

# Contractor Registration and Online Bid Process for Well Plugging Contracts

The Supplier Service Center provides a general overview of the resources for companies doing business with the commonwealth and will link to relevant webpages noted on following pages. Help resources are also included on this website. The “PA Supplier Portal Registration” and “BIDDING” columns will contain most of the necessary information for registering and bidding.

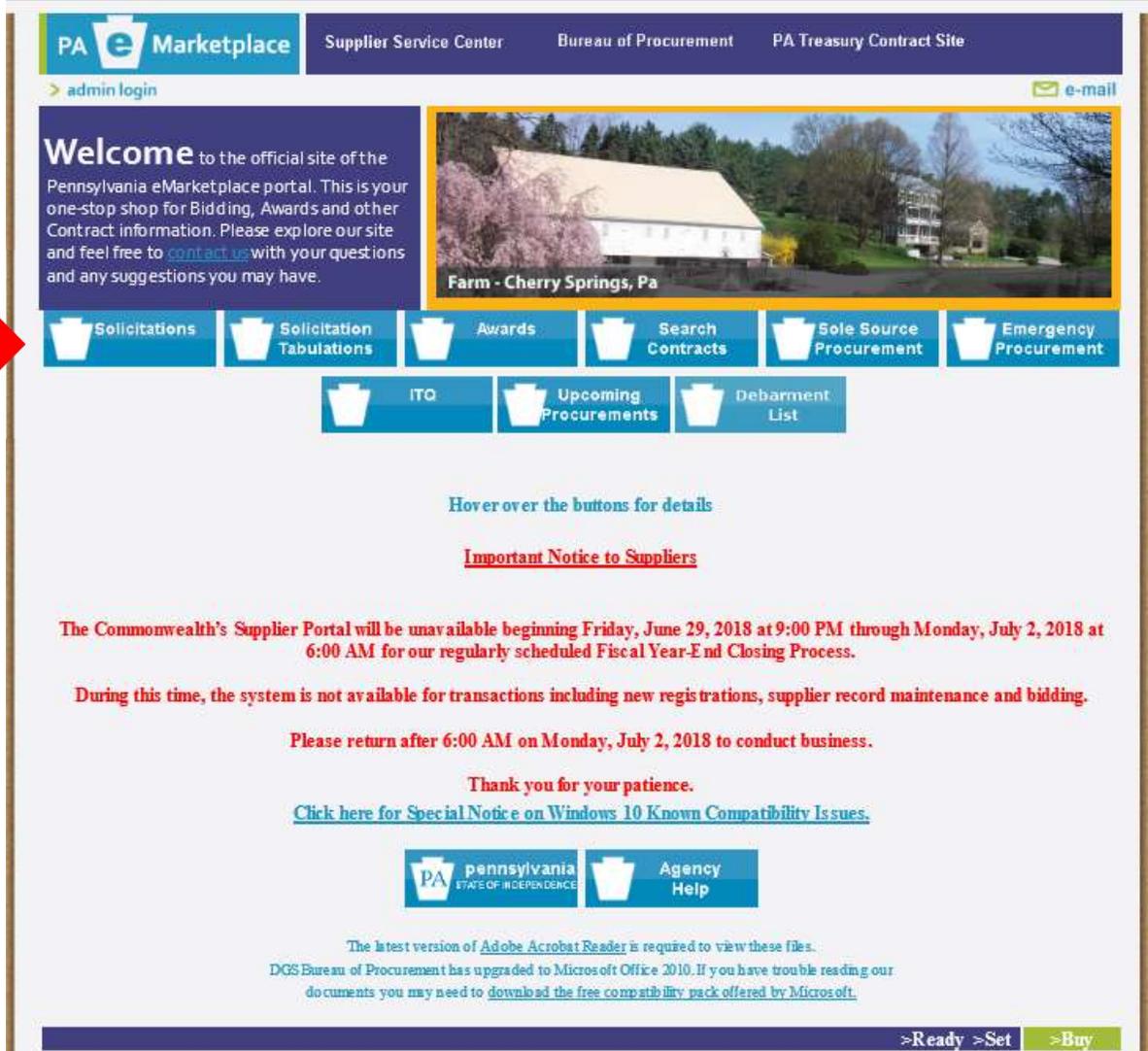
Click on eMarketplace/Solicitations under the BIDDING heading to view active solicitations  
<https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>

<b>PA Supplier Portal Registration:</b> <ul style="list-style-type: none"><li>• <a href="#">New Vendor Registration Guide.pdf</a></li><li>• <a href="#">PA Supplier Portal</a></li><li>• <a href="#">PA SUPPLIER Administrative Support</a></li><li>• <a href="#">Reset Password/Find User ID</a></li><li>• <a href="#">e-Alerts</a></li></ul>	<b>Registration Help:</b> <ul style="list-style-type: none"><li>• <a href="#">Online Vendor Help</a></li><li>• (877) 435-7363</li><li>• Choose option 1</li><li>• <a href="#">Contact Us</a></li></ul>
<b>Bidding (IFB, eMarketplace)</b> <ul style="list-style-type: none"><li>• <a href="#">eMarketplace / Solicitations</a></li><li>• <a href="#">Non-ITQ/RFP Bidding Guide</a></li><li>• <a href="#">Attaching Documents</a></li><li>• <a href="#">Electronic Bidding Portal</a></li><li>• <a href="#">Bid Protests</a></li></ul>	<b>Bidding Help:</b> <ul style="list-style-type: none"><li>• (877) 435-7363</li><li>• Choose option 2</li><li>• <a href="#">Contact Us</a></li></ul>
<b>Request for Proposal (RFP, ITQ/RFQ)(Jaggaer System)</b> <ul style="list-style-type: none"><li>• <a href="#">JAGGAER Registration / Login</a></li><li>• <a href="#">Invitation to Qualify(ITQ) Web site</a></li><li>• <a href="#">Locating Bid Opportunities in JAGGAER</a></li><li>• <a href="#">Responding To An Event - Jaggaer.docx</a></li><li>• <a href="#">Responding to an event in Jaggaer instructional video</a></li><li>• <a href="#">Responding to an Amended Event in JAGGAER</a></li><li>• <a href="#">Registering as a Commonwealth of PA Supplier in JAGGAER</a></li><li>• <a href="#">Pre-Qualifying as an ITQ Supplier in JAGGAER</a></li></ul>	<b>RFP HELP:</b> <ul style="list-style-type: none"><li>• (877) 435-7363</li><li>• Choose Option 2</li><li>• <a href="#">Contact Us</a></li></ul>
<b>Invoice &amp; Payment</b> <ul style="list-style-type: none"><li>• <a href="#">Payment Status</a></li><li>• <a href="#">Electronic Banking Data</a></li><li>• <a href="#">W-9 Form</a></li></ul>	<b>Payment Help:</b> <ul style="list-style-type: none"><li>• <a href="#">Online Vendor Help</a></li><li>• (877) 435-7363</li><li>• Choose option 1</li><li>• <a href="#">Contact Us</a></li></ul>

## View DEP Bid Opportunities Here:

The eMarketplace lists all solicitations within the Commonwealth (you can filter by DEP projects) and can be reached through the Supplier Service Center webpage detailed above.

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



The screenshot shows the PA eMarketplace website. At the top, there is a navigation bar with the PA eMarketplace 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 photo of a farm in Cherry Springs, Pa. A navigation menu contains buttons for Solicitations, Solicitation Tabulations, Awards, Search Contracts, Sole Source Procurement, Emergency Procurement, ITQ, Upcoming Procurements, and Debarment List. A red arrow points to the 'Solicitations' button. Below the navigation menu, there is a message about the system being unavailable for a period of time, followed by a link for a special notice on Windows 10 compatibility issues. At the bottom, there is a footer with the PA logo and the text 'pennsylvania STATE OF INDEPENDENCE' and 'Agency Help'.

PA eMarketplace  
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 Debarment List

Hover over the buttons for details

**Important Notice to Suppliers**

The Commonwealth's Supplier Portal will be unavailable beginning Friday, June 29, 2018 at 9:00 PM through Monday, July 2, 2018 at 6:00 AM for our regularly scheduled Fiscal Year-End Closing Process.

During this time, the system is not available for transactions including new registrations, supplier record maintenance and bidding.

Please return after 6:00 AM on Monday, July 2, 2018 to conduct business.

Thank you for your patience.

[Click here for Special Notice on Windows 10 Known Compatibility Issues.](#)

PA pennsylvania STATE OF INDEPENDENCE Agency Help

The latest version of [Adobe Acrobat Reader](#) is required to view these files.  
DGS Bureau of Procurement has upgraded to Microsoft Office 2010. If you have trouble reading our documents you may need to [download the free compatibility pack offered by Microsoft.](#)

>Ready >Set >Buy

Example of solicitation page when bids are available. You cannot bid through this marketplace webpage, but you will be able to see if there is a pre-bid meeting and view dates associated with the bidding process. In order place a bid, utilize the following BidExpress section.

Choose "Environmental Protection" under Agency to narrow the results of the search. Click on the Solicitation # to view bid advertisement.

**PA Marketplace** Supplier Service Center Bureau of Procurement

> admin login 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

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

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

No. of records per page:

List of Current Solicitations

Solicitation #	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation Due Date	Bid Opening Date	Status	Contact Person
<a href="#">OOGM 17-4</a>	R3-RFQ	Cleaning 1 Orphan Gas Well In Allegheny County	The Principal Items Of Work And Ap ...	Environmental Protection	Allegheny	8/29/2018	7/6/2018	8/16/2018 2:00:00 PM	8/16/2018 2:00:00 PM	Created	Construction Contracts
<a href="#">OOGM 18-1</a>	R3-RFQ	Plugging 1 Orphan Gas Well In Potter County	The Principal Items Of Work And Ap ...	Environmental Protection	Potter	8/29/2018	7/6/2018	8/9/2018 2:00:00 PM	8/9/2018 2:00:00 PM	Created	Construction Contracts
<a href="#">184-22 Phase 3</a>	RFA	Meadow Brook Flood Control	This Project Includes Profession ...	Environmental Protection	Lackawanna	8/28/2018	8/27/2018	7/26/2018 5:00:00 PM	8/28/2018 10:00:00 AM	Open	Tracy Musselwhite
<a href="#">6400046015</a>	IFR	35 X151506 Raob	The Department Of Environmental	Environmental	Dauphin	8/27/2018	8/11/2018	7/3/2018 9:00:00	7/3/2018	Open	Janet Mall

Important dates are also included in the advertisement, including pre-bid meeting and bid opening and closing dates/times.

ADVERTISEMENT INFORMATION			
General Information			
<b>Department for this solicitation:</b>	Procurement		
<b>Date Prepared:</b>	03/21/19	<b>Types:</b>	R3-RFQ
<b>Advertisement Type:</b>	<input type="radio"/> Service <input type="radio"/> Materials <input type="radio"/> Service & Materials <input type="radio"/> PW Construction <input checked="" type="radio"/> Agency Construction <input type="radio"/> Real Estate		
<b>Solicitation/Project#:</b>	OOGM 18-4	<b>Solicitation/Project Title:</b>	Clean and Plug 1 Oil and Gas Well in Butler County
<b>Description:</b>	The principal items of work and approximate quantities are: to clean-out and plug one (1) abandoned oil and gas well, estimated to be 3,000 feet in depth, to Department specifications; to prepare and restore well sites/site; and to mobilize and demobilize plugging equipment. Beginning on the Issue Date, free copies of bid documents can be obtained by going to <a href="http://www.BidExpress.com">www.BidExpress.com</a> , PA Department of Environmental Protection. MANDATORY PRE-BID CONFERENCE is scheduled for April 25, 2019 at 10:00 a.m. Representatives from the Department will meet the contractors at Edward C. McCullough Recreation Park at the Karns City Ballfield located along Park Drive off of Main Street (Route 268) in Karns City, PA. FAILURE TO ATTEND THE PRE-BID CONFERENCE WILL BE CAUSE FOR REJECTION OF THE BID.		
Department Information			
<b>Department/Agency:</b>	Environmental Protection	<b>Delivery Location:</b>	
<b>County:</b>	Butler	<b>Duration:</b>	60 calendar days
Contact Information			
<b>First Name:</b>	Construction	<b>Last Name:</b>	Contracts
<b>Phone Number:</b> (XXX-XXX-XXXX)	717-787-7820	<b>Email:</b>	RA-ConstructionContr@pa.gov
Solicitation Information			
Bids must be received by the purchasing agency on the Solicitation Due Date no later than the Solicitation Due Time as set forth in the solicitation. Any conflict between the dates and/or times contained in the solicitation itself or its attachments and this advertisement shall be resolved in favor of the solicitation.			
<b>Solicitation Start Date:</b>	04/12/19	<b>Solicitation Due Time:</b>	2:00 PM
<b>Solicitation Due Date:</b>	05/16/19	<b>Solicitation Opening Time:</b>	2:00 PM
<b>Solicitation Opening Date:</b>	05/16/19		
<b>Opening Location:</b>	Rachel Carson State Office Building 15Th Floor Bid Room 400 Market Street Harrisburg Pa 17101		
<b>No. of Addendums:</b>	0		
<b>Amended Date:</b>	03/21/19		
<b>This procurement is set aside for bid and award to small businesses only.</b>			
Related Solicitation Files			



# BidExpress

In order to view the bid documents in more detail you will need to have a BidExpress login account ([www.bidexpress.com](http://www.bidexpress.com)).

BidExpress does not charge to view the bid documents; however, a fee is required to place a bid on a project. DEP is not able to have these fees waived. There are two different methods of billing: \$50/month subscription for unlimited access to bids or \$35 for one solicitation. You can read the details of the project, see the schedule of prices, and view attachments without paying the fee. Bid bonds are generally required.

Any questions regarding the BidExpress process should be directed to BidExpress by choosing the “Help” tab.

You can search the available bids by choosing “Solicitations” tab and typing “Pennsylvania” in the search bar.

Click on the name of the project (in blue) in order to review details of the project.

The screenshot shows the BidExpress website interface. At the top, there is a green header with the Bid Express logo and the tagline "Secure Internet Bidding". Below the header is a navigation bar with tabs: Home, Solicitations, Bids, My Profile, Contact Us, Resources, and Help. A red arrow points to the "Solicitations" tab. Below the navigation bar is a pink notification banner about the Info Tech Customer Support office being closed on Wednesday July 4th, 2018. Below the notification banner are two sections: "Info Tech Digital IDs" and "Electronic Signatures". The "Info Tech Digital IDs" section lists two items: "Install Sign Tool (0.1.1.2)" and "Generate Digital ID", both with minus signs indicating they are not yet received. The "Electronic Signatures" section states "You're all set. You can submit bids to solicitations that use electronic signatures". Below these sections is a search bar with "Pennsylvania" entered. A red arrow points to the search bar. Below the search bar is a table of solicitations. The table has columns for "Number", "Deadline", and "Owner". The first row shows a solicitation with the number "OSM 17(0098)101.1", a deadline of "07/26/2018 02:00 PM EDT", and an owner of "Pennsylvania Department of Environmental Protection". A red arrow points to the project name in the "Number" column. Below the table, it says "1 Solicitation".

**Bid Express**  
Secure Internet Bidding

Home Solicitations Bids My Profile Contact Us Resources Help

The Info Tech Customer Support office will be closed Wednesday July 4th, 2018 in observance of Independence Day. During this time, you are welcome to submit support requests to our customer support team via email. You can also call our automated voice messaging system at 888-352-2439. Have a great Holiday!

**Info Tech Digital IDs**  
The following items need to be completed before you can bid on solicitations that use **Digital IDs**:

- Install Sign Tool (0.1.1.2)
- Generate Digital ID

Print, notarize and mail registration form (**not yet received**)  
Digital ID verified by the Bid Express service (**not yet received**)

\*Internet Explorer only.

**Electronic Signatures**  
You're all set. You can submit bids to solicitations that use **electronic signatures**

\*Most modern browsers.

Pennsylvania

Reset Search

Number	Deadline	Owner
 OSM 17(0098)101.1 Abandoned Mine Reclamation Project, Boar...	07/26/2018 02:00 PM EDT	Pennsylvania Department of Environmental Protection

1 Solicitation

# Small Business Requirements

To bid on Small Business only projects, you must self-register as a small business here:

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Small-Diverse-Business-Verification/Pages/default.aspx>

In order to qualify as a Small Business, your company must have a 3-year average gross income of less than \$38.5 million and less than 100 full-time employees.

[Department of General Services](#) > Small Business Contracting Program

## SMALL BUSINESS CONTRACTING PROGRAM

The Commonwealth, through the Small Business Contracting Program, maintains a strong commitment to providing opportunities for small businesses to compete for prime contracting opportunities with the goal of promoting the economic growth and success of small businesses.

### ELIGIBILITY REQUIREMENTS

Businesses interested in participating as a small business in the Small Business Contracting Program must first register to do business with the Commonwealth and self-certify as a "small business." To self-certify and participate as a Small Business, a business must meet each of the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$38.5 Million, regardless of business type (effective 11/1/2018).

Businesses will be required to upload the first page of the company's three most recent federal tax returns which are required to verify annual gross revenues. You may redact your federal tax identification number, if desired. Acceptable file formats for tax upload include Portable Document Format (PDF) and Joint Photographic Group (JPG). If a business has not existed for three years, the average gross sales are computed for the period of the business' existence. For newly formed businesses, the determination is based upon projected gross sales.

Follow the step-by-step process below to complete self-certification as a small business. [Click here for additional information on the Small Diverse Business](#)

Small Diverse Business - Verification

Small Diverse Business - Procurement

Small Diverse Business - Construction

Mentor-Protege Program

Commonwealth Disparity Study

Contact Us

## STEP 1 – SUPPLIER REGISTRATION

To register as a vendor visit the [PA Supplier Portal](#) and click on Supplier Registration. Not sure if your company is registered? Don't know your registration number? Call toll free: (877) 435-7363 (option 1), or email [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov).

Proceed to Step 2 if you already have a PA Vendor Number.

## STEP 2 – SMALL BUSINESS SELF-CERTIFICATION REGISTRATION

Small business self-certification, a two-year certification which requires biannual renewal, is a prerequisite for verification as a Small Diverse Business. Visit [smallbusiness.pa.gov](#) for program guidelines, Frequently Asked Questions (FAQs), and step-by-step instructions for the self-certification process.

To access the small business application and begin the certification process:

1. Go to the [PA Supplier Portal](#) and click **Supplier Logon**.
2. Enter your user name and password. **TIP:** If you do not know your login information, select "Forgot your password" or "Forgot Your UserID" (preferred) or contact the Supplier Service Center at [RA-PSCSRMPORTAL@pa.gov](mailto:RA-PSCSRMPORTAL@pa.gov) or (877) 435-7363, option 1.
3. Click **Bidder Tab > Enterprise Applications > Small & Small Diverse Business Program Application**. **TIP:** View our [application guide](#) for basic troubleshooting for most common issues (e.g. the Enterprise Applications portal page appears blank), visit the [PA Supplier Portal Support](#) page, or contact the Supplier Service Center at [RA-PSCSRMPORTAL@pa.gov](mailto:RA-PSCSRMPORTAL@pa.gov) or (877) 435-7363, option 1.

For assistance self-registering as a Small Business, contact the Supplier Service Center at [RA-PSCSRMPORTAL@pa.gov](mailto:RA-PSCSRMPORTAL@pa.gov) or call (877) 435-7363.

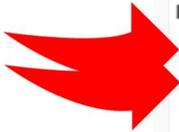
# Vendor ID

To bid on any Commonwealth job, you must have a Vendor ID Number to enter during the eBid process. You can search for your Vendor ID or obtain a new Vendor ID number by using links under the “PA Supplier Portal REGISTRATION” Heading:

<https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>

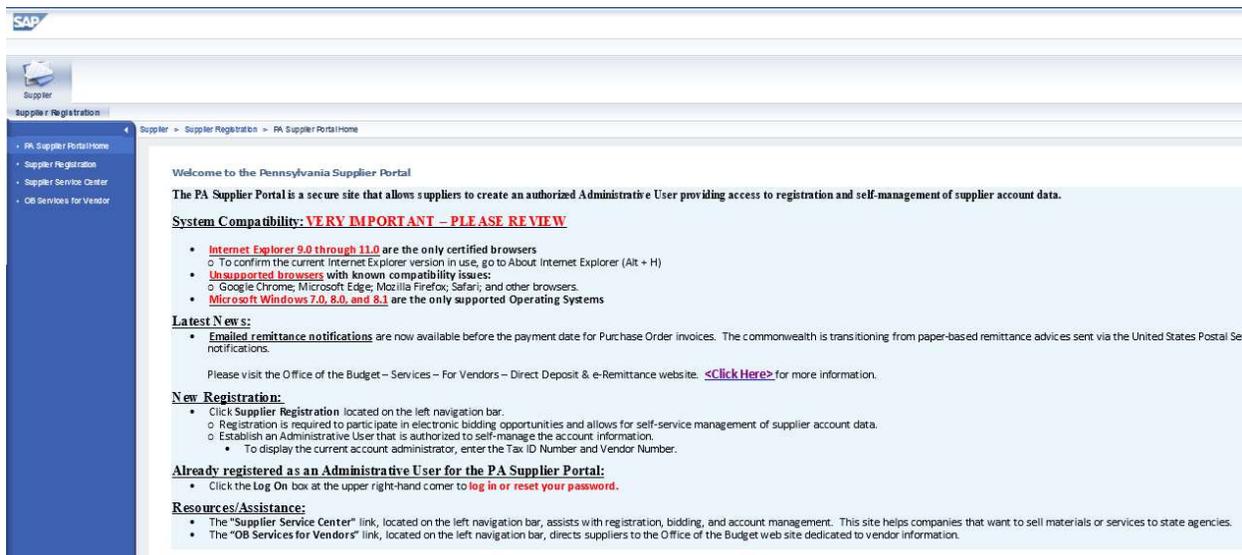
Instructions to register for a Vendor ID are provided here:

<https://www.dgs.pa.gov/Documents/Procurement%20Forms/Supplier%20Service%20Center/New%20Vendor%20Registration%20Guide.pdf>



<b>PA Supplier Portal Registration:</b> <ul style="list-style-type: none"><li>· <a href="#">New Vendor Registration Guide.pdf</a></li><li>· <a href="#">PA Supplier Portal</a></li><li>· <a href="#">PA SUPPLIER Administrative Support</a></li><li>· <a href="#">Reset Password/Find User ID</a></li><li>· <a href="#">e-Alerts</a></li></ul>	<b>Registration Help:</b> <ul style="list-style-type: none"><li>· <a href="#">Online Vendor Help</a></li><li>· (877) 435-7363</li><li>· Choose option 1</li><li>· <a href="#">Contact Us</a></li></ul>
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Read the instructions and choose “Supplier Registration” in the upper left corner



The screenshot shows the SAP Supplier Registration portal. A red arrow points to the 'Supplier Registration' link in the left navigation bar. The main content area contains the following text:

Welcome to the Pennsylvania Supplier Portal

The PA Supplier Portal is a secure site that allows suppliers to create an authorized Administrative User providing access to registration and self-management of supplier account data.

**System Compatibility: VERY IMPORTANT – PLEASE REVIEW**

- Internet Explorer 9.0 through 11.0 are the only certified browsers
- To confirm the current Internet Explorer version in use, go to About Internet Explorer (Alt + H)
- Unsupported browsers with known compatibility issues:
  - Google Chrome; Microsoft Edge; Mozilla Firefox; Safari; and other browsers.
- Microsoft Windows 7.0, 8.0, and 8.1 are the only supported Operating Systems

**Latest News:**

- Emailed remittance notifications are now available before the payment date for Purchase Order invoices. The commonwealth is transitioning from paper-based remittance advices sent via the United States Postal Service notifications.

Please visit the Office of the Budget – Services – For Vendors – Direct Deposit & e-Remittance website. [Click Here](#) for more information.

**New Registration:**

- Click Supplier Registration located on the left navigation bar.
- Registration is required to participate in electronic bidding opportunities and allows for self-service management of supplier account data.
- Establish an Administrative User that is authorized to self-manage the account information.
  - To display the current account administrator, enter the Tax ID Number and Vendor Number.

**Already registered as an Administrative User for the PA Supplier Portal:**

- Click the Log On box at the upper right-hand corner to [log in](#) or [reset your password](#).

**Resources/Assistance:**

- The “Supplier Service Center” link, located on the left navigation bar, assists with registration, bidding, and account management. This site helps companies that want to sell materials or services to state agencies.
- The “OB Services for Vendors” link, located on the left navigation bar, directs suppliers to the Office of the Budget web site dedicated to vendor information.