating that the file was successfully uploaded.

The file is displayed as a hyperlink in the Available – Bid Requirements section.

8) Repeat the above steps with the remaining file [type].



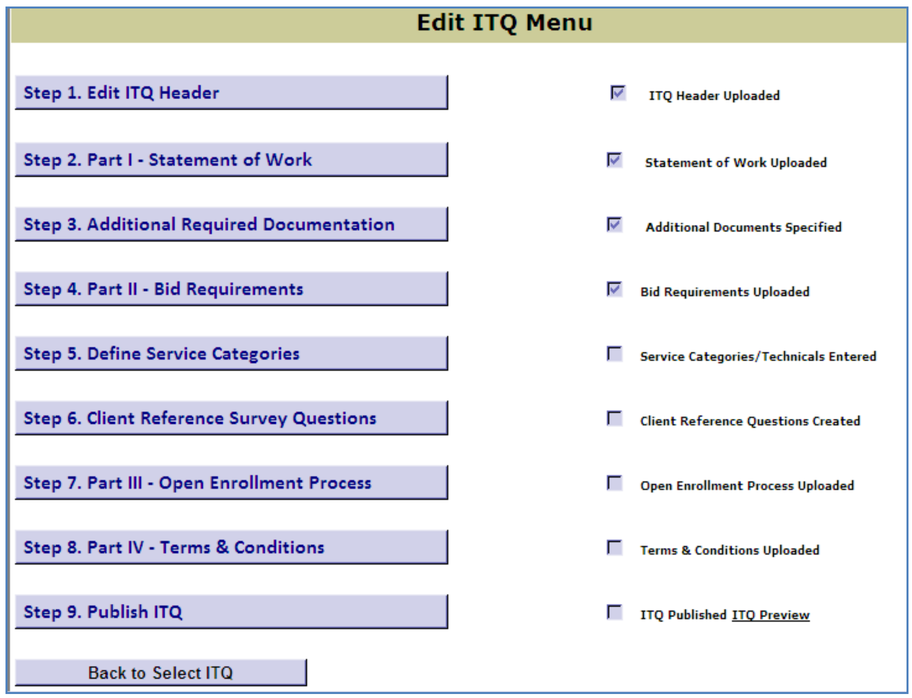
9) Select both links to validate that they open correctly.

    a) If one or both do not, delete the file(s) and repeat the upload process.

10) Select the **Continue** button.

11) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 4 has been marked as completed.



Step 5 – Define Service Categories

The following tasks are used to incorporate the ITQ Service Categories into the ITQ Contract on the website.

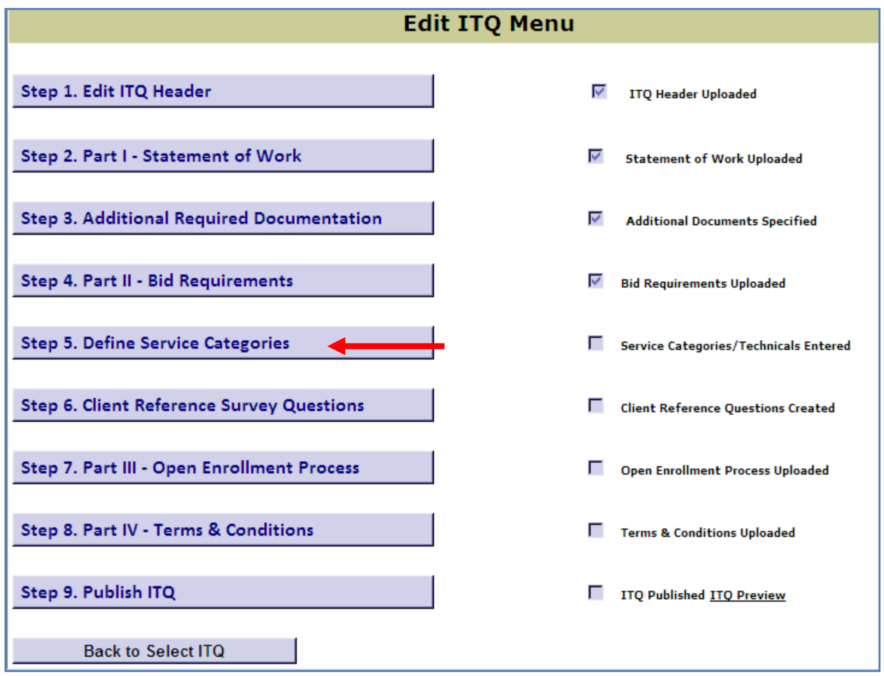
When applicable, Technical Requirements as well as Technical Categories may be incorporated into the appropriate Service Category. Due to these variables, this section of the End User Procedure will be broken down into *Scenarios* within in the instructional steps. However, please be aware that there is no specific order that any of the instructional steps need to be completed in.

> **NOTE:** The Service Categories and their descriptions were established when the ITQ's Statement of Work was developed. And, when applicable, Technical Requirements and Technical Categories were established. In Step 5 – Define Service Categories, you are simply incorporating them into the ITQ Contract on the website.

Scenario 1: Entering one or more Service Categories, no Technical Requirements or Technical Categories

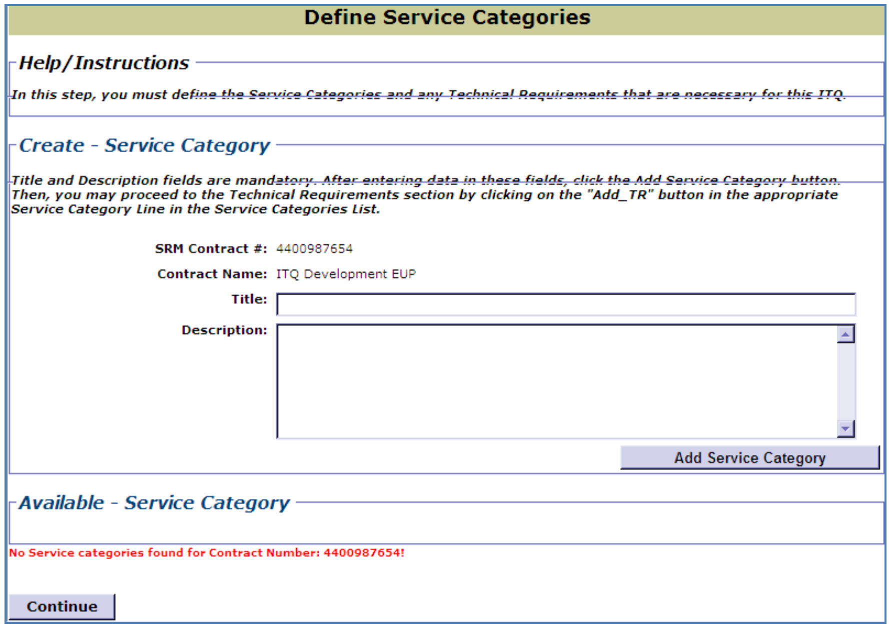
From the Edit ITQ Menu page:

1) Select the **Step 5. Define Service Categories** button.



2) The **Define Service Categories** page displays.

This form is divided into two sections: Create – Service Category and Available – Service Category. Use the Create – Service Category section to enter the contract's Service Categories and Technical Requirements to the ITQ. When applicable, use the Available –Service Category section to delete a Service Category that should no longer be associated with the contract. The Available – Service Category section may also be used to edit Service Categories, or to add a new Technical Requirement to the appropriate Service Category.



TIP: The simplest way to perform this step is to use "Copy" and "Paste" rather than typing it from scratch. While leaving the ITQ Website open at the *Create – Service Category* page, locate your Statement of Work document and open it as well, scrolling to the page containing your Service Categories.

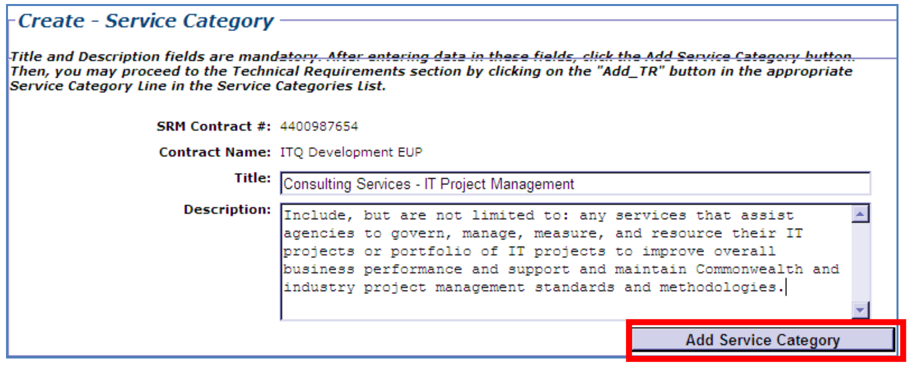
In the Statement of Work document, highlight the first Service Category name to select it. "Right-click" on your mouse, and then choose **Copy** on the menu that displays. Go back to the window containing the ITQ website and select the *Title* field. "Right-click" on your mouse, and this time choose **Paste** on the menu that displays. The information is now inserted. Repeat this process to insert the Service Category *Description*.

Continue following the above process until all Service Categories have been established.

Button Descriptions

BUTTON	ACTION
Add Service Category	Adds the entered data into the ITQ
Continue	Redirects you to the **Edit ITQ Menu** page
Delete	Removes the applicable Service Category from the ITQ
Edit	Allows you to edit the applicable Service Category
Add_TR	Allows you to enter a new Technical Requirement for the applicable Service Category

3) Select the **Add Service Category** button.

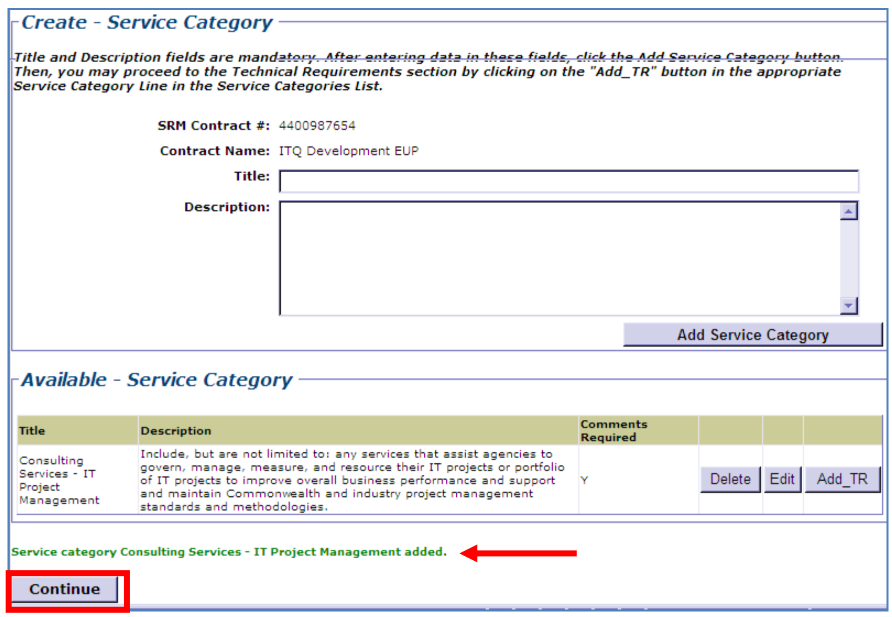


The Title and Description is displayed in the Available – Service Category section.

A confirmation message is displayed in green stating that the information was successfully added.

4) Repeat the above steps as necessary until all Service Categories have been added.

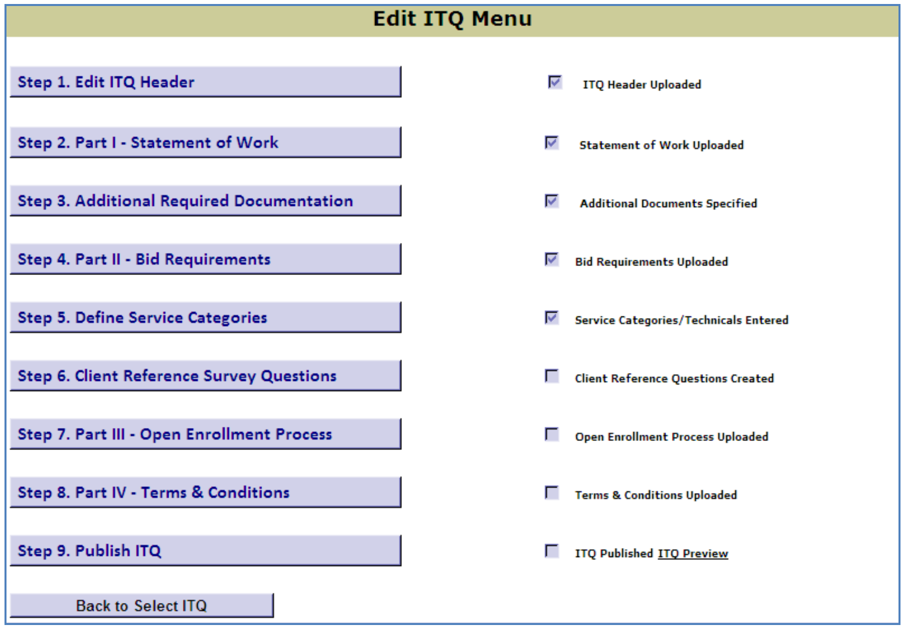
   a) Be aware that your Service Categories may not display within the *Available – Service Category* area in the same order that you entered them.



5) Select the **Continue** button.

6) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 5 has been marked as completed.

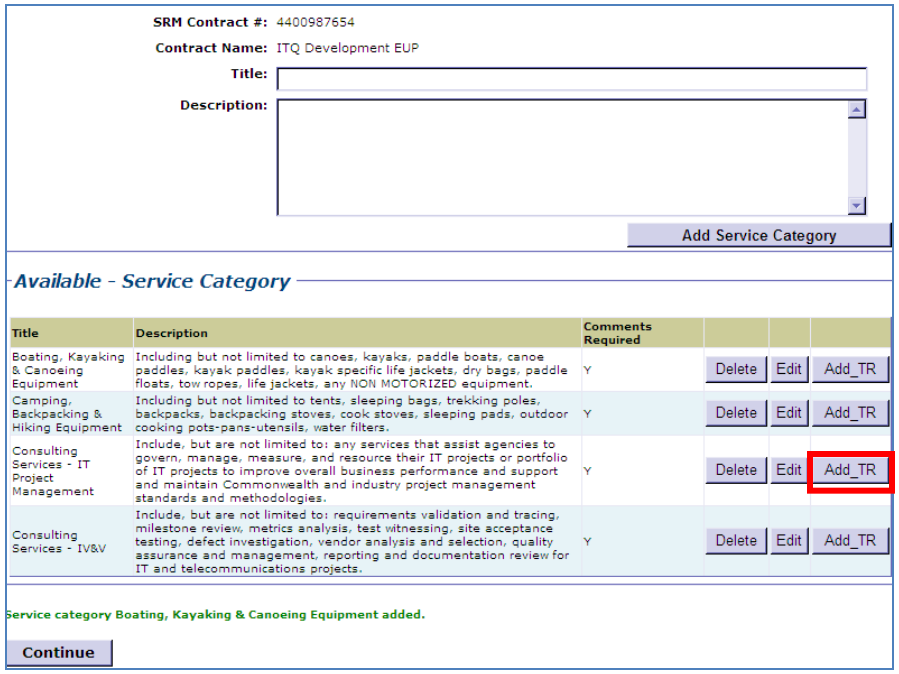


Scenario 2: Adding one or more Technical Requirements to a Service Category, no Technical Categories

From the Create – Service Category screen:

1) Scroll down to the *Available – Service Category* area.

2) For the applicable Service Category, select the **Add_TR** button.



SRM Contract #: 4400987654
Contract Name: ITQ Development EUP
Title:
Description:

Add Service Category

Available - Service Category

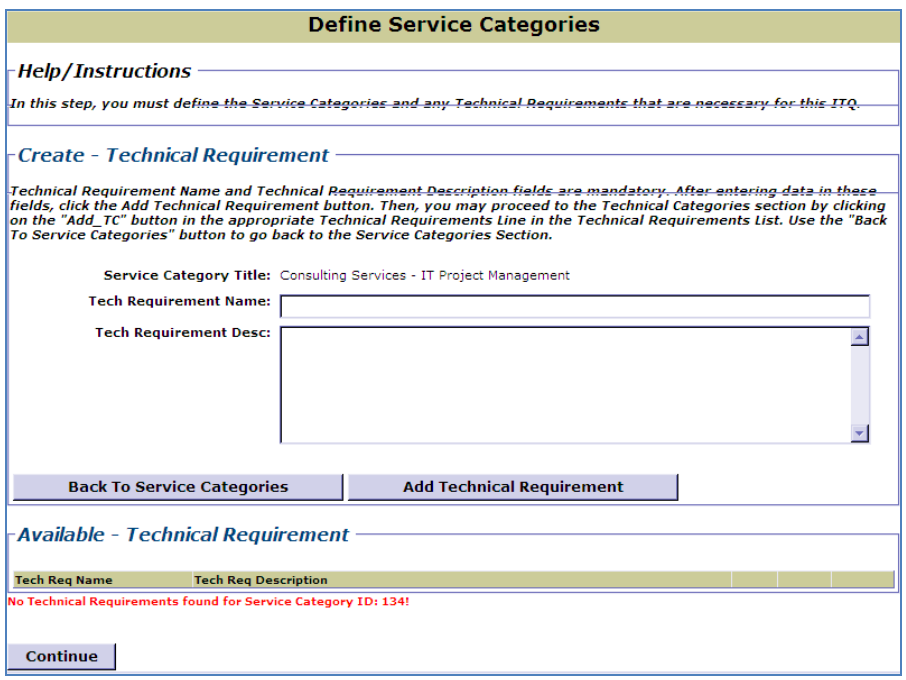
Title	Description	Comments Required			
Boating, Kayaking & Canoeing Equipment	Including but not limited to canoes, kayaks, paddle boats, canoe paddles, kayak paddles, kayak specific life jackets, dry bags, paddle floats, tow ropes, life jackets, any NON MOTORIZED equipment.	Y	Delete	Edit	Add_TR
Camping, Backpacking & Hiking Equipment	Including but not limited to tents, sleeping bags, trekking poles, backpacks, backpacking stoves, cook stoves, sleeping pads, outdoor cooking pots-pans-utensils, water filters.	Y	Delete	Edit	Add_TR
Consulting Services - IT Project Management	Include, but are not limited to: any services that assist agencies to govern, manage, measure, and resource their IT projects or portfolio of IT projects to improve overall business performance and support and maintain Commonwealth and industry project management standards and methodologies.	Y	Delete	Edit	Add_TR
Consulting Services - IV&V	Include, but are not limited to: requirements validation and tracing, milestone review, metrics analysis, test witnessing, site acceptance testing, defect investigation, vendor analysis and selection, quality assurance and management, reporting and documentation review for IT and telecommunications projects.	Y	Delete	Edit	Add_TR

Service category Boating, Kayaking & Canoeing Equipment added.

Continue

3) The **Define Service Categories** page re-displays; however, the "Create" component is now for a Technical Requirement.

This form is divided into two sections: Create – Technical Requirement and Available – Technical Requirement. Use the Create – Technical Requirement section to enter the Service Category's Technical Requirements and, if applicable, the Technical Requirement's Technical Category/ies to the ITQ. When applicable, use the Available – Technical Requirements section to delete a Technical Requirement that should no longer be associated with the Service Category. The Available – Technical Requirements section may also be used to edit a Technical Requirement, or to add a new Technical Category to the appropriate Technical Requirement.



Define Service Categories

Help/Instructions

In this step, you must define the Service Categories and any Technical Requirements that are necessary for this ITQ.

Create - Technical Requirement

Technical Requirement Name and Technical Requirement Description fields are mandatory. After entering data in these fields, click the Add Technical Requirement button. Then, you may proceed to the Technical Categories section by clicking on the "Add_TC" button in the appropriate Technical Requirements Line in the Technical Requirements List. Use the "Back To Service Categories" button to go back to the Service Categories Section.

Service Category Title: Consulting Services - IT Project Management
Tech Requirement Name:
Tech Requirement Desc:

Back To Service Categories | Add Technical Requirement

Available - Technical Requirement

Tech Req Name	Tech Req Description			

No Technical Requirements found for Service Category ID: 134!

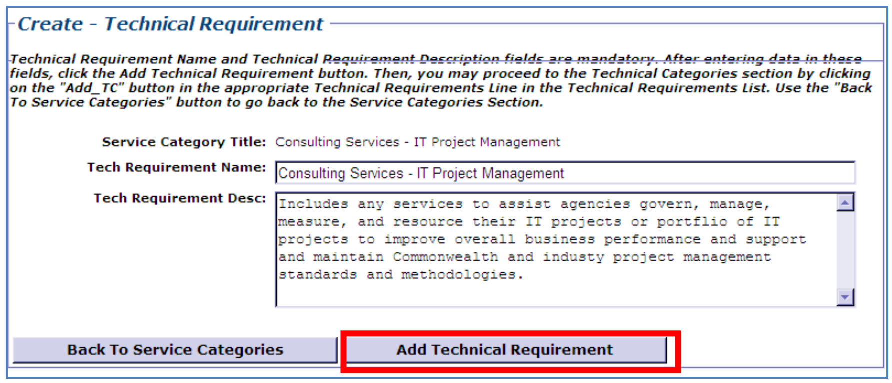
Continue

TIP: Use the “Copy” and “Paste” method as previously described for quick insertion of the Technical Requirement(s).

Button Descriptions

BUTTON	ACTION
Back To Service Categories	Redirects you to back to *Create - Service Category*
Add Technical Requirement	Adds the entered data into the ITQ

4) Select the **Add Technical Requirement** button.



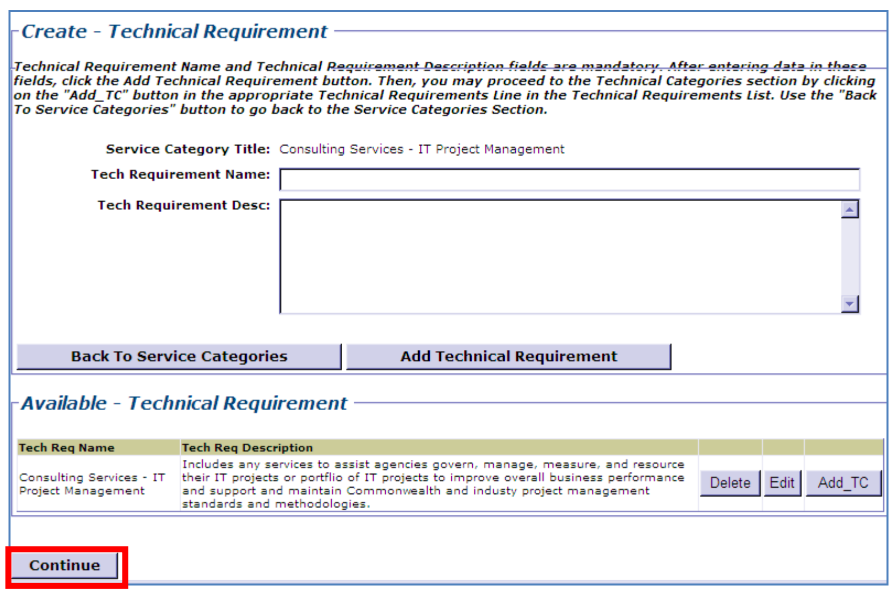
Notice that the Technical Requirement name and Description is displayed in the Available – Technical Requirement section.

5) Repeat the above steps as necessary until all Technical Requirements have been added.

    a) Be aware that your Technical Requirements may not display within the *Available – Technical Requirement* area in the same order that you entered them.

6) Select the **Continue** button.

7) You are returned to the **Edit ITQ Menu** page and the checkbox next to Step 5 is marked as completed.



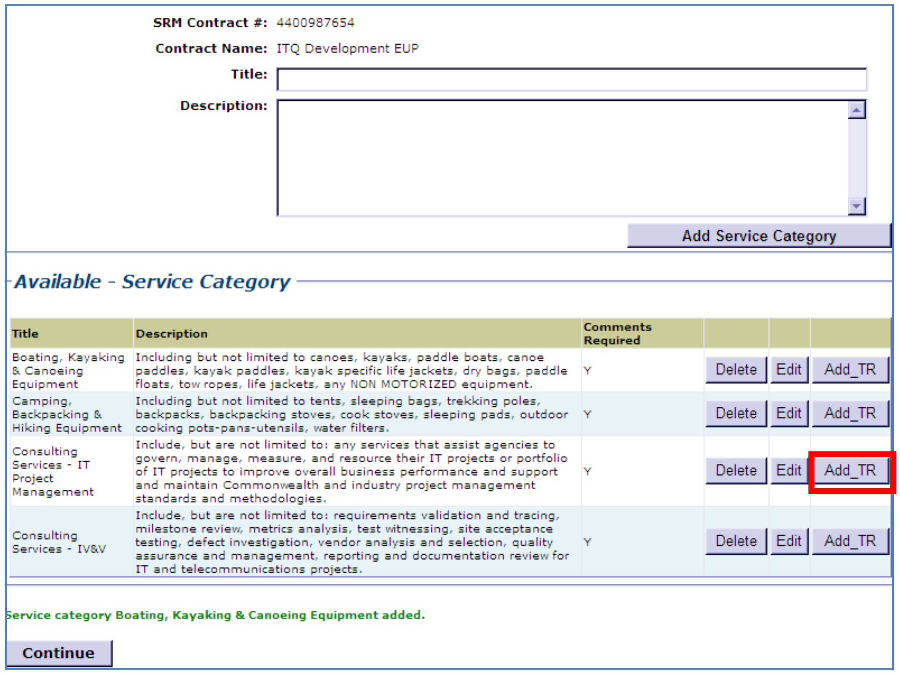
Scenario 3: Adding one or more Technical Categories to a Technical Requirement

If you are already on the Create – Technical Requirement screen, skip to instructional step 3.

From the Create – Service Category screen:

1) Scroll down to the *Available – Service Category* area.

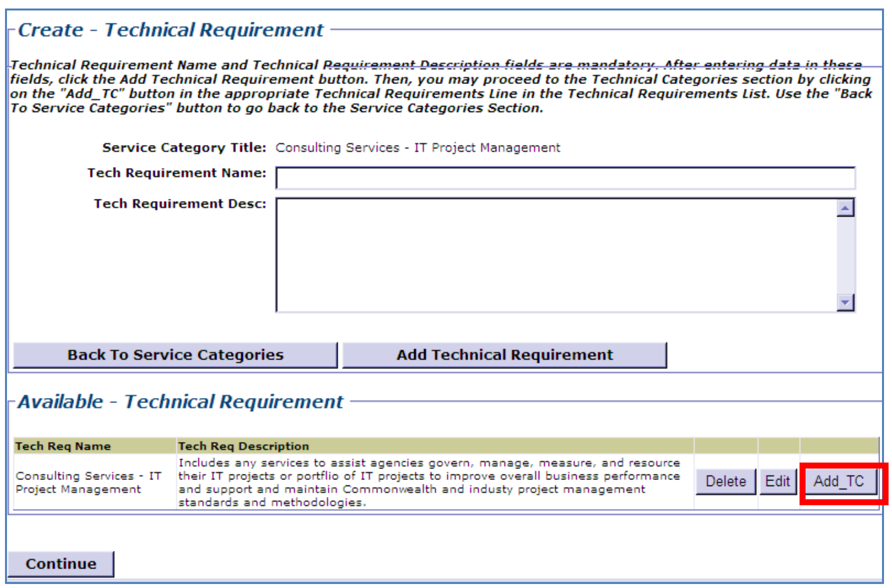
2) For the applicable Service Category, select the **Add_TR** button.



3) For the applicable Technical Requirement, select the **Add_TC** button.

This form is divided into two sections: Create – Technical Requirement Categories and Available – Technical Requirement Categories. Use the Create – Technical Requirement Categories section, when applicable, to enter the Technical Requirement's Technical Category/ies to the ITQ.

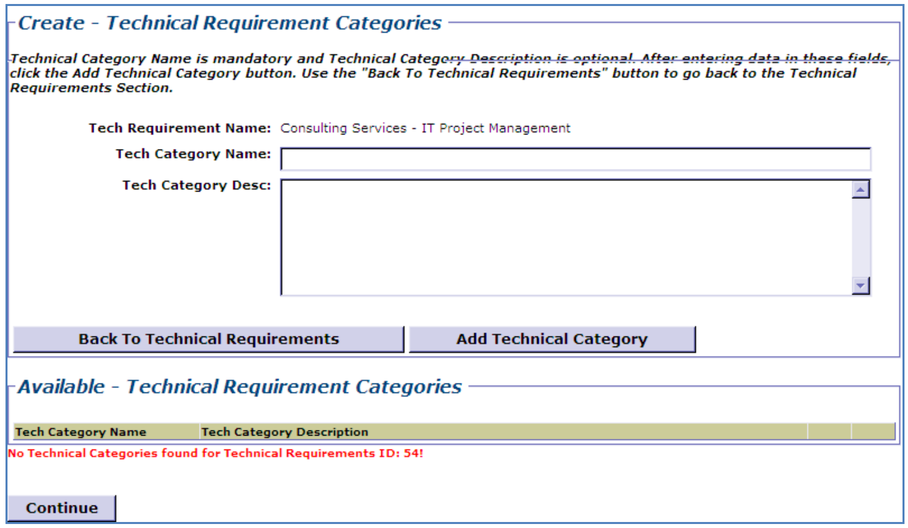
When applicable, use the Available – Technical Requirement Categories section to delete a Technical Requirement Category that should no longer be associated with the Technical Requirement. The Available – Technical Requirement Categories section may also be used to edit a Technical Requirement Category.



4) The **Define Service Categories** page re-displays; however, the "Create" component is now for Technical Requirement Categories.

5) Complete the following required field:
   - Tech Category Name

6) Complete the following <u>optional</u> field, if desired:
   - Tech Category Desc

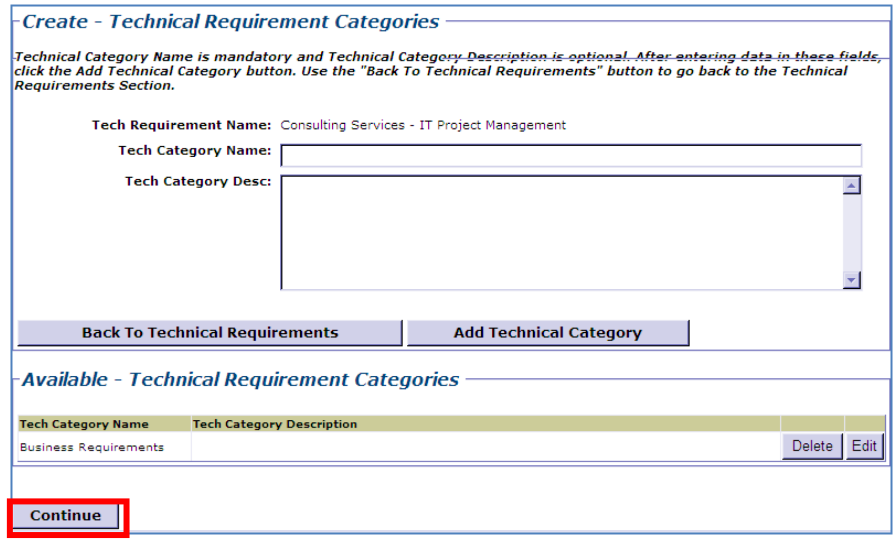


TIP: Use the "Copy" and "Paste" method as previously described for quick insertion of the Technical Category/ies.

<u>**Button Descriptions**</u>

BUTTON	ACTION
Back To Technical Requirements	Redirects you to back to *Create - Technical Requirement*
Add Technical Category	Adds the entered data into the ITQ

7) Select the **Add Technical Category** button.



Notice that the Technical Category name is displayed in the Available – Technical Requirement Categories section.

8) Repeat the above steps as necessary until all Technical Categories have been added.

    a) Be aware that your Technical Requirement Categories may not display within the *Available – Technical Requirement Categories* area in the same order that you entered them.

9) Select the **Continue** button.

10) You are returned to the **Edit ITQ Menu** page and the checkbox next to Step 5 is marked as completed.

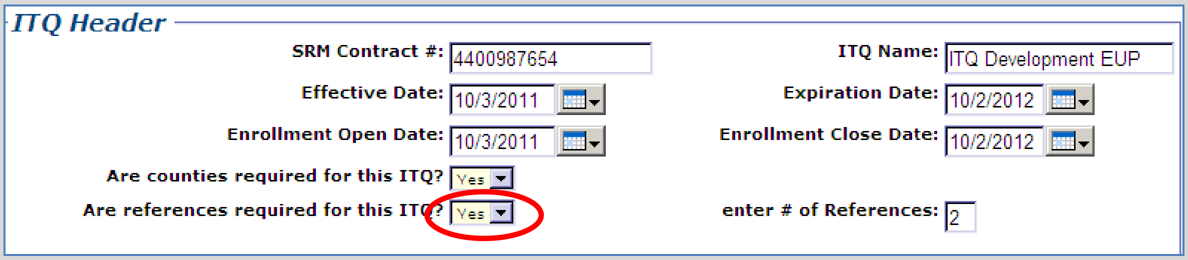
<u>IN SUMMARY</u>:

- ✓ There is no set number of Service Categories for an ITQ Contract – how many you have is specific to your ITQ.
- ✓ A Service Category may or may not have one or more Technical Requirements.
- ✓ A Technical Requirement may or may not have one or more Technical Categories.
- ✓ The Service Category/ies, and if applicable, Technical Requirement(s) and/or Technical Categories, are established in the Statement of Work when it is developed. In Step 5, Define Service Categories, you are simply incorporating them into the ITQ Contract on the website.
- ✓ Since the Service Categories, Technical Requirements, and/or Technical Categories already exist, use the “Copy” and “Paste” method when adding them to the website rather than typing the information ‘from scratch’.
- ✓ After the first Service Category has been added to the website, there is no specific order that the remaining entries of Service Categories (and Technical Requirements and/or Technical Categories, if applicable) are to be completed in.
- ✓ Once added, the Service Categories (and Technical Requirements and/or Technical Categories, if applicable) may not display within the *Available – Service Categories, et. al.* areas in the same order in which they were entered.

Step 6 – Client Reference Survey Questions

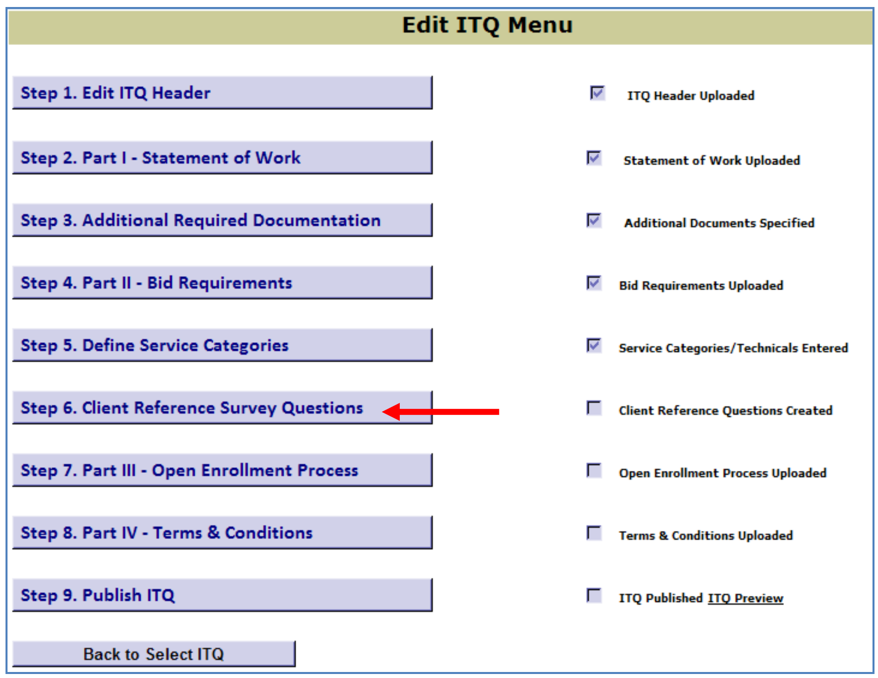
The following tasks are used to incorporate survey questions for client references into the ITQ Contract on the website.

IMPORTANT NOTE: This step is only applicable if "Yes" was selected for the question "Are references required for this ITQ?" when the ITQ Header was created.



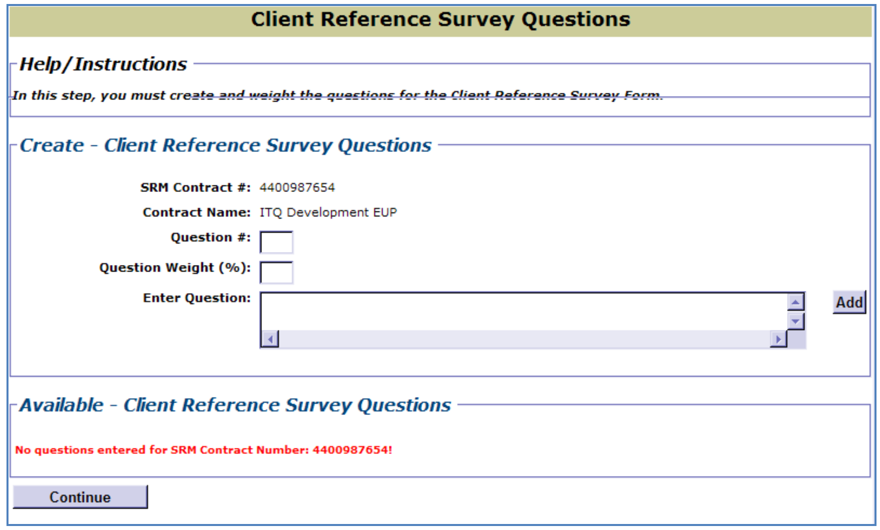
From the Edit ITQ Menu page:

1) Select the **Step 6. Client Reference Survey Questions** button.

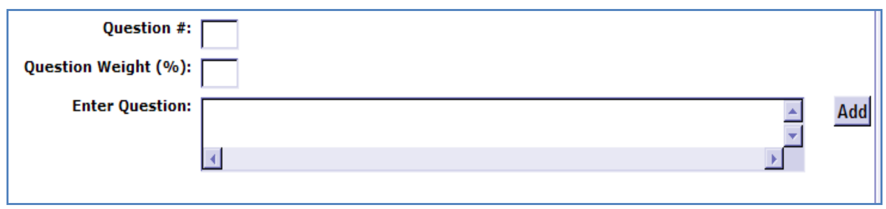


2) The **Client Reference Survey Questions** page displays.

This form is divided into two sections: Create – Client Reference Survey Questions and Available – Client Reference Survey Questions. Use the Create – Client Reference Survey Questions section to enter the survey questions for the ITQ. When applicable, use the Available – Client Reference Survey Questions section to delete a Survey Question that should no longer be associated with the contract. The Available – Client Reference Survey Questions section may also be used to edit a Survey Question.



3) Complete the following required fields:
   a) Question #
      - Enter the number of the question.
   b) Question Weight (%)
      - Enter the weight percentage that is being assigned to the question.
   c) Enter Question
      - Insert the survey question for the client reference.



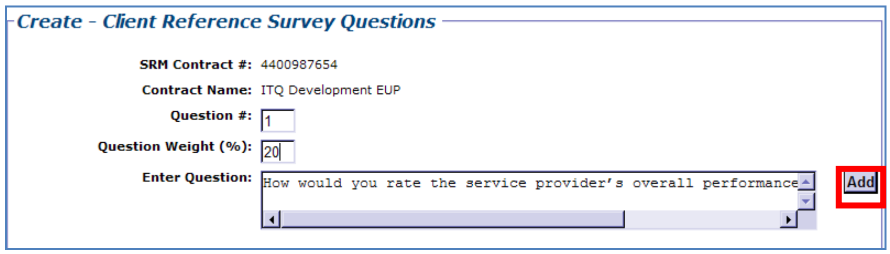
IMPORTANT NOTE: The combined weight of all questions must equal 100%.

TIP: The simplest way to enter the questions is to use "Copy" and "Paste" rather than typing it from scratch. While leaving the ITQ Website open at the *Create – Client Reference Survey Questions* page, locate the document that contains your survey questions.

In the document with the survey questions, highlight the first question to select it. "Right-click" on your mouse, and then choose **Copy** on the menu that displays. Go back to the window containing the ITQ website and select the *Enter Question* field. "Right-click" on your mouse, and this time choose **Paste** on the menu that displays. The information is now inserted. You may also use this process to complete the *Question #* and *Question Weight (%)* fields, but keying in the numbers is equally fast.

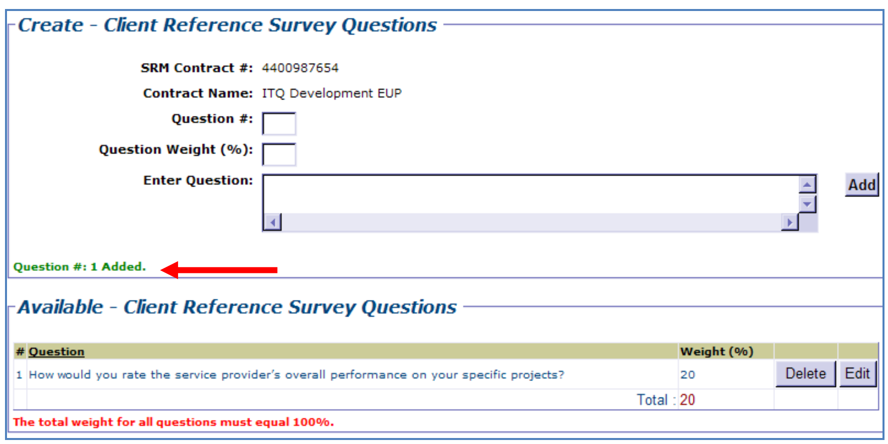
Continue following the above process until all survey questions have been established.

4) Select the **Add** button.



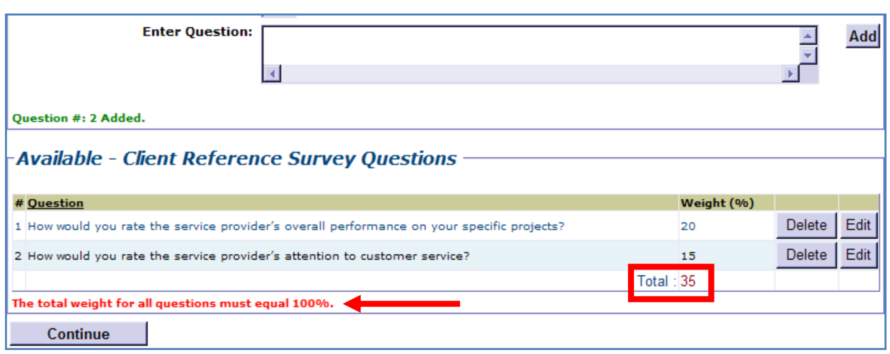
Notice that the Question, number, and the question's weight assignment are displayed in the Available – Client Reference Survey Question section.

Notice a confirmation message is displayed in green stating that the information was successfully added.

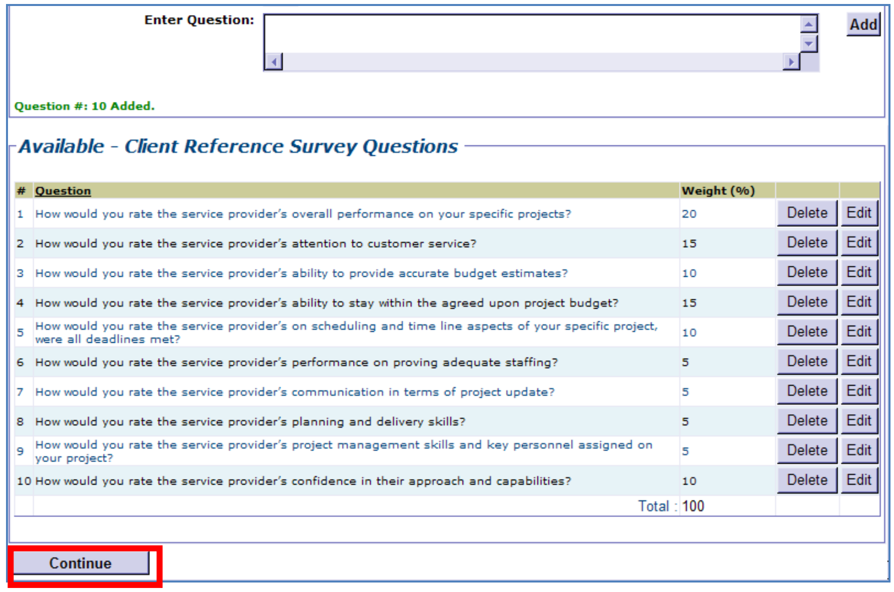


5) Repeat the above steps as necessary until all Survey Questions have been added.

6) Monitor the Weight total as you are adding each question, as the combined weight of all questions must equal 100%.



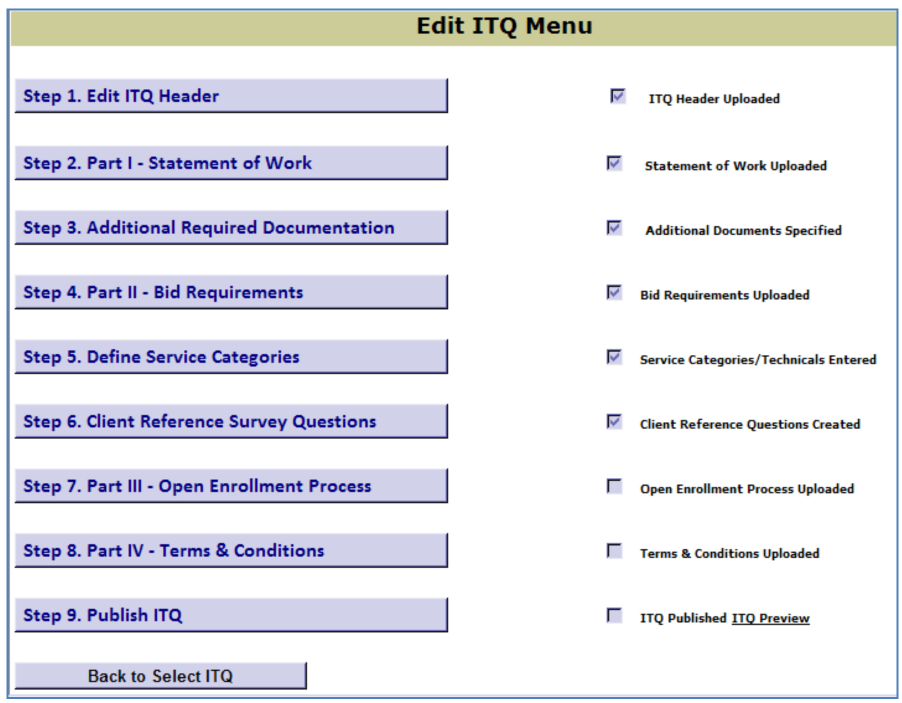
7) Select the **Continue** button.



#	Question	Weight (%)		
1	How would you rate the service provider's overall performance on your specific projects?	20	Delete	Edit
2	How would you rate the service provider's attention to customer service?	15	Delete	Edit
3	How would you rate the service provider's ability to provide accurate budget estimates?	10	Delete	Edit
4	How would you rate the service provider's ability to stay within the agreed upon project budget?	15	Delete	Edit
5	How would you rate the service provider's on scheduling and time line aspects of your specific project, were all deadlines met?	10	Delete	Edit
6	How would you rate the service provider's performance on proving adequate staffing?	5	Delete	Edit
7	How would you rate the service provider's communication in terms of project update?	5	Delete	Edit
8	How would you rate the service provider's planning and delivery skills?	5	Delete	Edit
9	How would you rate the service provider's project management skills and key personnel assigned on your project?	5	Delete	Edit
10	How would you rate the service provider's confidence in their approach and capabilities?	10	Delete	Edit
	Total :	100		

8) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 6 has been marked as completed.

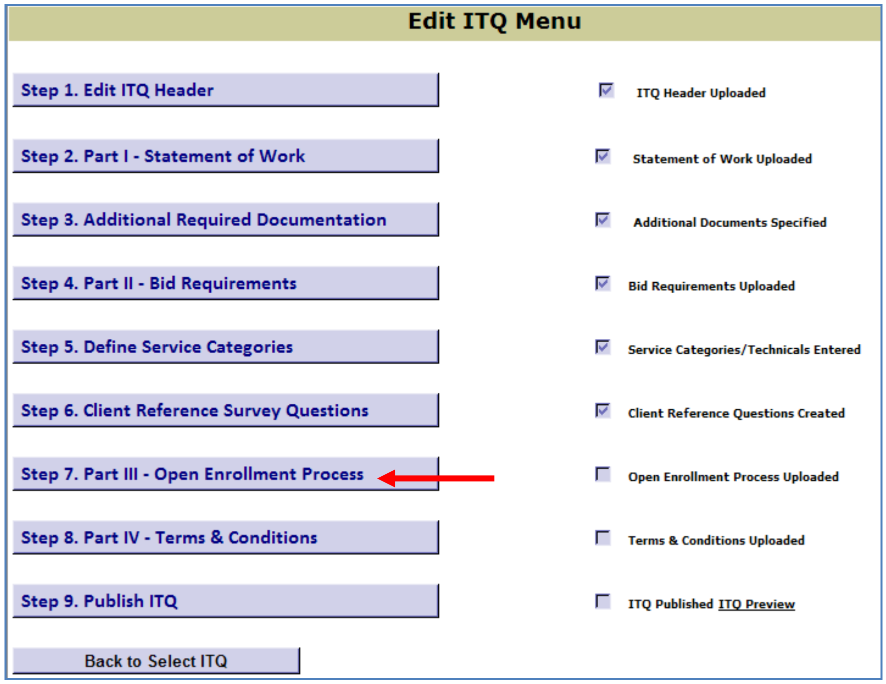


Step 7 – Part III – Open Enrollment Process

The following tasks are used to upload the Open Enrollment Process document into the ITQ Contract on the website.

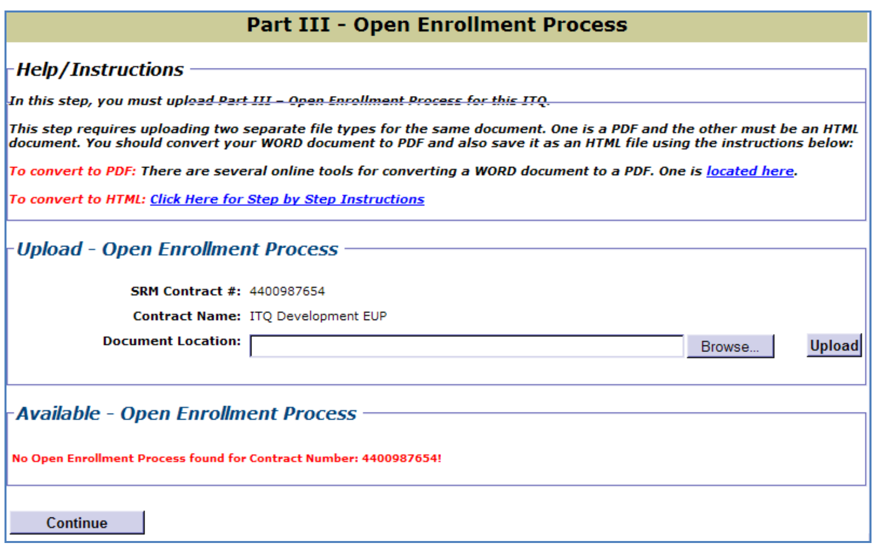
From the Edit ITQ Menu page:

1) Select the **Step 7. Part III – Open Enrollment Process** button.



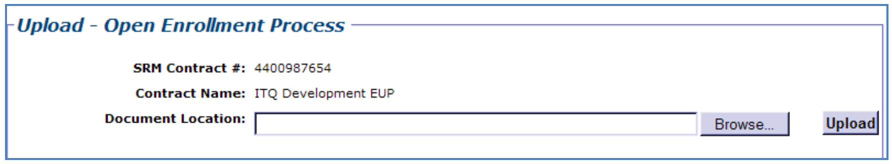
2) The **Part III – Open Enrollment Process** page displays.

This form is divided into two sections: Upload – Open Enrollment Process and Available – Open Enrollment Process. Use the Upload – Open Enrollment Process section to upload the contract's Open Enrollment Process document to the ITQ. It is required that this document be uploaded in two different document types: PDF and HTML. When appropriate, use the Available – Open Enrollment Process section to delete a document that should no longer be associated with the contract.



3) Select the **Browse** button to upload the Open Enrollment Process document in two different file types:

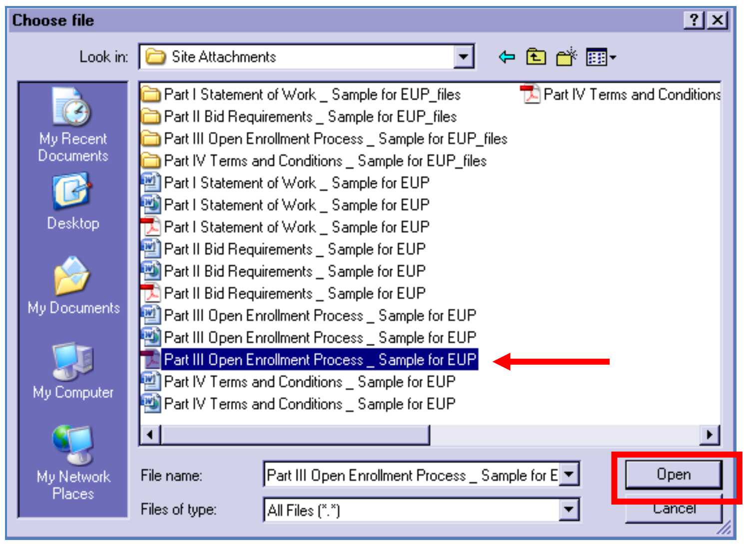
- PDF
- HTML



4) Locate the applicable file.

5) Select (highlight) the applicable file.

6) Select the **Open** button.



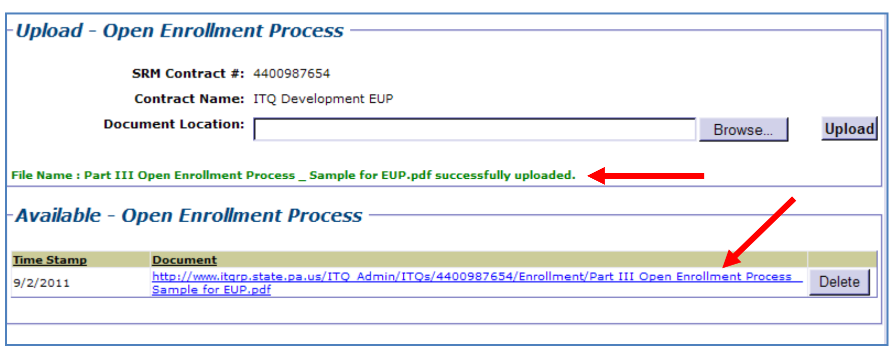
The file path has been inserted into the Document Location field.

7) Select the **Upload** button.

A confirmation message is displayed in green stating that the file was successfully uploaded.

The file is displayed as a hyperlink in the Available – Open Enrollment Process section.

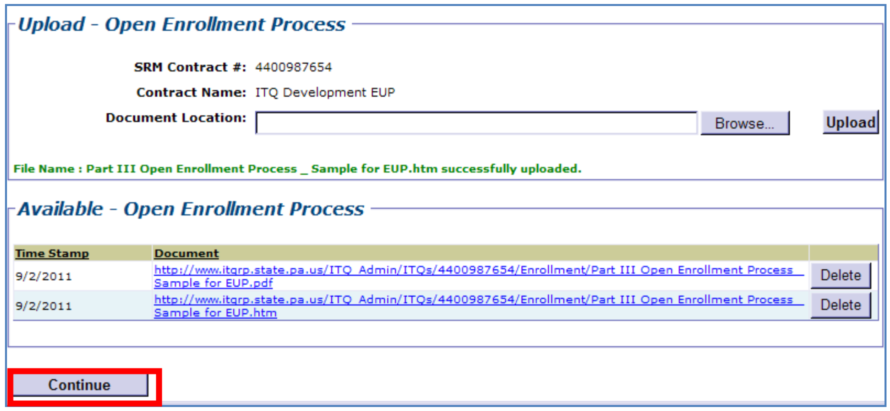
8) Repeat the above steps with the remaining file [type].



9) Select both links to validate that they open correctly.

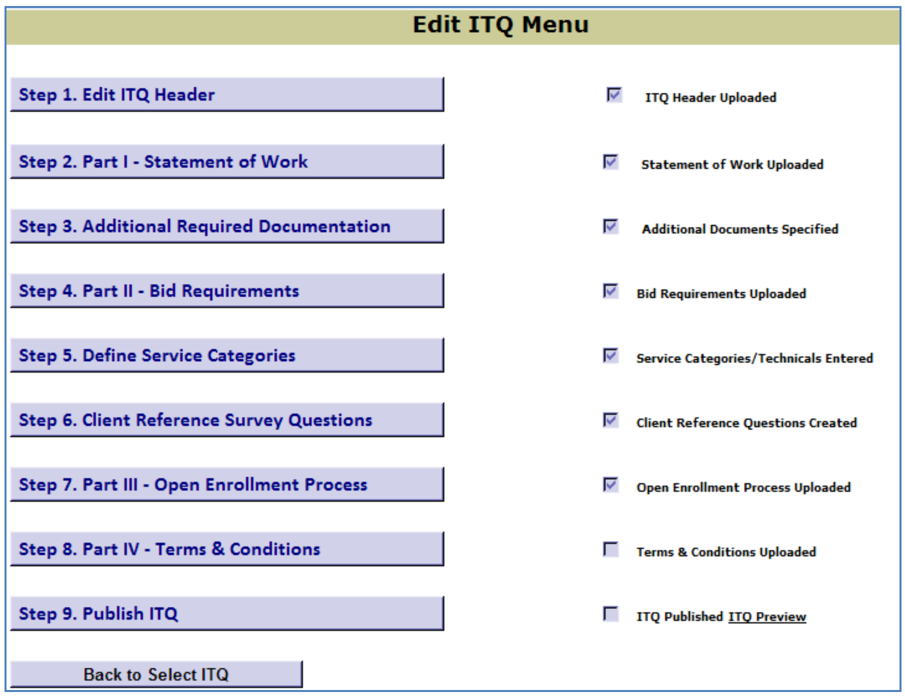
   a) If one or both do not, delete the file(s) and repeat the upload process.

10) Select the **Continue** button.



11) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 7 has been marked as completed.

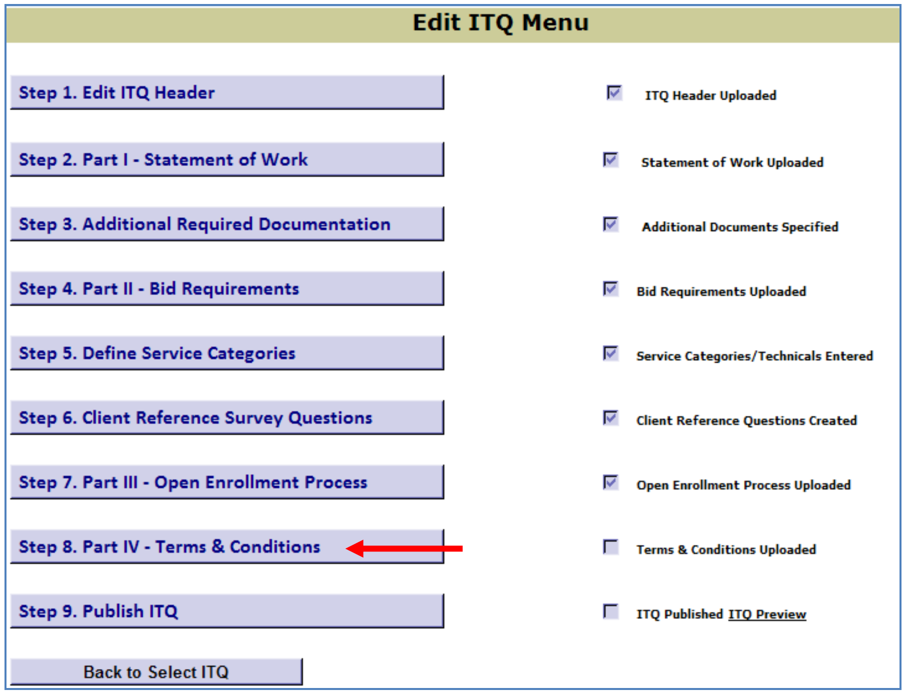


Step 8 – Part IV – Terms & Conditions

The following tasks are used to upload the Terms & Conditions into the ITQ Contract on the website.

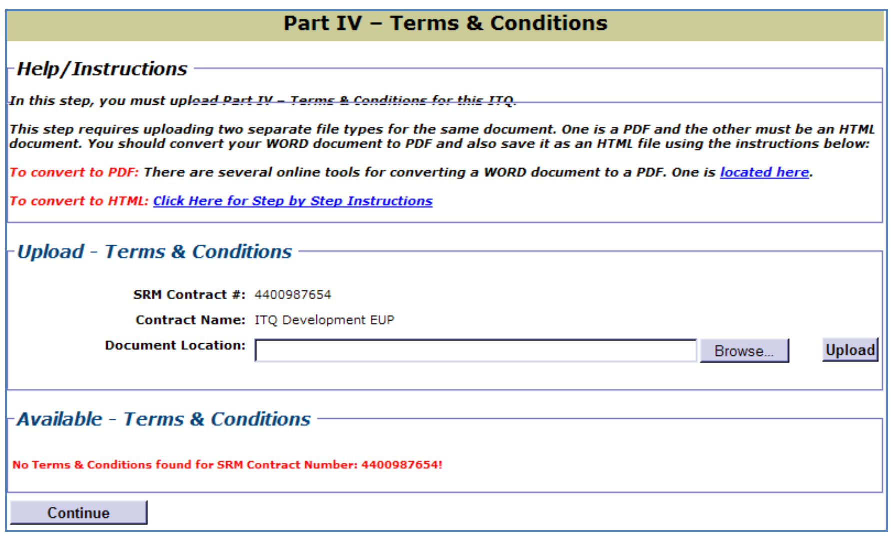
From the Edit ITQ Menu page:

1) Select the **Step 8. Part IV – Terms & Conditions** button.



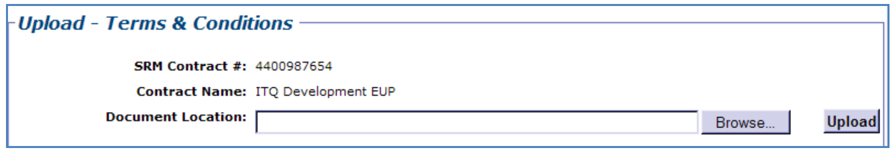
2) The **Part IV – Terms & Conditions** page displays.

This form is divided into two sections: Upload – Terms & Conditions and Available – Terms & Conditions. Use the Upload – Terms & Conditions section to upload the contract's Terms and Conditions document to the ITQ. It is required that this document be uploaded in two different document types: PDF and HTML. When appropriate, use the Available – Terms & Conditions section to delete a document that should no longer be associated with the contract.



3) Select the **Browse** button to upload the Terms & Conditions document in two different file types:

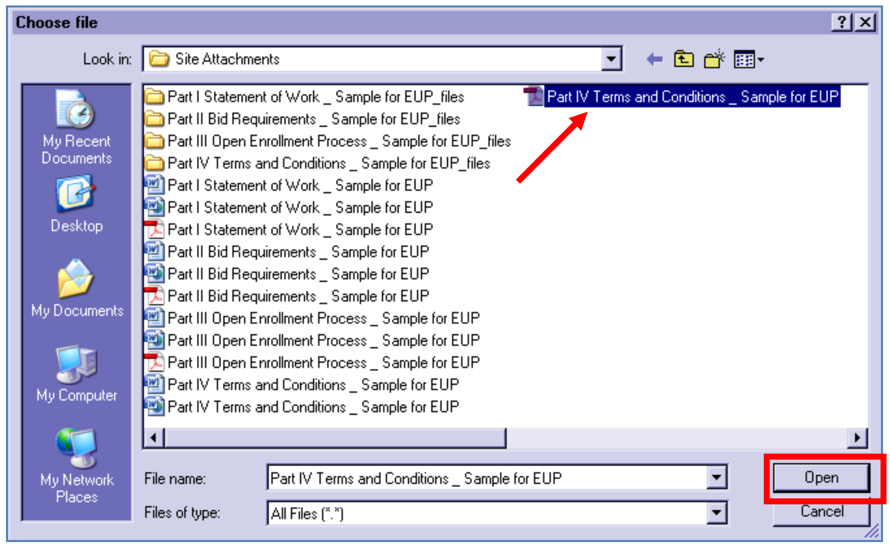
- PDF
- HTML



4) Locate the applicable file.

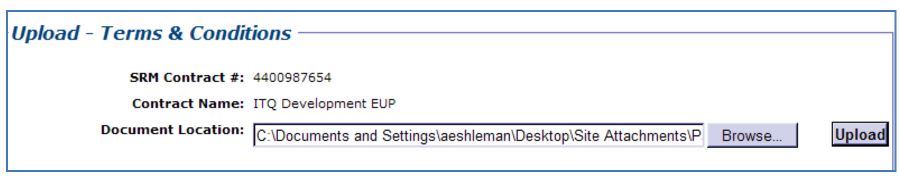
5) Select (highlight) the applicable file.

6) Select the **Open** button.



The file path has been inserted into the Document Location field.

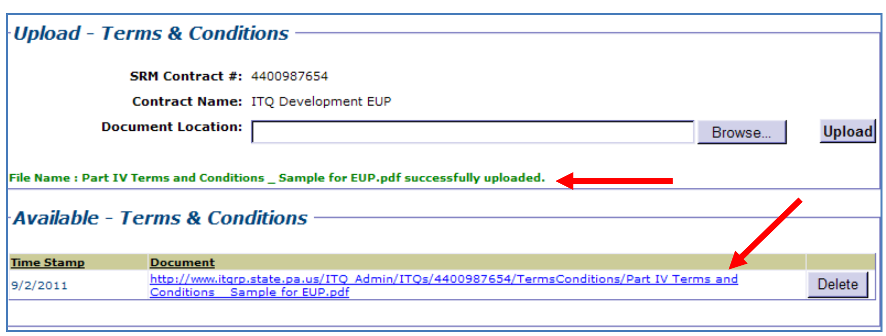
7) Select the **Upload** button.



A confirmation message is displayed in green stating that the file was successfully uploaded.

The file is displayed as a hyperlink in the Available – Terms & Conditions section.

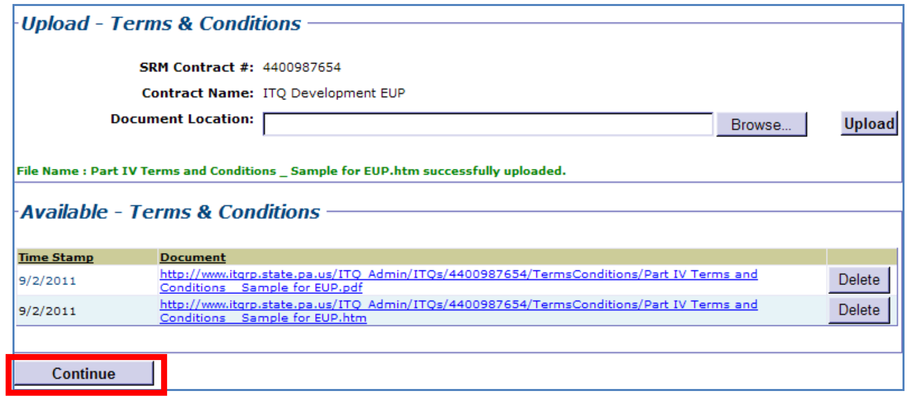
8) Repeat the above steps with the remaining file [type].



9) Select both links to validate that they open correctly.

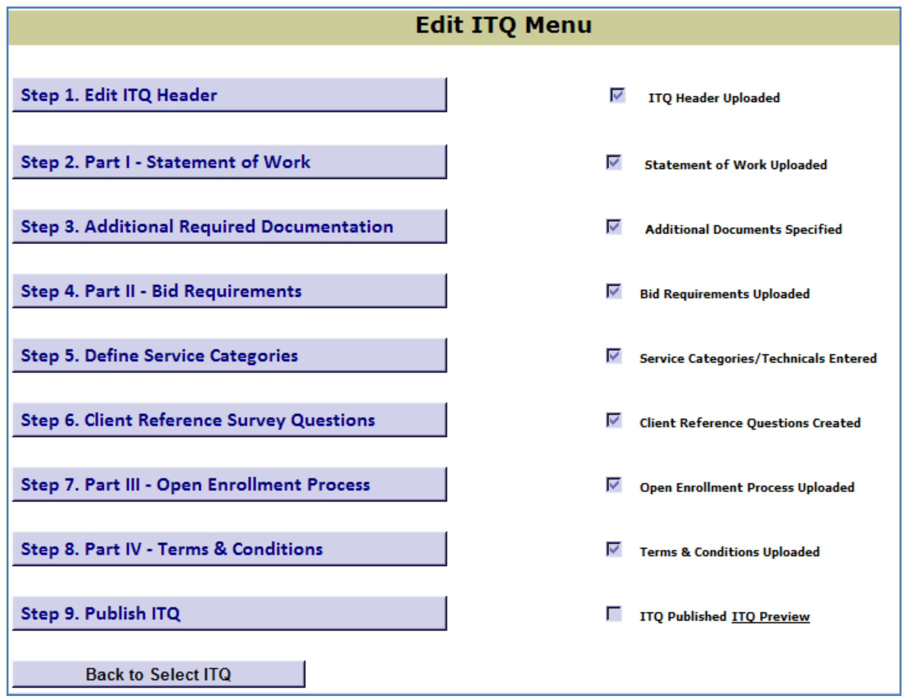
    a) If one or both do not, delete the file(s) and repeat the upload process.

10) Select the **Continue** button.



11) You are returned to the **Edit ITQ Menu** page.

The checkbox next to Step 8 has been marked as completed.

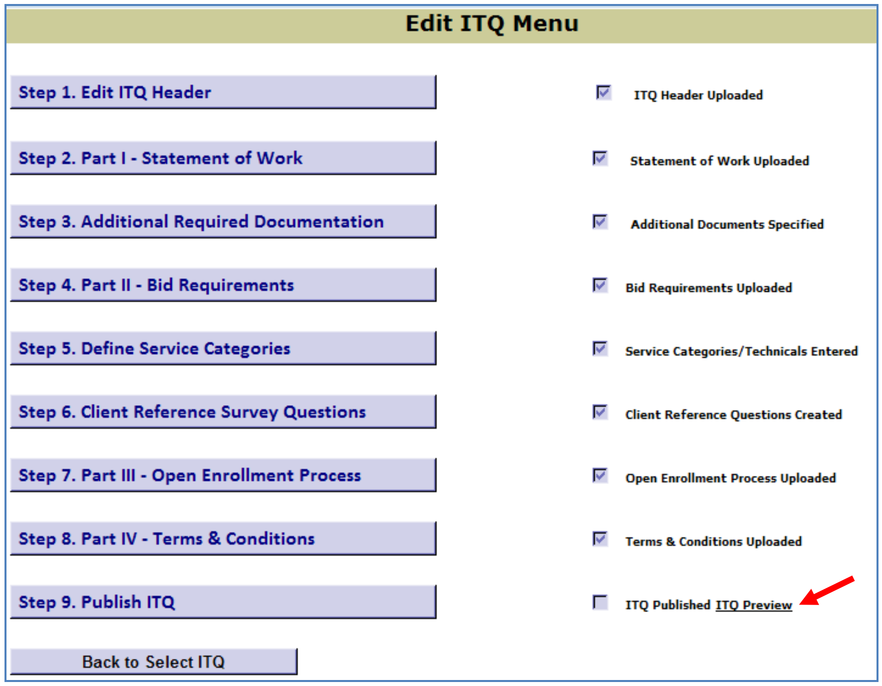


Step 9 – Publish ITQ

The following tasks are used to preview and/or publish the ITQ Contract on the website.

From the Edit ITQ Menu page, to first preview the ITQ:

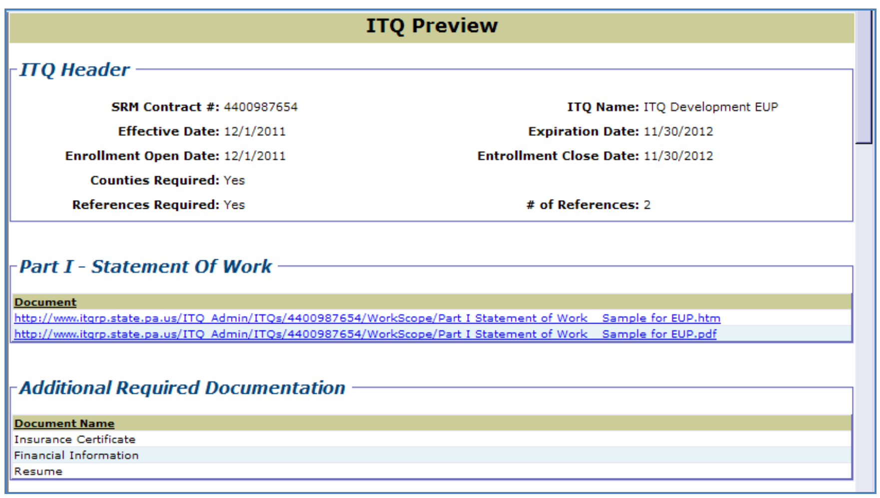
1) Select the **ITQ Preview** link located across from **Step 9. Publish ITQ** button.



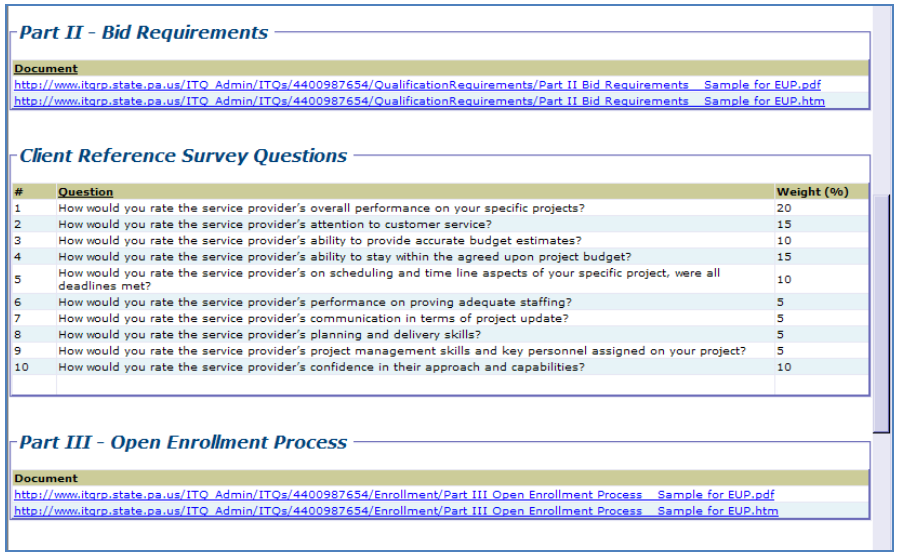
2) The **ITQ Preview** page displays.

3) Review the information, selecting document links as applicable.

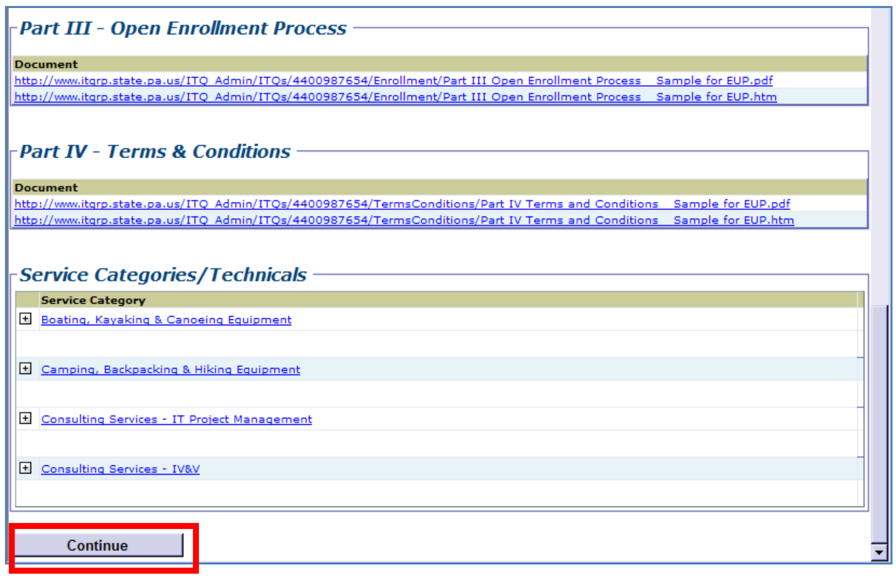
4) Use the vertical scrollbar to view additional information.



5) Continue reviewing information to ensure completeness and accuracy.

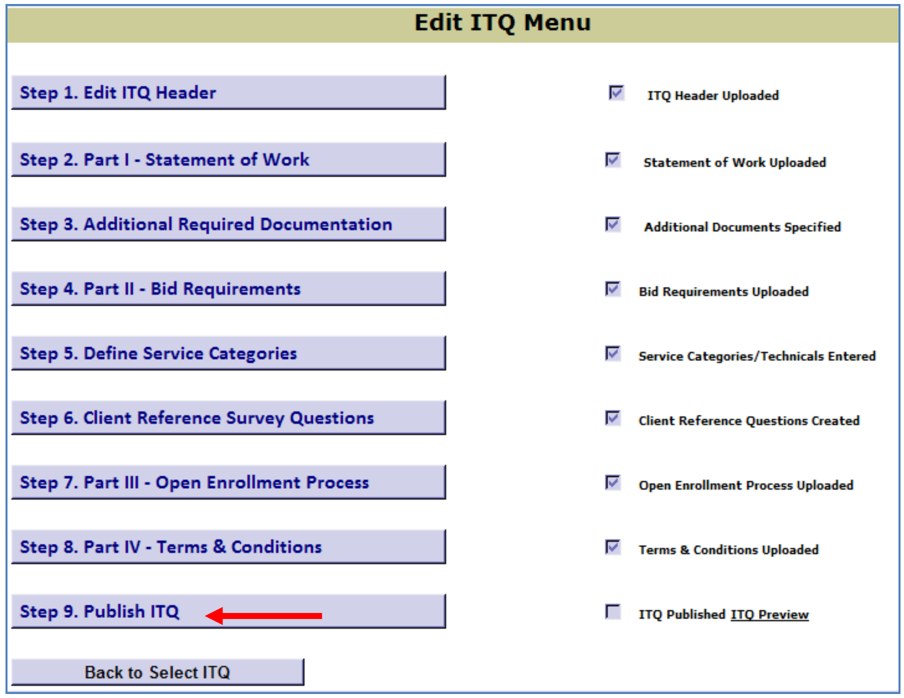


6) Select the **Continue** button.

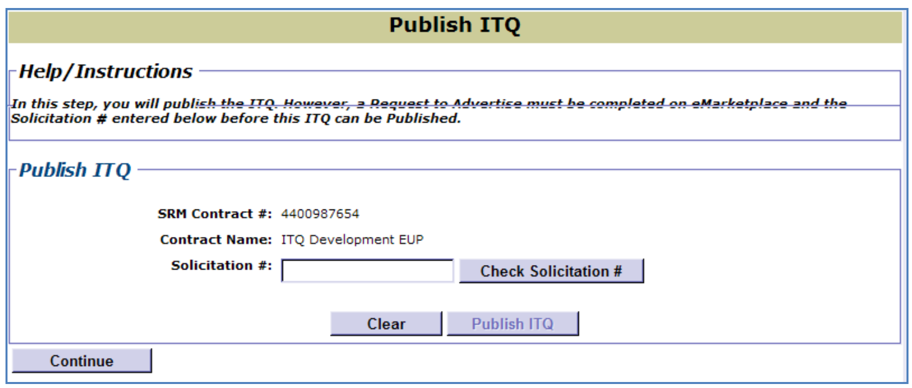


7) You are returned to the **Edit ITQ Menu** page.

8) Select the **Step 9. Publish ITQ** button.



9) The **Publish ITQ** page displays.



10) Enter the applicable Solicitation number in the **Solicitation #** field.

11) Select the **Check Solicitation #** button.

12) The system will search eMarketplace for the Request to Advertise, and return the result.

13)