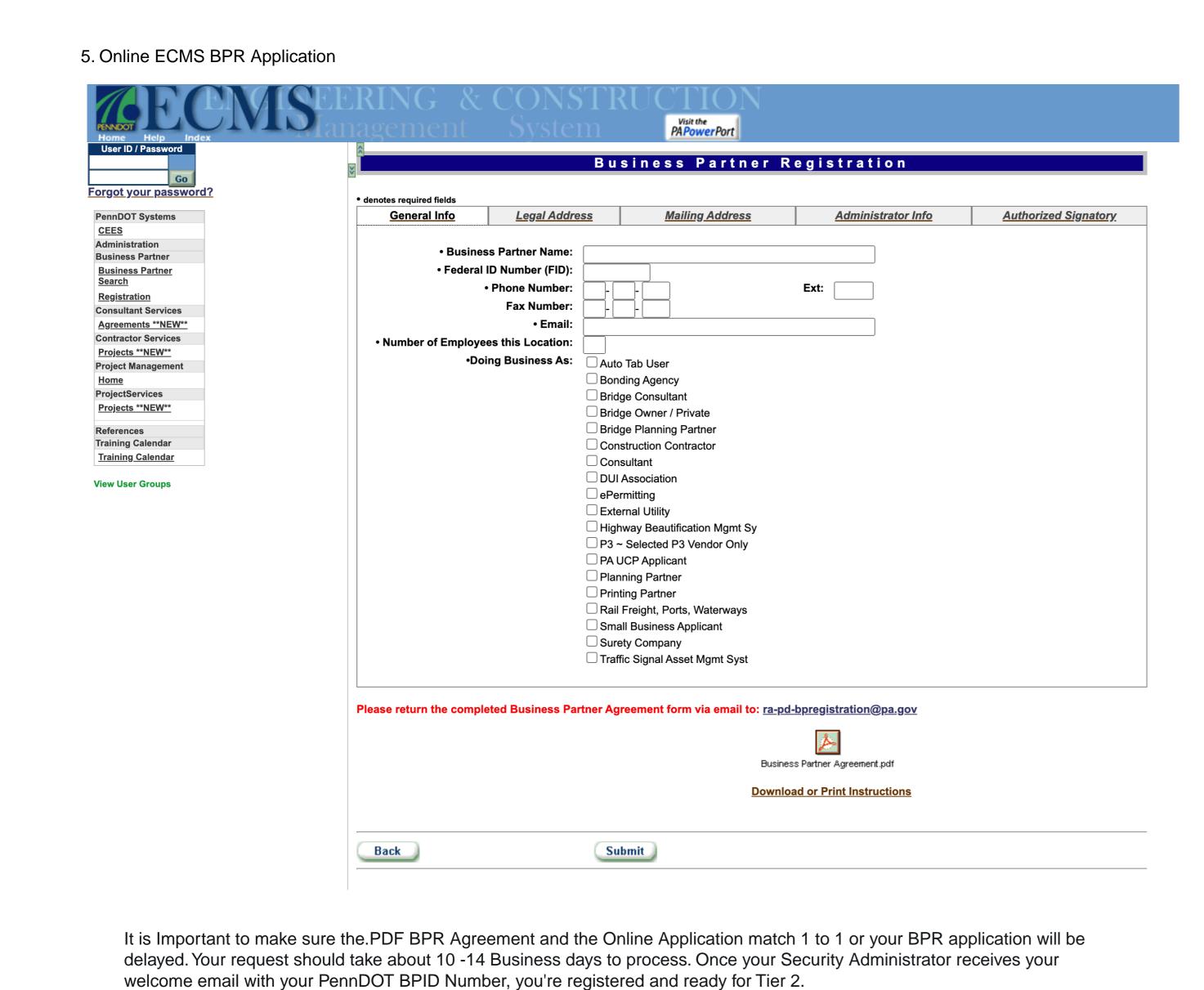
## Take The Survey Below To Get Started Today! **DBE Supportive Services Center** Disadvantaged Business Enterprise (DBEs) Start At: ANA.PENNDBE.COM Who's Eligible: • Currently Certified PA Unified Certification Program DBEs. DBEs looking to participate in the PennDOT Mentor Protege Program can start at MPPSurvey.com and complete the MPP Questionnaire **DB Supportive Services Center Diverse Business (DBs) Start At:** ANA.PADBSSC.COM Who's Eligible: Currently Certified PA Unified Certification Program DBEs (Not Seeking Work With PennDOT) NMSDC/EMSDC Certified MBEs (that meet state size standards) WBENC/ WBEC Certified WBEs (that meet state size standards) • SBA 8(a) SBA VETCert VOSBs [Please Note: DB Firms Are Not Currently Eligible To Participate in The PennDOT MPP As Proteges!] Once you have completed the appropriate Annual Needs Assessment all courses listed below will be available to you on ProRank Academy. Completing one of the above assessments will create or update your user on ProRank Academy and send you a welcome email with further instructions. The general public, support organizations, and non diverse firms can Join Free as "Public Users" of ProRank Academy HERE. **Getting Started For New PennDOT Contractors Step #1 Business Partner Registration (TIER 1)** 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 information below: • Business Partner Registration Agreement Instructions & Application Supplement BPR Instruction Packet You can begin the BPR process HERE Visit the PennDOT Contractor Registration Page for more info 1. ECMS Homepage (www.ecms.penndot.gov) ① ★ 2 🔊 🗳 ⑤ 🔗 🚳 🛊 🔲 K (Update : → C 🏠 https://www.ecms.penndot.gov/ECMS/ ENGINEERING AND CONSTRUCTION (ECMS) shall be used solely for authorized government business information cannot be transferred to any third party without the express written permission of PennDOT. ny unauthorized use of ECMS will result in appropriate action by PennDOT including the loss of access privileges and the imposition his site provides current information on PennDOT's construction projects, construction contracts eed Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. his phone number is answered 24/7 and is able to handle password resets and other minor issues. CMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays. Recent Bulletins - View the latest ECMS Bulletins Login as **Guest** to view important information on becoming a PennDOT Business Partner FAQs - View Frequently Asked Questions Click here if you would like to enter ECMS as a guest Project Management - View Project Management Information ECMS User Security and Password Maintenan **Contractor Integrity Provisions Helpful Hints** You are not currently logged into ECMS, please login. PennDOT | Home | Site Map | Help | Pennsylvania Copyright © 2009 Pennsylvania Department of Transportation. All Rights Reserved. PennDOT Privacy Policy Tue Sep 12 11:30:49 EDT 2023 2. ECMS Menu (After Guest Login) site map help **Business Partner** Solicitation **Engineering Agreements** Construction Registration **Business Partner >** Search Bonding Agencies > PURIAL Consultants **Contractors** Sureties > 3. Business Partner Registration Page (ECMS Frameset) Business Partner Registration Please take a few minutes and register on the ECMS site. After registering, we will e-mail you a username and password that will allow you access to the Business Partner areas of the site. You do not need to register if you only want to browse through the public areas of the site. PennDOT Systems Please return the completed Business Partner Agreement form via email to Administration Business Partner ra-pd-bpregistration@pa.gov Business Partner Search Government Agency Private Sector Organization Consultant Services Projects \*\*NEW\*\* Business Partner Agreement.pd **Project Management Download or Print Instructions** Projects \*\*NEW\*\* References Training Calendar All Government and Private Sector Business Partners that desire to complete financial transactions with PENNDOT should also register with the Commonwealth to obtain a SAP Vendor Number. The registration form can be found at https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx Training Calendar The Pennsylvania Department of Transportation (PennDOT) is implementing the following operational changes to assist our Business Partners with the Business Partner application process Continue the registration process by clicking the "Register" button below. Register 4. The Business Partner Registration Agreement (.PDF Application) INSTRUCTIONS FOR EXECUTION OF AGREEMENTS (PLEASE READ THIS PAGE BEFORE SIGNING SIGNATURE PAGE) AGREEMENT DATE: **DO NOT** place a date in the date fields on page 1 of the agreement. We will add the date when the agreement is fully executed. 2. SIGNATUREPAGE: Make sure that the person designated as Signatory signs and dates the agreement on the right side and the person attesting to the agreement (if required by your entity) signs and dates on the left side. CORPORATIONS: (Companies, Inc., Corp., LTD, P.C.) Must be signed by president or vice president (Signatory) Attested by one of the following if the entity has an attestation requirement: corporate secretary or assistant corporate secretary corporate treasurer or assistant corporate treasurer If someone other than the named officer signs or attests to the agreement, please provide a corporate resolution or other delegation of signature authority. 4. SOLEPROPRIETORSHIP: Signed by the owner CIRCLE OWNER \*\* Witnessed by any other person. Designated by individual name and business name. For example: Tom Doe t/a Doe's Tool & Die OR Tom Doe d/b/a Doe's Tool & Die 5. GENERAL PARTNERSHIP: RESOLUTION IS NOT REQUIRED • Signed by any general partner (Signatory person must sign as General Partner on Title Line) Witnessed by any other person. 6. <u>LIMITED PARTNERSHIP</u>: DO NOT NEED RESOLUTION • Signed by any general partner (NOT limited partner). (Signatory person must sign as General Partner on Title Line) Witnessed by any other person. 7. JOINT VENTURERS: This involves two or more parties and may be made up of a partnership and corporation or two corporations. Signed and witnessed by both joint ventures (four signatures in total). Who is eligible to sign is dictated by the type of legal entity involved. 8. LIMITED LIABILITY COMPANY (LLC): This is an association organized under the Limited Liability Company Law of 1994. Under this law documents may be executed by a duly authorized member or a managing member. (Signatory person must sign as Member or Managing Member on Title Line)



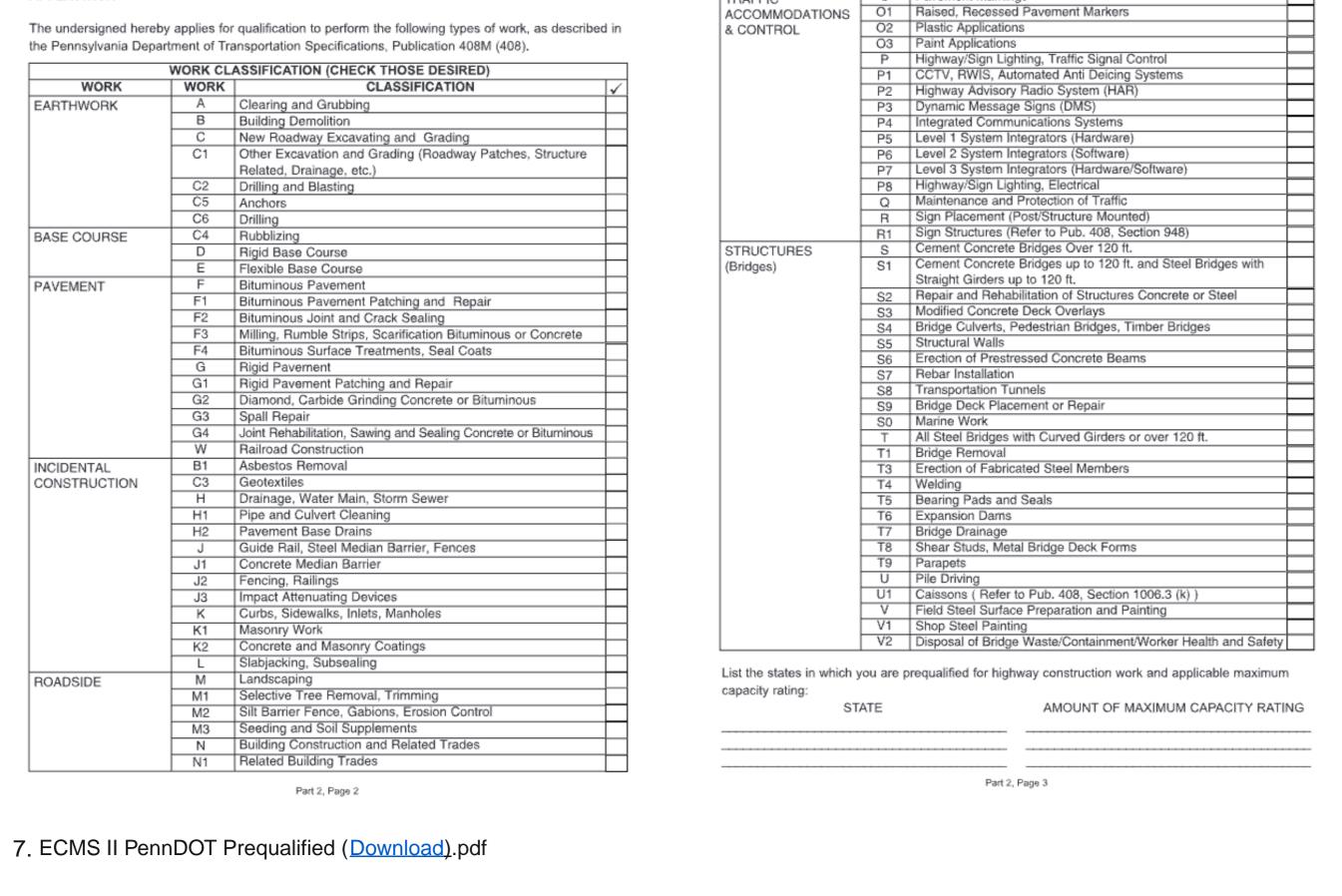
An agreement does not require a corporate seal; however, if a corporate seal is used on an agreement, please be sure that

PLEASE DO NOT RETURN THESE INSTRUCTION PAGES WITH YOUR AGREEMENT.

the name on the corporate seal corresponds exactly to the corporation's name on the contract.

O Pavement Markings

## **ECMS Contractor Prequalification (TIER 2)** 6. PennDOT ECMS Work Classifications (Workcode List) APPLICATION



9. CORPORATESEAL:

## All Prequalified Contractors (Prime or Sub) are required to be a registered Business Partner, instructions are detailed below All Prequalified Contractors (Prime or Sub) are required to renew every 2 years based on their

PENNOOT PREQUALIFICATION FOR CONTRACTORS Instructions for Prequalification, Renewal, and Additional Code Applications

```
(A thru K even year e.g. 2008)
     Alpha prefix
                         (L thru Z odd year e.g. 2009)

    Certificates are available in ECMS to be downloaded for Prequalified Registered Business Partners

    ECMS <a href="http://www.dot14.state.pa.us/ECMS">http://www.dot14.state.pa.us/ECMS</a> sends an electronic renewal notification 3 months prior

    to a contractor's expiration date. It is the contractor's responsibility to maintain their certificate,
     prequalification status, and submit renewal forms in a timely manner to avoid possible expiration of
     prequalification. Prequalification and Renewal applications generally take 4 to 6 weeks to process
     barring errors or omissions in the application
1. Access the PennDOT website at the following address
   http://www.dot14.state.pa.us/ECMS
   The ECMS (Engineering Construction Management System) screen will appear
2. The Contractor Officers
   Fill in ECMS User ID number and Password
3. Click on Business Partner located on Menu Bar
   Then Contractors
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4. Click on Current Certificate Link 5. Print using icon located on the tool bar provided with ECMS Note: Prequalification applications are processed by the Bureau of Construction Materials Business Partner applications are processed by the Bureau of Design

I. ECMS Business Partner Registration:

1. Click on <a href="https://www.dot2.state.pa.us">www.dot2.state.pa.us</a> to access the online registration. You must use Internet Explorer (up to version 11) to access the online registration. 2. Click on Business Partner on the navigation pane on the left side of the screen. 3. Click on Registration, The Business Partner Registration home page is displayed.

4. Select the radio button next to "Private Sector Organization" if your organization is a business. Select "Government Agency" if your organization is a municipality or municipal authority. Ensure that the correct selection is made because the Business Partner Agreement for public and private sector entities are different. 5. Print and mail, completed four specified pages to: ECMS System Registration PA Department of Transportation Bureau of Project Delivery Systems Management Section Harrisburg, PA 17105 Scroll down to bottom of registration screen select "Register" button, select each tab and fill out information which applies to your company. Click "Submit" button

Any questions concerning the ECMS system call the ECMS help desk at (717) 783-8330 Any questions on the Business Partner Agreement may be directed to Design, Business Partner Registration Section (717) 705-1501.

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 Please walk through the information in each step and feel free to contact us with any questions or if you need to schedule a one-on-

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

9. This works for an info change, Prequalification 8. Instructions for written requests to ECMS. Many Exemption, and Dual Registration requests on ECMS. key processes use this step for verification.

Changing an Administrator and/or a Signatory for a Business To replace an Administrator for a registered Business Partner, please follow these directions: Draft a letter on your company's letterhead stating that the previous administrator is no longer with your company, or no longer in the role of Administrator. In the letter include the information below: Name of new Administrator Email Address of the new Administrator Phone Number of the new Administrator. Have the Signatory for your Company sign the letter. If the person that signed on behalf of your company when the Business Partner Agreement was executed is no longer with your company, please refer to the section below. Email the letter to <u>RA-pdECMDSecurity@pa.gov</u> To replace a **Signatory** for a registered Business Partner, please follow these directions: Draft a letter on your company's letterhead stating that the previous administrator is no longer with your company, or no longer in the role of Administrator. In the letter include the information below: Name of new Signatory Email Address of the new Signatory Phone Number of the new Signatory Title of the new Signatory Have the new Signatory for your Company sign the letter. Email the letter to <u>RA-pdECMDSecurity@pa.gov</u> You can change both the Signatory and the Administrator for your company on the same letter, you just need to provide all the required information.

(Or) Step #2B Request Prequalification Exemption (TIER 2)

directly to: RA-PD-BPREGISTRATION@pa.gov.

pennsylvania

DEPARTMENT OF TRANSPORTATION

one meeting.

January 1, 2020 Pennsylvania Department of Transportation Bureau of Project Delivery, Systems Management Section 400 North Street, 7th Floor Harrisburg, PA 17120 RE; My Company, Business Partner ID 000000 Dear Register: We are requesting that John Smith be removed as our Administrator. He is no longer in that role. Please update your records to include James Doe as our new Administrator. His email is <u>JackDoe@MC.com</u> and phone is Additionally, we are requesting that Jane Doe be listed as our Signatory. Jill Smith is no longer in that role with our company. Jane's title is CEO and President. Her phone is 717.000.0000 and email is JDOE@MC.com If you have any questions, please contact us at 1.800.000.0000 Jane Doc Jane Doe CEP and President 717.000.0000 JDOE@MC.com

123 Any Street • Any Town • State • 12345

skill or service. Congratulations, You're Now "Ready To Work". Welcome to (TIER 3)

After Completing These Steps you are considered a "Ready To Work" Contractor by PennDOT but there are still other steps that may be required based on your

## **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.

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• 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 Coming Soon)
    Tier 1 Contractor: (Not Business Partner Registered on ECMS)
       • ECMS (website)

    General BPR Agreement.pdf

      • General BPR Instructions.pdf
       • BPR Supplemental Instructions.pdf
      • PUB 544-Creating ECMS User IDs & Passwords.pdf
      • PUB 637 ECMS Manual.pdf
    Suggested learning on PRA for Tier 1 Contractors listed below:
       • 22.1 ECMS Business Partner Registration
    Tier 2 Contractor: (Current BPR, Not Prequalified or Prequalified Exempt)
       • ECMS II PennDOT Prequalified.pdf
       • ECMS Construction Work Classifications (Work Codes).pdf
       • PennDOT Subcontractor Prequal Application.pdf
       • Provisional Prequalification Guidelines.pdf
       • Conditional Prequalification Guidelines.pdfhttps://youtube.com/playlist?
        list=PLWJeb3M_snPeCzf36EGVLOjdsZvpGMJIP&feature=shared
      • Prequalification Reference Request Guidance.docx

    Prequalification Excerpt from Pub 637.pdf

    Changing Admin, Signatory and Exemption Requests.pdf

    Suggested learning on PRA for Tier 2 Contractors listed below:
       • 22.2.1 - ECMS Subcontractor Pregualification
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Tier 3 Contractor: (Current BPR, Actively Prequalified or Prequalified Exempt) • <u>CS-4170 Instructions (Qualified Products List)</u>.pdf (For Suppliers) • PennDOT Publication 408 - Construction Specifications Manual.pdf

Suggested learning in PRA for Tier 3 Contractors listed below: • 22.2.2 - Intro to Using PennDOT ECMS For Contractors • 22.7 - PennDOT ECMS Electronic Contractor Prequal Renewal • 50.9 - Highway Construction Bidding & Estimating

• 22.9 - PennDOT Subcontractor Electronic Prequal Process

• 104.1- Commercially Useful Function Training

• 9.14.23 MPP Open Q&A Video Excerpts

• 53.1 PennDOT Mentor-Protege Tutorial Course