

# Small Business Design Invitation To Qualify (ITQ)

## Instructional Guide

**It is suggested that you print a hard copy of this document for reference prior to beginning the on-line electronic ITQ submission process**

Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO)

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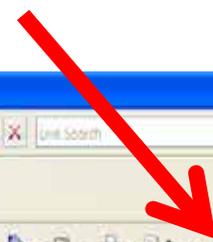
[pmurphy@pa.gov](mailto:pmurphy@pa.gov)

# Small Business Design Invitation To Qualify (ITQ) **STEP - A**

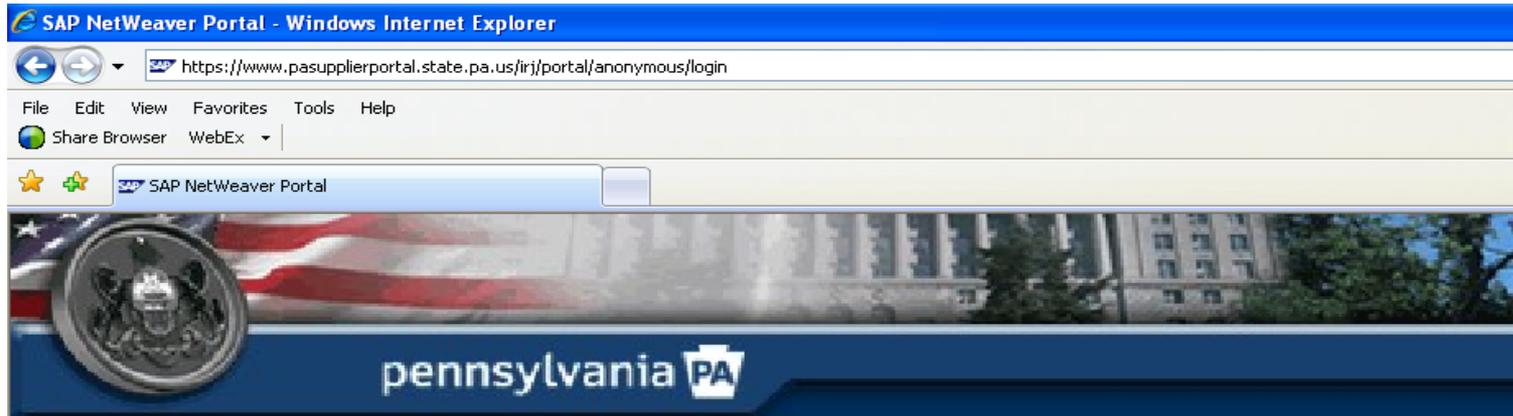
Go to:

[www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)

Click On:

A screenshot of a web browser displaying the Pennsylvania Supplier Portal. The browser window title is 'PA Supplier Portal Home - Commonwealth of Pa - Windows Internet Explorer'. The address bar shows 'https://www.pasupplierportal.state.pa.us/portal/anonymous'. The browser toolbar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', 'Help', 'Share Browser', and 'WebEx'. The website content includes a search bar, a 'Log on' link, and a navigation menu with 'Supplier' and 'Supplier Registration'. The main content area features a 'Welcome to the Pennsylvania Supplier Portal' message and an 'IMPORTANT SYSTEM NOTICE TO SUPPLIERS' in red text. The notice states: 'The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours.' Below the notice, it says: 'If you are experiencing access problems with this site, please select [status](#) for system availability information.' There are also three small images on the left side of the page: a building, a group of people, and a landscape.

# Small Business Design Invitation To Qualify (ITQ) **STEP - B**



Enter PA Supplier Portal  
User Name & Password

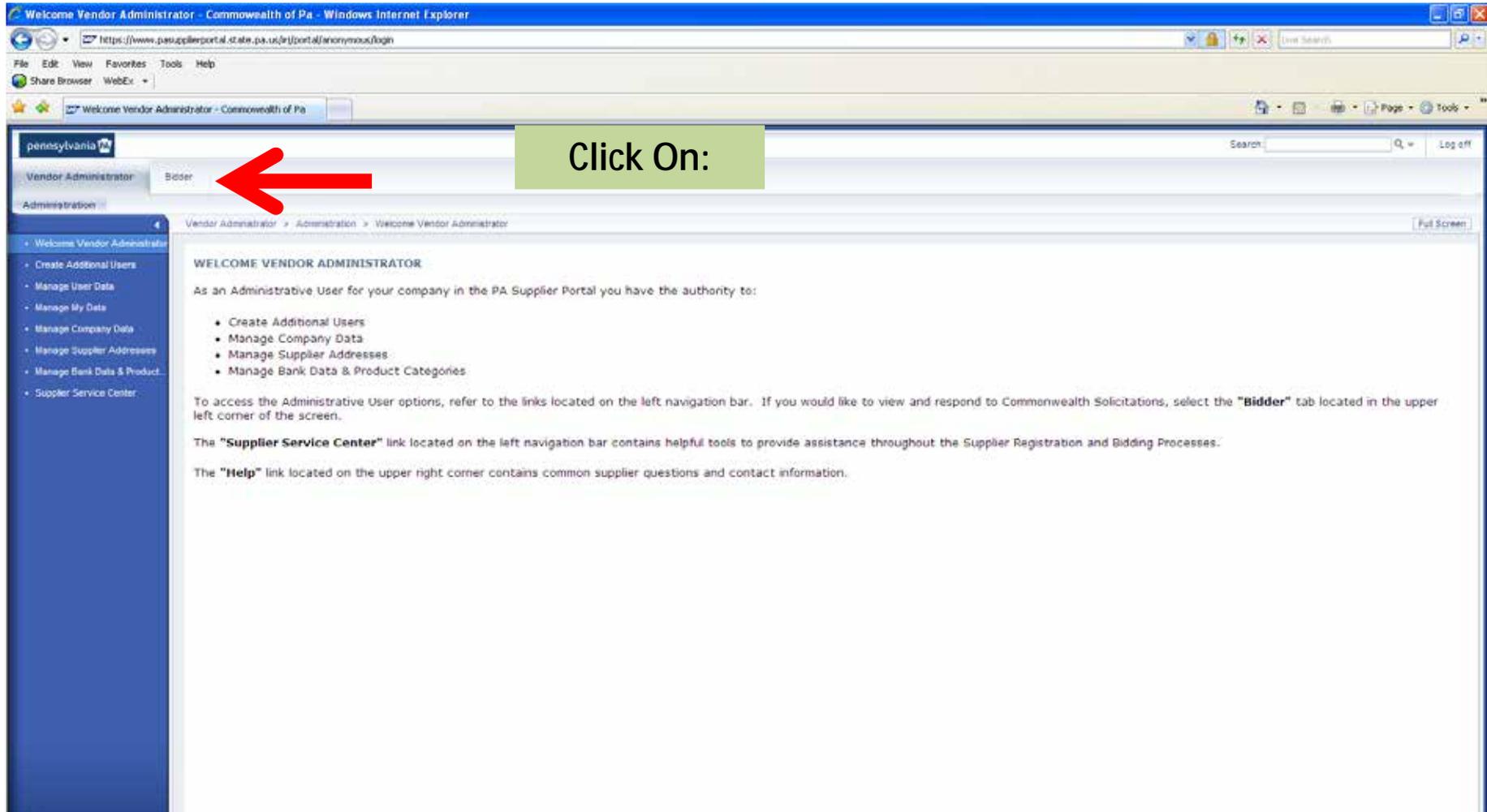
Welcome Pennsylvania Supplier Portal will be Thursdays from 8:00 AM to 5:00 PM for regular system. During this time the system is not available for new registrations, successful bidding. Thank you for your patience.

User \*

Log Into Portal

Note: If you do not know your **PA Supplier Portal USER NAME** and **PASSWORD** please call the Customer Service Help Desk at (877) 435-7363 or (717) 346-2676 for assistance.

# Small Business Design Invitation To Qualify (ITQ) STEP - C



The screenshot shows a web browser window titled "Welcome Vendor Administrator - Commonwealth of Pa - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/rtportal/anonymous/login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is divided into a header, a navigation bar, and a main content area. The navigation bar includes a "pennsylvania" logo, a "Vendor Administrator" tab, and a "Bidder" tab. A red arrow points to the "Bidder" tab, and a green callout box with the text "Click On:" is positioned above it. The main content area displays the "WELCOME VENDOR ADMINISTRATOR" message and a list of administrative options.

Vendor Administrator Bidder

Administration

Vendor Administrator > Administration > Welcome Vendor Administrator

Full Screen

WELCOME VENDOR ADMINISTRATOR

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to view and respond to Commonwealth Solicitations, select the **"Bidder"** tab located in the upper left corner of the screen.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

The **"Help"** link located on the upper right corner contains common supplier questions and contact information.

# Small Business Design Invitation To Qualify (ITQ)

## STEP - D

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder > Welcome Bidder

WELCOME BIDDER

As a Company Bidder, you have the authority to electronically view and respond to Commonwealth Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational bar to:

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

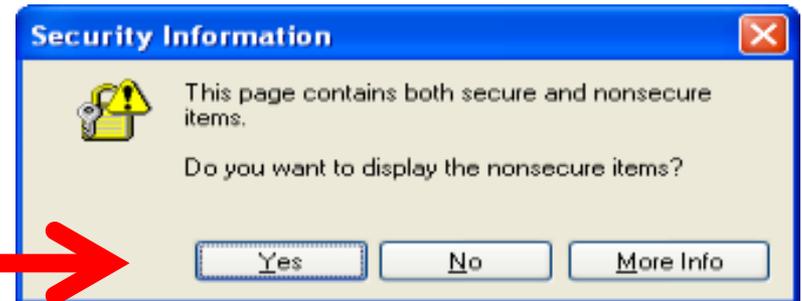
The "**Supplier Service Center**" link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The "**Help**" link located on the upper right corner contains common supplier questions and contact information.

Content Area

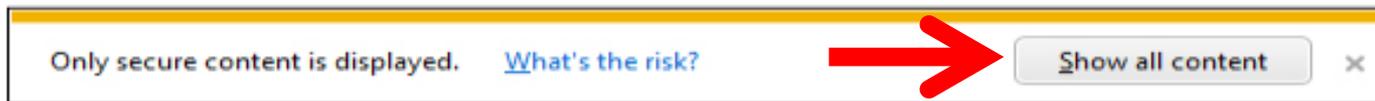
# Small Business Design Invitation To Qualify (ITQ) STEP - E

If a Security Box Pops Up please click "Yes" if it looks like this . . .



Or, "No" if it looks like the below box . . .

Or, click the "Show All Content" tab if the below box appears at the bottom of the window . . .



# Small Business Design Invitation To Qualify (ITQ) STEP - F

The screenshot shows the Pennsylvania Enterprise Application Portal interface. At the top, there are navigation tabs for 'Vendor Administrator' and 'Bidder'. A left sidebar contains a 'Bidder' menu with options: 'Welcome Bidder', 'Search/Submit a Bid', 'Enterprise Applications', and 'Supplier Service Center'. The main content area features a banner for the 'enterprise application portal' under the 'DEPARTMENT OF GENERAL SERVICES'. Below the banner is a red notice: 'NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.' The main heading is 'Welcome to the Enterprise Application Portal.' Below this is a table of links and descriptions:

<a href="#">COSTARS</a>	Use this Supplier Gateway to view your COSTARS-participating contract (s), update COSTARS-only contract information, report quarterly contract sales, and pay contract Administrative Fee.
<a href="#">Small Business Procurement Initiative</a>	Self-certify here as a Small Business to participate in the Commonwealth's Small Business Procurement Initiative, which reserves certain bid opportunities for competition among only self-certified small businesses.
<a href="#">Auto Service Facilities Qualification ITQ</a>	Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.
<a href="#">ITQ Proposal Administration</a>	Organizations interested in doing business with the Commonwealth through the Small Business Design Invitation To Qualify (ITQ) process should click on the ITQ proposal.
<a href="#">DGS e-mail notifications (eAlerts)</a>	Sign up here to be notified of new bids issued by the Department of General Services.
<a href="#">Invoices in Process Report</a>	Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department for payment.
<a href="#">Vendor Payments Report</a>	Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.

Click On:

# Small Business Design Invitation To Qualify (ITQ)

## STEP - G

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

**Welcome to ITQ Suppliers Menu**

For Information about the ITQ Process, please view the documentation on the [Department of General Services - Procurement ITQ Website](#)

To begin the qualification process, click on Proposal below.

**Proposal** Build or Edit a Proposal



Click On:

# Small Business Design Invitation To Qualify (ITQ)

## STEP - H

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

### Select Proposal

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

**If you wish to create a new proposal, select Create New from the drop down menu below. If you wish to edit a proposal, select the appropriate proposal from the drop down menu.**

	▼
Create New	
Small Business Design-03/01/13	
Small Business Design-03/01/13	
Tier 1 Construction-02/20/13	

Click on ICON; Scroll Down To Create New

# Small Business Design Invitation To Qualify (ITQ)

## STEP - I

pennsylvania 

Vendor Administrator Bidder

Bidder

Bidder > Bidder

### Current ITQ Contracts

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

Click on the VIEW button of the appropriate ITQ Contract below in order to view Parts I-IV. Once Parts I-IV have been reviewed, you will have the ability to select the contract. Then you may begin developing your proposal; completing the necessary steps in order to become qualified.

ITQ Contract #	Name	Effective Date	Expiration Date	
12072012	Small Business Design	12/7/2012	11/1/2015	<a href="#">View</a>
122012	Tier 1 Construction	12/6/2012	1/31/2014	<a href="#">View</a>
35700	Commissary Products ITQ	4/18/2012	6/30/2022	<a href="#">View</a>
4400004480	Master IT Services ITQ	4/10/2009	12/31/9999	<a href="#">View</a>
4400006436	Tree Trimming & Stump Cutting	3/1/2010	5/31/2015	<a href="#">View</a>
4400007410	ITQ Consulting Services	4/1/2011	3/31/2016	<a href="#">View</a>
4400008522	Recreation & Fitness Equipment	6/1/2011	7/31/2016	<a href="#">View</a>
4400008567	Training Services ITQ	8/15/2011	12/31/2016	<a href="#">View</a>
4400008677	Creative/AV/Production SRVCS ITQ	8/25/2011	9/30/2016	<a href="#">View</a>
4400008938	Electricity Demand Response Svcs	10/24/2011	5/31/2017	<a href="#">View</a>
4400009722	E-Waste Removal & Recycling Svcs	6/1/2012	5/31/2017	<a href="#">View</a>
4400009863	Temp Rented Power & HVAC Equip	8/1/2012	7/31/2017	<a href="#">View</a>
4400010386	Museum Exhibit Services ITQ	2/28/2013	2/14/2018	<a href="#">View</a>
4400011318	Helicopters	5/1/2013	4/30/2023	<a href="#">View</a>
4400011716	Facility Repair Service ITQ DGS	7/15/2013	1/15/2018	<a href="#">View</a>

[Cancel](#)



Click On:

# Small Business Design Invitation To Qualify (ITQ)

## STEP - J

Review all 4 Parts of ITQ Documents  
Prior to Proceeding.

You will need to print Part II – Bid Requirements. Within this document is a copy of the Tier 1 ITQ Signature Page. The Small Business Design ITQ Signature Page will need to be manually completed. You will then need to convert it to an electronic file. Later within this instructional guide as noted in **STEP – P** you will need to BROWSE for and locate the electronic file. Therefore, please NOTE what you name this file so that it is easily located when necessary in **STEP - P**.

pennsylvania

Vendor Administrator Bidder

Bidder

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

Bidder > Bidder

Invitation to Qualify

**ITQ View for 12072012-Small Business Design.**

**In order to select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page, the bottom of the page check the box to acknowledge you have reviewed Parts I-V, and then click on the SELECT THIS ITQ button to begin developing a proposal; completing the necessary steps in order to be a qualified contractor.**

**ITQ Name:** Small Business Design      **ITQ Contract Number:** 12072012  
**Effective Date:** 12/07/12      **Expiration Date:** 11/01/15  
**Enrollment Opens:** 12/07/12      **Enrollment Closes:** 05/31/15

To individually view and print each section of the ITQ, click on the appropriate link below:

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

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF GENERAL SERVICES  
Public Works Deputate  
18th & Herr Streets

# Small Business Design Invitation To Qualify (ITQ) STEP – J (cont'd)

The screenshot displays the 'Bidder' interface for a Small Business Design Invitation To Qualify (ITQ). The main content area contains the following terms and conditions:

- B. If the Commonwealth needs the Contractor's assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. [The Contractor, at any contact for such purpose upon reasonable prior written notice to the Commonwealth.](#)
- C. Upon written notification from the Commonwealth that it requires the Contractor's assistance in responding to [a request under the RTKL for information related to this Contract that may be in the Contractor's possession, constituting a record in accordance with the RTKL \(Requested Information\)](#), the Contractor shall:
  1. Provide [the Commonwealth](#), within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor's possession arising out of [this Contract](#) that [the Commonwealth is Requested Information and may be a public record under the RTKL](#), and
  2. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.
- D. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from the RTKL.
- E. The Commonwealth [will](#) rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless [the Commonwealth](#) determines that the [Requested Information](#) is clearly not protected [from disclosure](#). [If the Commonwealth determines that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five \(5\) business days of receipt of written notification of the Commonwealth.](#)
- F. If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth.
- G. The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the applicable.
- H. The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts; however, the Contractor shall indemnify the Commonwealth for any Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statute against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information under the RTKL.
- I. The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.

17.10 **NON-APPROPRIATIONS CLAUSE**  
The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Contract or a Purchase Order. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs in the price of the supplies or services delivered under the Contract. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or overhead costs. The reimbursement amount may be paid for any appropriations.

At the bottom of the screen, there is a checkbox labeled "By checking this box I acknowledge that I have reviewed Parts I-IV of this ITQ contract." which is checked. To the right of the checkbox are two buttons: "SELECT THIS ITQ" and "CANCEL".



1 – Acknowledge  
Review



2 – Select ITQ

# Small Business Design Invitation To Qualify (ITQ) STEP - K

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

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

Invitation to Qualify

### Edit a Proposal

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

Step 1. View ITQ	<input checked="" type="checkbox"/> ITQ Selected
Step 2. Proposal Contact Information	<input type="checkbox"/> Contact Entered
Step 3. Supplier Profile	<input type="checkbox"/> Profile Complete
Step 4. Service Categories	<input type="checkbox"/> Service Categories Selected
Step 5. Counties	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
Step 7. Additional Required Documentation	<input type="checkbox"/> Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	<input type="checkbox"/> Audit Approved

Select Another Proposal Main Menu Delete Proposal

Complete Steps 2 through 8 (excluding 6). You will need to click on each of the Steps required for completion in order to input the requested data.

# Small Business Design Invitation To Qualify (ITQ)

## STEP - L

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

### Proposal Contact Information

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

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

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

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Address:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	PA <input type="button" value="v"/>	Zip:	<input type="text"/>
			(##### or #####-####)
Email:	<input type="text"/>	Confirm Email:	<input type="text"/>
Phone:	<input type="text"/>	FAX:	<input type="text"/>
	(###-###-####)		(###-###-####)



## Step 2 – Proposal Contact Information

After Clicking on  
Step 2 to enter this  
section, input all  
requested  
information and click  
on SAVE tab.

# Small Business Design Invitation To Qualify (ITQ) STEP - M

The screenshot shows the 'ITQ Supplier Profile Questionnaire' web application. The page title is 'Invitation to Qualify' and the main heading is 'ITQ Supplier Profile Questionnaire'. A caution message states: 'Caution: DO NOT use the Browser's navigation buttons at any point in this application.' There is a 'Cancel' button. The page is last modified on 7/25/2013. Instructions state: 'Each required field must be completed before a successful save may be performed. If you attempt to save without all the required fields being completed, you will get error messages directing you to correct the appropriate field. Required fields are marked with a Red Asterisk \*'. A red circle highlights the text 'Red Asterisk \*'. Below the instructions, there are fields for 'Date Established', 'Federal ID#', and 'Website', each with a red asterisk indicating it is a required field. The 'Company Name' is 'Small Business Test 6' and the 'SAP Business Partner No' is '0000404192'. The 'Company Description' field is limited to 300 characters.

pennsylvania

Vendor Administrator Bidder

Bidder > Bidder

Invitation to Qualify

**ITQ Supplier Profile Questionnaire**

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

Cancel

LAST MODIFIED: 7/25/2013

**Instructions:** Each required field must be completed before a successful save may be performed. If you attempt to save without all the required fields being completed, you will get error messages directing you to correct the appropriate field. Required fields are marked with a **Red Asterisk \***

If you find that a required field asks for information that is "Not Applicable" to your business, enter "N/A" for a text field and "0" for a numeric field.

After your proposal has been evaluated and your company has been awarded a contract, we encourage you to return and update the information in this profile by accessing the Enterprise ITQs section of the PASupplierPortal website and selecting the "Supplier Profile" button.

**I COMPANY INFORMATION**

Company Name: **Small Business Test 6**

SAP Business Partner No: 0000404192

Date Established:  \* Required Format: 01/01/12

Federal ID#:  \*

Website:

Company Description: (300 character limit) \*

## Step 3 – Supplier Profile

After Clicking on Step 3 to enter this section, input all requested information and click on SAVE tab.

*It should be noted that you may be required to click on an ADD tab to populate some inputted data:*

**(The red asterisk is a required field)**

# Small Business Design Invitation To Qualify (ITQ) STEP – M (cont'd)

pennsylvania

Vendor Administrator Bidder

Bidder

Bidder > Bidder

• Welcome Bidder  
• Search/Submit a bid  
• Enterprise Applications  
• Supplier Service Center

**Contacts:** \*

The following contact types are required: ITQ Solicitation Contact, Billing/Invoicing, Executive, Commonwealth Sales Representative, Emergency

You must input contact information for each required contact type. Once all of the information is input for a specific contact type, click on the Add Contact button; a contact list will generate below. The same individual may be used as a contact more than once.

Contact Type: No More Items to Add

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Confirm Email: \_\_\_\_\_

Add Contact

Name	Title	Phone	Fax	Email	Type	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	ITQ Solicitation Contact	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Emergency	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Commonwealth Sales Representative	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	ITQ Technical	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Executive	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Billing/Invoicing	Edit	Delete
Oslwen C. Anderson, Jr.	CEO	717-214-6226	717-214-6226	oanderson@pa.gov	Legal	Edit	Delete

**II. ORGANIZATIONAL INFORMATION**

A. If Other, specify. If Corporation or Partnership, specify type. \*  
Corporation

B. State of Incorporation: PA Date: \* Required Format: 01/01/12

C. DGS Self Certified Small Business: Yes No

D. Percentage of Minority/Women/Veteran Ownership in Your Firm: % \*

Ensure that you complete the contact data for each of the contact types identified in the column entitled: **TYPE**

- ⊗ ITQ Solicitation Contact
- ⊗ Emergency Contact
- ⊗ Commonwealth Sales Representative
- ⊗ ITQ Technical Contact
- ⊗ Executive Contact
- ⊗ Billing/Invoicing Contact
- ⊗ Legal Contact

# Small Business Design Invitation To Qualify (ITQ)

## STEP – M (cont'd)

pennsylvania 

Vendor Administrator Bidder

Bidder

Bidder > Bidder

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

I. Strategic Partnerships (limit 10):

Add

Partnership

J. Product/Systems Certification (limit 10):

Add

Certification

K. Key Words (limit 10): \*

General Construction

Add

Keyword

General Construction Delete

L. Trade Associations:  
List trade associations with which your organization is affiliated.

Add

Association

M. Federal Certifications:

Add

Save Cancel

# Small Business Design Invitation To Qualify (ITQ)

## STEP - N

### Step 4 – Service Categories

After Clicking on Step 4 to enter this section, input all requested information and click on SAVE tab.

Ensure that you select the service categories (see green arrow) applicable to your company; Add them by clicking the ADD (see blue arrow) tab; and click on SAVE tab (see red arrow) once completed.

pennsylvania

Vendor Administrator Bidder

Bidder

Bidder > Bidder

### Invitation to Qualify

#### Select Service Categories

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

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

This step allows you to select the service categories for which you are attempting to qualify. To select a service category, click on the category in the left-hand box and use the add button to move it to the right hand box. You may delete a category by clicking on the delete button. Click Save when you are finished selecting all the service categories necessary to complete your proposal.

**Service Categories Available for ITQ 12072012:**

Description
Small Business Structural Engineering Design
Small Business Mechanical Engineering Design
Small Business Electrical Engineering Design
Small Business Other Engineering Design

Add Delete

**Selected Service Categories:**

Description
Small Business Civil Engineering Design

Save Cancel

# Small Business Design Invitation To Qualify (ITQ)

## STEP - 0

The screenshot shows the 'Bidder' interface for a Small Business Design Invitation to Qualify. The page includes a navigation menu on the left, a header with the Pennsylvania logo, and a main content area. The main content area displays the contract details: SRM Contract #: 12072012, Contract Name: Small Business Design, and Proposal ID: 3560. Below this, there is a dropdown menu for 'Small Business Civil Engineering Design'. A grid of checkboxes lists various Pennsylvania counties, with several checked (Adams, Bradford, Chester, Dauphin, Fulton, Lancaster, Monroe, Pike, Tioga, Wyoming). At the bottom of the grid are buttons for 'Select All', 'Clear All', and 'Add to SC'. A red arrow points to the 'Add to SC' button. A 'Cancel' button is located at the bottom center of the page. A tooltip for the 'Add to SC' button reads 'Content Area - To enter press Tab'.

### Step 5 – Counties

After Clicking on Step 5 to enter this section; Check the counties that you are interested in working in; Click Add to SC tab. After clicking on the Add to SC tab the upcoming screen presented in this instructional guide will appear.

# Small Business Design Invitation To Qualify (ITQ)

## STEP - O (cont'd)

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

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

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 3560

Category	Counties	
Small Business Civil Engineering Design	Adams, Bradford, Chester, Dauphin, Fulton, Lancaster, Lebanon, Monroe, Pike, Tioga, Wyoming	Select

Save Cancel

Click on: SAVE tab

# Small Business Design Invitation To Qualify (ITQ) STEP - P

## Step 7 – Additional Required Documentation

After Clicking on Step 7 to enter this section there are numerous actions required to complete the section as noted on this and the following instructional guide pages step-by-step.

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

### Invitation to Qualify

#### Additional Required Documentation

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

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ITQ Signature Page Form  
ITQ Signature Page Form  
Small Business Self-Certification Form

Document Location: Browse...

Save Cancel

First - Click on symbol;  
Scroll down and select  
ITQ Signature Page Form

# Small Business Design Invitation To Qualify (ITQ) STEP - P

Choose file

Look in: My Documents

ITQ Signature Page Document

Open

Cancel

File name: ITQ Signature Page Document

Files of type: All Files (\*.\*)

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the **UPLOAD** button to add the file.

ITQ Signature Page Form Document Location: H:\My Documents\ITQ Signat Browse...

UPLOAD

Save Cancel

§Second - Click on Browse tab as noted by the **red arrow**. Once selected the POP UP screen to the left will appear.

§Third - Locate your electronically saved ITQ Signature Page Document. Click on the file and then click on the Open tab as noted by the **blue arrow**. After clicking on the Open tab the file name will appear in the browse box.

§Fourth – Click on the UPLOAD tab as noted by the **green arrow**.

# Small Business Design Invitation To Qualify (ITQ) STEP - P

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

### Additional Required Documentation

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

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ITQ Signature Page Form Document Location: Browse...  
UPLOAD

Document Name	Description	
<a href="#">ITQ Signature Page Document.docx</a>	ITQ Signature Page Form	Delete

Save Cancel



After clicking on the **UPLOAD** tab you will note that the uploaded document will appear under the Document Name Column.

§Fifth – Click on **SAVE** tab as noted by the **red arrow**.

# Small Business Design Invitation To Qualify (ITQ) STEP - P

After clicking on the  
UPLOAD tab you will note  
that the uploaded  
document will appear  
under the Document  
Name Column.

§Sixth – Click on symbol as  
noted by the red arrow;  
Scroll down and select  
Small Business Self-  
Certification Form;  
Browse, Upload, and Save  
an electronic copy of your  
SBPI Certificate as done for  
the ITQ Signature Page.

pennsylvania

Vendor Administrator Bidder

Bidder

Bidder > Bidder

Invitation to Qualify

**Additional Required Documentation**

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

**You must upload all required Form Types.**

SRM Contract #: 122012 Contract Name: Tier 1 Construction Proposal ID: 3559

In this step you must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

Small Business Self-Certification Form  
ITQ Signature Page Form  
Small Business Self-Certification Form

Document Location: Browse

Document Name	Description	
<a href="#">ITQ Signature Page Document.docx</a>	ITQ Signature Page Form	Delete

Save Cancel

Uploaded ITQ Signature Page Document

# Small Business Design Invitation To Qualify (ITQ)

## STEP - Q

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 2992

The results of a pre-submission audit of your entire proposal appear below.

<b>Proposal Submitted Date:</b>	
<b>Proposal Current Status:</b>	In Process
<b>ITQ:</b>	12072012
<b>Contact:</b>	danscott@pa.gov Complete
<b>Service Categories:</b>	Small Business Architectural Design Complete
<b>Service Categories and Counties:</b>	Small Business Architectural Design Complete Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks
<b>Technicals:</b>	
<b>Additional Required Documentation:</b>	No forms uploaded.

By clicking the "Submit" button, you represent that: (1) you are submitting a formal bid/proposal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in submitting a bid/proposal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Cancel

### Step 8 – Pre-Submission

After Clicking on Step 8. Review the your inputted data then SCROLL to bottom of the page and click on the check box. (See Red Arrow)

# Small Business Design Invitation To Qualify (ITQ)

## STEP – Q (Cont'd)

pennsylvania PA

Vendor Administrator Bidder

Bidder

Bidder > Bidder

SRM Contract #: 12072012 Contract Name: Small Business Design Proposal ID: 2992

The results of a pre-submission audit of your entire proposal appear below.

<b>Proposal Submitted Date:</b>	
<b>Proposal Current Status:</b>	In Process
<b>ITQ:</b>	12072012
<b>Contact:</b>	danscott@pa.gov Complete
<b>Service Categories:</b>	Small Business Architectural Design Complete
<b>Service Categories and Counties:</b>	Small Business Architectural Design Complete Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks
<b>Technicals:</b>	
<b>Additional Required Documentation:</b>	No forms uploaded.

By clicking the Submit button, you represent that: (1) you are submitting a formal bid/proposal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information and belief. Any false statements made by you in submitting a bid/proposal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Submitted

After Clicking on the check box click the Submit Proposal TAB.  
(See Red Arrow)

## Small Business Design Invitation To Qualify (ITQ)

### NOTE:

Upon the Commonwealth's electronic receipt and approval of your **Small Business Design Invitation to Qualify (ITQ)** a Zero \$ Value Contract will be sent to your attention for review and signing. Once signed you are to return the Zero \$ Value Contract to the provided address. Once this contract is received by the Commonwealth your company will be considered a **Commonwealth Small Business Design Firm** eligible to be informed of Small Business Design project advertisements. You will be informed of these proposal opportunities via email.