

# **SUPPLIER GUIDE**



## **LOCATING BID OPPORTUNITIES ON EMARKETPLACE**



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

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

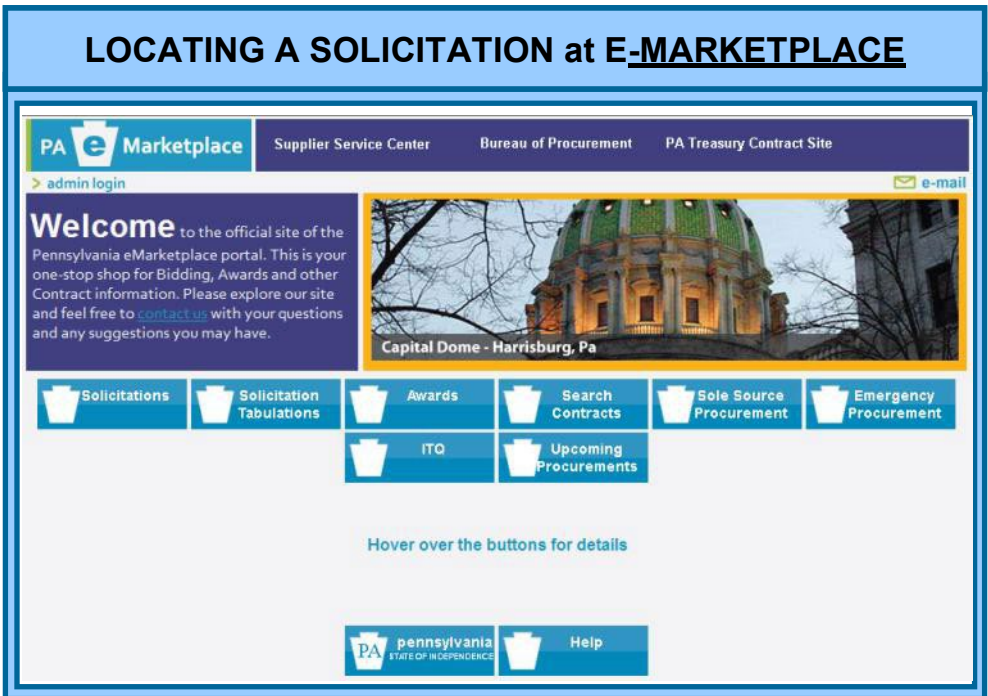
## LOCATING SOLICITATION

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 portal. At the top, there is a navigation bar with links: "PA e Marketplace", "Supplier Service Center", "Bureau of Procurement", and "PA Treasury Contract Site". Below this is a "Welcome" message to the official site of the Pennsylvania eMarketplace portal, describing it as a one-stop shop for Bidding, Awards, and other Contract information. To the right of the welcome message is a photo of the Capital Dome in Harrisburg, Pa. Below the welcome message and photo is a grid of buttons for various procurement activities: "Solicitations", "Solicitation Tabulations", "Awards", "Search Contracts", "Sole Source Procurement", "Emergency Procurement", "ITQ", and "Upcoming Procurements". A text prompt "Hover over the buttons for details" is centered below the grid. At the bottom, there is a footer with the Pennsylvania Department of General Services 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**”.

PA Marketplace
Supplier Service Center
Bureau of Procurement

e-mail

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):
Search
Cancel
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

Export Search Results

1 2 3

| 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 consi...  | 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-RFQ | Beef for Jan - Mar 2... | Beef for menu compl...  | Corrections                      | Cumberland | 12/1/2009    | 12/2/2009               | 12/16/2009            | 12/16/2009 1:00:00 PM  | Open   | Charmaine Linch      |
| CN00031670    | R3-RFQ | Eggs for Jan - Mar 2... | Eggs for menu compl...  | Corrections                      | Statewide  | 12/1/2009    | 12/2/2009               | 12/16/2009            | 12/16/2009 11:00:00 AM | Open   | Charmaine Linch      |
| CN00031672    | 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      |
| 05U030        | IFB    | Schuylkill Co./SR 01... | 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        |

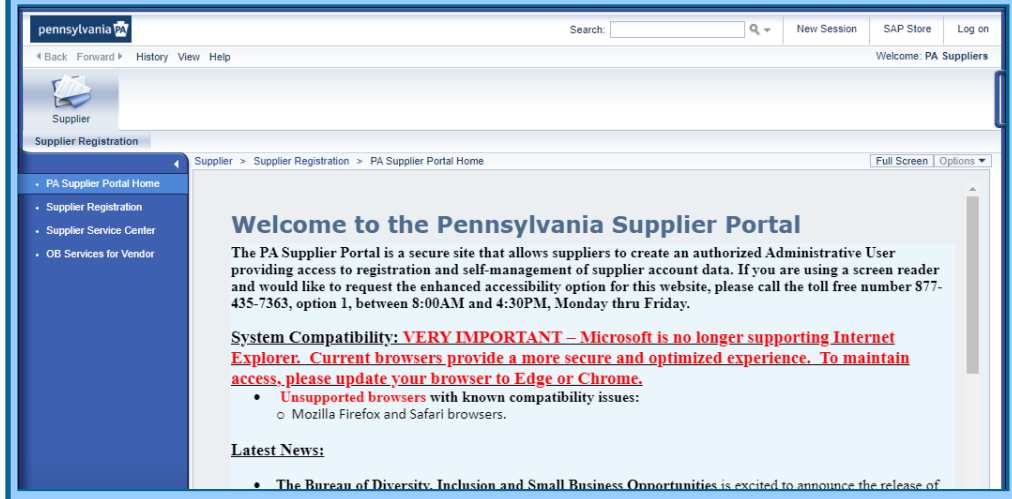
D. After locating the solicitation, click on the underlined **Solicitation Number** to open the **Advertisement Information** page.

## YOUR ADVERTISEMENT INFORMATION

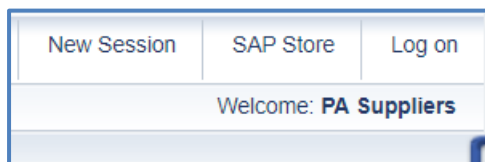
| General Information                                                                                                         |                                                                                                                                                                                                                                                                                                                      |                                              |                                                                                                                                 | Help |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------|
| 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. |                                              |                                                                                                                                 |      |
| 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 <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 (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.



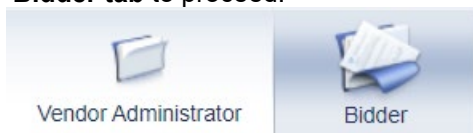
1. Enter the **Logon ID** and **Password** created during registration.

The screenshot shows a login form with 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.

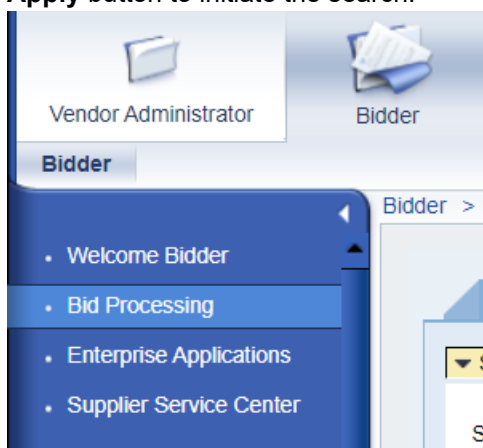
The screenshot shows a message: 'Passcode sent via email. Please enter the passcode to log on.' Below this message are two input fields: 'User \*' (which is already filled with a blacked-out name) and 'Passcode \*'. At the bottom, there are 'Log On' and 'Cancel' buttons.

- 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:  To

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

View:

| 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**

**Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6th Floor  
Harrisburg, PA 17101**

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