



**Pre-proposal Conference**  
**Department of General Services Annex**  
**Land Planner**  
**RFP 6100034895**

Issuing Officer: Margaret Mary  
Juran

August 4, 2015

10:00am



- Introductions
- Building and Safety
- Supplier Support
- Background
- ITQ Process
- Review of Submitted Questions and Answers
- Additional Questions and Answers



- **Department of General Services**
  - Margaret Mary Juran, Issuing Officer
  - Bradley Swartz, Chief of Real Estate, Acquisitions and Dispositions

- In the event of a fire drill:
  - Exit building via stairs
  - Cross Walnut Street
  - Gather in grass at Forum Building
- Restrooms through secure door to the left
- Sign attendance register
- Provide business card
- Sign-in sheet will be posted to eMarketplace
- Blank question sheet

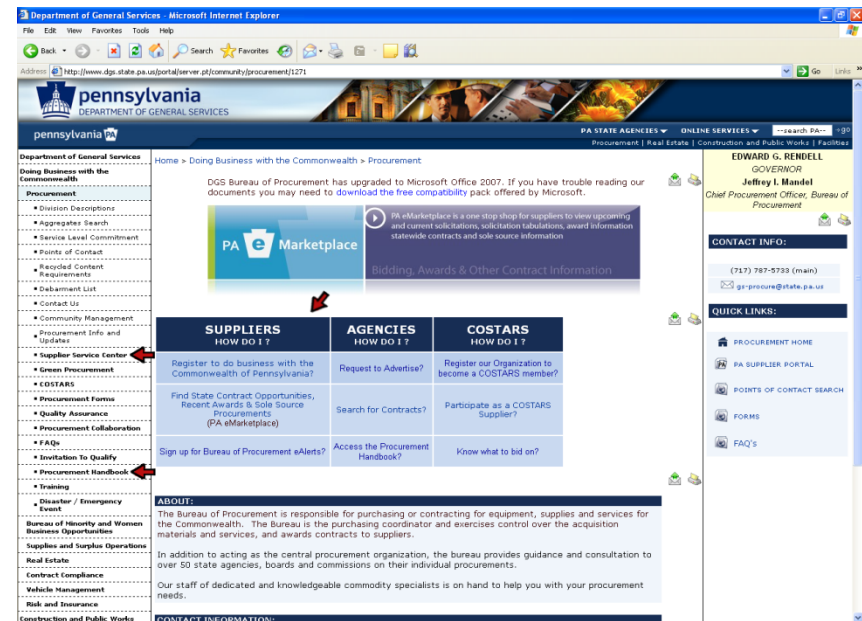


[www.eMarketplace.state.pa.us](http://www.eMarketplace.state.pa.us)

## Your Gateway to All Procurement Information

### Links to:

- **Supplier Service Center**
- **PA e-Marketplace**
- **PA Supplier Portal**
- **Procurement Handbook**

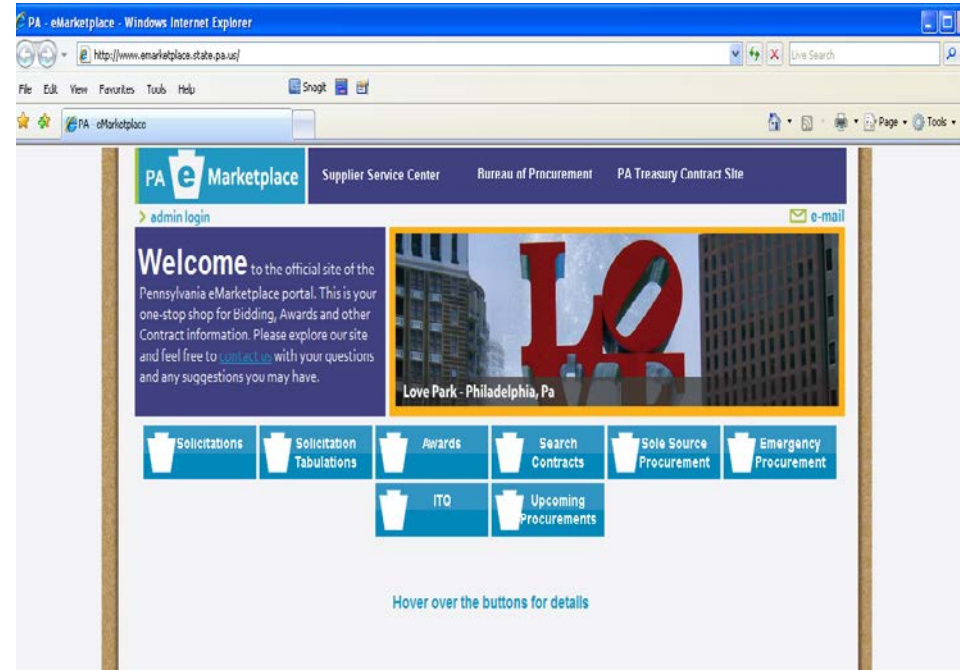




[www.eMarketplace.state.pa.us](http://www.eMarketplace.state.pa.us)

## Your Gateway to Contract Information

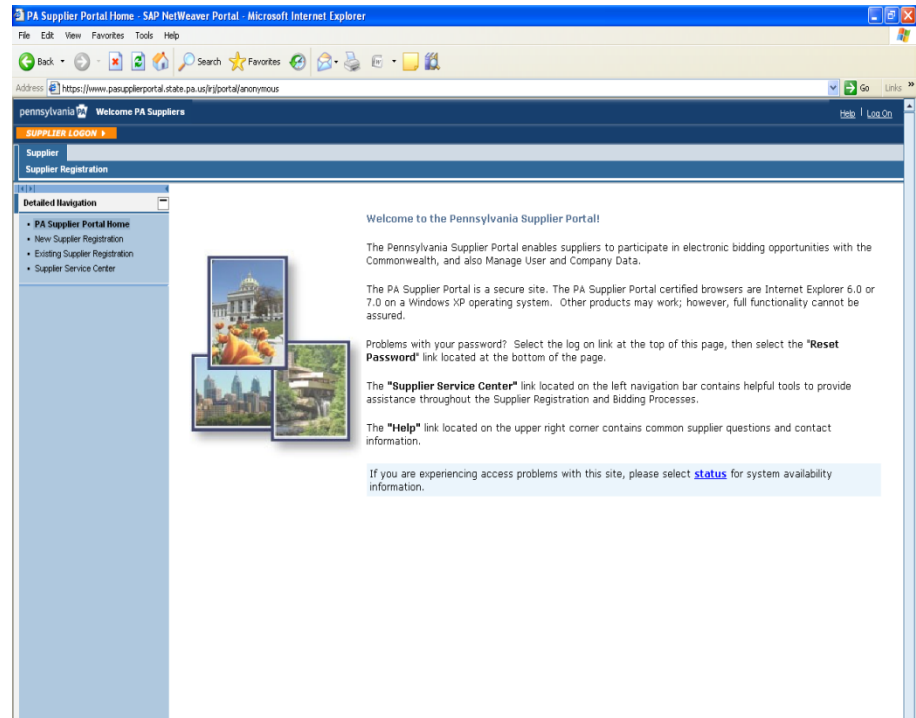
- **Solicitations**
- **Tabulations**
- **Awards**
- **Contracts**
- **Sole Source**
- **Upcoming Procurements**
- **Links:**
  - **Supplier Service Center**
  - **Treasury Contracts**



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

## Your Gateway to Procurement

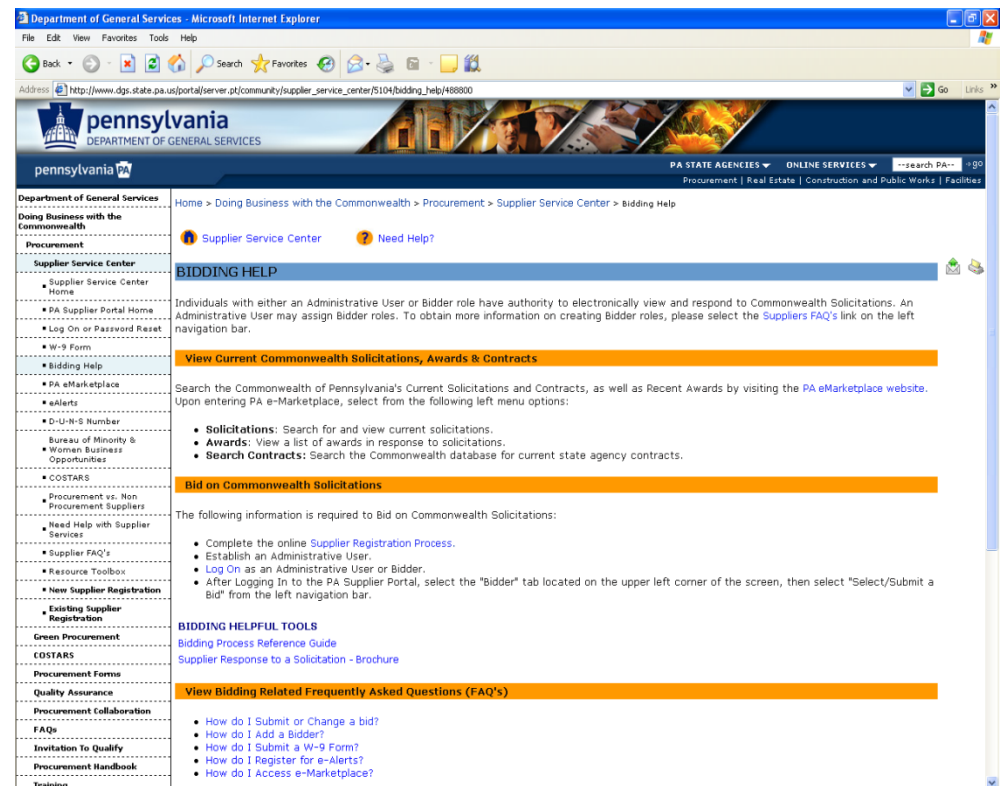
- **New Supplier Registration**
- **Manage company data**
- **Link:**
  - **Supplier Service Center**



## Supplier Service Center

### Resources

- Frequently Asked Questions
- How to Register
- E-Alerts
- COSTARS
- Reset Password
- Resource Toolbox
  - Brochures
  - Guides



The screenshot shows a web browser window titled "Department of General Services - Microsoft Internet Explorer". The address bar shows the URL: [http://www.dgs.state.pa.us/portal/server.pt/community/supplier\\_service\\_center/5104/bidding\\_help/488800](http://www.dgs.state.pa.us/portal/server.pt/community/supplier_service_center/5104/bidding_help/488800). The page header features the Pennsylvania Department of General Services logo and navigation links for "PA STATE AGENCIES", "ONLINE SERVICES", and a search bar. The main content area is titled "BIDDING HELP" and includes the following sections:

- Introduction:** Individuals with either an Administrative User or Bidder role have authority to electronically view and respond to Commonwealth Solicitations. An Administrative User may assign Bidder roles. To obtain more information on creating Bidder roles, please select the [Suppliers FAQ's](#) link on the left navigation bar.
- View Current Commonwealth Solicitations, Awards & Contracts:** Search the Commonwealth of Pennsylvania's Current Solicitations and Contracts, as well as Recent Awards by visiting the [PA eMarketplace website](#). Upon entering PA e-Marketplace, select from the following left menu options:
  - Solicitations:** Search for and view current solicitations.
  - Awards:** View a list of awards in response to solicitations.
  - Search Contracts:** Search the Commonwealth database for current state agency contracts.
- Bid on Commonwealth Solicitations:** The following information is required to Bid on Commonwealth Solicitations:
  - Complete the online [Supplier Registration Process](#).
  - Establish an Administrative User.
  - Log On as an Administrative User or Bidder.
  - After Logging In to the PA Supplier Portal, select the "bidder" tab located on the upper left corner of the screen, then select "Select/Submit a Bid" from the left navigation bar.
- BIDDING HELPFUL TOOLS:**
  - [Bidding Process Reference Guide](#)
  - [Supplier Response to a Solicitation - Brochure](#)
- View Bidding Related Frequently Asked Questions (FAQ's):**
  - How do I Submit or Change a bid?
  - How do I Add a Bidder?
  - How do I Submit a W-9 Form?
  - How do I Register for e-Alerts?
  - How do I Access e-Marketplace?

The left navigation bar contains various links such as "Supplier Service Center", "Need Help?", "PA Supplier Portal Home", "Log On or Password Reset", "W-9 Form", "Bidding Help", "PA eMarketplace", "eAlerts", "COSTARS Number", "Bureau of Minority & Women Business Opportunities", "COSTARS", "Procurement vs. Non Procurement Suppliers", "Read Help with Supplier Services", "Supplier FAQ's", "Resource Toolbox", "New Supplier Registration", "Existing Supplier Registration", "Green Procurement", "COSTARS", "Procurement Forms", "Quality Assurance", "Procurement Collaboration", "FAQs", "Invitation to Quality", "Procurement Handbook", and "Training".





**Telephone - Toll Free: 877-435-7363**

**Telephone - Harrisburg: 717-346-2676**

**Web: [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)**

**e-Mail: RA-PSC Supplier [Requests@pa.gov](mailto:Requests@pa.gov)**

- **Vendor Registration Guide**
- **Bidding Reference Guide**
- **eAlerts**
- **W-9 Form**



Act 100 of 2014 authorized the Department of General Services (DGS) to, among other matters, survey the land in the City of Harrisburg and Susquehanna Township that comprise the grounds of the former Harrisburg State Hospital (a/k/a the DGS Annex complex) hereinafter the “property”; consult with those entities that have jurisdiction and control over portions of the property to ensure an adequate amount of the property is retained for current and future operations of the Commonwealth; prepare a plan of conveyance that includes a recommended division of the property and the fair market value of each parcel; and present such plan to both Houses of the General Assembly for authorization to convey.

DGS consulted with those entities that have jurisdiction and control over portions of the property and further retained a Pennsylvania-licensed surveyor to survey the property. The results of the consultations and the survey identified 303 +/- Acres (out of more than 1,000 Acres that comprise the property) that are eligible to be conveyed.



## **MANDATORY REQUIREMENTS**

- Only approved qualified Suppliers will be eligible for participation in the submission receipt and award process of the RFQ 6100034895.
- Proposal must be received by the proposal due date and time.



# Invitation to Qualify

ITQ Consulting Services

440007410



# CONTRACT 4400007410

- ❖ Begin Date August 15, 2011
- ❖ End Date December 31, 9999
- ❖ Enrollment Period Ongoing



pennsylvania

DEPARTMENT OF GENERAL SERVICES

Getting started

[www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us)

View only

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

Submission Process



PA Marketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin login e-mail

**Welcome** to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Farm - Cherry Springs, Pa

Solicitations Solicitation Tabulations Awards Search Contracts Sole Source Procurement Emergency Procurement

ITQ Upcoming Procurements

Hover over the buttons for details

pennsylvania STATE OF INDEPENDENCE Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files. DGS Bureau of Procurement has upgraded to Microsoft Office 2007. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft](#).

Done Local intranet 100%

start PA - eMark... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 10:49 AM



ITQ Home - Windows Internet Explorer  
http://www.itqp.state.pa.us/ITQ/ITQ/Default.aspx

File Edit View Favorites Tools Help

ITQ Home Display Bid Invitation - Integr... Blank Page

Invitation to Qualify

You are not logged in. (Role :General) [Login](#)

[ITQ Application Home](#)  
[Search Suppliers](#)  
[Document Library](#)

### Welcome to the ITQ Web Site

**Welcome to the Department of General Services Enterprise Invitation to Qualify (ITQ) portal.**

We are excited about this new tool which will make your experience with our ITQ process simpler and more user friendly.

If you are interested in learning about any of the ITQ contracts that are currently open for bid, please click the "Where to Start" link. This will provide you with brief descriptions of all the open ITQ contracts and information on how to become pre-qualified.

We thank you for your interest in doing business with the Commonwealth of Pennsylvania and look forward to working with you soon.

If at any time you have any questions, please feel free to contact our Site Administrator, Joe Millovich at [jmillovich@state.pa.us](mailto:jmillovich@state.pa.us), or 717-214-3434.

Local intranet 100%

start ITQ Home - ... 2 Microso... 440000811... 440000811... Search Desktop 9:23 AM





The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <http://www.itrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx>. The browser title is "ITQ - Where to Start". The page content includes a header with the "ITQ Invitation to Qualify" logo and a main heading "Where to Start". Below this is an "Introduction" section explaining that ITQ contracts are multiple-award contracts issued by the Commonwealth pursuant to Section 517 of the Procurement Code. A numbered section titled "1. The Invitation to Qualify Process" describes a two-step process: a pre-qualification process where suppliers submit proposals via the PA Supplier Portal, and a quoting process where agencies request proposals from qualified suppliers. A final note states that qualification does not guarantee business receipt.

ITQ - Where to Start - Windows Internet Explorer

http://www.itrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx

File Edit View Favorites Tools Help

ITQ - Where to Start

## Invitation to Qualify

### Where to Start

#### Introduction

The Invitation to Qualify (ITQ) is the name given to certain multiple-award contracts issued by the Commonwealth pursuant to Section 517 of the Procurement Code. ITQ contracts may be solicited by an Invitation for Bids or a Request for Proposals. Award of work to individual contractors is done on a best value basis, which may consist of elements in addition to cost.

#### 1. The Invitation to Qualify Process

The ITQ Process is a two-step process utilized by the Commonwealth to provide various types of services to Commonwealth agencies.

The first step is a pre-qualification process that is used to qualify suppliers for specific services described in the ITQ. To qualify for an ITQ contract, a supplier must meet unique qualification requirements as prescribed in each ITQ. This is done by submitting an electronic proposal via the PA Supplier Portal. Each submittal is evaluated, and if the proposal passes the minimum scoring criteria, the supplier is qualified and placed on a statewide contract along with the other suppliers that qualify.

The second step is a quoting process utilized by the agencies when services are required. This will be done through a Request for Quote process in which agencies develop a Statement of Work and request proposals from the qualified suppliers. This proposal may be as simple as pricing or as complex as a technical proposal with pricing.

One important aspect to note about the ITQ process is that qualification does **not** guarantee the receipt of any business by an individual supplier. Suppliers are encouraged to market their services to the agencies and to respond to as many Requests for Quotes as possible.

Done Local intranet 100%

start 3 Internet... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 11:11 AM



ITQ - Where to Start - Windows Internet Explorer

http://www.rqrp.state.pa.us/ITQ/ITQWhereToStart.aspx

File Edit View Favorites Tools Help

ITQ - Where to Start

Direct unique qualification requirements as prescribed in each ITQ. This is done by submitting an electronic proposal via the PA Supplier Portal. Each submission is evaluated, and if the proposal passes the minimum scoring criteria, the supplier is qualified and placed on a statewide contract along with the other suppliers that qualify.

The second step is a quoting process utilized by the agencies when services are required. This will be done through a Request for Quote process in which agencies develop a Statement of Work and request proposals from the qualified suppliers. This proposal may be as simple as pricing or as complex as a technical proposal with pricing.

One important aspect to note about the ITQ process is that qualification does **not** guarantee the receipt of any business by an individual supplier. Suppliers are encouraged to market their services to the agencies and to respond to as many Requests for Quotes as possible.

### 2. Current ITQ Contracts

Name	ITQ Contract No	Effective Date	Expiration Date	Preview
Consulting Services ITQ	4400007410		03/31/2016	<a href="#">View</a>
Master IT Services ITQ	4400004480	04/10/2009	06/30/2014	<a href="#">View</a>
Recreation & Fitness Equipment	4400008522	08/01/2011	07/31/2016	<a href="#">View</a>
Training Services ITQ	4400008567	08/15/2011	12/31/2016	<a href="#">View</a>
Tree Trimming & Stump Cutting	4400006436	03/01/2010	05/31/2015	<a href="#">View</a>

ITQ Number	Description	Point of Contact
<a href="#">00005610</a>	Truck Mix Cement / Concrete & Cement Products	Michelle Scott, Commodity Specialist Phone: 717-703-2942 Email: <a href="mailto:miscott@state.pa.us">miscott@state.pa.us</a>
<a href="#">00028470</a>	Precast Box Culverts and Precast Concrete Products	Michelle Scott, Commodity Specialist Phone: 717-703-2942 Email: <a href="mailto:miscott@state.pa.us">miscott@state.pa.us</a>

Done

Local intranet 100%

start | Inboxes - Mic... | 3 Internet... | PowerPoint | Microsoft P... | Search Desktop | 9:44 AM



**ITQ Name:** ITQ Consulting Services

**Effective Date:** 04/01/11

**Enrollment Opens:** 04/01/11

**ITQ Contract Number:** 4400007410

**Expiration Date:** 12/31/99

**Enrollment Closes:** 12/31/99

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](#)

## PART I - STATEMENT OF WORK

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ITQ - Where to Start - Windows Internet Explorer

http://www.itrp.state.pa.us/ITQ/ITQ/WhereToStart.aspx

File Edit View Favorites Tools Help

ITQ - Where to Start

Email: morse@state.pa.us

### 3. Supplier Registration and Starting the Qualification Process

If you already know for which contract you want to qualify but are not registered as a Commonwealth supplier, you must first register through the [PA Supplier Portal](#). When your registration is complete, you may begin the qualification process by following the steps shown below under **Starting the Qualification Process**.

If you already know for which contract you want to qualify and are registered as a Commonwealth supplier, you may begin the qualification process by following the steps shown below under **Starting the Qualification Process**.

#### Starting the Qualification Process

1. [Log On](#) to the [PA Supplier Portal](#), and then click on the *Bidder* tab.
2. Click on the *Enterprise Applications* navigation button on the left.
3. Click on the [Enterprise ITQs](#) link.
4. Click on the *Proposal* button.
5. Click on the drop down and select *Create New*.
6. Click on *Step 1. Select ITQ*.
7. Click [View](#) for the appropriate ITQ.
8. After viewing the ITQ document, click *Back to Select ITQ*.
9. Click *Select* for the appropriate ITQ.
10. Complete all required *Steps* and submit your proposal.

If you have any questions while you develop your proposal, direct them to the contact person listed in **PART I – STATEMENT OF WORK** of that ITQ.

#### 4. Commonwealth Employees:

If you are a Commonwealth employee, and you require functionality on the ITQ website beyond the General User role, you must contact the Site Administrator, Joe Millovich, at 717-214-3434 or [jmillovich@state.pa.us](mailto:jmillovich@state.pa.us) and discuss your requirements. To access any enhanced functionality, you must [Login](#) to the ITQ website using your CWOPA user identification and password.

Local intranet 100%

start 2 Internet... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 11:02 AM



PA Supplier Portal Home - PA Supplier Portal - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/portal/anonymous

File Edit View Favorites Tools Help

PA Supplier Portal Home - PA Supplier Portal

Welcome PA Suppliers Help Log on

**SUPPLIER LOGON**

Supplier  
Supplier Registration

History Back Forward

**Detailed Navigation**

- PA Supplier Portal Home
- New Supplier Registration
- Existing Supplier Registration
- Supplier Service Center

Welcome to the Pennsylvania Supplier Portal!

**IMPORTANT SYSTEM NOTICE TO SUPPLIERS**

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 or 7.0 on a Windows XP operating system. Other products may work; however, full functionality cannot be assured. Registrations will only be processed during regular Commonwealth work hours.

If you are experiencing access problems with this site, please select [status](#) for system availability information.

The Pennsylvania Supplier Portal enables suppliers to participate in electronic bidding opportunities with the Commonwealth, and also Manage User and Company Data.

Problems with your password? Select the log on link at the top of this page, then select the "Reset Password" link located at the bottom of the page.

Local intranet 100%

start 2 Internet... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 11:06 AM





Welcome Vendor Administrator - PA Supplier Portal - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login

File Edit View Favorites Tools Help

Welcome Vendor Administrator - PA Supplier Portal

pennsylvania PA Welcome Ms. Kay Whitse Help | Log off

Vendor Administrator Bidder Administration

Welcome Vendor Administrator

Detailed Navigation

- Welcome Vendor Administrator
- Create Additional Users
- Manage User Data
- Manage My Data
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories
- Supplier Service Center

**WELCOME VENDOR ADMINISTRATOR**

As an Administrative User for your company in the PA Supplier Portal you have the authority to:

- Create Additional Users
- Manage Company Data
- Manage Supplier Addresses
- Manage Bank Data & Product Categories

To access the Administrative User options, refer to the links located on the left navigation bar. If you would like to view and respond to Commonwealth Solicitations, select the **"Bidder"** tab located in the upper left corner of the screen.

The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Supplier Registration and Bidding Processes.

The **"Help"** link located on the upper right corner contains common supplier questions and contact information.

Done

Inbox - Microsoft Outlook

start

Internet Explorer

Inbox - Microsoft Outlook

PowerPoint

Search Desktop

11:17 AM



Welcome Bidder - PA Supplier Portal - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login

File Edit View Favorites Tools Help

Welcome Bidder - PA Supplier Portal

pennsylvania Welcome Ms. Kay Whitset Help Log off

Vendor Administrator Bidder

Bidder

History Back Forward

Detailed Navigation

- Welcome Bidder
- Search/Submit a Bid
- Enterprise Applications
- Supplier Service Center

**WELCOME BIDDER**

Bidder in the PA Supplier Portal you have the authority to electronically view and respond to Solicitations. Please refer to the "Search/Submit a Bid" link on the left navigational

- View current solicitations
- Respond to solicitations
- Manage responses to solicitations

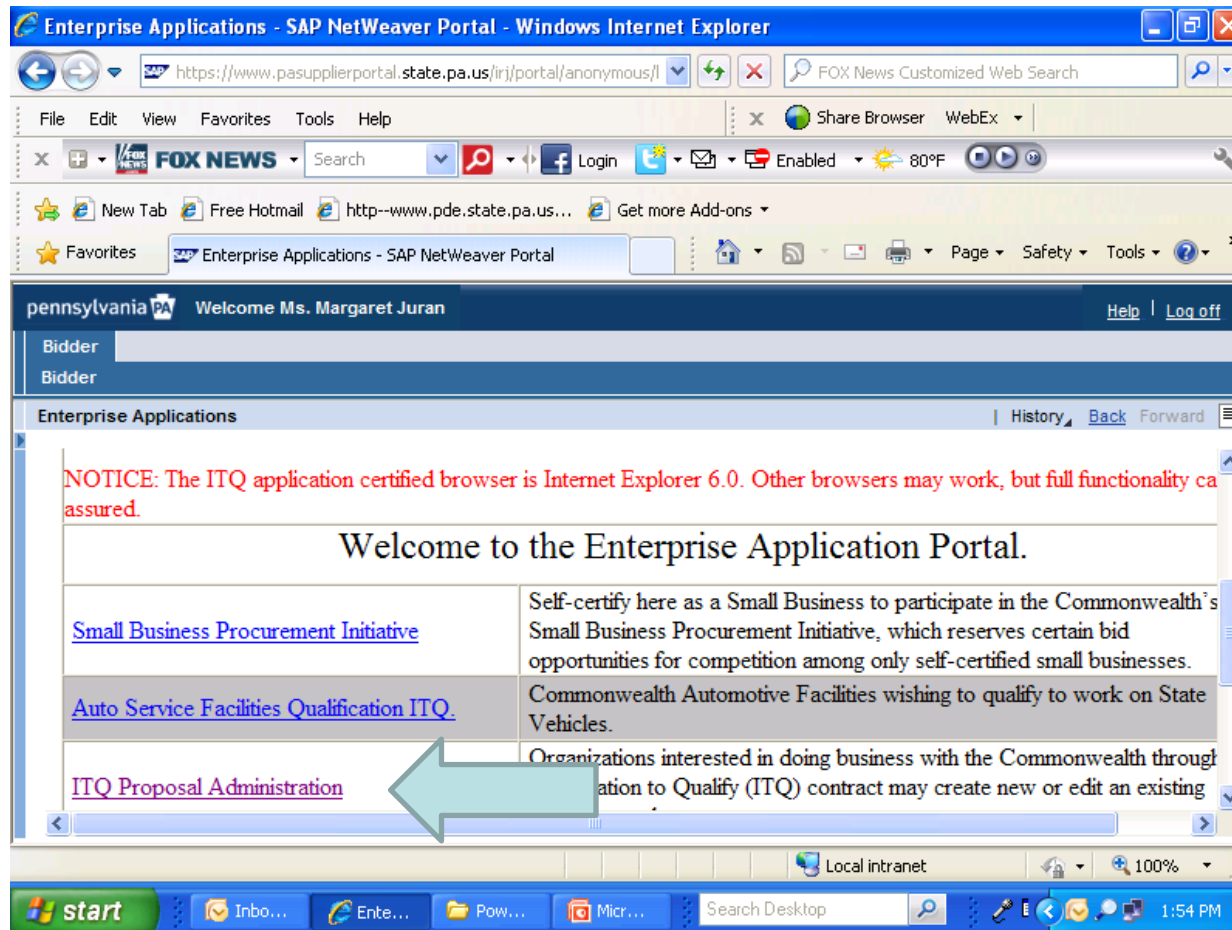
The **"Supplier Service Center"** link located on the left navigation bar contains helpful tools to provide assistance throughout the Bidding Process. To explore Commonwealth Solicitations and view Recent Awards visit PA eMarketplace available via the Supplier Service Center.

The **"Help"** link located on the upper right corner contains common supplier questions and contact information.

Done Local intranet 100%

start 2 Internet... Inbox - Mic... PowerPoint Microsoft P... Search Desktop 11:18 AM







## Start your proposal

The screenshot shows a Windows Internet Explorer browser window displaying the SAP NetWeaver Portal. The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The browser interface includes a search bar with 'FOX NEWS Customized Web Search', a menu bar (File, Edit, View, Favorites, Tools, Help), and a toolbar with various icons. The main content area of the portal is titled 'Enterprise Applications' and features a banner for 'Invitation to Quality'. Below the banner, the text reads: 'Welcome to ITQ Suppliers Menu'. A sub-header states: 'For Information about the ITQ Process, please view the documentation on the [Department of General Services - Procurement ITQ Website](#)'. A prominent instruction says: 'To begin the qualification process, click on Proposal below.' A button labeled 'Proposal' is visible, and a large green arrow points directly to it. The browser's status bar at the bottom shows the current page URL: [http://www.portal.state.pa.us/portal/server.pt/community/invitation\\_to\\_q](http://www.portal.state.pa.us/portal/server.pt/community/invitation_to_q), the system tray with the Start button, and the time 1:56 PM.



Click on Drop Down box—Create New

The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonym...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains "Share Browser" and "WebEx". The browser's toolbar shows "New Tab", "Free Hotmail", "http--www.pde.state.pa.us...", and "Get more Add-ons". The "Favorites" bar shows "Enterprise Applications - SAP NetWeaver Portal". The page content includes a "pennsylvania PA" logo, a "Welcome Ms. Margaret Juran" message, and a "Help | Log off" link. Below this is a "Bidder" field. The main content area is titled "Enterprise Applications" and contains a "Select Proposal" section. A caution message reads: "Caution: DO NOT use the Browser's navigation buttons at any point in this application." Below this, instructions state: "If you wish to create a new proposal, select Create New from the drop down menu below. If you wish to edit a proposal, select the appropriate proposal from the drop down menu." A large light blue arrow points to a drop-down menu. Below the drop-down menu is a "Cancel" button. The browser's status bar shows "Done" and "Local intranet". The Windows taskbar at the bottom shows the "start" button, "Inbox -...", "Enterpr...", "Microso...", "Search Desktop", and the system tray with the time "12:21 PM".



Choose 4400007410 and click on View

The screenshot shows a web browser window displaying the SAP NetWeaver Portal. The browser title is "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar shows the URL: <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/>. The page content includes a header with "pennsylvania" and "Welcome Ms. Margaret Juran". Below the header, there is a table titled "Enterprise Applications" with the following data:

ITQ Contract #	Name	Effective Date	Expiration Date	
35700	Commissary Products ITQ	4/18/2012	6/30/2022	<a href="#">View</a>
4400004480	Master IT Services ITQ	4/10/2009	6/30/2014	<a href="#">View</a>
4400006436	Tree Trimming & Stump Cutting	3/1/2010	5/31/2015	<a href="#">View</a>
4400007410	ITQ Consulting Services	4/1/2011	3/31/2016	<a href="#">View</a>
4400008522	Recreation & Fitness Equipment	8/1/2011	7/31/2016	<a href="#">View</a>
4400008567	Training Services ITQ	8/15/2011	12/31/2016	<a href="#">View</a>
4400008677	Creative/AV/Production SRVCS ITQ	8/25/2011	9/30/2016	<a href="#">View</a>

A large blue arrow points from the right side of the table to the row with contract number 4400007410.



Enterprise Applications - Commonwealth of Pa - Windows Internet Explorer  
https://pasupplierportal.state.pa.us/irj/portal/anonymous/login

Search: [ ] New Session Log off  
Welcome: Ms. Margaret Juran

Bidder

Bidder > Bidder

**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 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 contractor.**

<b>ITQ Name:</b> ITQ Consulting Services	<b>ITQ Contract Number:</b> 440000
<b>Effective Date:</b> 04/01/11	<b>Expiration Date:</b> 12/31/9
<b>Enrollment Opens:</b> 04/01/11	<b>Enrollment Closes:</b> 12/31/9

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](#)

**PART I - STATEMENT OF WORK**

Start | 7:38 AM 8/4/2015



The screenshot shows a web browser window titled "Enterprise Applications - SAP NetWeaver Portal - Windows Internet Explorer". The address bar contains the URL "https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar with "FOX NEWS Customized Web Search", and a toolbar with various icons. The page content shows a header with "pennsylvania PA Welcome Ms. Margaret Juran" and a "Log off" link. Below this, there are two "Bidder" labels. The main content area is titled "Enterprise Applications" and contains a large green arrow pointing downwards to a checkbox. The checkbox is currently unchecked and is followed by the text "By checking this box I acknowledge that I have reviewed Parts I-IV of this ITQ contract." To the right of this text is a button labeled "SELECT THIS ITQ". Below the checkbox is a "CANCEL" button. The status bar at the bottom of the browser shows "Done", "Local intranet", and "100%".



## 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. Client References

References Added

Step 6. Technicals

Technicals Completed

Step 7. Additional Required Documentation

Documentation Completed and Uploaded



**ITQ View for 4400007410-ITQ Consulting Services.**

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 contractor.**

**ITQ Name:** ITQ Consulting Services  
**Effective Date:** 04/01/11  
**Enrollment Opens:** 04/01/11

**ITQ Contract Number:** 440000  
**Expiration Date:** 12/31/9  
**Enrollment Closes:** 12/31/9

**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](#)





### Proposal Contact Information

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

SRM Contract #:

Contract Name:

Proposal ID:

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

**All fields are required.**

First Name:

Last Name:

Title:

Address:

Address:

City:

State:

Zip:

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

Email:

Confirm Email:

Phone:

FAX:

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

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

Save

Cancel



website and selecting the “Supplier Profile” button.

**I. COMPANY INFORMATION**

Company Name: **Agency Guest Account**

SAP Business Partner No: 0000336949

Date Established:  \* Required Format: 01/01/12

Federal ID#:  \*

Website:  \*

**Company Description:** (300 character limit) \*

na na na na



**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 4400007410:**

**Description**

- Actuarial Services - Actuarial Consultant Healthcar
- Actuarial Services - Actuarial Consultant Pensions
- Actuarial Services - Actuarial Consultant Pensions
- Actuarial Services - Actuarial Consultant Financial
- Accounting Services - Tax accounting and Auditing
- Accounting Services - Tax accounting and Auditing
- Accounting Services - Decision analytics and prec
- Accounting Services - (Tax) Technical forms and i
- Accounting Services - Accounting and auditing fuc
- Accounting Services - Cost accounting
- Auditing Services - General
- Auditing Services - Financial and Financial Relatec
- Auditing Services - Performance Audits (Internal C

**Add**

**Delete**

**Selected Service Categories:**

**Description**

Real Estate Planning Services



## Client References

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

SRM Contract #:

Contract Name:

Proposal ID:

**Your client references have been contacted. You may edit, delete or re-send the Client Reference Survey by clicking on the appropriate button. Deleting a client reference will delete any previously saved information.**

Service Categories:	Number of References Required:	Number of References Added:
Real Estate Planning Services	3	0

Review Part II – Bid Requirements of this ITO contract prior to completing this step.

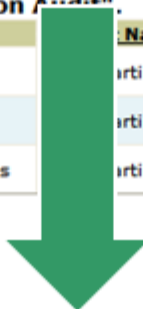


You must read the Part II - Bid Requirements in the ITQ for all information related to Client References prior to completing any information on Client References requested below.

Click Here for [Blank Reference Form](#).

You can check the status of your references on the Pre-Submission Audit page by clicking Step 7. "Pre-Submission Audit".

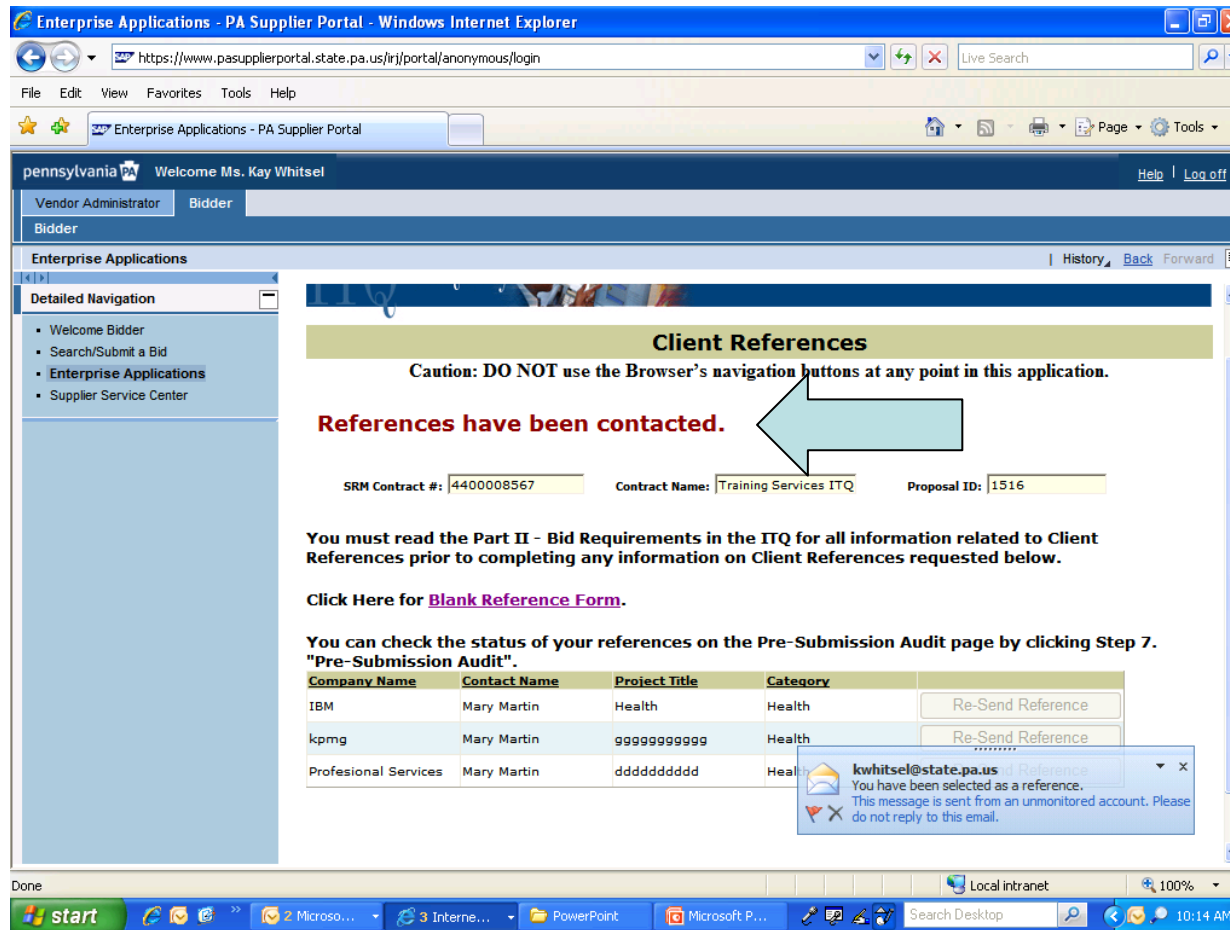
Company Name	Name	Project Title	Category	
IBM	urтин	Health	Health	Re-Send Reference
kpmg	urтин	ggggggggggg	Health	Re-Send Reference
Profesional Services	urтин	ddddddddd	Health	Re-Send Reference



**Send to References**

**Cancel**

Once you press send reference button the screen will flip and it will show that “references have been contacted”.



Enterprise Applications - PA Supplier Portal - Windows Internet Explorer

https://www.pasupplierportal.state.pa.us/irj/portal/anonymous/login

Welcome Ms. Kay Whitsel

Vendor Administrator Bidder

Enterprise Applications

**Client References**

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

**References have been contacted.**

SRM Contract #: 4400008567 Contract Name: Training Services ITQ Proposal ID: 1516

You must read the Part II - Bid Requirements in the ITQ for all information related to Client References prior to completing any information on Client References requested below.

Click Here for [Blank Reference Form](#).

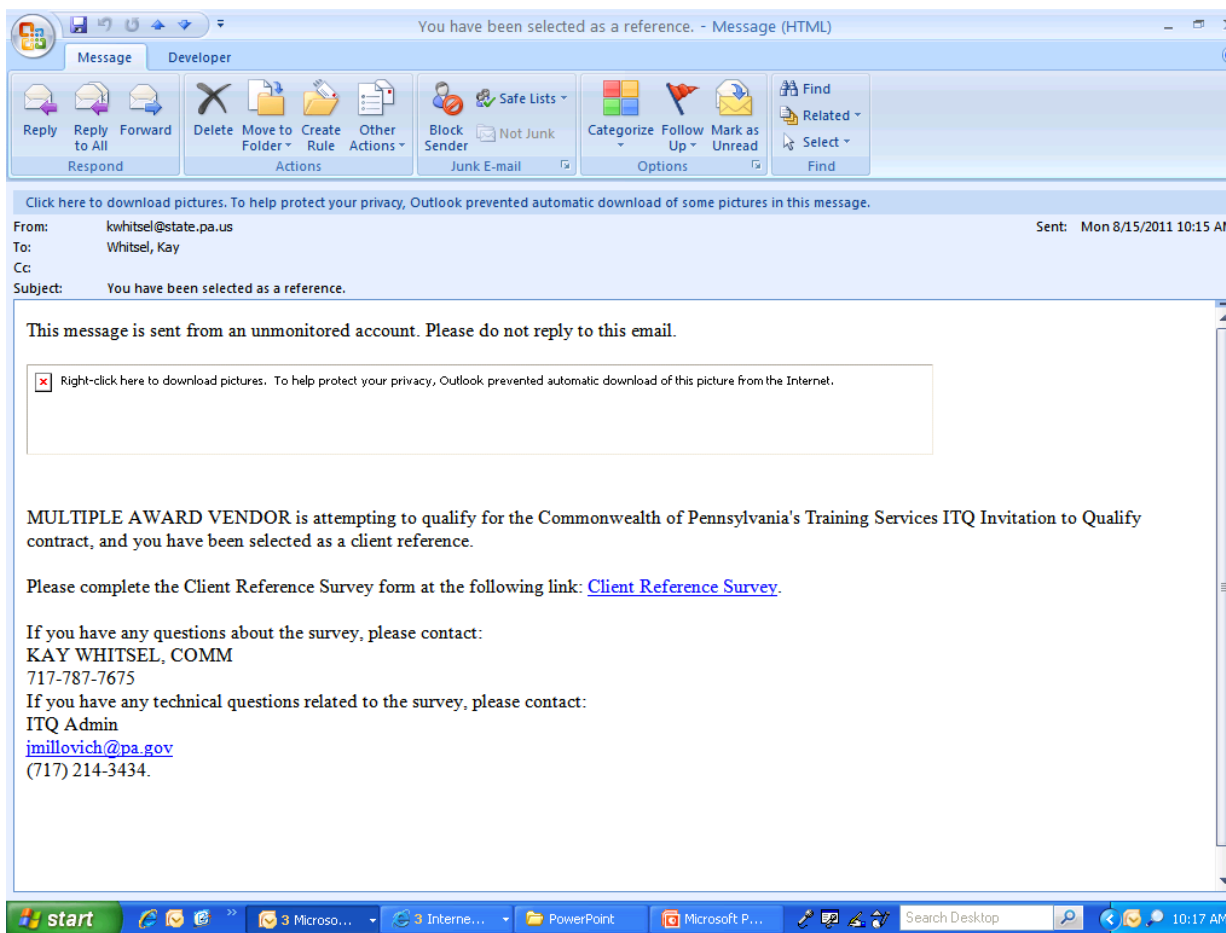
You can check the status of your references on the Pre-Submission Audit page by clicking Step 7. "Pre-Submission Audit".

Company Name	Contact Name	Project Title	Category	
IBM	Mary Martin	Health	Health	Re-Send Reference
kpmg	Mary Martin	gggggggggg	Health	Re-Send Reference
Professional Services	Mary Martin	ddddddddd	Health	

kwhtisel@state.pa.us Reference  
You have been selected as a reference.  
This message is sent from an unmonitored account. Please do not reply to this email.

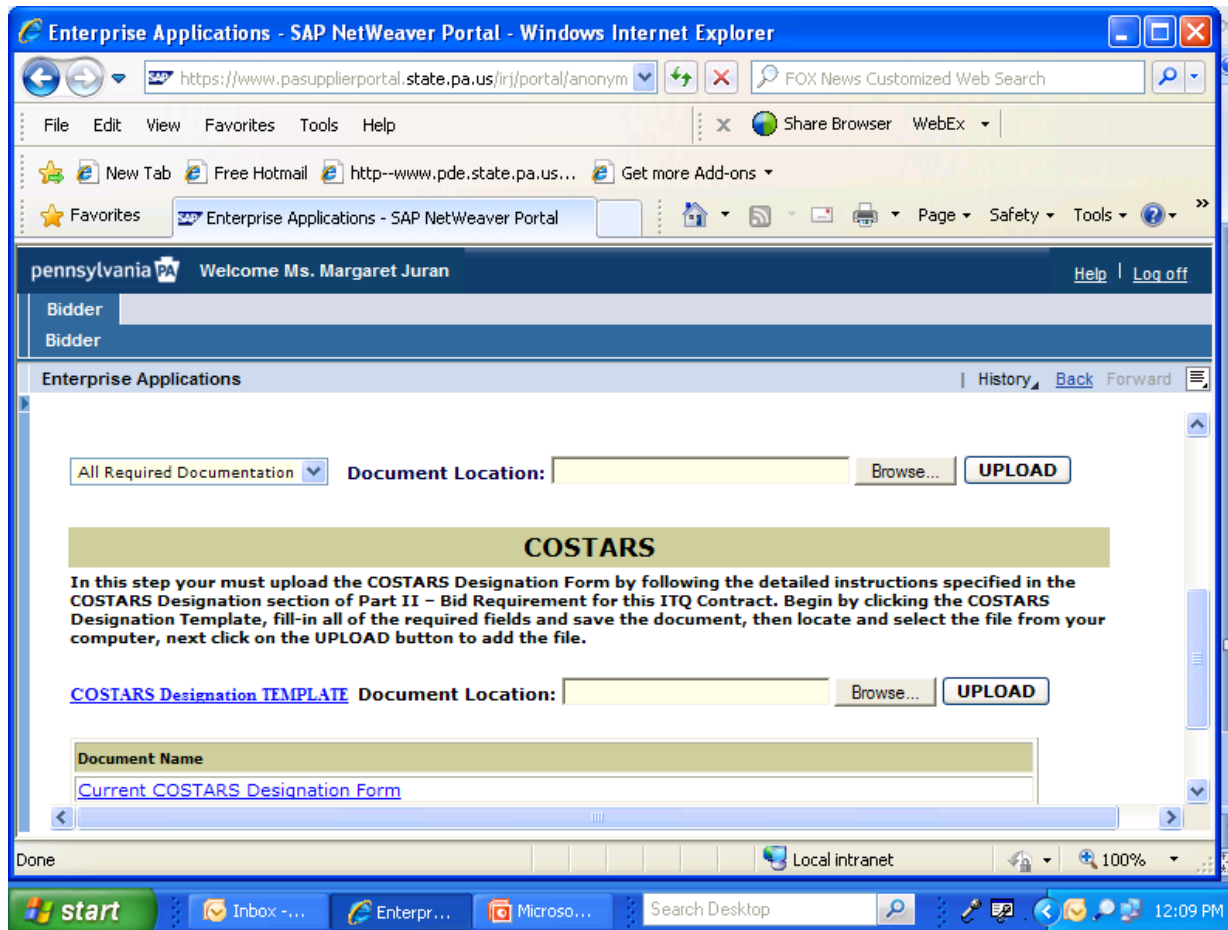


This is what your references will see in their email from you.





Attach additional required documentation per Part II Bid Requirements and press “save”







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>	4400007410
<b>Contact:</b>	elenhart@PA.GOV <b>Complete</b>
<b>Service Categories:</b>	<b>Real Estate Planning Services</b>
<b>Service Categories and Counties:</b>	
<b>Technicals:</b>	
<b>COSTARS Designation Form:</b>	No Document Found
<b>Additional Required Documentation:</b>	No forms uploaded.

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



## Evaluation of Proposal

- Proposals will be evaluated beginning the 15<sup>th</sup> of each month. Evaluation and award time period can take up to 60 days from the time the evaluation begins until the actual award of a contract.
- Notification of pre-qualification awards will be made via email.



# Margaret Mary Juran

Department of General Services  
Bureau of Procurement  
Commodity Specialist

717-703-2940

[mjuran@pa.gov](mailto:mjuran@pa.gov)

- Review of Questions
- Additional Questions

**ALL questions  
must be in  
written form...**

**Blank question  
sheets are  
available at the  
Sign-In Desk.**



Answers provided today are considered unofficial and not binding.

All questions and responses will be posted on the  
DGS Emarketplace Website:

<http://www.emarketplace.state.pa.us>

***All Commonwealth responses are not official until they are confirmed in writing and posted to the eMarketplace website as an Addendum to the solicitation.***

