

## How to Pre-Qualify as an ITQ Supplier

The purpose of this guide is to assist suppliers in completing the ITQ pre-qualification and registration process in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System**. Suppliers that wish to become a qualified ITQ Supplier and receive Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contracts will follow the steps listed in this guide.

### General Information listed below:

- An **ITQ Contract** is a type of multiple award contract issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.
- **To identify the qualifications required for an ITQ supplier** review the ITQ Contract Statement of Work (SOW) and other related documents. [Click here](#) to view all ITQ contracts on the DGS website.
- **See the Pre-Qualifying as an ITQ Supplier in JAGGAER** guide to assist with completing the pre-qualification requirements in the registration process. [Click here](#) to access this guide on the Supplier Service Center on the DGS website.

The following outlines the pre-qualification process.

**Step 1: Apply for a six-digit Vendor Number.** Suppliers must apply for a six (6) digit Commonwealth of PA Supplier Vendor Number. If you already have a Vendor Number, please proceed to Step 2. You will need your six (6) digit Vendor Number for Step 2.

### PLEASE NOTE

- A. The Commonwealth of PA **REQUIRES** all suppliers to have an Employer Identification Number (EIN) issued by the IRS. If you do not have an EIN number, go to the IRS website <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein> .

**Once you've obtained an EIN number, suppliers are must wait 7-10 business days to apply for a Vendor Number in the PA Supplier Portal.**

- B. You must use Internet Explorer and a non-apple product device to complete the **PA Supplier Portal** registration. For guidance on the PA Supplier Portal registration, visit the [Supplier Service Center](#) on the DGS website. You may [Click here](#) to begin your registration.  
**If you have issues with completing the registration, please contact 1-877-435-7363, choose option 1. Any representative will be able to assist you.**

**Step 2: Register for a JAGGAER Account and complete prequalification process.** JAGGAER is the electronic application the Commonwealth uses for ITQs, RFQs, and RFPs. For guidance on the PA Supplier Portal registration, visit the [Supplier Service Center](#) on the DGS website. Please make sure you read the Statement of Work (SOW). The SOW explains the scope of the contract. To make the registration process easier, pay close attention to the following:

**Materials or Services Categories in the SOW.** These are the ITQ Commodity Code(s) you will select, under the **Business Details** tab, during the prequalification and registration process; and

**Additional Question.** Once you've completed selecting the ITQ Commodity Code(s), answer the "Additional Question" as "Yes". This will trigger the pre-qualification questions associated with ITQ.

**Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.**

After completing the initial registration steps and the previous sections, you will navigate to the *Business Details* section. In this section, you will select the appropriate ITQ Commodity Codes and complete the prequalification requirements.

In the **Business Details** section, you are required to select the commodity codes associated with the ITQ Contract. These codes are identified with an “ITQ” extension (i.e. **86000000-ITQ-82**). To review the ITQ Contracts, select the “Click Here” link within the details section.

1. In the **Products and Services** sub-section, select the **Edit** button to choose the appropriate ITQ Commodity Codes.

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*Commonwealth of PA Supplier Management System*  
**1 of 4** Steps Complete

Welcome

Company Overview ✓

**Business Details** ✓

Addresses ✓

Contacts ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

### Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

Select the Commodity Codes (by code or description) by clicking the "EDIT" button for the products and services you provide.

**NOTE:**  
**If you are interested in pre-qualifying to become an ITQ supplier**, ensure you select the commodity code identified with an "ITQ" extension (ex. 53100000-ITQ-1). It is recommended to view each ITQ contracts Statement of Work, prior to selecting a commodity code. This will ensure you select the appropriate codes. [Click here](#) to view all ITQ contracts. To view the appropriate contracts Statement of Work, click on "Statement of Work". The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Office listed on the Statement of Work.

### Products and Services

Commodity Codes \*

92120000-ITQ-219 (Security Guards -Level 1 Unarmed Guard) **Edit** Remove

### Additional Questions

Did you add any commodity codes with an ITQ-XXX extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as Yes. If no, please answer as No. \*

★ Required to Complete Registration

< Previous Next > Save Changes

2. In the **Additional Questions** sub-section, select **Yes** for the question. **Note:** It is **very important** that you select “Yes” to this question when you add ITQ Commodity Codes. **Do not** select “No” because the ITQ Pre-Qualifications sections **will not** populate for you to complete.
3. Select the **Next** button to proceed with completing the *Addresses* and *Contacts* sections. (Note: The *Save Changes* button will save the data and keep you on the current screen.)

**Additional Questions**

Did you add any commodity codes with an ITQ-XXX extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as Yes. If no, please answer as No. ★

Yes

★ Required to Complete Registration

< Previous    **Next >**    Save Changes

After completing the *Addresses* and *Contacts* section, you should now see prequalification sections to complete. In the **ITQ Statement of Work** section, you must review the details so that you fully understand the requirements.

4. Select the **Statement of Work** link to view details.
5. Select the **Next** button to proceed to the *ITQ Pre-Qualification Questionnaire* section.

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5 of 7 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- ITQ Statement of Work ✓**
- ITQ Pre-Qualification Que... ✗
- ITQ Terms and Conditions ✗

Certify & Submit

Registration FAQ | View History

**ITQ Statement of Work**

[Security Guard ITO](#)

[Statement of Work](#)

★ Required to Complete Registration

< Previous    **Next >**    Save Changes

In the **ITQ Pre-Qualification Questionnaire** section, you must complete all required fields and upload applicable documents.  
**Note:** If you do not have a six (6) digit PA Vendor Number, select the **PA Supplier Portal** link to register for one.

6. Download, complete, and upload the **Experience Form**.
7. Select the **counties** you can serve. Complete all other required fields.
8. Select the **Next** button.

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**5 of 7** Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- ITQ Statement of Work ✓
- ITQ Pre-Qualification Que...** ✓
- ITQ Terms and Conditions ✓
- Certify & Submit

Registration FAQ | View History

### ITQ Pre-Qualification Questionnaire

Becoming an ITQ Contractor, you must complete a two (2) step process:

1. You must register to obtain a six-digit PA Vendor Number with the Commonwealth of Pennsylvania. For information on supplier registration, please visit [PASupplierPortal](#) website.
2. Provide the information below to complete this step in the registration process.

The Commonwealth of Pennsylvania will review the information below to determine whether your company meets the minimum requirements for the ITQ commodity code(s) you selected on Step 2 of 6 "Business Details". If the minimum requirements are met, your company will be awarded an ITQ contract.

#### Experience

[Experience Form](#)

Click the link above to describe how your company's experience in the ITQ commodity code(s) you selected on Step 2 "Business Details" of your registration. \*

Select file *Drop file to attach, or browse.*

ITQ Experience Form .xlsx

#### Counties

Select which counties you are able to serve. \*

Dauphin County

★ Required to Complete Registration

< Previous **Next >** Save Changes

In the **ITQ Terms and Conditions** section, you will be required to agree to the terms and conditions of the contract.

8. Select the **Terms and Conditions** link to view.
9. Select the **box** to agree to the statement.
10. Select the **Next** button.

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**6 of 7** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

ITQ Statement of Work ✓

ITQ Pre-Qualification Que... ✓

**ITQ Terms and Conditions** ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

### ITQ Terms and Conditions

Please read the following documents.

#### Security Guard ITQ

[Terms and Conditions](#)

By checking this box you are agreeing to the Statement of Work and Terms and Conditions associated with the specific ITQ to which you are seeking to be qualified. ★

You represent that you are authorized to submit the information on behalf of the person or entity identified and all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

If you previously accepted the Statement of Work and Terms and Conditions and the above box is checked, by continuing you accept the Statement of Work and Terms and Conditions for additional categories or the most recent Statement of Work and Terms and Conditions.

★ Required to Complete Registration

[← Previous](#) **Next >** [Save Changes](#)

**Certify & Submit** is the final section to complete prior to submitting. In this section, you will be required to verify and acknowledge the information you are providing.

11. Enter the **Preparer's** details in each field.
12. Select the **box** to acknowledge the certification statement.
13. Verify **all sections** are completed with a green check.
14. Select the **Submit** button. The registration will workflow for the ITQ Manager's approval review and follow up.

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**7 of 7** Steps Complete

Welcome

- Company Overview
- Business Details
- Addresses
- Contacts
- ITQ Statement of Work
- ITQ Pre-Qualification Que...
- ITQ Terms and Conditions

### Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current.

By clicking the Submit button, you represent that you are authorized to submit the information on behalf of the person or entity identified and all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Preparer's Initials \*

Preparer's Name \*

Preparer's Title \*

Preparer's Email Address \*

Today's Date 5/21/2020

Certification \*  I certify that all information provided is true and accurate.

★ Required to Complete Registration