

**Invitation to Qualify (ITQ)**  
**How to Submit an ITQ Proposal**

To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). If required, the Supplier Service Center at that website provides a Supplier Registration Guide and other pertinent information to assist with the registration process.

The PASupplierPortal is a secure website. The PASupplierPortal is only compatible with Internet Explorer versions 8, 9, 10, and 11. Please be aware other browsers such as Mozilla Firefox, Google Chrome, Torch, and Safari are not 100% compatible. **Caution: DO NOT use the Browser's navigation buttons at any point in the application.**

Steps of the PA Supplier Portal

- At [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us), logon (upper right corner of the screen)
- Select Bidder Tab
- Select Enterprise Applications
- Select ITQ Proposal Administration
- Click on Proposal
- Click on "Create New"
- Search and Click on "View" of ITQ for "Guaranteed Energy Savings Program" from the List of Contracts
- **View ITQ** - 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 them. The screen will refresh and then click on the SELECT THIS ITQ button to begin developing a proposal; completing the following steps in order to become a qualified contractor.

- **Proposal Contact Information**
  
- **Supplier Profile**
  
- **Service Categories –**
  - Select your desired Service Categories
  
- **Additional Required Documentation** - Suppliers must complete and submit/upload the additional required documentation as stated in Part II, Bid Requirements for their bid to be considered as complete and responsive. These documents are:
  - Company Overview
  - References
  
- **Pre-Submission Audit** - Review all sections to ensure “complete” has been captured in all columns. Click on the small instruction box on the left and the “Submit Proposal” button will appear. Click on this button when you are ready to submit your proposal.

Should you require assistance, please contact Keith Worley at (717) 346- 2679 or e-mail [jbanks@pa.gov](mailto:jbanks@pa.gov)