

Part II Chapter 38 Request to Advertise

A. Requirements. The following procedures are used by Agencies to comply with the public notice requirements of [The Commonwealth Procurement Code](#) through electronic publication of the notice of contracting opportunity on the DGS website.

1. Procedures.

- a. Access the online [Request to Advertise Form](#). First time users will need to register and should allow up to 2 business days for the verification process to be completed prior to having access to the Request to Advertise Form.
- b. Complete all required fields within the applicable sections of the eMarketplace Request to Advertise Form.
 - (1) General Information.
 - (a) The Solicitation Title and Description should be brief.
 - (2) Department Information.
 - (3) Contact Information.
 - (4) Solicitation Information.
 - (a) If the bid is in SRM, please select the SRM Checkbox.
 - (5) If the bid is not in SRM, you can upload your bid document(s) to the website, by selecting the upload button. (Please note that currently only 1 file may be uploaded). It is recommended that you only upload Adobe PDF files.
- c. Print a copy of the completed Request to Advertise for your records.
- d. Submit the completed Request to Advertise by clicking the "Create Solicitation" button.
- e. Changes to solicitation documents must also be published on the DGS website via the online Request to Advertise Form. After changing the solicitation document, update the Request to Advertise form to notify suppliers of the change.

Please Note: The above procedure is for advertisement of notices of contracting opportunity on the DGS website and not for other methods of public notice. Agencies that want to advertise an Agency contracting opportunity in the Pennsylvania Bulletin must now send them directly to the Legislative Reference Bureau. There is a [Request to Advertise in the PA Bulletin form](#) on the DGS website that you may use. The Department of General Services no longer forwards requests to advertise in the *Pennsylvania Bulletin* to the Pennsylvania Legislative Reference Bureau. Agencies that

want to advertise in a newspaper or trade publication must make the necessary arrangements with the publisher.

References:

1. [The Commonwealth Procurement Code](#)
2. [Request to Advertise Form](#) (PA eMarketplace login required)
3. [Request to Advertise in the PA Bulletin form](#)