

DOING BUSINESS W/ PENNDOT 08/01/23

EVENT OBJECTIVE :

The purpose of this session is to help small Diverse Businesses and Disadvantaged Business Enterprises do business with PennDOT by walking them through the PennDOT “Business Partner Registration” process as well as the “Prequalification” process for construction contractors, the “Prequalification Exemption” for suppliers, and other service providers, and the “Consultant Qualifications Package” submittal for consultants and professional services providers.

EVENT AGENDA:

- **Session 1.** [PennDOT Business Partner Registration \(30 Minutes\)](#)
- **Session 2A.** [Consultant Qualifications Package \(60 Minutes\) - Consultants](#)
- **Session 2B.** [Prequalification Or Exemption \(60 Minutes\) - Contractors](#)

EVENT RESOURCES BY SESSION:

Session 1. PennDOT Business Partner Registration

The first step to doing business with PennDOT for everyone is requesting your administrative access to PennDOT's Engineering & Construction Management System (ECMS). This is where PennDOT announces and rewards all of its heavy highway construction, design, & engineering opportunities.

Please see PRA course # [22.1 - ECMS Business Partner Registration](#)

Also, see the supporting documents below:

- [Business Partner Registration Agreement Instructions & Application](#)
- [Supplement BPR Instruction Packet](#)
- [You can begin the BPR process HERE](#)
- [ECMS Website - https://www.ecms.penndot.gov/ECMS/](https://www.ecms.penndot.gov/ECMS/)
- [PennDOT Business Partner Registration instruction page](#)

Session 2A. Consultant Qualification Package

The next step for consultants, inspectors, project management companies, engineers, and other professional service providers is the submission of their Annual Qualifications Package (CQP).

The Qualifications package consists of 4 distinct sections:

1. General Information, ([see template](#))
2. Experience, ([see template](#))
3. Resumes, ([see template](#))
4. Quality Plan, ([see template](#))

Please see PRA lesson # [22.3.1 - Consultant Qualification Package](#)

Also, see the supporting documents below:

- [Download CQP Templates for each Section](#)
- [Specific instructions for completing the Consultant Qualifications Package and Overhead Rate \(PDF\).](#)
- Your CQP expires every 12 months! [See Lesson # 22.3.3 - CQP Renewal](#) to learn how to renew an expired CQP

Session 2B Construction Prequalification Or

Supplier/Service Provider Exemption

The next step for construction contractors is the submission of their Prequalification application.

The Prequalification application package for subcontractors consists of 3 distinct sections.

General Information,

Please see PRA lesson: [22.2.1 – Subcontractor Prequalification](#)

Note: The first 9 topics in lesson 22.2.1 walk through the PDF Subcontractor Application Submission Process. The final Topic of the lesson ([2.2.1.10](#)) walks you through PennDOT's New Electronic Subcontractor Application process. Either process can be used but the new electronic submission process is faster and encouraged by PennDOT.

Also, see the supporting documents below:

- [New Subcontractor Prequalification Application](#)
- [New Prime Contractor Prequalification Application](#)
- [Prequalification Instructions for Contractors](#)
- [PennDOT list of construction work classifications also known as "Work Codes"](#)
- Your PennDOT work codes expire every 2 years! All Prequalified Contractors (Prime or Sub) are required to renew every 2 years based on their alpha prefix (A-K even year) (L-Z are on odd years)
 - [Subcontractor Workcode Renewal Application](#)

Also, see helpful PRA discussions for the Prequalification application below:

- [What is PennDOT Contractor Prequalification?](#)
- [PennDOT Work Codes | ECMS Work Class Codes](#)

(Or) Step Request Prequalification Exemption

To become listed as a pre-qualification exempt supplier or service provider in ECMS, contact the ECMS IT support desk at 717-783-8330 to make your request. They will give you a case number and follow back-up with you. You can also send your request via email directly to: RA-PD-BPREGISTRATION@pa.gov.

Please see the PRA discussion: [How Do I Become a Pre-Qualification Exempt Supplier or Service Provider?](#) Also, see the supporting documents below:

- [PennDOT ECMS Changing-Admin-or-Signatory-Instructions](#)

Additional Resources

Please see additional helpful resources below:

- [Getting Started w/ ProRank Academy](#) - This video will walk public PRA users through creating free accounts on PRA.
- [The PennDOT Supportive Services Handbook](#) - This document provides short video overviews that explain the purpose, services offered, program eligibility, and how to get started with the following PennDOT supportive services programs:
 - [The DBE Supportive Services Center](#)
 - [The DB Supportive Services Center](#)
 - [The OJT Supportive Services Center](#)[The PennDOT Mentor-Protege Program](#)
(MPP SSC Website Is Coming Soon)