Invitation to Qualify (ITQ) for National Emissions Standards Compliance Services

How to Submit an ITQ Proposal

To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, www.pasupplierportal.state.pa.us. If required, the Supplier Service Center at that website provides a Supplier Registration Guide and other pertinent information to assist with the registration process.

The PA Supplier Portal is a secure website. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured. Caution: DO NOT use the Browser's navigation buttons at any point in the application.

<div align="center">Steps of the PA Supplier Portal</div>

- At www.pasupplierportal.state.pa.us, logon (upper right corner of the screen)

- Select Bidder Tab

- Select Enterprise Applications

- Select ITQ Proposal Administration

- Click on Proposal

- Click on "Create New"

- Search and Click on "View" of ITQ for "National Emissions Standards Compliance Services" from the List of Contracts

- **View ITQ** - In order to select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page. At the bottom of the page check the box to acknowledge you have reviewed them. The screen will refresh and then click on the SELECT THIS ITQ button to begin developing a proposal; completing the following steps in order to become a qualified contractor.

- **Proposal Contact Information**

  Supplier Profile – Supplier must complete as directed

- **Service Categories –**

  - Select the service categories your company wishes to become qualified
    - Energy Assessment Services and/or:
    - Boiler Tune-Up Services and/or:
    - Performance Stack Testing Services

- **Additional Required Documentation -** Suppliers must complete and submit/upload the additional required documentation as stated in Part II, Bid Requirements for their bid to be considered as complete and responsive. These documents should include:
  - Supporting documentation for each applicable service category as outlined in Part II, Bid Requirements

- **Pre-Submission Audit -** Review all sections to ensure "complete' has been captured in all columns. Click on the small instruction box on the left and the "Submit Proposal" button will appear. Click on this button when you are ready to submit your proposal.

Should you require assistance, please contact Keith Worley at (717) 346-2679 or e-mail kworley@pa.gov.