

**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 Commonwealth's [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.

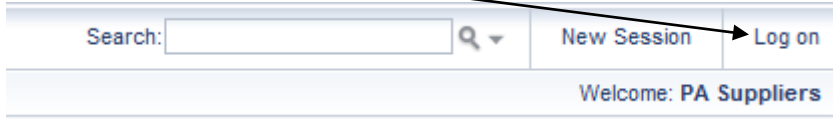
- Login to the PA Supplier Portal Website
- Navigate to the ITQ Application
- Step 1: View ITQ
- Step 2: Proposal Contact Information
- Step 3: Supplier Profile
- Step 4: Service Categories
- Step 5: Counties
- Step 6: Technicals – Not applicable
- Step 7: Additional Documentation
- Step 8: Pre-Submission Audit

## Login to the PA Supplier Portal Website

Go to [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

- **Note:** The PaSupplierPortal 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.

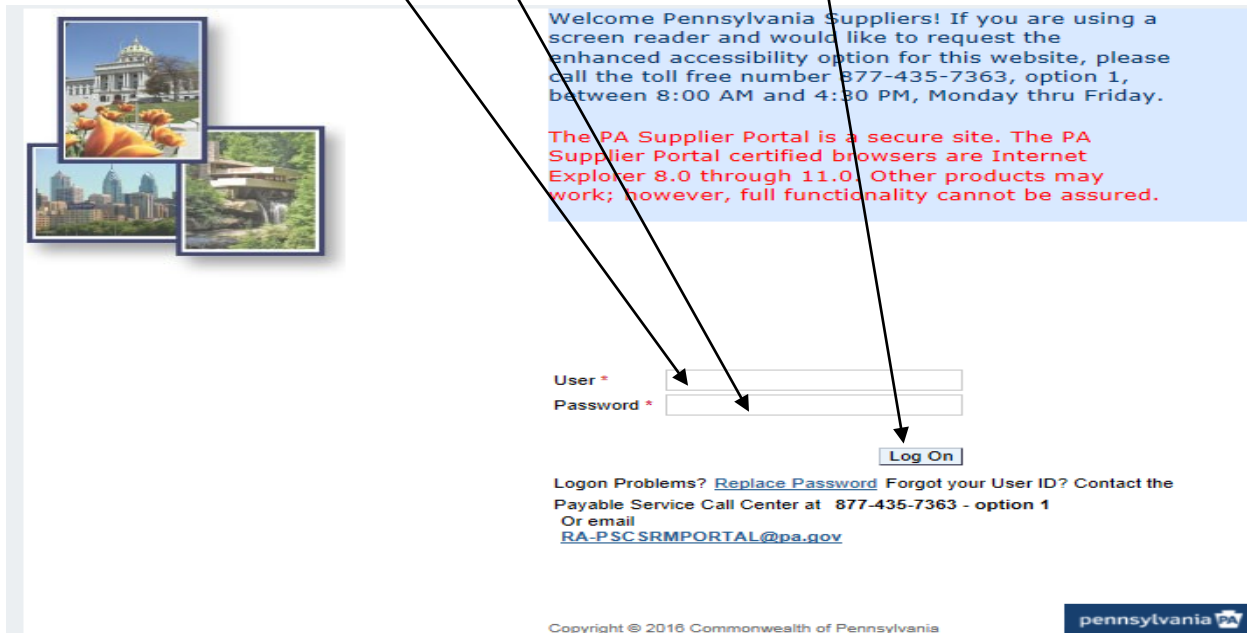
Click on “Log on” on the top right hand corner of the Web Page.



Search:      
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 \*

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](mailto:RA-PSCSRMPORTAL@pa.gov)

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## Navigate to the ITQ Application Page

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



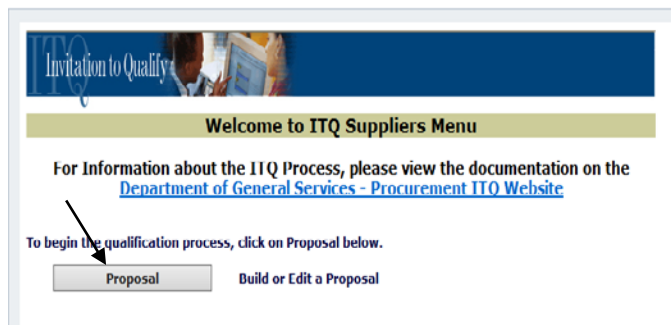
Click on the *"Enterprise Applications"* on the left side of the Web Page from the Detailed Navigation Toolbar.

A screenshot of the Enterprise Application Portal. The top left shows the 'pennsylvania PA' logo and navigation buttons for 'Vendor Administrator' and 'Bidder'. Below these is a blue navigation sidebar with a list of links: 'Welcome Bidder', 'Bid Processing', 'Enterprise Applications', and 'Supplier Service Center'. An arrow points from the text above to the 'Enterprise Applications' link. The main content area is titled 'DEPARTMENT OF GENERAL SERVICES' and 'pennsylvania PA'. It features a red notice: 'NOTICE: The ITQ application certified browser is Internet Explorer 6.0. Other browsers may work, but full functionality cannot be assured.' Below the notice is a 'Welcome to the Enterprise Application Portal.' section. A table lists various services with links and descriptions. The 'ITQ Proposal Administration' link is highlighted with a blue border and an arrow pointing to it from the text below.

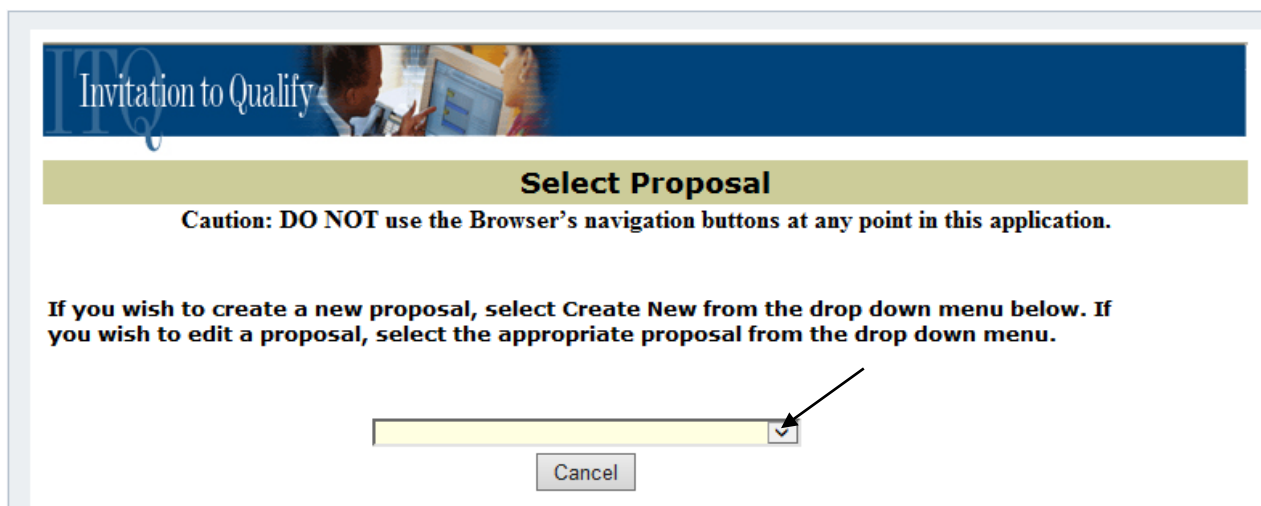
<a href="#">COSTARS</a>	Use this Supplier Gateway to view your COSTARS-participating contract (s), update COSTARS-only contact information, report quarterly contract sales, and pay contract Administrative Fee.
<a href="#">Small &amp; Small Diverse Business Program Application</a>	Self-certify as a Small Business and, if eligible, verify as a Small Diverse Business to participate as a Small and Small Diverse Business on Commonwealth contracting opportunities.
<a href="#">Auto Service Facilities Qualification ITQ.</a>	Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.
<a href="#">ITQ Proposal Administration</a>	Organizations interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing ITQ proposal.
<a href="#">DGS e-mail notifications (eAlerts)</a>	Sign up here to be notified of new bids issued by the Department of General Services.
<a href="#">Invoices in Process Report</a>	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
<a href="#">Vendor Payments Report</a>	Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.

Click on the *"ITQ Proposal Administration"* link

Click on the "Proposal" button, you may start building or editing a Proposal.

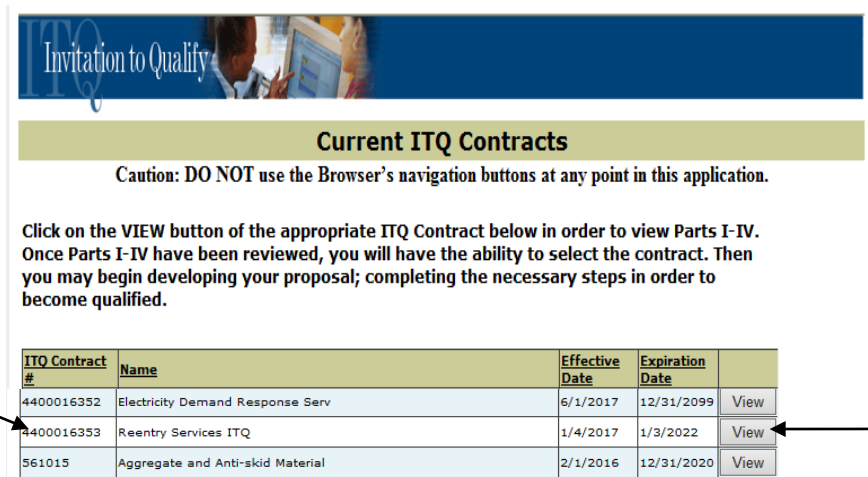


From the drop-down list in the center of the Page click on "Create New" from the drop-down list.



**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*.

**Invitation to Quality**  
**ITQ View for 4400016353-Reentry Services ITQ.**

**CANCEL**

**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 Parts I-V, and then click on the SELECT THIS ITQ button to begin developing a proposal; completing the necessary steps in order to become a qualified contractor.**

**ITQ Name:** Reentry Services ITQ      **ITQ Contract Number:** 4400016353  
**Effective Date:** 01/04/17      **Expiration Date:** 01/03/22  
**Enrollment Opens:** 01/04/17      **Enrollment Closes:** 01/03/22

To individually view and print each section of the ITQ, click on the appropriate link below:  
[Part I - Statement of Work](#)  
[Part II - Bid Requirements](#)  
[Part III - Open Enrollment Process](#)  
[Part IV - Terms & Conditions](#)

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**PART I - STATEMENT OF WORK**

**OVERVIEW**

The purpose of this Re-entry Services Invitation to Qualify (ITQ) contract 4400016353 is to address the Re-entry Services requirements of the Commonwealth of Pennsylvania's Department of Corrections (DOC) and the Pennsylvania Board of Probation and Parole (PBPP).

Staff augmentation is not permitted under this contract.

This contract is managed and administered by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement.

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**PART II - BID REQUIREMENTS**

Suppliers interested in doing business with the Commonwealth through the Re-Entry Services ITQ Contract (ITQ Contract), 4400016353, must submit a bid and supporting documentation to the Commonwealth. The Commonwealth will review the bid and supporting documentation to determine whether the supplier meets the Service Category eligibility requirements. Suppliers must also complete and/or submit additional required documentation as specified below in the **Additional Required Documentation** section for their bid to be considered as being complete and responsive. Suppliers may submit a bid for one, all, or any combination of the Service Categories.

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.

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**PART III - OPEN ENROLLMENT PROCESS**

The enrollment period for this ITQ Contract will be open throughout the term of the agreement. New Reentry service suppliers may seek to be added to the list of qualified ITQ contractors, and existing contractors may seek to become qualified in additional Service Categories by submitting a bid at any time throughout the term of the contract. Bids received by the 15<sup>th</sup> of each month will be reviewed and processed accordingly.

The bid evaluation and contract execution process for a new supplier may take an estimated 30-60 Commonwealth business days to complete. Please note that the bid evaluation and contract execution process may take longer to complete than estimated above depending on the volume of bids received and the availability of Commonwealth resources.

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**PART IV - CONTRACT TERMS and CONDITIONS**

**IV-1. CONTRACT-001.1b Contract Terms and Conditions (Nov 30, 2006)**

The Contract with the awarded bidder (who shall become the "Contractor") shall include the following terms and conditions:

**IV-2. CONTRACT-002.1a Term of Contract - Contract (May 2012)**

The initial term of the Contract shall be 05 year(s) and 00 month(s).

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Commonwealth (signed and approved as required by the Commonwealth contracting procedures) or b) the "Valid from" date printed on the Contract, whichever is later.

By checking this box I acknowledge that I have reviewed Parts I-IV of this ITQ contract. **SELECT THIS ITQ** **CANCEL**

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.



### Edit a Proposal

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

<b>Step 1. View ITQ</b>	<input checked="" type="checkbox"/> ITQ Selected
<b>Step 2. Proposal Contact Information</b> ←	<input type="checkbox"/> Contact Entered
<b>Step 3. Supplier Profile</b>	<input checked="" type="checkbox"/> Profile Complete
<b>Step 4. Service Categories</b>	<input type="checkbox"/> Service Categories Selected
<b>Step 5. Counties</b>	<input type="checkbox"/> Counties Completed
<b>Step 6. Technicals</b>	<input type="checkbox"/> Technicals Completed
<b>Step 7. Additional Required Documentation</b>	<input type="checkbox"/> Documentation Completed and Uploaded
<b>Step 8. Pre-Submission Audit</b>	<input type="checkbox"/> Audit Approved



### Proposal Contact Information

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

SRM Contract #: 4400016353      Contract Name: Reentry Services I      Proposal ID: 5783

Complete the below information for the designated contact person for this ITQ proposal.

**All fields are required.**

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Address:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	PA <input type="button" value="v"/>	Zip:	<input type="text"/>
Email:	<input type="text"/>	Confirm Email:	<input type="text"/>
Phone:	<input type="text"/>	FAX:	<input type="text"/>

(##### or #####-####)      (#####-####)      (#####-####)

Save

Cancel

## 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 “0” 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.

**Edit a Proposal**

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

Step 1. View ITQ	<input checked="" type="checkbox"/> ITQ Selected
Step 2. Proposal Contact Information	<input type="checkbox"/> Contact Entered
Step 3. Supplier Profile	<input checked="" type="checkbox"/> Profile Complete
Step 4. Service Categories	<input type="checkbox"/> Service Categories Selected
Step 5. Counties	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
Step 7. Additional Required Documentation	<input type="checkbox"/> Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	<input type="checkbox"/> Audit Approved

**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.



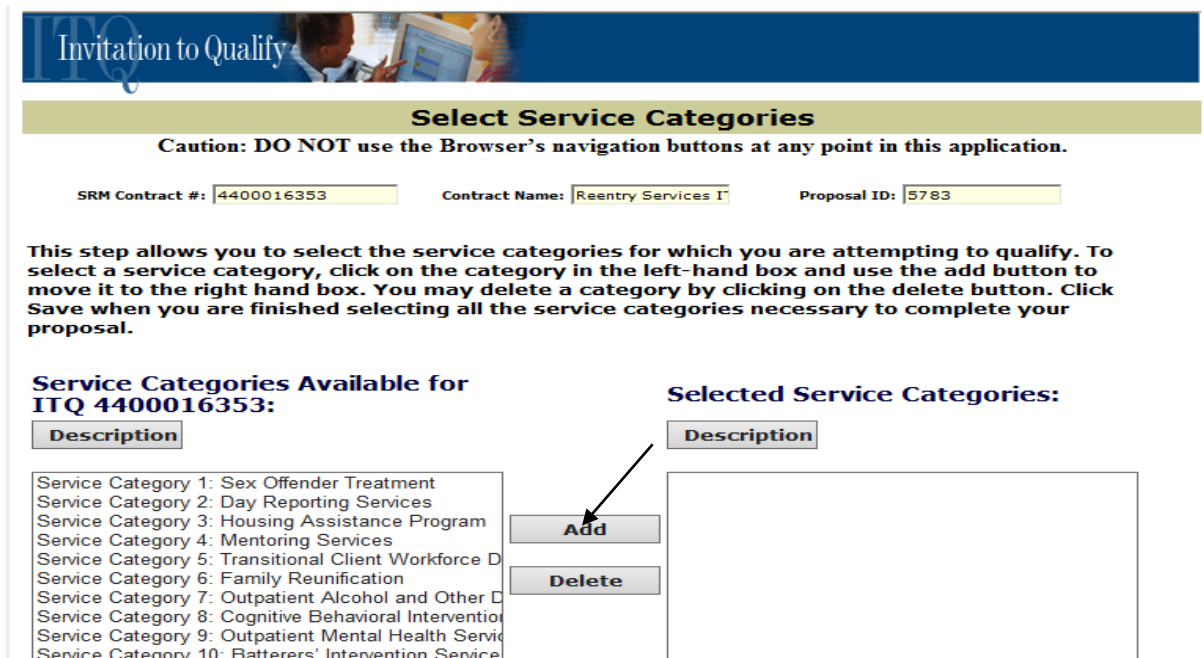
**Invitation to Qualify**

### Edit a Proposal

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

<b>Step 1. View ITQ</b>	<input checked="" type="checkbox"/> ITQ Selected
<b>Step 2. Proposal Contact Information</b>	<input type="checkbox"/> Contact Entered
<b>Step 3. Supplier Profile</b>	<input checked="" type="checkbox"/> Profile Complete
<b>Step 4. Service Categories</b> ←	<input type="checkbox"/> Service Categories Selected
<b>Step 5. Counties</b>	<input type="checkbox"/> Counties Completed
<b>Step 6. Technicals</b>	<input type="checkbox"/> Technicals Completed
<b>Step 7. Additional Required Documentation</b>	<input type="checkbox"/> Documentation Completed and Uploaded
<b>Step 8. Pre-Submission Audit</b>	<input type="checkbox"/> Audit Approved

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.



**Invitation to Qualify**

### Select Service Categories

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

SRM Contract #: 4400016353      Contract Name: Reentry Services I      Proposal ID: 5783

**This step allows you to select the service categories for which you are attempting to qualify. To select a service category, click on the category in the left-hand box and use the add button to move it to the right hand box. You may delete a category by clicking on the delete button. Click Save when you are finished selecting all the service categories necessary to complete your proposal.**

**Service Categories Available for ITQ 4400016353:**

Description
Service Category 1: Sex Offender Treatment
Service Category 2: Day Reporting Services
Service Category 3: Housing Assistance Program
Service Category 4: Mentoring Services
Service Category 5: Transitional Client Workforce D
Service Category 6: Family Reunification
Service Category 7: Outpatient Alcohol and Other D
Service Category 8: Cognitive Behavioral Interventio
Service Category 9: Outpatient Mental Health Servi
Service Category 10: Batterers' Intervention Service

**Selected Service Categories:**

Description
-------------

**Add**      **Delete**



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.



### Select Service Categories

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

SRM Contract #: 4400016353

Contract Name: Reentry Services I

Proposal ID: 5783

This step allows you to select the service categories for which you are attempting to qualify. To select a service category, click on the category in the left-hand box and use the add button to move it to the right hand box. You may delete a category by clicking on the delete button. Click Save when you are finished selecting all the service categories necessary to complete your proposal.

*Deleting this Service Category will remove any related References, Counties or Technicals that may have been added. Are you sure you want to delete?*

Yes

No

#### Service Categories Available for ITQ 4400016353:

Description

Service Category 1: Sex Offender Treatment  
Service Category 2: Day Reporting Services  
Service Category 3: Housing Assistance Program  
Service Category 4: Mentoring Services  
Service Category 5: Transitional Client Workforce D  
Service Category 6: Family Reunification  
Service Category 8: Cognitive Behavioral Interventio

Add

Delete

#### Selected Service Categories:

Description

Service Category 7: Outpatient Alcohol and Other D

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.

Save

## STEP 5 – Counties

Click on Step 5. Counties.

**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	<input checked="" type="checkbox"/> ITQ Selected
Step 2. Proposal Contact Information	<input type="checkbox"/> Contact Entered
Step 3. Supplier Profile	<input checked="" type="checkbox"/> Profile Complete
Step 4. Service Categories	<input type="checkbox"/> Service Categories Selected
<b>Step 5. Counties</b>	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
Step 7. Additional Required Documentation	<input type="checkbox"/> Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	<input type="checkbox"/> Audit Approved

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

**Invitation to Qualify**

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

SRM Contract #: 4400016353 Contract Name: Reentry Services I Proposal ID: 5783

Service Category 7: Outpatient Alcohol and Other Drug (AOD) Services

<input checked="" type="checkbox"/> Adams	<input type="checkbox"/> Allegheny	<input type="checkbox"/> Armstrong	<input type="checkbox"/> Beaver	<input type="checkbox"/> Bedford	<input type="checkbox"/> Berks	<input type="checkbox"/> Blair
<input type="checkbox"/> Bradford	<input type="checkbox"/> Bucks	<input type="checkbox"/> Butler	<input type="checkbox"/> Cambria	<input type="checkbox"/> Cameron	<input type="checkbox"/> Carbon	<input type="checkbox"/> Centre
<input type="checkbox"/> Chester	<input type="checkbox"/> Clarion	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Clinton	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford	<input type="checkbox"/> Cumberland
<input type="checkbox"/> Dauphin	<input type="checkbox"/> Delaware	<input type="checkbox"/> Elk	<input type="checkbox"/> Erie	<input type="checkbox"/> Fayette	<input type="checkbox"/> Forest	<input type="checkbox"/> Franklin
<input type="checkbox"/> Fulton	<input type="checkbox"/> Greene	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Indiana	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Juniata	<input type="checkbox"/> Lackawanna
<input type="checkbox"/> Lancaster	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Lycoming	<input type="checkbox"/> McKean
<input type="checkbox"/> Mercer	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Monroe	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Montour	<input type="checkbox"/> Northampton	<input type="checkbox"/> Northumberland
<input type="checkbox"/> Perry	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Pike	<input type="checkbox"/> Potter	<input type="checkbox"/> Schuylkill	<input type="checkbox"/> Snyder	<input type="checkbox"/> Somerset
<input type="checkbox"/> Sullivan	<input type="checkbox"/> Susquehanna	<input type="checkbox"/> Tioga	<input type="checkbox"/> Union	<input type="checkbox"/> Venango	<input type="checkbox"/> Warren	<input type="checkbox"/> Washington
<input type="checkbox"/> Wayne	<input type="checkbox"/> Westmoreland	<input type="checkbox"/> Wyoming	<input type="checkbox"/> York	<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>	<input type="button" value="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.



**Invitation to Qualify**

### Edit a Proposal

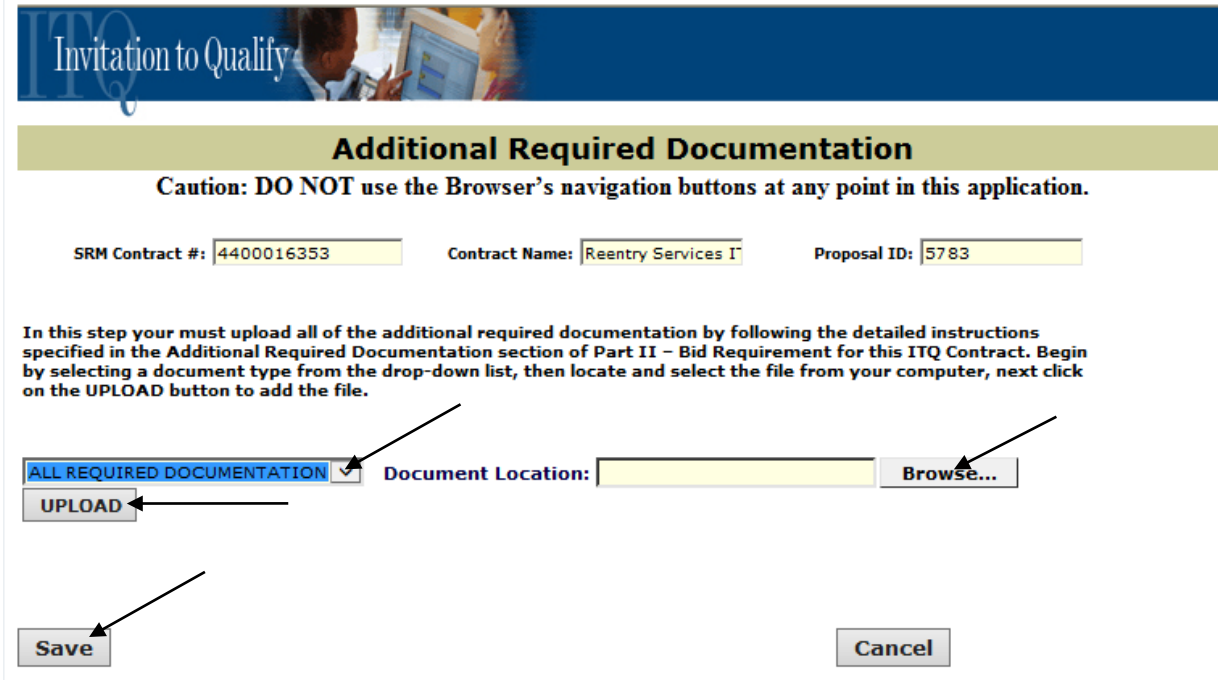
Caution: DO NOT use the Browser's navigation buttons at any point in this application.

Step 1. View ITQ	<input checked="" type="checkbox"/> ITQ Selected
Step 2. Proposal Contact Information	<input type="checkbox"/> Contact Entered
Step 3. Supplier Profile	<input checked="" type="checkbox"/> Profile Complete
Step 4. Service Categories	<input type="checkbox"/> Service Categories Selected
Step 5. Counties	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
Step 7. Additional Required Documentation	<input checked="" type="checkbox"/> Documentation Completed and Uploaded
Step 8. Pre-Submission Audit	<input type="checkbox"/> Audit Approved

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.



**Invitation to Qualify**

### Additional Required Documentation

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

SRM Contract #: 4400016353      Contract Name: Reentry Services I      Proposal ID: 5783

In this step your must upload all of the additional required documentation by following the detailed instructions specified in the Additional Required Documentation section of Part II – Bid Requirement for this ITQ Contract. Begin by selecting a document type from the drop-down list, then locate and select the file from your computer, next click on the UPLOAD button to add the file.

ALL REQUIRED DOCUMENTATION Document Location:  Browse...

UPLOAD

Save Cancel

## 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.

Invitation to Qualify

**Edit a Proposal**

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

<b>Step 1. View ITQ</b>	<input checked="" type="checkbox"/> ITQ Selected
<b>Step 2. Proposal Contact Information</b>	<input type="checkbox"/> Contact Entered
<b>Step 3. Supplier Profile</b>	<input checked="" type="checkbox"/> Profile Complete
<b>Step 4. Service Categories</b>	<input type="checkbox"/> Service Categories Selected
<b>Step 5. Counties</b>	<input type="checkbox"/> Counties Completed
Step 6. Technicals	<input type="checkbox"/> Technicals Completed
<b>Step 7. Additional Required Documentation</b>	<input type="checkbox"/> Documentation Completed and Uploaded
<b>Step 8. Pre-Submission Audit</b> ←	<input type="checkbox"/> Audit Approved

SRM Contract #: 4400016353
Contract Name: Reentry Services I
Proposal ID: 5783

The results of a pre-submission audit of your entire proposal appear below.

<b>Proposal Submitted Date:</b>	
<b>Proposal Current Status:</b>	<b>In Process</b>
<b>ITQ:</b>	4400016353
<b>Contact:</b>	byessel@pa.gov <span style="float: right;"><b>Complete</b></span>
<b>Service Categories:</b>	<b>Service Category 7: Outpatient Alcohol and Other Drug (AOD) Services</b>
<b>Service Categories and Counties:</b>	<b>Service Category 7: Outpatient Alcohol and Other Drug (AOD) Services</b> <span style="float: right;"><b>Complete</b></span> Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks, Butler, Cambria, Cameron, Carbon, Centre, Chester,

- **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).

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".

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