Reentry Services
Invitation to Qualify (ITQ)
How to Submit an ITQ Proposal

To submit a proposal for the Reentry Services ITQ Contract, 4400016353, a supplier must be registered with the Commonwealth through the [PASupplierPortal Website](). If you are not a registered supplier, please review the Commonwealths [Registration Guide]() in help registering as a Commonwealth Supplier.

The PASupplierPortal is a secure website. The PASupplierPortal certified browsers are Internet Explorer 6.0 through 8.0. Registrations will only be processed during regular Commonwealth work hours.

Suppliers interested in doing business with the Commonwealth of Pennsylvania through the Reentry Services ITQ Contract, 4400016353, must develop and submit a proposal along with all supporting documentation through the PA Supplier Portal Website. The Commonwealth will evaluate the proposal and supporting documentation to determine whether the supplier meets the minimum eligibility requirements. Suppliers must also complete and submit additional required documentation as specified in **Part II - Bid Requirements** for their proposal to be considered as being complete and responsive. Suppliers may submit a proposal for one, all, or any combination of the Service Categories as listed in **Part I – Statement of Work.**

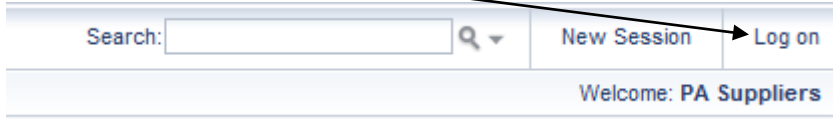Please follow these steps in order to fully submit an ITQ proposal.
- Login to the PA Supplier Portal Website
- Navigate to the ITQ Application
- Step 1: View ITQ
- Step 2: Proposal Contact Information
- Step 3: Supplier Profile
- Step 4: Service Categories
- Step 5: Counties
- Step 6: Technicals – Not applicable
- Step 7: Additional Documentation
- Step 8: Pre-Submission Audit

Login to the PA Supplier Portal Website

Go to www.pasupplierportal.state.pa.us.
- **Note:** The PaSupplierPoral 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.
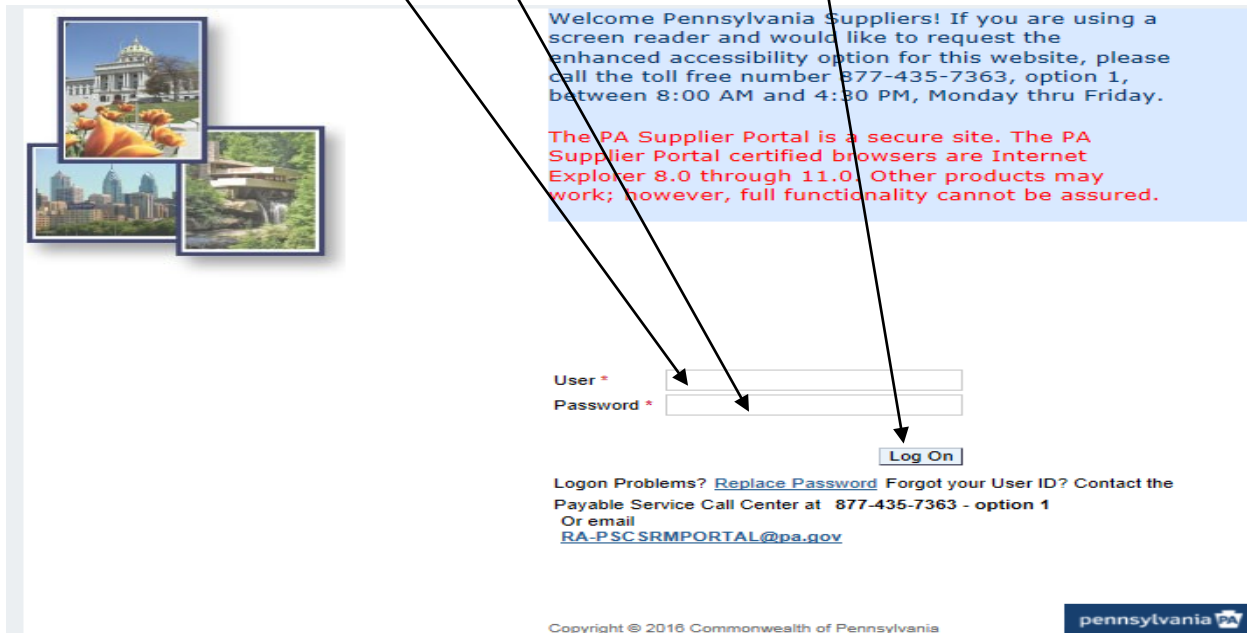- Registrations will only be processed during regular Commonwealth work hours.

Click on *"Log on"* on the top right hand corner of the Web Page.

Search:	🔍 ▾	New Session	Log on
		Welcome: PA Suppliers	

Enter your Logon ID and Password and then click the *"Log-On"* button.

- Noted: If you are having difficulties with your Log-On credentials you may either call the Supplier Services Help Desk at 877-435-7363 or use the Replace Password function on the web page.

Welcome Pennsylvania Suppliers! If you are using a screen reader and would like to request the enhanced accessibility option for this website, please call the toll free number 877-435-7363, option 1, between 8:00 AM and 4:30 PM, Monday thru Friday.

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 8.0 through 11.0. Other products may work; however, full functionality cannot be assured.

User *

Password *

Log On

Logon Problems? Replace Password Forgot your User ID? Contact the Payable Service Call Center at 877-435-7363 - option 1
Or email
RA-PSCSRMPORTAL@pa.gov

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pennsylvania

Navigate to the ITQ Application Page

Click on the *"Bidder Tab"* on the top left hand corner of the Web Page.

Click on the *"Enterprise Applications"* on the left side of the Web Page from the Detailed Navigation Toolbar.

Click on the *"ITQ Proposal Administration"* link

Click on the *"Proposal"* button, you may start building or editing a Proposal.
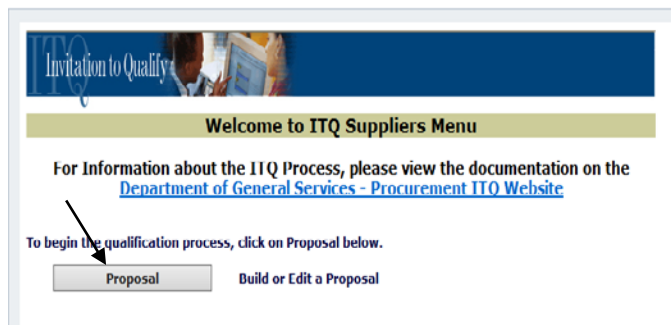
From the drop-down list in the center of the Page click on *"Create New"* from the drop-down list.
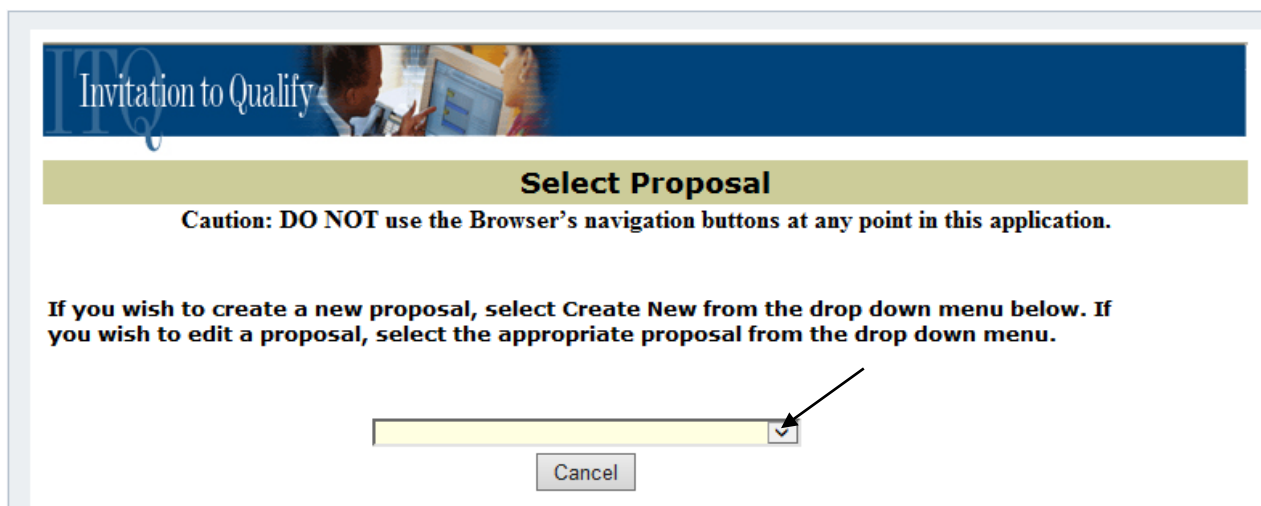
Note: If you have already begun developing a proposal, from the drop-down list select the appropriate proposal, i.e. Re-Entry Services ITQ-xx/xx/xx

Locate: 4400016353 – Reentry Services ITQ and click on the *"View"* button.
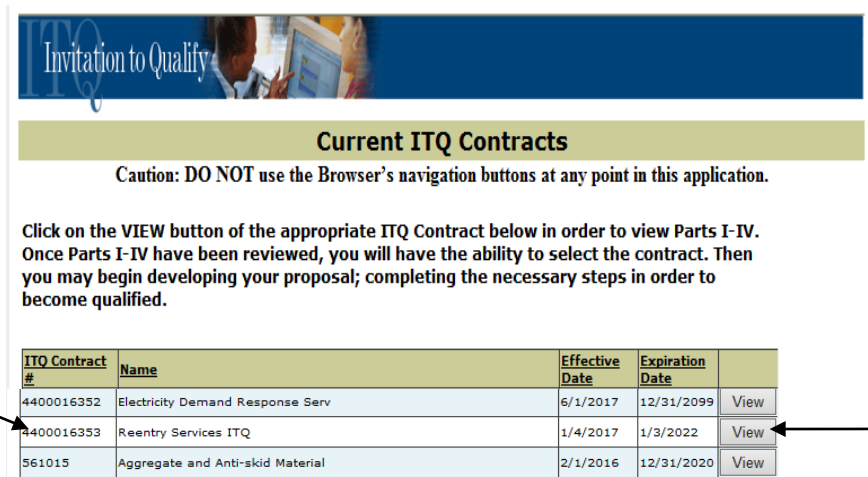
Click on the *"View"* button

STEP 1 – VIEW ITQ

You **must** review Part I; Part II; Part III; Part IV
Note: You can *scroll* to review the different parts or click on each of the *links*.

Scroll to the bottom- check the "By checking this box I acknowledged that I have reviewed Parts I – IV of this ITQ.

STEP 2 - PROPOSAL CONTACT INFORMATION

Click on Step 2 – Proposal Contact Information.

Fill-in all of the required fields for the proposal contact information and then click on the "SAVE" button at the bottom of the Page.

- NOTE: If you fail to fill-in all of the required fields **(***-***-***)**, in the format required, the "Submit" button in Step 8. Pre-Submission Audit will not display.

STEP 3 – SUPPLIER PROFILE

Click on Step 3. Supplier Profile.

Fill-in all of the fields on the ITQ Supplier Profile Questionnaire.

- **Note:** The entire ITQ Supplier Profile Questionnaire must be completed before you can perform a successful "Save" of all entered data. You may add "O" or "N/A" in the areas that are non-applicable. Please refer to the Supplier Profile Questionnaire Reference Guide for further instructions. Click "Save" at the bottom of the Page when you have finished filling-in all of the required fields for the Supplier Profile Questionnaire.

Invitation to Qualify

Edit a Proposal

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Step 1. View ITQ	✓ ITQ Selected
Step 2. Proposal Contact Information	☐ Contact Entered
Step 3. Supplier Profile	✓ Profile Complete
Step 4. Service Categories	☐ Service Categories Selected
Step 5. Counties	☐ Counties Completed
Step 6. Technicals	☐ Technicals Completed
Step 7. Additional Required Documentation	☐ Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	☐ Audit Approved

Invitation to Qualify

ITQ Supplier Profile Questionnaire

Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Cancel

LAST MODIFIED: 12/23/2016

Instructions: Each required field must be completed before a successful save may be performed. If you attempt to save without all the required fields being completed, you will get error messages directing you to correct the appropriate field. Required fields are marked with a **Red Asterisk ***

If you find that a required field asks for information that is "Not Applicable" to your business, enter "N/A" for a text field and "0" for a numeric field.

After your proposal has been evaluated and your company has been awarded a contract, we encourage you to return and update the information in this profile by accessing the Enterprise ITQs section of the PASupplierPortal website and selecting the "Supplier Profile" button.

STEP 4 – SERVICE CATEGORIES
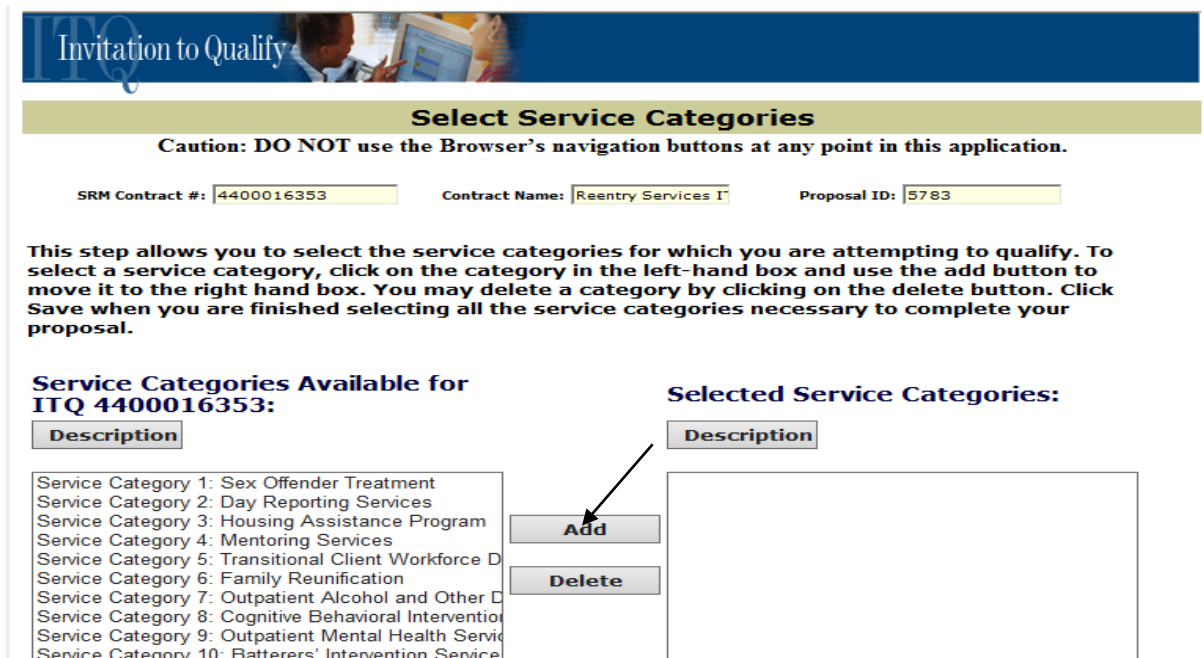
Click Step 4. Service Categories.

Scroll through the Service Categories in the left-hand box. Once you find the appropriate Service Category (ies) for which you plan on submitting a proposal, click on the *"Add"* button to move the service category (ies) to the right-hand box.

You may **delete** a Service Category by clicking the "Delete" button.

- **Note:** Deleting a Service category will remove any related "References, Counties or Technical's (not applicable) that may have been added.

Click "Save" at the bottom of the Page when you have finished selecting the Service Category (ies) for which you plan on submitting a proposal.

STEP 5 – Counties

Click on Step 5. Counties.

Select which *"counties"* apply. If servicing all PA counties click on *"Select All"*. Then click on *"Add to SC"*

Click *"Save"* at the bottom of the Page when you have finished selecting the Counties for which you plan on submitting a proposal.

STEP 6 – Technicals

This step is not applicable to this procurement.

STEP 7 – Additional Required Documentation

Click on Step 7. Additional Required Documentation.

Select the appropriate document type from that you would like to upload from the drop-down list and then click *"Browse"* button to find the document saved on your computer. Click the *"Upload"* button to upload the document. Repeat these steps to upload your documentation for each required document type.

- **Note:** Each document will appear at the bottom of the page to ensure that has been successfully uploaded.

Click *"Save"* at the bottom of the page once you have uploaded the appropriate documentation for each document type.

STEP 8 – PRE-SUBMISSION AUDIT

Click on Step 8. Pre-Submission Audit.

The pre-submission audit is used to track your progress while developing your ITQ proposal.

- **Note:** If the far right column is marked "Complete" then the step is complete.

- **Note:** If the far right column is left blank then the step is incomplete. In this case, click on the "Cancel" button at the bottom of the page and click on the appropriate step that is not complete.

- An empty checkbox will indicate that the step is incomplete.

- Once your proposal is complete, the pre-admission audit task box will appear.

☑ By clicking the Submit button, you represent that: (1) you are submitting a formal bid/proposal in response to a procurement issued by the Commonwealth pursuant to the Procurement Code (62 Pa.C.S. Section 101 et seq.); (2) you are authorized to submit the information on behalf of the person or entity identified; (3) you are authorized to bind the person or entity identified to the terms of the solicitation and this submittal; and (4) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you in submitting a bid/proposal are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

Submit Proposal ☐ Submitted

Click on *"By clicking the Submit button, you represent that …"* and click on *"Submit Proposal"*

To ensure that your proposal was submitted, check the status of the "Proposal Current Status" as it should display as "Submitted".

Proposal Submitted Date:	8/11/2011 12:06:03 PM	
Proposal Current Status:	Submitted ←	
ITQ:	4400004480	
Contact:	John Doe, Manager 123 Main Street Suite 1 Anywhere PA 12345 john.doe@email.com 123-456-7890 FAX: 234-567-8901	Complete
Service Categories and Client References:	**Cabling Services** JKL Company — Reference Replied. ABC Company — Reference Replied. DEF Company — Reference Replied.	Complete
Service Categories and Counties:		
Technicals:	**Internal Premise Voice Wiring Support** **Internal Premise Voice Wiring Support** Facilities Planning	Complete
Additional Required Documentation:	Financials.pdf Rate Card.pdf Years In Business (Articles of Incorporation).pdf	Complete