

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATION
FORM ASP-150 (Rev. 05/14)**

[FORM ASP-150 \(Rev. 05/14\) .pdf](#)

• **Please Note:**

- Form ASP-150 has been updated and revised in its entirety as of 05/2014.
- Design firms submitting Form ASP-150 in response to the above advertised projects must utilize the updated Form ASP-150 (Rev. 05/14), older versions will not be accepted by the Department.
- No alterations or additions to the Form ASP-150 (Rev. 05/14) will be permitted. Any deviation may result in rejection.
- The submission of Form ASP-150 (rev. 05/14) will only be accepted electronically. Form ASP-150 (Rev. 05/14) submitted by any other means will be rejected and returned.

• **Section 1**

- Item 1 – Enter the DGS Project Number as indicated in the advertisement for the specific project the application is being submitted.
- Item 2 – Enter the Project Title as indicated in the advertisement for the specific project the application is being submitted.
- Item 3 – Enter the distance, in miles, from the firm’s office to the project site.

• **Section 2**

- Item 4 – Enter firm’s business name.
- Item 5 – Enter firm’s Commonwealth SAP Vendor ID (Vendor Registration can be accessed at www.pasupplierportal.state.pa.us or by calling 717-346-2676 (Harrisburg Area) or 877-435-7363 (Toll Free).
- Item 6 – Enter firm’s business street address.
- Item 7 – Enter firm’s City/State.
- Item 8 – Enter firm’s Zip Code.
- Item 9 – Enter firm's Phone Number
- Item 10 – If firm is a Small Business or Small Diverse Business, enter the firm’s DGS Self-Certification Number; If the firm is a DGS verified Small Diverse Business, enter the firm’s DGS Small Business Self-Certification Certificate Number and check the appropriate Small Diverse Business Type(s). If firm is not a DGS Self Certified Small Business, enter N/A.
- Item 11 – Check appropriate box for type(s) of firm.
- Item 12 – Check the appropriate box for the Legal Structure of the firm.
- Item 13 – If firm is a Corporation, enter the State in which incorporated.
- Item 14 – List up to three (3) persons authorized to sign and execute a contract with the Commonwealth, including Name, Title, PA Registration (if registered professional) and Email Address.

- **Section 3**

- Item 15 – List the number of full-time personnel for the specific office of the firm for which the application is being submitted, categorized by Registered, Professional Degree or Other, count each employee only once.
- Item 16 – Enter up to three (3) consultants that will be retained to assist in the design process, including the consultant’s name, address, number of projects completed together, value of projects completed together, past projects worked together and scope of work to be assigned for the project which the application is being submitted, and registration expiration; If the consultant is a DGS Self-Certified Small Business, enter the consultant’s DGS Small Business Self-Certification Certificate Number; If the consultant is a DGS verified Small Diverse Business, enter the DGS Small Business Self-Certification Certificate Number and check the appropriate Small Diverse Business Type(s).
- Item 17 – Enter up to five (5) individuals who will be assigned to this project, including name, firm name, registration number (if registered professional), registration expiration, physical location while on this project, general work assignment/role on this project, individual’s specialty/discipline, degree earned, year graduated and school or university.

- **Section 4**

- Item 18 – Enter the projects the firm holds with the Commonwealth that are currently in Design or Bidding Stage, including project name, agency for which the project is being developed, and final design due date or bid date.
- Item 19 - Enter the projects the firm holds with the Commonwealth that are currently in Construction, including project name, agency for which the project is being developed, scheduled completion date and current change order rate for the project.
- Item 20 – Enter up to three (3) projects that best illustrate the applying firm’s qualifications for the specific project the application is being submitted, including project name, location, owner, work being performed by the firm, total value of awarded construction contracts, total value of final construction contracts at project completion, the original scheduled completion date, the actual completion date and any additional pertinent comments within the space permitted.
- Item 21 – Enter any additional comments or descriptions of relevant information supporting the firm’s qualifications within the space provided. Do not exceed the space limit or attach any additional pages.

- **Certification, Signature and Submission**

- By entering firm’s name, signing in the appropriate Business Type fields, either by typing in name, applying a digital signature or printing, applying wet signature and re-scanning and submitting this ASP-150 (Rev. 05/14) you agree that you are signing and submitting this Application on behalf of the firm, and have the authority to do so.
- The Form ASP-150 (Rev. 05/14) will only be accepted electronically.
- The Form ASP-150 (Rev. 05/14) is to be emailed to RA-GSSELECTIONS@pa.gov . Form ASP-150 (Rev. 05/14) submitted by any other means or older versions of Form ASP-150 will not be considered by the Committee and will be returned. PLEASE NOTE: **FORM ASP-150 (Rev. 05/14) must be signed, sent and received by the Department from the company email account of one of the individuals listed in Section 2, Item 14.**