

# PennDOT NEEDS SMALL BUSINESS!

**PennDOT seeks vendors to help  
with:**

- Building roads
- Supporting professional services
- Equipment suppliers
- Uniforms suppliers
- Transportation research
- Materials
- And **MORE**



**We need your help!**

Email: [PennDOTSmallBusinessOpp@pa.gov](mailto:PennDOTSmallBusinessOpp@pa.gov)

Visit: <https://bit.ly/40ZqPe1> or Scan Code



Pennsylvania  
Department of Transportation

# Doing Business with the Commonwealth and Department of Transportation



## 1. Vendor Registration:

- a. Doing business with the Commonwealth requires a Vendor Number (aka SAP Vendor Number).
- b. This number is used in procurement and vendor payment activities.
- c. For more information see: [New Supplier Registration Guide](#)

## 2. The Procurement Code and Policy:

- a. Procurement activities are governed by law - Commonwealth Procurement Code.
- b. DGS sets policy governing procurement, management, control, and disposal of supplies, services, and construction for agencies.
- c. For more information see: [Procurement Code and the Commonwealth Procurement Handbook](#).

## 3. Methods of Procurement:

- a. Small No Bid Procurements: *non-contract purchases \$10,000 or less.*
- b. Competitive Sealed Bidding: *award is based on the lowest bid.*
- c. Sole Source: *only one vendor can provide the service or supply. Tightly regulated.*
- d. Emergency: *circumstances outside the control of the purchasing organization do not allow the time necessary to complete a competitive procurement. Requires DGS approval.*
- e. Competitive Sealed Proposal (RFP): *additional factors besides low cost are considered in awarding.*
- f. Procurements from Effective DGS Statewide Requirements Contracts: *used to purchase materials and/or services from DGS statewide requirements contracts. PennDOT also has its own contract.*
- g. Procurement from DGS Multiple Award Contracts: *used to purchase materials and/or services available through DGS multiple award statewide requirements contracts.*
- h. Purchase of Materials Manufactured or Services performed by Persons with Disabilities: *used when procuring materials or services from UniqueSource.*

## 4. Bidding Opportunities:

- a. Commonwealth policy requires any non-contract purchase over \$10,000 to be advertised on eMarketplace.
- b. Upcoming Procurement Needs can be viewed through PA [eMarketplace](#), clicking on [Upcoming Procurements](#).
- c. Advertised Bidding Opportunities can be viewed at PA [eMarketplace](#), clicking on [Solicitations](#).
- d. E-Alerts: based on business interests, vendors can set up parameters so that advertisements for specific services or materials are sent to them. See [E-Alerts Guide](#) for more information.
- e. COSTARS: a cooperative purchasing program managed by DGS for local governments. See [COSTARS](#) for more information.
- f. Invitation to Qualify: to get prequalified to provide a service or supply. See [ITQ](#) for more information on what is available.
- g. Small Business Reserve: procurements may be reserved for small businesses. By registering as a small business, a vendor can increase their bidding opportunities. Vendors can apply for DGS certification as small, diverse, and veteran-owned businesses via the [PRiSM software system](#).

## 5. Viewing Awards

- a. View awards through PA [eMarketplace](#) “Awards” tab. Vendors can learn how to provide better responses to future advertisements by reviewing awards. Knowledge can also be gained regarding what agencies have historically purchased.

## Resource Hyperlinks

### PA Supplier Portal Registration for Goods and Services

- [New Supplier Registration Guide.pdf](#)
- [PA Supplier Portal](#)
- [PA SUPPLIER Administrative Support/Password Reset/Find User ID](#)

### Applying for Small, Small Diverse & Veteran Business

- [Small, Small Diverse, Veteran Business Application Instruction Guide](#)
- [Online Application for Small, Small Diverse, and Veteran Business](#)

### Commonwealth Diverse Business Program for Transportation Agencies (Act 89)

- [PennDOT Diverse Business Program](#)
- [Diverse Business Supportive Services](#)

### Federal Disadvantaged Business Enterprise Program

- [Disadvantage Business Enterprise Program \(DBE\)](#)
- [Prime or Subcontractor DBE Certification](#)
- [DBE Supportive Services](#)

### Federal Small Business Enterprise Program

- [Small Business Enterprise \(SBE\)](#)
- [SBE Brochure](#)
- [SBE Certification Application](#)
- [SBE FAQs](#)

### JAGGAER System (Request for Proposal, Invitation to Qualify/Request for Quote) for Goods and Services

- [JAGGAER Registration / Login](#)
- [Registering as a Commonwealth of PA Supplier in JAGGAER](#)
- [Invitation to Qualify \(ITQ\) Web site](#)
- [Pre-Qualifying as an ITQ Supplier in JAGGAER](#)

### Bidding (IFB, eMarketplace) for Goods and Services

- [eMarketplace](#) (bid opportunities)
- [Navigating eMarketplace](#)
- [Supplier Guide - Locate Bid Opportunities on eMarketplace](#)
  - [Locating Bid Opportunities on eMarketplace \(Video\)](#)
- [Locating and Responding to Bids in the PA Supplier Portal](#)
  - [Locating and Responding to Bids in the PA Supplier Portal \(Video\)](#)
- [E-Alerts Login](#)
- [E-Alerts Guide](#)
  - [E-Alerts Guide \(Video\)](#)
  - [Viewing Awards](#)

### PennDOT Invitational to Qualify Advertisements and eProcurement System for Rented Highway Equipment and Aggregate and Anti-Skid Purchases

- [Rented Equipment Invitation to Qualify \(ITQ\)](#)
  - [eProcurement System for Rented Highway Equipment and Aggregate and Ant-Skid Purchases](#)
- [Transportation Research, Education and Technology](#)
- [Road Killed Deer Removal And Disposal](#)
- [Appraisal Services ITQ](#)

### ECMS (PennDOT's Engineering and Construction Management System) for Highway Construction and Engineering Consulting Agreements

- [Construction Contractor Business Partner Registration](#)
- [ECMS](#)
- [12 Month Letting Schedule](#)

### Invoice & Payment

- [Payment Status](#)

### Treasury

- [PA Treasury Contract site](#)

## COMPARISON OF VARIOUS DIVERSITY PROGRAMS

	<b>DGS Small Diverse Business Program</b>	<b>DGS Veteran Business Enterprise Program</b>	<b>PennDOT State Funds Diverse Business Program</b>	<b>PennDOT Federal Disadvantaged Business Enterprise Program</b>	<b>PennDOT Small Business Enterprise Program</b>
Legal Authority	62 Pa.C.S. § 2101 et seq	51 Pa. C.S. § 9601, et seq	74 Pa.C.S. § 303	49 CFR Part 26	49 CFR Part 26
Who is included in the program?	<ul style="list-style-type: none"> <li>• Minority-owned (MBE)</li> <li>• Women-owned (WBE)</li> <li>• Disabled-owned (DOBE)</li> <li>• LGBTQIA-owned (LGBTBE)</li> <li>• Service Disabled Veteran Owned (SDVBE)</li> </ul>	<ul style="list-style-type: none"> <li>• Veteran-owned (VBE)</li> <li>• Service-Disabled Veteran Owned (SDVBE)</li> </ul>	<ul style="list-style-type: none"> <li>• Disadvantaged business</li> <li>• Minority-owned</li> <li>• Women-owned</li> <li>• Veteran-owned</li> <li>• Service-Disabled Veteran Owned</li> </ul>	<ul style="list-style-type: none"> <li>• Woman-owned</li> <li>• Minority-owned</li> <li>• At least 51% owned and controlled by one or more individuals who are both socially and economically disadvantaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Race and gender neutral</li> <li>• At least 51% owned and controlled by one or more individuals who are economically disadvantaged</li> </ul>
Goals	<p>Statutory Goals:</p> <ul style="list-style-type: none"> <li>• 26.3% for MBE, WBE, DOBE and LGBTBE, SDVBE per 2018 Disparity Study</li> </ul>	<p>Statutory Goals:</p> <ul style="list-style-type: none"> <li>• 3.0% minimum per statute</li> </ul>	No Goals - Good Faith Efforts Only	<ul style="list-style-type: none"> <li>• Federal Highway Administration (FHWA): Overall DBE goal of 12.56 %</li> <li>• Federal Aviation Administration (FAA): Overall DBE goal of 12.06%</li> <li>• Federal Transit Administration (FTA): Overall DBE goal of 5.87%</li> </ul>	No Goals - Good Faith Effort
How goals are set?	Goals set on a project specific basis	Goals set on a project specific basis	N/A	Overall Goals are set and then Goals are set on a project basis	N/A
Size and Revenue Limits	<ul style="list-style-type: none"> <li>• 100 or fewer employees per 62 Pa.C.S. § 2102</li> <li>• \$47 million in revenues per year – set by DGS policy</li> </ul>	<ul style="list-style-type: none"> <li>• 100 or fewer employees per 62 Pa.C.S. § 2102</li> <li>• \$47 million in revenues per year – set by DGS policy</li> </ul>	No size requirements for MBE or WBE	<ul style="list-style-type: none"> <li>• SBA Size Limits (vary by industry, and include thresholds based on gross receipts or employee limits or both)</li> <li>• Annual gross receipts do not exceed \$30.72 million</li> <li>• Personal net worth does not exceed \$2.047 million</li> </ul>	<ul style="list-style-type: none"> <li>• SBA Size Limits (vary by industry, and include thresholds based on gross receipts or employee limits or both)</li> <li>• Annual gross receipts do not exceed \$30.72 million</li> <li>• Personal net worth does not exceed \$2.047 million</li> </ul>

**COMPARISON OF VARIOUS DIVERSITY PROGRAMS**

(Continued from page 1)

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<p>Certifying Entities</p>	<p><u>Certification required through third parties:</u></p> <ul style="list-style-type: none"> <li>• Unified Certification Program (UCP) (Any state; this links to the PA UCP)</li> <li>• Woman's Business Enterprise National Council (WBENC)</li> <li>• National Minority Supplier Development Council (NMSDC)</li> <li>• United States Small Business Administration (SBA) 8(a) Program</li> <li>• National LGBT Chamber of Commerce (NGLCC)</li> <li>• DisabilityIN (ServiceDisabled Veteran only)</li> <li>• Veteran Small Business Certification (VetCert)</li> </ul>	<p><u>Certification required through third parties:</u></p> <ul style="list-style-type: none"> <li>• Veteran Small Business Certification (VetCert)</li> <li>• DisabilityIN - (ServiceDisabled Veteran only)</li> </ul>	<p><u>Certification required through third parties:</u></p> <ul style="list-style-type: none"> <li>• UCP</li> <li>• NMSDC</li> <li>• WBENC</li> <li>• SBA</li> <li>• SBA VetCert</li> </ul>	<p>Must be Certified through UCP</p>	<p>Certified by the PennDOT's Bureau of Equal Opportunity</p>
<p>Additional Requirements</p>	<p>Must have a PA Supplier SAP Vendor Number and Register as a Small Business (SB). <u>SB Eligibility requirements</u></p> <ol style="list-style-type: none"> <li>1. For-profit, United States business</li> <li>2. Independently owned</li> <li>3. Not dominant in its field of operation</li> <li>4. No more than 100 Full-Time Equivalent (FTE) Employees</li> <li>5. May not exceed three-year average gross revenues of \$47 Million</li> </ol>	<p>Must have a PA Supplier SAP Vendor Number and Register as a Small Business (SB). <u>SB Eligibility requirements</u></p> <ol style="list-style-type: none"> <li>1. For-profit, United States business</li> <li>2. Independently owned</li> <li>3. Not dominant in its field of operation</li> <li>4. No more than 100 Full-Time Equivalent (FTE) Employees</li> <li>5. May not exceed three-year average gross revenues of \$47 Million</li> </ol>	<p>May be required to be an ECMS partner and be pre-qualified depending on the scope of work</p>	<p>May be required to be an ECMS partner and be pre-qualified depending on the scope of work.</p>	<p>May be required to be an ECMS partner and be pre-qualified depending on the scope of work.</p>
<p>Small Business Reserve</p>	<p><b><u>Small Business Reserve Program</u></b></p> <p>The SBR program enables businesses of similar sizes and resources to compete among each other for specific government contract opportunities as prime contractors. All Commonwealth agencies under the Governor's jurisdiction are directed to identify, target and double a percentage of their total agency operational spend as feasible for SBR procurements.</p>	<p><b><u>Small Business Reserve Program</u></b></p> <p>The SBR program enables businesses of similar sizes and resources to compete among each other for specific government contract opportunities as prime contractors. All Commonwealth agencies under the Governor's jurisdiction are directed to identify, target and double a percentage of their total agency operational spend as feasible for SBR procurements.</p>		<p>Small Business Set-aside pilot in progress for engineering consulting services</p>	

## PENNDOT

### IMPORTANT LINKS FOR SMALL BUSINESSES

- “PUB 940, Doing Business with the Commonwealth and Department of Transportation” provides a quick access to information on how to register as a vendor and the various systems you may use to do business with us.
- “Pub 941, Comparison of the Various Diversity Programs” provides an overview of the programs and their eligibility requirements
- Links to the PennDOT programs: [PennDOT Diverse Business \(DB\) Program](#) and [Federal Disadvantaged Business Enterprises \(DBE\) Program](#)
- Links to the Department of General Service programs: [Small Business \(SB\)](#), [Small Diverse Business \(SDB\)](#), and [Veteran-Business Enterprise \(VBE\)](#) . If you wish to apply for one of the DGS certifications you may do so through their [online application](#).
- Link to the Department of General Services policy on “New Technology Pilot Program and Product Demonstrations”: [BOP Policy Directive 2021-1](#)