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)
Paula Murphy
Construction Liaison
717-787-8324
pmurphy@pa.gov
Go to: www.pasupplierportal.state.pa.us

Click On:

IMPORTANT SYSTEM NOTICE TO SUPPLIERS

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.

If you are experiencing access problems with this site, please select status for system availability information.
Enter PA Supplier Portal
User Name & Password

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

Click On:

Welcome Vendor Administrator - Commonwealth of Pa - Windows Internet Explorer

- Welcome Vendor Administrator
  - Create Additional Users
  - Manage User Data
  - Manage My Data
  - Manage Company Data
  - Manage Supplier Addresses
  - Manage Bank Data & Product Categories
  - Supplier Service Center

Vendor Administrator - Administration - Welcome Vendor Administrator

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 "Biddor" 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

Click On:

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.
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

Welcome to the Enterprise Application Portal.

NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.

Welcome to the Enterprise Application Portal.

COSTARS
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.

Small Business Procurement Initiative
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.

Auto Service Facilities Qualification ITQ
Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.

ITQ Proposal Administration
Organizations interested in doing business with the Commonwealth through the Invitation To Qualify (ITQ) process.

DGS e-mail notifications (eAlerts)
Sign up here to be notified of new bids issued by the Department of General Services.

Invoices in Process Report
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.

Vendor Payments Report
Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.

Click On:
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:
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.

<table>
<thead>
<tr>
<th>Proposal Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Design</td>
<td>03/01/13</td>
</tr>
<tr>
<td>Small Business Design</td>
<td>03/01/13</td>
</tr>
<tr>
<td>Tier 1 Construction</td>
<td>02/20/13</td>
</tr>
</tbody>
</table>

Click on ICON; Scroll Down To Create New
Small Business Design
Invitation To Qualify (ITQ)

STEP - I

Click On:

- 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.

<table>
<thead>
<tr>
<th>ITQ Contract</th>
<th>Name</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>12072012</td>
<td>Small Business Design</td>
<td>12/7/2012</td>
<td>11/1/2013</td>
<td>View</td>
</tr>
<tr>
<td>122212</td>
<td>Tier I Construction</td>
<td>12/6/2012</td>
<td>1/31/2014</td>
<td>View</td>
</tr>
<tr>
<td>33700</td>
<td>Commissary Products ITQ</td>
<td>4/16/2012</td>
<td>6/30/2022</td>
<td>View</td>
</tr>
<tr>
<td>4400004480</td>
<td>Master IT Services ITQ</td>
<td>4/10/2009</td>
<td>12/31/9999</td>
<td>View</td>
</tr>
<tr>
<td>4400006436</td>
<td>Tree Trimming &amp; Stump Cutting</td>
<td>3/1/2010</td>
<td>5/31/2015</td>
<td>View</td>
</tr>
<tr>
<td>4400007410</td>
<td>ITQ Consulting Services</td>
<td>4/1/2011</td>
<td>3/31/2016</td>
<td>View</td>
</tr>
<tr>
<td>4400008522</td>
<td>Recreation &amp; Fitness Equipment</td>
<td>8/1/2011</td>
<td>7/31/2016</td>
<td>View</td>
</tr>
<tr>
<td>4400008567</td>
<td>Training Services ITQ</td>
<td>8/15/2011</td>
<td>12/31/2016</td>
<td>View</td>
</tr>
<tr>
<td>4400008667</td>
<td>Creative/AV/Production SRVCS ITQ</td>
<td>8/25/2011</td>
<td>9/30/2016</td>
<td>View</td>
</tr>
<tr>
<td>4400008938</td>
<td>Electric &amp; Security Systems</td>
<td>10/24/2011</td>
<td>5/31/2017</td>
<td>View</td>
</tr>
<tr>
<td>4400009722</td>
<td>E-Waste Removal &amp; Recycling Svts</td>
<td>6/1/2012</td>
<td>5/31/2017</td>
<td>View</td>
</tr>
<tr>
<td>4400009863</td>
<td>Temp Rented Power &amp; HVAC Equip</td>
<td>8/1/2012</td>
<td>7/31/2017</td>
<td>View</td>
</tr>
<tr>
<td>4400010386</td>
<td>Museum Exhibit Services ITQ</td>
<td>2/25/2013</td>
<td>2/14/2018</td>
<td>View</td>
</tr>
<tr>
<td>4400011318</td>
<td>Helicopters</td>
<td>5/1/2013</td>
<td>4/30/2022</td>
<td>View</td>
</tr>
<tr>
<td>4400011716</td>
<td>Facility Repair Service ITQ DGS</td>
<td>7/15/2013</td>
<td>1/19/2018</td>
<td>View</td>
</tr>
</tbody>
</table>

Cancel
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.
Small Business Design
Invitation To Qualify (ITQ)

STEP – J (cont’d)

2 – Select ITQ

1 – Acknowledge Review

By checking this box I acknowledge that I have reviewed Parts I-IV of this ITQ contract.
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.
Step 2 – Proposal Contact Information

After clicking on Step 2 to enter this section, input all requested information and click on the SAVE tab.
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)
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)**

<table>
<thead>
<tr>
<th>K. Key Words (limit 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Construction</td>
</tr>
</tbody>
</table>

**L. Trade Associations:**

List trade associations with which your organization is affiliated.

<table>
<thead>
<tr>
<th>M. Federal Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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.
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.
Caution: DO NOT use the Browser’s navigation buttons at any point in this application.

5RM Contract #: 12072012
Contract Name: Small Business Design
Proposal ID: 5560

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

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.

First - Click on symbol; Scroll down and select ITQ Signature Page Form
Small Business Design
Invitation To Qualify (ITQ)

STEP - P

- 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.
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.
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 SB Certificate as done for the ITQ Signature Page.
Small Business Design
Invitation To Qualify (ITQ)

STEP - Q

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