

Pre-Qualification of ITQ Suppliers

The screenshots displayed within this training document are used for example purposes only.

1. From the Supplier Home Page, select the Manage Registration Profile

The screenshot displays the Pennsylvania Supplier Management System (JAGGAER) interface. The top navigation bar includes 'Home', 'Documents', 'Sourcing', 'Reporting', 'Administer', and 'Registration'. The main content area is divided into several sections:

- Welcome Message:** "Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system"
- Quick Links to Common Tasks:** A link for "Manage Registration Profile" is highlighted with a red box.
- Sourcing Events:** A section showing a list of events. The first event is:

Event Number	Status	Event Title	Dates	Action
6100042025	Open	Food Procurement and Management Services Project	Open: 8/16/2017 4:30:00 PM EST Close: 9/29/2017 4:00:00 PM EST	View Event
- Summary Table:**

Events	Released	Open	Closed	Awarded	All
My Events	0	1	0	0	1
Public Events	0	2	0	0	2
Auction Events	0	0	0	0	0

2. Select the Business Details link in the left navigation under Welcome.
3. Select the "Click Here" link to view all the ITQ contracts in order to review the Statement of Work, Terms and Conditions and any other pertinent documentation related to the ITQ. Review the Statement of Work to familiarize yourself with the process, procedures, and Commodity Codes related to particular ITQs.
4. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.
5. Select the Save Changes button.

Public Advertising Supplier

Registration **Complete** for: Commonwealth of PA

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

ITQ Terms and Conditions ✓

ITQ Pre-Qualification Que... ✓

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.

Invitation to Qualify

Additionally, **if you are interested in pre-qualifying to become an ITQ supplier**, ensure you select the ITQ categories you would like to apply to qualify. Invitation to Qualify (ITQ) is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

ITQ categories will be identified with ITQ within the Commodity code. Ex. 53100000-ITQ-1 Clothing - Commissary Products - Apparel
To see all ITQ categories, you can search for keyword "ITQ"; [Click here](#) to view all ITQ contracts.

Products and Services

Commodity Codes *

Commodity Code	Description	Action
92120000-ITQ-219	(Security and personal safety - Level 1 Unarmed Guard)	Edit Remove
92120000-ITQ-220	(Security and personal safety - Level 2: Armed Guard)	Remove
92120000-ITQ-221	(Security and personal safety - Level 3: Armed Enhanced)	Remove
92120000-ITQ-222	(Security and personal safety - Level 4: K-9 Guard)	Remove
92120000-ITQ-223	(Security and personal safety - Level 5: Site Supervisor Guard)	Remove

★ Required to Complete Registration

[Save Changes](#)

6. Select the ITQ Terms and Conditions link in the left navigation.

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified. Links to the Terms and Conditions and Statement of work are provided for your review.

7. Select the check box next to the statement, "By checking this box you are agreeing to the Terms and Conditions and Statement of Work associated with the specific ITQ to which you are seeking to be qualified."
8. Select the Save Changes button.

PA pennsylvania Complex Procurement

Registration > Manage Registration Profile > ITQ Terms and Conditions - Public Advertising Supplier

Public Advertising Supplier

Registration **Complete** for: Commonwealth of PA

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

ITQ Terms and Conditions ✓

ITQ Pre-Qualification Que... ✓

Registration FAQ | View History

ITQ Terms and Conditions

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified.

Security Guard

[Statement of Work](#)

[Terms and Conditions](#)

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

★ Required to Complete Registration

[Save Changes](#)

9. Select the ITQ Pre-Qualification Questions link in the left navigation.
10. You must answer all questions completely and attach all required documentation in order to become qualified.
11. Select the Save Changes button.

PA pennsylvania Complex Procurement

Registration > Manage Registration Profile > ITQ Pre-Qualification Questionnaire - Public Advertising Supplier

Public Advertising Supplier

Registration Complete for: Commonwealth of PA

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

ITQ Terms and Conditions ✓

ITQ Pre-Qualification Q... ✓

Registration FAQ | View History

ITQ Pre-Qualification Questionnaire

To become an ITQ supplier, you must first register as a vendor with the Commonwealth of Pennsylvania. For information on supplier registration, please visit [PASupplierPortal Website](#).

The following information will be required to prequalify as an ITQ supplier:

- Six digit PA vendor number
- Completed COSTARS Designation Form
- Documentation showing industry experience for the selected ITQ categories (number of years dependent on ITQ category)
- Counties you are able to serve (for applicable ITQ categories)
- Additional qualifications may be requested for certain ITQ categories

The Commonwealth will review each submitted prequalification to determine whether the supplier meets the minimum requirements of the applicable ITQ contract. If the minimum requirements for the ITQ contract are met, the supplier will be awarded an ITQ contract.

PA Vendor Number

Please provide your six-digit PA Vendor Number *

Experience

Documentation showing a minimum of 2 years of experience for the ITQ categories selected to qualify. *

Select file

COSTARS

[COSTARS Designation Form](#)

For additional information on COSTARS click [here](#)

Click the above link "COSTARS Designation Form" to complete and attach *

Select file

★ Required to Complete Registration

Save Changes

When finished, the document should look similar to the image below. All sections should have green checks to show that they have been completed.

PA pennsylvania Complex Procurement

Registration > Manage Registration Profile > ITQ Pre-Qualification Questionnaire - Public Advertising Supplier

Public Advertising Supplier

Registration Complete for: Commonwealth of PA

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

ITQ Terms and Conditions ✓

ITQ Pre-Qualification Q... ✓

Registration FAQ | View History

ITQ Pre-Qualification Questionnaire

The following information will be required to prequalify as an ITQ supplier:

- Six digit PA vendor number
- Completed COSTARS Designation Form
- Documentation showing industry experience for the selected ITQ categories (number of years dependent on ITQ category)
- Counties you are able to serve (for applicable ITQ categories)
- Additional qualifications may be requested for certain ITQ categories

The Commonwealth will review each submitted prequalification to determine whether the supplier meets the minimum requirements of the applicable ITQ contract. If the minimum requirements for the ITQ contract are met, the supplier will be awarded an ITQ contract.

PA Vendor Number

Please provide your six-digit PA Vendor Number *

Experience

Documentation showing a minimum of 2 years of experience for the ITQ categories selected to qualify. *

Select file

Company Experience.docx

COSTARS

[COSTARS Designation Form](#)

For additional information on COSTARS click [here](#)

Click the above link "COSTARS Designation Form" to complete and attach *

Select file

COSTARSProgramContractorElection

★ Required to Complete Registration

Save Changes