

SUPPLIER GUIDE

**LOCATING AND RESPONDING TO
A SOLICITATION**



**The Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement**

www.dgs.pa.gov

LOCATING AND RESPONDING TO A SOLICITATION

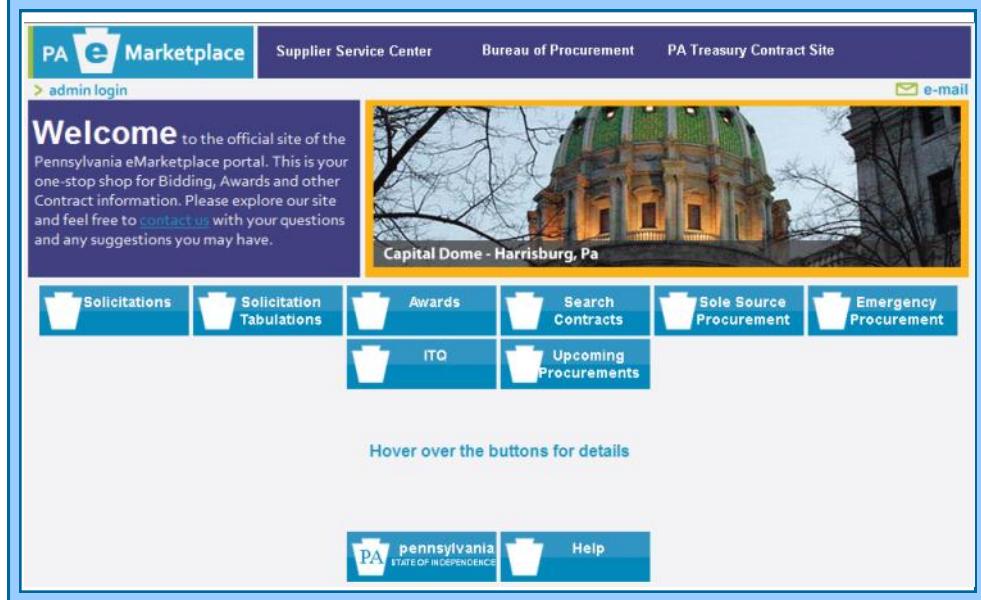
This guide is intended to provide you with instructions on locating current bidding opportunities and responding to solicitations.

There are two different ways to **Locate a Solicitation**. The most common is through [E-Marketplace](#); navigation instructions are included below. The second is through the [PA Supplier Portal](#); navigation instructions are included in the section following “Locating a Solicitation at E-Marketplace”.

Also included later in this guide are detailed instructions on how to **Respond to, Change or Delete a Solicitation Response**.

All bidding opportunities (with an estimated cost in excess of \$25,000) for materials and services for Commonwealth agencies are published at the Department of General Services’ [E-Marketplace](#) website. However, to view the entire solicitation, you may need to login to the [PA Supplier Portal](#). Your login and password are provided when supplier registration is completed.

LOCATING A SOLICITATION at [E-MARKETPLACE](#)



The screenshot shows the homepage of the Pennsylvania eMarketplace portal. At the top, there is a navigation bar with links for "Supplier Service Center", "Bureau of Procurement", and "PA Treasury Contract Site". On the left, there is a "admin login" link. The main content area features a "Welcome" message, a photo of the Capital Dome in Harrisburg, Pa., and several navigation buttons for "Solicitations", "Solicitation Tabulations", "Awards", "Search Contracts", "ITQ", "Upcoming Procurements", "Sole Source Procurement", and "Emergency Procurement". Below the main content, a note says "Hover over the buttons for details". At the bottom, there is a footer with the Pennsylvania state logo and a "Help" button.

To locate current bidding opportunities, go to [E-Marketplace](#), your one-stop shop for all bidding and contract information. The main page includes the following menu options:

- **Solicitations** – Search and view current solicitations.
- **Solicitation Tabulations** – An summary of the suppliers and responses to previous solicitations. *These tabulations are for information only and do not constitute an official award.*
- **Awards** – A list of all recent awards in response to Solicitations.
- **Search Contracts** – Search the Commonwealth database for state contracts awarded by DGS and other agency-selected contracts.
- **Sole Source Procurements** – Includes all agency requests for sole source purchases of supplies and services.

All current advertised solicitations can be found on [E-Marketplace](#) under the **Solicitations** tab. To locate a solicitation, follow these steps:

- A. Select the **Solicitations** tab.
- B. Start bidding search by entering or selecting specific search criteria in one or more of the available fields, then click on “Search”.

The screenshot shows the PA e-Marketplace interface. At the top, there's a blue header bar with the PA e-Marketplace logo, "Supplier Service Center", and "Bureau of Procurement". Below it is a green navigation bar with "Search Solicitations" and "B & W Mode". The main content area has a dark blue header "Search Solicitations" with a sub-instruction: "All suppliers wishing to do business with the Commonwealth must register at www.pasupplierportal.state.pa.us. Click the bookmark link to bookmark the page. (Internet Explorer Only)". Below this is a section titled "Enter Search Criteria" with the note "No fields required. The more detail you give, the fewer results will appear." It contains several input fields and checkboxes:

- Solicitation # (text input)
- Agency (dropdown menu)
- Statewide Multiple
- Solicitation Title or Description (text input)
- County (dropdown menu)
- Solicitation Type (dropdown menu)
- Parent No. (text input)
- Advertisement Type (radio buttons): Service, Materials, Service & Materials, PW Construction, Agency Construction, Real Estate, All. "All" is selected.
- View Current Records View Archived Records
- Bid Open Date (mm/dd/yyyy) (text input)
- Solicitations Posted Since (mm/dd/yyyy) (text input)
- Search
- New Solicitation
- Cancel

At the bottom, there's a "Search Result" bar with the instruction "Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)". It also includes a dropdown for "No. of records per page" set to 10, and "Export Search Results" and "Print Search Results" buttons.

C. Below are search results that provide a listing of current solicitations, based on the criteria selected. From here, specific solicitations can be viewed.

Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)											
No. of records per page: 10 <input type="button" value="▼"/>											Export Search Results
Solicitation#	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Status	Contact Person
6100013977	IFB	HVAC Services for Site F & 41	HVAC services consisting of routine preventative maintenance, repairing all heating, ventilation, and air-conditioning systems at the Roadside Rest and Welcome Center locations: I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap, Site F and I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.	Transportation	Monroe	12/1/2009	12/2/2009	12/18/2009	12/21/2009 11:00:00 AM	Open	Angelika DeFrancesco
6100014003	IFB	ELEVATOR MAINTENANCE	ELEVATOR & ESCALATOR...	Agriculture	Statewide	12/1/2009	12/2/2009	12/16/2009	12/16/2009 10:15:00 AM	Open	PEGGY LUCAS
CN00031664	R3-RFQ	Beef for Jan - Mar 2...	Beef for menu compli...	Corrections	Cumberland	12/1/2009	12/2/2009	12/16/2009	12/16/2009 1:00:00 PM	Open	Charmaine Linch
CN00031670	R3-RFQ	Eggs for Jan - Mar 2...	Eggs for menu compli...	Corrections	Statewide	12/1/2009	12/2/2009	12/16/2009	12/16/2009 11:00:00 AM	Open	Charmaine Linch
CN00031672	R3-RFQ	Drinks for Meals at...	Drinks for SCI Camp ...	Corrections	Statewide	12/1/2009	12/2/2009	12/17/2009	12/17/2009 1:00:00 PM	Open	Charmaine Linch
05U030	IFB	Schuylkill Co./SR 61...	Requesting services ...	Transportation	Lehigh	12/1/2009	12/1/2009	12/30/2009	12/30/2009 2:00:00 PM	Open	Robert Herbein
227120109	RFP	HUMAC Norm Software ...	- REBID - Humac Norm...	State System of Higher Education	Chester	12/1/2009	12/1/2009	12/8/2009	12/8/2009 2:00:00 PM	Closed	Linda Brunner

D. After locating the solicitation, click on the underlined **Solicitation Number** to open the **Advertisement Information** page.

YOUR ADVERTISEMENT INFORMATION

General Information				Help
Department for this solicitation:	Procurement	Types:	IFB	
Date Prepared:	12/01/09			
Advertisement Type:	Service			
Solicitation #:	6100013977	Solicitation Title:	HVAC Services for Site F & 41 in Monroe County	
Description:	HVAC services consisting of routine preventative maintenance, repairing all heating, ventilation, and air-conditioning systems at the Roadside Rest and Welcome Center locations: I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap, Site F and I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.			
Department Information				
Department/Agency:	Transportation	Delivery Location (limit of 300 characters):	I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap Site F & I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.	
County (if applicable):	Monroe	Duration:	12 months, until January 31, 2011, with four year renewal options	
Contact Information				
First Name:	Angelika	Last Name:	DeFrancesco	
Phone Number:	610-871-4138 Ext:	Email:	defrances@state.pa.us	
Solicitation Information				
Solicitation Start Date:	12/02/09	Solicitation End Date:	12/18/09	
Opening Date:	12/21/09	Opening Time:	11:00 AM	
Opening Location:	Department of Transportation District 5-0 1002 Hamilton Street Allentown, PA 18101			
No. of Addendums: (# of versions)				
You must go to www.pasupplierportal.state.pa.us to complete this bid.				
Amended Date: 12/01/09				

The **Advertisement Information** page (seen above) provides a general overview of the bid, which will specify if responses will only be accepted electronically. You must go to PA Supplier Portal to complete.

LOCATING A SOLICITATION at PA SUPPLIER PORTAL

WELCOME BIDDER

As a Company Bidder in the PA Supplier Portal 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.

- A. Open your web browser and go to **PA Supplier Portal**. Browser compatibility is provided on the home page.
- B. Select the Logon button.
 - Enter the **Logon ID** and **Password** created during registration.
 - When the data entry is complete, select the **Log In** button.
 - The PA Supplier Portal Welcome Screen will display (*pictured above*).
- C. If you have been assigned both the Administrator and Bidder roles, the Vendor Administrator tab will be selected by default. Select the Bidder tab to proceed.
 - A box will appear asking if you want to view secure content. Select "No".
- D. To begin your search for bidding opportunities, select the Search/Submit a Bid link in the left navigation panel.
- E. The Process Bid screen will display, and contains search fields to assist you in location solicitations.
 - When the Bid Document number is known, enter it into the **Number of Document** field and select the **Start** button to initiate the search.
 - When the Bid Document number is *not* known, select the drop-down list in the **Status** field and choose one of the available options. Then select the **Start** button to initiate the search.
- F. A list of search results will display by using any search method.
 - The **Display** icon (a magnifying glass) displays basic data and detailed information of the selected bid solicitation, as well as the Bidder's bid response after it is created.

- The **Bid Document** number is a link and, when selected, will open the bid solicitation for viewing.
- The **Change or Edit** icon (pencils) will allow information on a previously *held* or *submitted* bid to be changed by the bidder.
- The **Create** icon allows the bidder to create a bid response on behalf of their company on any open solicitation.
- The **Trash or Delete** icon is used by the bidder to delete a bid response.

G. Select one of the icons for a particular bid.

H. The Display Invitation for Bid screen opens for viewing.

- To exit this screen, select the **Back to Initial Screen** link. You will be returned to the search results list where you may continue to look for additional bidding opportunities.

*If you require assistance with the bidding process, please contact the **Customer Service Center** at [\(877\) 435-7363](tel:(877)435-7363) and select **Option 2**.*

**To respond to a Solicitation,
click to view the Bidding Guide.**

For more information about [Supplier Response to a Solicitation](#), please contact:

**Customer Support Center
(877) 435-7363, Option #2**

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