

SUPPLIER GUIDE

LOCATING BID OPPORTUNITIES ON EMARKETPLACE



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

www.dgs.pa.gov

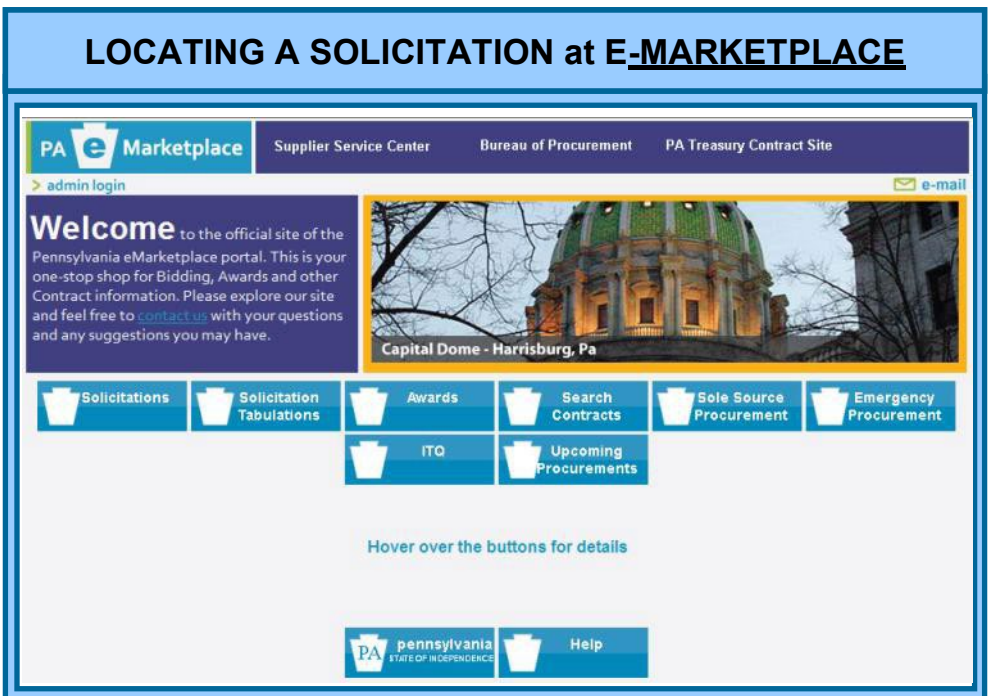
LOCATING SOLICITATION

This guide is intended to provide you with instructions on locating current bidding opportunities on E-Marketplace.

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

All bidding opportunities for materials and services for Commonwealth agencies are published at the Department of General Services’ [E-Marketplace](#) website. However, to view the entire solicitation and respond, you will 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 logo and links for "Supplier Service Center", "Bureau of Procurement", and "PA Treasury Contract Site". Below the navigation bar, there is a "Welcome" message and a large image of the Capital Dome in Harrisburg, Pa. The main content area features several blue buttons with white trash can icons, representing different procurement categories: "Solicitations", "Solicitation Tabulations", "Awards", "Search Contracts", "Sole Source Procurement", "Emergency Procurement", "ITQ", and "Upcoming Procurements". A text prompt below the buttons says "Hover over the buttons for details". At the bottom, there is a footer with the Pennsylvania logo and a "Help" button.

To locate current bidding opportunities, go to [E-Marketplace](#), your one-stop shop for all bidding and contract information. The main page includes, but is not limited to the following menu options:

- **Solicitations** – Search and view current solicitations.
- **Solicitation Tabulations** – A 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.
- **Emergency Procurements** – Includes all agency requests for emergency purchases of supplies and services.
- **ITQ** – Instructions on pre-qualifying for Invitation to Quality contracting opportunities
- **Upcoming Procurements** – A list of upcoming procurements available for Commonwealth agencies. Many of these procurements may not yet be advertised. Refer to the Solicitations section for those that are available for response.

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 a search by entering or selecting specific search criteria in one or more of the available fields, then click on “**Search**”.

Solicitation Search

HELP

< Back

> B&W Mode

Search Solicitations

All suppliers wishing to do business with the Commonwealth must register at <https://www.vendorregistration.state.pa.us/CVMU/paper/default.aspx>.

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:

View Small Business Procurements View procurements with an SDB or VBE goal

Advertisement Type:

Service Service & Materials Agency Construction All

Materials PW Construction Real Estate

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

View Current Records

View Archived Records

C. Below are search results that provide a listing of current solicitations, based on the criteria selected.

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

No. of records per page: 10

Solicitation#	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Status	Contact Person
6100013977	IFB	HVAC Services for St...	HVAC services onsis...	Transportation	Monroe	12/1/2009	12/2/2009	12/18/2009	12/21/2009 11:00:00 AM	Open	Angelika DeFrancesco
6100014003	IFB	ELEVATOR MAINTENANCE	ELEVATOR & ESCALATOR...	Agriculture	Statewide	12/1/2009	12/2/2009	12/16/2009	12/16/2009 10:15:00 AM	Open	PEGGY LUCAS
CN00031664	R3-RFD	Beef for Jan - Mar 2...	Beef for menu compli...	Corrections	Cumberland	12/1/2009	12/2/2009	12/16/2009	12/16/2009 1:00:00 PM	Open	Charmaine Linch
CN00031670	R3-RFD	Eggs for Jan - Mar 2...	Eggs for menu compli...	Corrections	Statewide	12/1/2009	12/2/2009	12/16/2009	12/16/2009 11:00:00 AM	Open	Charmaine Linch
CN00031672	R3-RFD	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
05U030	IFB	Schuykill Co./SR 61...	Requesting services...	Transportation	Lehigh	12/1/2009	12/1/2009	12/30/2009	12/30/2009 2:00:00 PM	Open	Robert Herbein
227120109	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

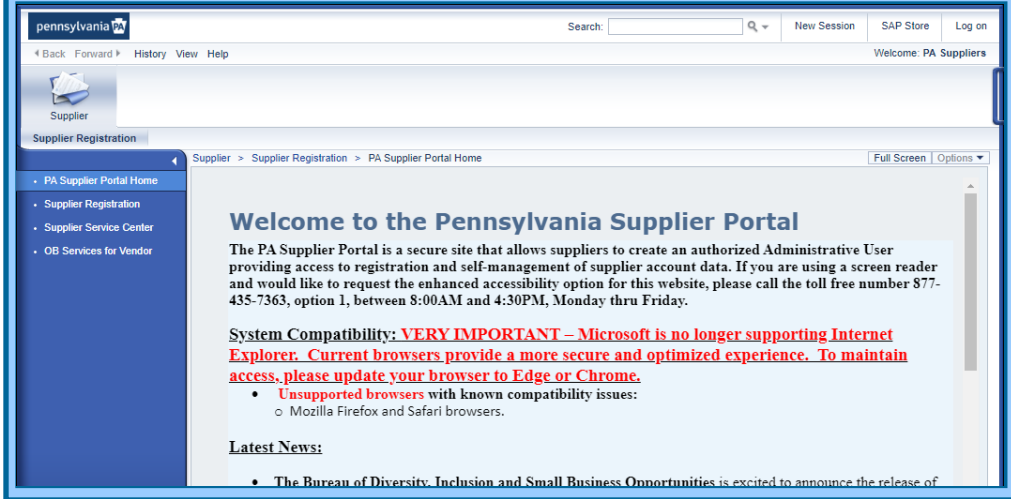
D. After locating the solicitation, click on the underlined **Solicitation Number** to open the **Advertisement Information** page.

YOUR ADVERTISEMENT INFORMATION

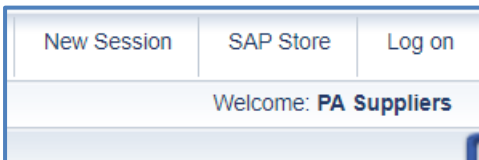
General Information			
Department for this solicitation:	Procurement		Help
Date Prepared:	12/01/09	Types:	IFB
Advertisement Type:	Service		
Solicitation #:	6100013977	Solicitation Title:	HVAC Services for Site F & 41 in Monroe County
Description:	HVAC services consisting of routine preventative maintenance, 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.		
Department Information			
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
Contact Information			
First Name:	Angelika	Last Name:	DeFrancesco
Phone Number:	610-871-4138 Ext:	Email:	adefrancesco@state.pa.us
Solicitation Information			
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 www.pasupplierportal.state.pa.us to complete this bid.			
Amended Date:	12/01/09		

The **Advertisement Information** page (see 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](#) to complete a response.

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 Log on button.



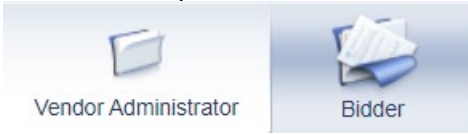
1. Enter the **Logon ID** and **Password** created during registration.

A screenshot of a logon form. It contains two input fields: 'User *' and 'Password *'. Below the fields is a 'Log On' button.

2. Once the User ID and Password are entered, a system message will display that a passcode has been sent to your email.
 - a. Once the passcode is received, enter it into the space provided to access the system.

A screenshot of a passcode entry form. It starts with an information icon and the text 'Passcode sent via email. Please enter the passcode to log on.' Below this, there are two input fields: 'User *' (which is partially obscured by a black box) and 'Passcode *'. At the bottom, there are 'Log On' and 'Cancel' buttons.

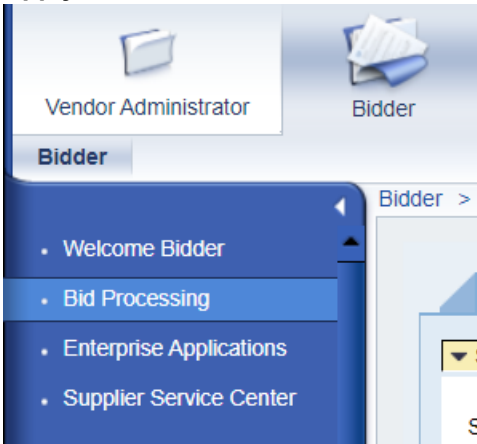
- C. If you have been assigned both the Administrator and Bidder roles, the Vendor Administrator tab will be selected by default. Select the **Bidder tab** to proceed.



- D. To begin your search for bidding opportunities, select the **Bid Processing** link in the left navigation panel.

- E. The **Process Bid** screen will display and contains search fields to assist you in locating solicitations.

- When the Solicitation number is known, in the Solicitations-All section, enter the **Solicitation Number** and select the **Apply** button to initiate the search.
- When the Solicitation number is *not* known, select the drop-down list in the Solicitation **Status** field and choose Current RFx. Then select the **Apply** button to initiate the search.



Note: A list of search results will display by using any search method.

- The **Event Number** is a link and, when selected, will open the bid solicitation for viewing.
- The **Display Event** or **Display Response** links allow the bidder to display a bid response for their company.
 - The **Create** button allows the bidder to create a bid response on behalf of their company on any open solicitation.
 - The **Edit** button will allow information on a previously *held* or *submitted* bid to be modified by the bidder.
 - The **Delete** button is used by the bidder to delete a bid response.

Solicitations - All Auctions - All

▼ Search Criteria

Solicitation Number: To

Solicitation Status:

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response
6100055454	Fire Fighter Gear	Invitation For Bid	Published	03/03/2022	03/25/2022	
6100055453	Upgrade Fuel Management System	Invitation For Bid	Published	03/03/2022	03/30/2022	
6100055452	020 - PSP Wyoming Lab Lawn Maintenance	Invitation For Bid	Published	03/03/2022	03/11/2022	
6100055451	P00655449 03/02/2022 14:00	Invitation For Bid	Published	03/04/2022	03/17/2022	

- F. Select the number of a particular bid to enter a response.
- G. Utilize the **Locating and Responding to a Solicitation End-User Procedure** for detailed instructions for completing the response.

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

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

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

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Bureau of Procurement
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