

**SMART BUYING**

# **SUPPLIER GUIDE**

## **LOCATING AND RESPONDING TO A SOLICITATION**



**The Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Procurement**

[www.dgs.pa.gov](http://www.dgs.pa.gov)

## LOCATING AND RESPONDING TO A SOLICITATION

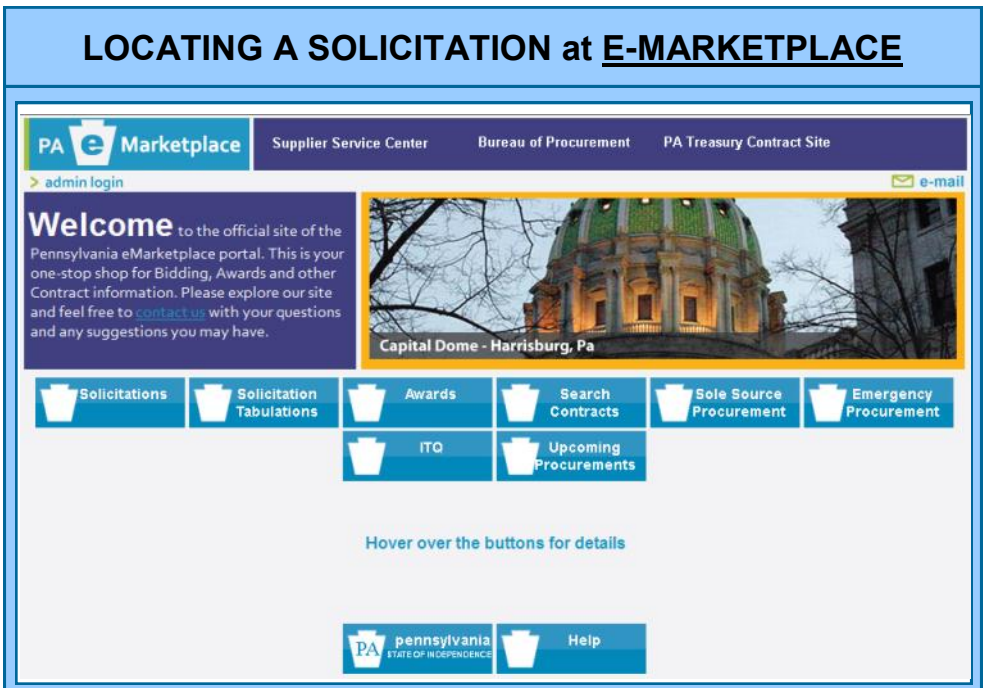
This guide is intended to provide you with instructions on locating current bidding opportunities and responding to solicitations.

There are two different ways to **Locate a Solicitation**. The most common is through [E-Marketplace](#); navigation instructions are included below. The second is through the [PA Supplier Portal](#); navigation instructions are included in the section following “Locating a Solicitation at E-Marketplace”.

Also included later in this guide are detailed instructions on how to **Respond to, Change or Delete a Solicitation Response**.

All bidding opportunities (with an estimated cost in excess of \$25,000) for materials and services for Commonwealth agencies are published at the Department of General Services’ [E-Marketplace](#) website. However, to view the entire solicitation, you may need to login to the [PA Supplier Portal](#). Your login and password are provided when supplier registration is completed.

### **LOCATING A SOLICITATION at E-MARKETPLACE**



The screenshot shows the Pennsylvania eMarketplace website. At the top, there is a navigation bar with the following links: [Supplier Service Center](#), [Bureau of Procurement](#), and [PA Treasury Contract Site](#). The main header area includes the **PA e Marketplace** logo, an [admin login](#) link, and an [e-mail](#) icon. Below the header, a large banner image shows the **Capital Dome - Harrisburg, Pa**. To the left of the banner, a **Welcome** message reads: "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." Below the banner and message, there is a grid of buttons with trash can icons, each representing a different procurement function: [Solicitations](#), [Solicitation Tabulations](#), [Awards](#), [Search Contracts](#), [Sole Source Procurement](#), [Emergency Procurement](#), [ITO](#), and [Upcoming Procurements](#). A text prompt below the buttons says "Hover over the buttons for details". At the bottom of the page, there are two buttons: [pennsylvania STATE OF INDEPENDENCE](#) and [Help](#).

To locate current bidding opportunities, go to [E-Marketplace](#), your one-stop shop for all bidding and contract information. The main page includes the following menu options:

- **Solicitations** – Search and view current solicitations.
- **Solicitation Tabulations** – An summary of the suppliers and responses to previous solicitations. *These tabulations are for information only and do not constitute an official award.*
- **Awards** – A list of all recent awards in response to Solicitations.
- **Search Contracts** – Search the Commonwealth database for state contracts awarded by DGS and other agency-selected contracts.
- **Sole Source Procurements** – Includes all agency requests for sole source purchases of supplies and services.

All current advertised solicitations can be found on [E-Marketplace](#) under the **Solicitations** tab. To locate a solicitation, follow these steps:

- A. Select the **Solicitations** tab.
- B. Start bidding search by entering or selecting specific search criteria in one or more of the available fields, then click on “Search”.

PA Marketplace Supplier Service Center Bureau of Procurement

**Search Solicitations**

< Back > B&W Mode

**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).  
Click the [bookmark link](#) to bookmark the page. (Internet Explorer Only)

**Enter Search Criteria**

No fields required. The more detail you give, the fewer results will appear.

Solicitation #  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:  Parent No.:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

View Current Records  View Archived Records

Bid Open Date (mm/dd/yyyy):  Solicitations Posted Since (mm/dd/yyyy):

**Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)**

No. of records per page:

- C. Below are search results that provide a listing of current solicitations, based on the criteria selected. From here, specific solicitations can be viewed.

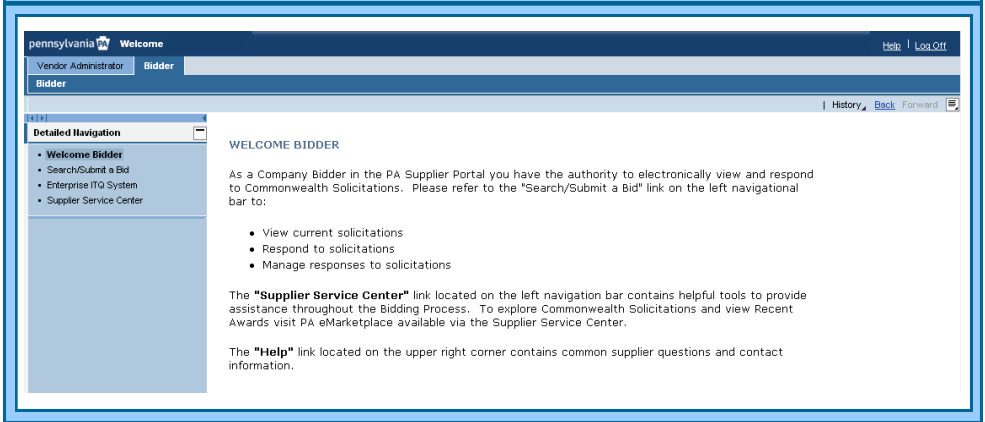
Search Result - Hover your mouse over the Description or Title text to get more details. (Internet Explorer Only)											
No. of records per page: <input type="text" value="10"/>										Export Search Results	
Solicitation#	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Status	Contact Person
<u>6100013977</u>	IFB	HVAC Services for Site F	HVAC services consisting of routine preventative maintenance, repairing all heating, ventilation, and air-conditioning systems at the Roadside Rest and Welcome Center locations: I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap, Site F and I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.	Transportation	Monroe	12/1/2009	12/2/2009	12/18/2009	12/21/2009 11:00:00 AM	Open	Angelika DeFrancesco
<u>6100014003</u>	IFB	ELEVATOR MAINTENANCE	ELEVATOR & ESCALATOR...	Agriculture	Statewide	12/1/2009	12/2/2009	12/18/2009	12/16/2009 10:15:00 AM	Open	PEGGY LUCAS
<u>CN00031864</u>	R3-RFQ	Beef for Jan - Mar 2...	Beef for menu compilation...	Corrections	Cumberland	12/1/2009	12/2/2009	12/18/2009	12/16/2009 1:00:00 PM	Open	Charmaine Linch
<u>CN00031870</u>	R3-RFQ	Eggs for Jan - Mar 2...	Eggs for menu compilation...	Corrections	Statewide	12/1/2009	12/2/2009	12/18/2009	12/16/2009 11:00:00 AM	Open	Charmaine Linch
<u>CN00031872</u>	R3-RFQ	Drinks for Meals at ...	Drinks for SCI Camp ...	Corrections	Statewide	12/1/2009	12/2/2009	12/17/2009	12/17/2009 1:00:00 PM	Open	Charmaine Linch
<u>05U030</u>	IFB	Schuykill Co./SR 81...	Requesting services...	Transportation	Lehigh	12/1/2009	12/1/2009	12/30/2009	12/30/2009 2:00:00 PM	Open	Robert Herbein
<u>227120109</u>	RFP	HUMAC Norm Software ...	- REBID - Humac Norm...	State System of Higher Education	Chester	12/1/2009	12/1/2009	12/8/2009	12/8/2009 2:00:00 PM	Closed	Linda Brunner

- D. After locating the solicitation, click on the underlined **Solicitation Number** to open the **Advertisement Information** page.

YOUR ADVERTISEMENT INFORMATION			
<b>General Information</b>			<a href="#">Help</a>
Department for this solicitation:	Procurement	Types:	IFB
Date Prepared:	12/01/09		
Advertisement Type:	Service		
Solicitation #	6100013977	Solicitation Title:	HVAC Services for Site F & 41 in Monroe County
Description:	HVAC services consisting of routine preventative maintenance, repairing all heating, ventilation, and air-conditioning systems at the Roadside Rest and Welcome Center locations: I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap, Site F and I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.		
<b>Department Information</b>			
Department/Agency:	Transportation	Delivery Location (limit of 300 characters):	I-80 Eastbound (exit 310), Monroe County, Delaware Water Gap Site F & I-80 Eastbound (mile marker 293), Crescent Lake, Site 41.
County (if applicable):	Monroe	Duration:	12 months, until January 31, 2011, with four year renewal options
<b>Contact Information</b>			
First Name:	Angelika	Last Name:	DeFrancesco
Phone Number:	610-871-4138 Ext:	Email:	adefrancesco@state.pa.us
<b>Solicitation Information</b>			
Solicitation Start Date:	12/02/09	Solicitation End Date:	12/18/09
Opening Date:	12/21/09	Opening Time:	11:00 AM
Opening Location:	Department of Transportation District 5-0 1002 Hamilton Street Allentown, PA 18101 No. of Addendums: (# of versions)		
You must go to <a href="http://www.pasupplierportal.state.pa.us">www.pasupplierportal.state.pa.us</a> to complete this bid.			
Amended Date:	12/01/09		

The **Advertisement Information** page (seen above) provides a general overview of the bid, which will specify if responses will only be accepted electronically. You must go to [PA Supplier Portal](http://www.pasupplierportal.state.pa.us) to complete.

# LOCATING A SOLICITATION at PA SUPPLIER PORTAL



- A. Open your web browser and go to [PA Supplier Portal](#). Browser compatibility is provided on the home page.
- B. Select the [Logon](#) button.
  - Enter the **Logon ID** and **Password** created during registration.
  - When the data entry is complete, select the **Log In** button.
  - The PA Supplier Portal Welcome Screen will display (*pictured above*).
- C. If you have been assigned both the [Administrator](#) and [Bidder](#) roles, the [Vendor Administrator](#) tab will be selected by default. Select the [Bidder](#) tab to proceed.
  - A box will appear asking if you want to view secure content. Select "No".
- D. To begin your search for bidding opportunities, select the [Search/Submit a Bid](#) link in the left navigation panel.
- E. The [Process Bid](#) screen will display, and contains search fields to assist you in location solicitations.
  - When the Bid Document number is known, enter it into the **Number of Document** field and select the **Start** button to initiate the search.
  - When the Bid Document number is *not* known, select the drop-down list in the **Status** field and choose one of the available options. Then select the **Start** button to initiate the search.
- F. A list of search results will display by using any search method.
  - The **Display** icon (a magnifying glass) displays basic data and detailed information of the selected bid solicitation, as well as the Bidder's bid response after it is created.

- The **Bid Document** number is a link and, when selected, will open the bid solicitation for viewing.
- The **Change** or **Edit** icon (pencils) will allow information on a previously *held* or *submitted* bid to be changed by the bidder.
- The **Create** icon allows the bidder to create a bid response on behalf of their company on any open solicitation.
- The **Trash** or **Delete** icon is used by the bidder to delete a bid response.

**G. [Select one of the icons for a particular bid.](#)**

**H. [The Display Invitation for Bid screen opens for viewing.](#)**

- To exit this screen, select the **Back to Initial Screen** link. You will be returned to the search results list where you may continue to look for additional bidding opportunities.

*If you require assistance with the bidding process, please contact the **Customer Service Center** at **(877) 435-7363** and select **Option 2**.*

**[To respond to a Solicitation,](#)**  
**[click to view the Bidding Guide.](#)**

For more information about **Supplier Response**  
to a **Solicitation**, please contact:

**Customer Support Center**  
(877) 435-7363, Option #2

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