How to Pre-Qualify as an ITQ Supplier

Once registered on the Commonwealth of Pennsylvania JAGGAER Supplier Management System, you can then pre-qualify as an ITQ supplier.

An ITQ Contract is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

To prequalify as an ITQ supplier, review each ITQ Contract's Statement of Work (SOW) to identify the appropriate contract and commodity code. <u>Click here</u> to view all ITQ contracts.

Select the commodity code identified with an "ITQ-###" extension (ex. 53100000-ITQ1). The commodity codes are defined under the *Material/Service Categories*. If you need further assistance, please contact the Issuing Officer listed on the SOW.

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

希 Home	PA pennsylvania						Complex Procurem			
Documents	☆ Home > Customer I	Portal Home - Public	Advertising	Supplier						
Sourcing	Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system			Quick Links to Common Tasks ? Manage Registration Profile						
Desistantian	Customer Co	2	Sourcing Events ?							
Kegistration	Name Phone	Administrator +1 877-435-7363 ext. 2		Show Event Number	Status	Opening or Closing	Soon	Dates	🕒 Go to I	Public Opportunities
				6100042025	Open	Food Procurement and Project	Management Services	Open: 8/16/2 Close: 9/29/2	2017 4:30:00 PM EST 2017 4:00:00 PM EST	View Event 💌
				Events		Released	Open	Closed	Awarded	All
				My Events Public Events Auction Events		0 0 0	1 2 0	0 0 0	0 0 0	1 2 0 View All Events

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

- 2. Select the Business Details link in the left navigation under Welcome.
- 3. Select the "Click Here" link to view all the ITQ contracts 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.

Public Advertising	Business Details					
Supplier	The information on this name allows us to track important details about your company, such as the areas where you operate and the products and convices that you					
Registration Complete for: Commonwealth of PA	provide.					
Welcome	delect the commonly codes (by code of description) by cheang the common the products and services you provide.					
Company Overview	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 agree given to extrain multiple award contracts issued by the Commonwealth of Benoplyania pursuant to Section 517 of the Recommendation of					
Business Details 🛛 👻	Quality (1-2) is the hane given to certain multiple award contacts issue by the commonwealul or remisynamic pursuant to section 511 of the Productment code.					
Addresses 🗸	TO categories will be identified with ITQ within the Commodity code. Ex. 5310000-ITQ-1 Clothing - Commissary Products - Apparel To see all ITQ categories, you can search for keyword "ITQ". Click here to view all ITQ contracts.					
Contacts 👻	·					
ITQ Terms and Conditions	Products and Services					
ITQ Pre-Qualification Que 👒						
	92120000-ITQ-219 (Security and personal safety - Level 1 Remove Unarmed Guard)					
Registration FAQ View History	92120000-ITQ-220 (Security and personal safety - Level 2: Armed Remove Guard)					
	92120000-ITQ-221 (Security and personal safety - Level 3: Armed Remove Enhanced)					
	92120000-ITQ-222 (Security and personal safety - Level 4: K–9 Remove Guard)					
	92120000-ITQ-223 (Security and personal safety - Level 5: Site Remove Supervisor Guard)					
	★ Required to Complete Registration					

- 1. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.
- 2. You must select Yes or No for the Additional Questions
 - a. Select Yes, if adding a commodity code with an ITQ extension (86000000-ITQ-82);
 - b. Select No, if adding a commodity code without an ITQ extension (8600000)
- 3. Select the Save Changes button.

DA peppsylvan	ia			Cynthia Anderson 🔻 📔 🔺
PAperinsytvan				
Registration > Manage Registration	n Profile	> Business Details		
ITQ Terms and Conditions ITQ Pre-Qualification Que	* •	This will ensure you select the approvement of Work, click on "Statement of Work".	priate codes. Click here to view all ITQ contracts. To view the The commodity codes are defined under the <i>Material/Service</i> (ing Office listed on the Statement of Work	appropriate contracts Statement of Categories. If you need further
Registration FAQ View History		Products and Services		
		Commodity Codes *	Edit	Pemove
			15100000-ITQ-138 (Fuels - Fuels, Tank Wagon Delivery - Unleaded Gasoline)	Remove
			70110000-ITQ-180 (Horticulture - Trimming and Stump Removal - 2. Basic Tree Removal/ Trimming and Stump Cutting Services non-roadway)	Remove
			86000000-ITQ-82 (Education and Training Services - Personnel - Communication)	Remove
			86000000-ITQ-86 (Education and Training Services - Personnel - Organizational Development)	Remove
			86000000-ITQ-87 (Education and Training Services - Personnel - Specialized Professional Skills Development Training)	Remove
			86000000-ITQ-89 (Education and Training Services - Professional Continuing Education Services)	Remove
			86000000-ITQ-90 (Education and Training Services - Professional Education Services)	Remove
		Additional Questions		
		Did you add any commodity codes with an " Yes No	ITQ-XXX" extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the questio	n as "Yes". If no, please answer as "no" \bigstar
		\star 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.

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PAperinsytva	ma		
Registration > Manage Registra	tion Profil	le > ITQ Terms and Conditions - Public Advertising Supplier	
Public Advertising Supplier		ITQ Terms and Conditions	
Registration Complete for: Commonwealth of PA		You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified.	
Welcome		Security Guard	
Company Overview	*	statement of work Terms and Conditions	
Business Details	1	y checking this box you are agreeing to the Terms and Conditions and Statement of Work associated with the specific ITQ to which you are a	seeking to be qualified.
Addresses	1		
Contacts	1		
ITQ Terms and Conditio			
ITQ Pre-Qualification Que	~		
Registration FAQ View History		★ 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 to become qualified.
- Complex Procurement 🔻 🏴 📣 PA pennsylvania C Registration > Manage Registration Profile > ITQ Pre-Qualification Questionnaire - Public Advertising Supp Public Advertising ITQ Pre-Qualification Questionnaire Supplier To become an ITQ supplier, you must first register as a vendor with the Commonwealth of Pennsylvania. For information on supplier registration, please Registration **Complete** for: Commonwealth of PA for: VIST PASuppremotal vectore. The following information will be required to prequalify as an ITQ supplier: visit PASuppli Six digit PA vendor number
 Completed COSTABS Designation Form
 Documentation showing industry experience for the selected ITQ categories (number of years dependent on ITQ category)
 Counties you are able to save (for applicable ITQ categories)
 Additional qualifications may be requested for certain ITQ categories Welcome Company Overview 1 Business Details 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. Addresses Contacts PA Vendor Number ITQ Terms and Conditions Please provide your six-digit PA Vendor Number * 1 ITQ Pre-Qualification Q... Experience tration FAQ | View History 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 Chan
- 11. Select the Save Changes button.

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

Registration > Manage Registration Profile >	
	11Q Pre-Qualification Questionnaire - Public Advertising Supplier
	The following information will be required to prequalify as an ITQ supplier:
Welcome	Six digit PA vendor number Completed COSTARS Designation Form
Company Overview 🖌	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)
Business Details 🖌 🗸	Additional qualifications may be requested for certain ITQ categories
Addresses 🖌	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.
Contacts 🖌	
ITQ Terms and Conditions 🗸	/A Vendor Number Please provide your six-digit PA Vendor Number *
ITQ Pre-Qualification Q ✔	321654
Registration FAQ View History	Select file Company Experience.docx CostARS CostARS Designation Form or additional information on COSTARS click here Click the above link "COSTARS Designation Form" to complete and attach * Select file COSTARS Designation Form CostARS Designation Form Select file CostARS Designation Form Select file CostARS Designation Form Source Complete Registration ★ Required to Complete Registration