eProcurement for Rented Equipment Vendor User Manual

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eProcurement System Registration and REITQ Access

The eProcurement System Registration and Rented Equipment Invitation to Qualify (REITQ) Access is a two-step process. The first step as a new Vendor wanting to bid on Rented Equipment Requests for Quotes (RFQs) is to register your company. After completion of the new Vendor registration, each user from your company is required to register to access the system with a User ID and password.

Register your Company in eProcurement

Log onto the eProcurment Website https://eprocurement.pa.gov/
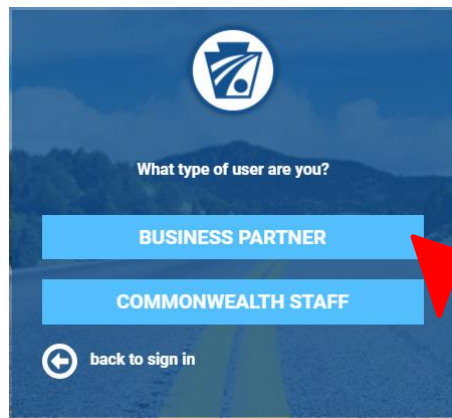Upon first entering the Rented Equipment application, you should see a login panel like this one:
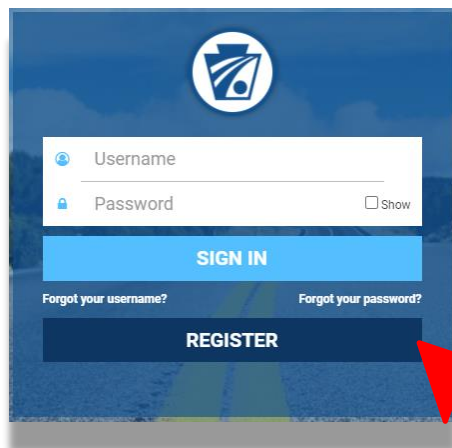
- Click the Register button to begin the registration process

- Select **Business Partner** as your User type.

- The following screen will display.
  - Enter your organization's name, Federal Employer Identification Number, City and ZIP. Click Next.

NOTE: This is the eProcurement Registration.

- If your organization **does not** yet exist in the eProcurement system, you will receive an error message like the one shown below, as well as a link to register your company as a Business Partner Organization.
- If your organization **does exist** in the system, please skip the "Register your Business Partner Organization" instructions, and proceed to "Register Yourself as a User"

Register your Business Partner Organization

1. Click the "Click here to Register Business Partner Organization" link.

Enterprise Business Partner Registration for eProc: Organization Information

The FEIN entered is either incorrect or not registered. If not registered, please click the link provided at the bottom of the page to register the Business Partner Organization.

① Organization Information	② User Profile Information	③ Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

New users, please provide your Organization Information to get started.

• **Organization Name**
Fake Company

• **Federal Employer Identification Number(FEIN)**
213454574
What is FEIN? Click Here

• **Organization City**
Capital City

• **Organization Zip Code**
12345

Click here to register Business Partner Organization.

NEXT   **CANCEL**

2. Complete the information on the Business Partner Organization registration form and click Next.

Register Enterprise Organization: Organization Information

| ① Organization Information | ② Data Release Agreement |

● = Required

Organization Details

● Organization Name

● Federal Employer Identification Number(FEIN)

Please use the complete name of the organization/company.

Organization Description

Remaining Characters: 500

Legal Address

● Country
---Select---

● Street Address 1

Street Address 2

● City

● State/Province

● Zip Code/Postal Code

Contact Person Information

● First Name

● Last Name

● Email Address

● Primary Phone

Brief Explanation

● Brief explanation

Please provide a brief explanation describing why you need to register the organization. Please note that the brief explanation you provide will be considered by the approver when reviewing your request.

Remaining Characters: 500

NEXT   CANCEL

3. Once all information is completed on the form, you will be asked to acknowledge the Data Release Agreement. Enter your full name as your electronic signature. Click Finish.

Register Enterprise Organization: Data Release Agreement

| ① Organization Information | ② Data Release Agreement |

● = Required

Data Release Agreement

☐   I understand and agree with the Commonwealth of Pennsylvania Data Release Agreement
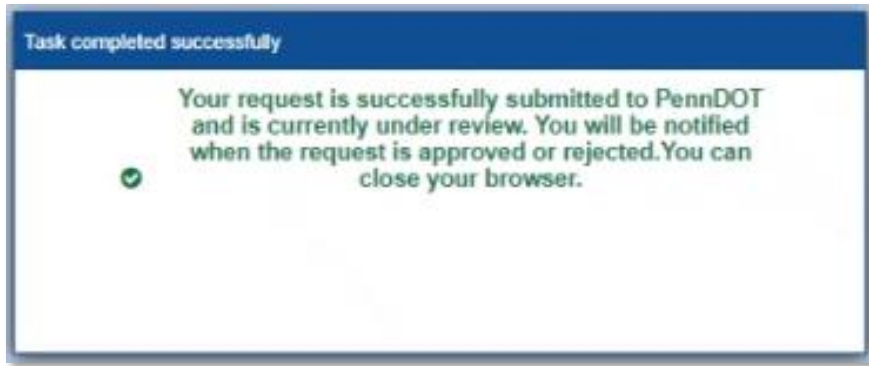
I agree that by entering my name, this acts as my legal signature, and I acknowledge that I read and understand the Data Release Agreement above and the rights and responsibilities and agree to these terms as stated.

● Full Name

What is e-signature? Click Here

BACK   FINISH   CANCEL

4. Once "Finish" is clicked, the following confirmation message will display

Task completed successfully

Your request is successfully submitted to PennDOT and is currently under review. You will be notified when the request is approved or rejected. You can close your browser.

Register Yourself as a User in eProcurement

After your company is registered, you will need to return to the Rented Equipment application to register yourself as an individual user for your company. Upon entering the eProcurement Website https://eprocurement.pa.gov/ you should see a login panel:

1. Click the Register button
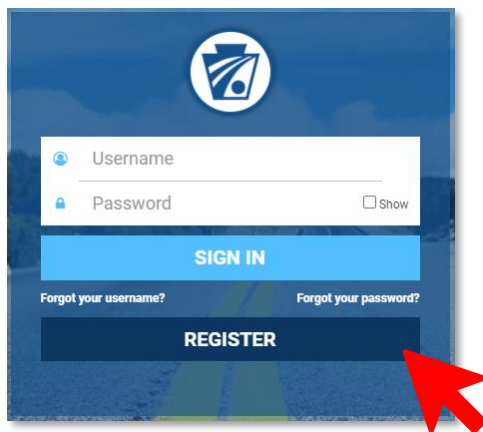
2. Select Business Partner as your User type.
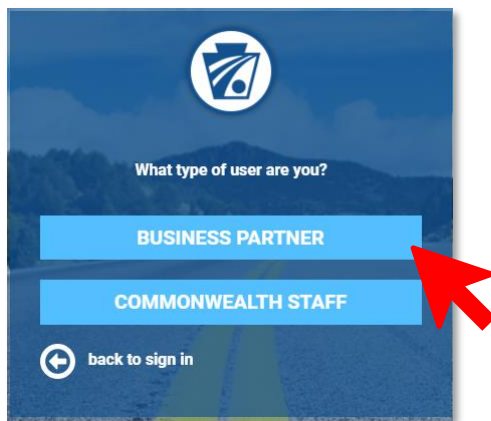
3. Enter your organization's name, Federal Employer Identification Number, City and ZIP, so that your personal profile will be associated with that of your company. Click Next.

Enterprise Business Partner Registration for eProc: Organization Information

① Organization Information	② User Profile Information	③ Access Selection

• = Required

Business Partner Registration: Organization Identification

Do you already have a Business Partner ID (b-)?

Request Access

New users, please provide your Organization Information to get started.

• Organization Name

• Federal Employer Identification Number(FEIN)

What is FEIN? Click Here

• Organization City

• Organization Zip Code

NEXT   **CANCEL**

4. Enter your User Profile Information
   a. Enter your name and contact information.
   b. Enter security questions and answers.
   c. Acknowledge the User Release Agreement.
   d. Click Next.

5. Select which type of access role you would like to request
   a. "I want access for myself": Supplier Role: User can utilize all necessary functions of the eProcurement Rented Equipment application for their designated Company (Bidding and updating ITQ Profile).
   b. "I want request access as Delegated Administrator to manage users in my organization": Delegated Business Partner Administrator Role:
      i. User has same functionality as the Supplier Role but also the following:
      ii. Delegated Business Partner Administrator authorizes access to subsequent users from your company before they can be added to the system.

It is the Contractor's responsibility to ensure that only those agents who are authorized to bind the Contractor response to Requests for Quotes (RFQ) be added to the system. All prices shall be firm and must be prepared and submitted in accordance with the specifications in the RFQ.

Note: The Delegated Business Partner Administrator role can be removed, added, or transferred to another user from your organization, should that be necessary. There can also be multiple Delegated Admins in an organization.

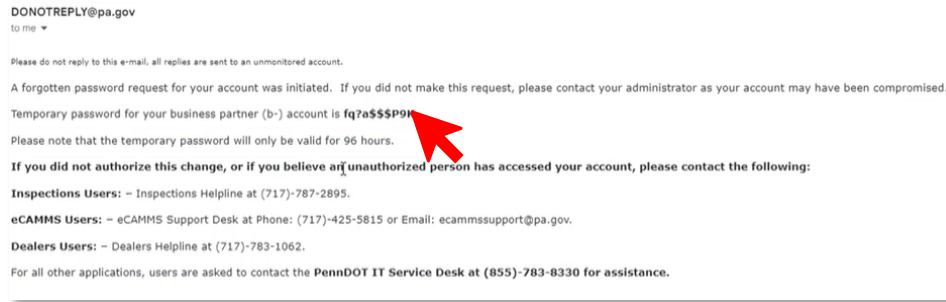6. Click Finish. After processing, you will get another confirmation notice stating that your account is pending approval.
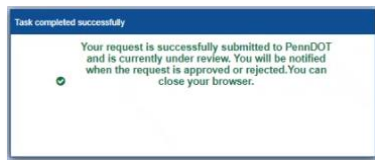
7. Once approved, you will receive two emails (check spam folders if not):
   - One email with "Request Approved: Enterprise Business Partner Registration for eProc" containing your new User ID as seen below.
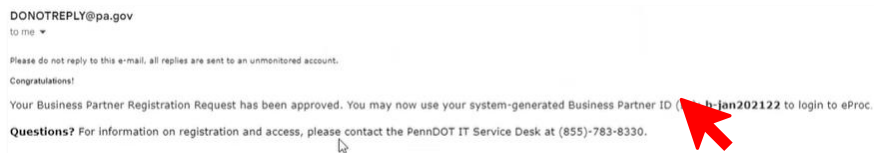
   - And another email with your "Business Partners (b-) account information" and a temporary password.
   - Note: This is the same email you will receive if you click the "forgot password" link to reset your password. The email will contain a **temporary password** that will allow access to the system with the user id.

DONOTREPLY@pa.gov
to me ▾

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

A forgotten password request for your account was initiated. If you did not make this request, please contact your administrator as your account may have been compromised.

Temporary password for your business partner (b-) account is **fq?a$$P9P**

Please note that the temporary password will only be valid for 96 hours.

If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please contact the following:

Inspections Users: – Inspections Helpline at (717)-787-2895.

eCAMMS Users: – eCAMMS Support Desk at Phone: (717)-425-5815 or Email: ecammssupport@pa.gov.

Dealers Users: – Dealers Helpline at (717)-783-1062.

For all other applications, users are asked to contact the **PennDOT IT Service Desk at (855)-783-8330 for assistance.**

8. When you return to the eProcurement Rented Equipment application, log in using your new (b-) account user id and your temporary password. You will immediately be asked to set a new permanent password.
Enter a new strong password, confirm it, and click Finish.
You should see a confirmation and be redirected into the Rented Equipment app.
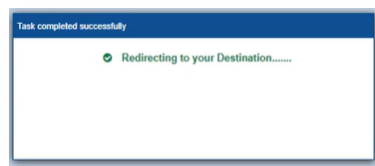
9. Your User ID is now created.
   a. If your Company's ITQ Profile **has not already been created** in the eProcurement Rented Equipment system, please follow the "Steps to Submit a Proposal" instructions to finish building your profile in the Rented Equipment app before quoting on any RFQs. Note that the REITQ Application (submitting a Proposal) has to be approved and that could take up to a few weeks.
   b. If your Company already has an ITQ Profile in the eProcurement Rented Equipment system (if your company already has another representative registered in Rented Equipment), you may begin using the Rented Equipment application as a Supplier.

Update Your ITQ Profile (Submit a Proposal)

Upon entering the eProcurement Website https://eprocurement.pa.gov
Navigate to the ITQ Profile by clicking the Profile icon in in the left navigation column

Your Profile will display your most current information (name, contact info, company data) as well as the list of counties you serve and the equipment you have available to rent to the Commonwealth.

ITQ Profile

CREATE ITQ PROPOSAL

ITQ Profile

Company: Supplier Company 2

Address: 123 Street, York, PA, 12345

Federal ID: 456789

SAP Vendor Number: 999999

Date Established: 2008-12-05

Company Website: suppliercompany2.com

Name: Brown, Tom

Alternate Contact: Baker, Danielle

Phone: (555) 555-6666

Alternate Phone: (555) 555-8888

Email: t-tbrown@pa.gov

Alternate Email: t-dbaker@pa.gov

Counties Selected

7801-Adams

7810-Butler

7811-Cambria

7812-Cameron

7813-Carbon

Equipment Selected

303378 - BACKHOE,Z54

303379 - BACKHOE,Z54,W OP

303381 - BROOM,ROTARY,UNDER,SELF-PROPELLED,F52

303392 - CHIPPER,WOOD,ROTARY CUTTER,MOUNTED,D64

Note that some of the information in your Profile is pulled from the PA Supplier Portal (First Name, Last Name, Company Name, Address, City, State, Zip, Email, Phone, FEIN, and SAP Vendor Number), so those

fields will always be read-only on the app. The only way to update those data fields is through the PA Supplier Portal (https://pasupplierportal.state.pa.us).

Steps to Submit a ITQ Proposal (add to or change current ITQ Profile)

- Click the Create ITQ Proposal button.

- Note that the button will be disabled if an existing proposal is pending. Once that proposal has been approved or rejected, a new proposal can be created. There can be only one.

- Contract Agreement: The effective ITQ contract is available for download. Users must acknowledge that they have reviewed Parts I-IV of the ITQ contract before they are allowed to proceed.

- Contact Information: The main Contact Information for the lead company representative authorized to quote RFQs in the Rented Equipment app is read-only in this form. You must go to the PA Supplier Portal (https://pasupplierportal.state.pa.us/) to update this contact information. Note that, once the Contact Information is updated in the PA Supplier Portal, an approved Proposal is still necessary to update that information in the Rented Equipment app. Alternate Contact information may be entered in this form.

- Company Profile: Company Information is read-only in this form. You must go to the PA Supplier Portal (https://pasupplierportal.state.pa.us/) to update this information. Note that, once the Company Information is updated in the PA Supplier Portal, an approved Proposal is still necessary to update that information in the Rented Equipment app. Website and Company Description may be entered in this form.

- County Selection: Click on the Counties field to select all counties for which your company will be providing quotes.

- Equipment Selection: Click on the Equipment Selection field to select all equipment your company will be quoting for rent.

- Review Submission: The entire REITQ Proposal is displayed for review. Use the BACK and NEXT buttons to return to previous steps if there is an item that needs to be changed. The legal acknowledgement must be affirmed before the Proposal can be finally submitted. Once Submitted, the Proposal will be reviewed and Approved or Rejected by an application admin. The status of this review will be visible on the ITQ Profile page.

Bidding on RFQs

Qualifying for an RFQ

There are three criteria from the ITQ Profile used in assessing a vendor's qualification for invitation to quote on an RFQ.

1. Counties – Your ITQ Profile must contain at least one county requested in the RFQ.
2. Equipment – Your ITQ Profile must include at least one piece of equipment requested in the RFQ.
3. Small business status – If the RFQ is slated for small businesses only, your organization must be certified as a small business as of the date the RFQ is released.

If your Company meets the necessary criteria for an RFQ, you will receive a notification email when the RFQ is released, which will include a link directly to the RFQ in question for bidding. If your company does not meet the criteria above, you will not receive a release notification email and you will not be able to bid on any items in the RFQ.

If your Company has made changes that impact any of the above criteria, you will need to update your ITQ Profile by submitting an ITQ Proposal. Once this ITQ Proposal is approved, the criteria in your updated ITQ profile will be used to determine your qualification to bid and whether you receive release notification emails.

RFQ Release Email

When an RFQ is released for which you are qualified based on the above criteria, an automated email will be sent to the Primary Email and Alternate Email addresses in your ITQ Profile.

The subject line of the email will be "PennDOT Rented Equipment Notification: RFQ xxx Released", where "xxx" is the RFQ number.

The body of the email will contain the RFQ number, the exact date and time the RFQ was released, and a link to take you directly to the RFQ to analyze the request and begin bidding.

Searching for RFQs in the RFQ Dashboard

If you do not have access to the release notification email, you can still locate and bid on RFQs for which you are qualified.

Click the RFQ Dashboard icon ⛪ in the left navigation column to open the RFQ Dashboard.

The RFQ list will default to showing all the RFQs available in "Released" status (ready to be bid on). To avoid searching through RFQs you are not qualified to bid on, based on the counties you serve, the equipment you have available, or your small business status, we recommend filtering the list by entering Search criteria, alone or in combination, and clicking the Search button.

Description of Search Fields:

- **RFQ Number**: if you know the RFQ number you can enter it here. Clicking Search will bring back that specific RFQ only.
- **RFQ Status**: Default is "Released". Only RFQs in this status can be bid on. Selecting "Any" will allow RFQs of all statuses to be displayed. "Awarded" and "Cancelled" will allow you to see read-only versions of RFQs that were already awarded or were cancelled, respectively.
- **Counties**: Use this field to narrow the RFQ list to only those counties you serve. Click anywhere in the empty field to display a list of counties. Click on a county name to select that county. Multiple counties can be selected by repeating this process. Click the "X" next to a county name to remove it from your selection, or the "X" at the far right of the field to remove all counties from your selection.
- **Equipment**: Use this field to narrow the RFQ list to only equipment you offer. Click anywhere in the empty field to display a list of equipment by ID and name. Click on an equipment type to select it. Multiple types can be selected by repeating this process. Click the "X" next to an equipment type to remove it from your selection, or the "X" at the far right of the field to remove all.
- **Quote Due Date From**: Selecting or entering a date in the field will display all RFQs of the selected RFQ Status with a Quote Due Date no earlier than this date.
- **Quote Due Date To**: Selecting or entering a date in the field will display all RFQs of the selected RFQ Status with a Quote Due Date no later than this date.
- **RFQ Business Type**: Default is "Any". Use this field to limit RFQs in the list to only those restricted to quoting by a certain business type. Selecting "Small business only" will display only those RFQs that can only be bid on by vendors certified to be Small Businesses as of the Release Date on the RFQ.

- **Search**: Click this button to initiate the search based on all the criteria selected. If no results show in the RFQ List, try modifying or reducing the criteria selected.
- **Clear**: Clicking this button returns all Search fields to their original default settings.

Note that to locate RFQs on which you could potentially bid, the RFQ Status field must be set to "Released".

Quick Start: Bidding on an RFQ
1 Open the RFQ by clicking the link in the Release Announcement email.
2 Click the "Edit Quote" button for each Line Item.
3 If Partial Bid for that Line item = Yes, enter a value in Bid Pieces for the number of equipment pieces you are offering for rental.
4 Enter a dollar value in the Unit Price field for the rental price per piece of equipment per unit of measure (hour, day, lane mile, etc.).
5 Click the "Save" button.
6 Repeat steps 2-5 for each Line item you wish to bid.
7 Click the "Submit Quotes For RFQ" button.

Submitting a Quote
Open the RFQ page by either:
- Clicking the link in the RFQ release notification email.
- Entering the eProcurement Website https://eprocurement.pa.gov
  - On the RFQ Dashboard, with the RFQ Status field in the Search panel set to "Released" (the default) and a search performed to filter out RFQs on which you can't bid, clicking the "Quote" button next to an RFQ in the list.

There are three sections to the RFQ page:

- The General Information section, containing the basic description of the RFQ, including the counties involved.
- The Statement of Work section, where any documents associated with the RFQ are displayed (click the file name to download), as well as any Additional Special Instructions the Purchaser has provided.
- The Line Items section, where all requested pieces of equipment are listed. This section will only display once the terms and conditions statement has been accepted.

Scroll to the bottom of the page and read the terms and conditions statement.

Terms and Conditions Statement

Check the box to acknowledge acceptance of the terms. This will open the Line Items panel, describing:

1. ID and name of each type of equipment requested.
2. SLOC to which the equipment should be delivered on the delivery date. If the equipment will not be delivered to SLOC 001 the delivery location for the equipment will be in the Statement of Work (SOW).
3. County for which the equipment is requested.
4. Delivery date.
5. Number of pieces of equipment of that type to be delivered.
6. Estimated Quantity of hours, days, etc. for which the equipment is to be rented.
7. Unit of Measure to which the Estimated Qty refers.
8. Whether a Partial Bid is accepted. (If YES, you are allowed to bid any number of pieces up to Pieces Needed. If NO, you must bid the exact amount.)

9. On an RFQ of type: "Extended Form – Specific Location", there will also be a link to View Location, which describes in closer detail to where the equipment should go. (For example: what highway sections should be mowed or plowed.)

UOM	Partial Bid	Bid Pieces	Unit Price($)	Total Price($)	Action	View Locations
HOUR	No	0	$ 0.00	$ 0.00	EDIT QUOTE	VIEW LOCATIONS

10. The Pieces Needed, Unit Price, and Total Price that will be entered by you in the quoting process.
    a. ESTIMATED QTY is per piece of equipment.Total Price = Unit Price x Bid Pieces x Estimated Qty
11. An Action button, "Edit Quote", which you will click to enter or change your bid for this line item.

Line Items

Line #	Equipment	SLOC	County	Delivery Date	Pieces Needed	Estimated Qty	UOM	Partial Bid	Bid Pieces	Unit Price($)	Total Price($)	Action
1	303378 - BACKHOE,Z54	0001	York	10/27/2022	1	40	HOUR	No	0	$ 0.00	$ 0.00	EDIT QUOTE
2	303483 - LIGHT,FLOOD,TOWED,F26	0001	York	10/27/2022	3	40	HOUR	Yes	0	$ 0.00	$ 0.00	EDIT QUOTE

Entering a Quote

Clicking the Edit Quote button will reveal the Bid Pieces and Unit Price fields and the Edit Quote button is replaced with Save and Cancel buttons.

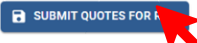| Partial Bid	Bid Pieces	Unit Price($)	Total Price($)	Action
No	Quote amount 1	Unit price 0	$ 0	SAVE CANCEL

- Partial Bids
    - If Partial Bid is NO, the number in Bid Pieces must be equal to Pieces Needed and can't be changed.

- o If Partial Bid is YES, you may enter any value up to Pieces Needed.

- Enter a value in the Unit Price field. The Total Price for that Line Item is calculated by:
  Total Price = Unit Price x Bid Pieces x Estimated Qty.

- Click the "Save" button.
  - o If the Basis of Award is Line, the Submit Quotes For RFQ button will be enabled. If there are more Line Items, you may continue adding quotes for every Line Item you like.
  - o If the Basis of Award is Group, the Submit Quotes For RFQ button will only be enabled when you have entered a quote for every Line Item.

- When you have completed entering quotes, click the Submit Quotes For RFQ button.
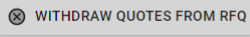
.ine Items

Line #	Equipment	SLOC	County	Delivery Date	Pieces Needed	Estimated Qty	UOM	Partial Bid	Bid Pieces	Unit Price($)	Total Price($)	Action
1	303378 - BACKHOE,Z54	0001	York	10/27/2022	1	40	HOUR	No	1	$ 187.00	$ 7480.00	EDIT QUOTE
2	303483 - LIGHT,FLOOD,TOWED,F26	0001	York	10/27/2022	3	40	HOUR	Yes	Quote amount 2	Unit price 88	$ 7040.00	SAVE CANCEL

SUBMIT QUOTES FOR R

Withdrawing Quotes

After confirming your submission, the "Submit Quotes For RFQ" button changes to "Withdraw Quotes From RFQ".

Partial Bid	Bid Pieces	Unit Price($)	Total Price($)
No	1	$ 187.00	$ 7480.00
Yes	0	$ 0.00	$ 0.00

⊗ WITHDRAW QUOTES FROM RFQ

Clicking this button and confirming would allow you to Edit your Quotes again and resubmit. If new quotes were not submitted, no quotes would be considered from your company on this RFQ – it would be as if you never opened the RFQ. You may Withdraw Quotes From RFQ any time (and any number of times) up to the Quote Due Date.

Cancelled RFQs

If an RFQ is cancelled for any reason, an automated email goes out to all qualified vendors to inform them of the cancellation and the reason for it.

Awarding RFQs

Bidding closes at the Quote Due Date and time displayed in the General Information section of each RFQ. Purchasers will then award or cancel the RFQ. Once an RFQ is fully awarded or cancelled, an automated email will be sent out to all qualified vendors. If any Line Items within the RFQ have been cancelled, they will be listed as such in the Awarded email.

This email will also contain a link back to the RFQ, from which a full report of its contents can be downloaded by clicking the Download button at the top right of the RFQ.

In addition to this general announcement, automated emails will also go out to the specific vendors who have been awarded the RFQ or Line Items within it.

Please note that all awards are subject to additional review. The award emails are not a replacement for legal contracts.

Tied Lowest Bids

If, upon the close of bidding at the Quote Due Date, the system finds that there is a tie between multiple vendors for the lowest price, an automated email will be sent to your Email and Alternate Email addresses listed in your ITQ Profile. This email is to inform you of the specific bid that was tied as well as the deadline to break the tie by providing a new quote. This new quote should be sent by email as a Reply to the Tied Bid Notification email. The admin receiving your new quote will amend the RFQ, and the awarding of the contract will continue based on these new quotes.

Getting Help

Questions or concerns about any aspect of the Rented Equipment app can be directed via email to ra-pdoteproc@pa.gov.