```
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!]
         Getting Started For New PennDOT Consultants
         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 landing page(www.ecms.penndot.gov)
                                                                                                                              Ů ★ 2 🔊 🗳 6 🖉 🚳 🖈 🔲 🖟 Update :
      → C 🏠 🔓 https://www.ecms.penndot.gov/ECMS/
       pennsylvania ECMS
                                       ENGINEERING AND CONSTRUCTION
                                                                  (ECMS) shall be used solely for authorized government business
                                                                  purposes. Users are advised that their user ID and password
                                                                  information cannot be transferred to any third party without the
                                                                  express written permission of PennDOT.
                                                                  Any unauthorized use of ECMS will result in appropriate action by
                                                                  PennDOT including the loss of access privileges and the imposition
     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.
         Recent Bulletins - View the latest ECMS Bulletins
         Login as Guest to view important information on becoming a PennDOT Business Partner
         Register as 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 Maintenance
         Contractor Integrity Provisions
         Helpful Hints
                                                                        You are not currently logged into ECMS, please login.
                                                                        PennDOT | Home | Site Map | Help | Pennsylvania
1009 Pennsylvania Department of Transportation. All Rights Reserved.
PennDOT Privacy Policy
2. ECMS Menu (After Guest Login)
                                                                                                    site map help
                        DEPARTMENT OF TRANSPORTATION
                                                Solicitation
                                                                             Engineering Agreements
       Business Partner
                                                   Registration
       Business Partner >
                                                   Search
      Bonding Agencies >
                                                  PUKTAL
      Consultants
      Contractors
      Sureties >
                      Tarancoa Search
3. Business Partner Registration Page (ECMS Frameset)
                                                                                  Business Partner Registration
      PennDOT Systems
                              Please return the completed Business Partner Agreement form via email to
     Administration
Business Partner
                              ra-pd-bpregistration@pa.gov
      Business Partner
Search
                                                            O Government Agency

    Private Sector Organization

      Agreements **NEW**
      Contractor Services
      Projects **NEW**
                                                               Business Partner Agreement.pd
      Project Management
                                                              Download or Print Instruction
      ProjectServices
      Projects **NEW**
                              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
      Training Calendar
                             Please complete the PDF Business Partner application, scan and email it to <u>ra-pd-bpregistration@pa.gov</u>. We will review the application to ensure it is complete and accurate. Once the review is completed, you will be contacted and advised to resubmit due to an error on trapplication or to mail the paper application to the address above.
                              Continue the registration process by clicking the "Register" button below
                                                                            BP Registration Instructions.pdf Prequalification Information.pdf
                                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)
           CORPORATE SEAL:
           An agreement does not require a corporate seal; however, if a corporate seal is used on an agreement, please be sure that
           the name on the corporate seal corresponds exactly to the corporation's name on the contract.
                 PLEASE DO NOT RETURN THESE INSTRUCTION PAGES WITH YOUR AGREEMENT.
  5. Online ECMS BPR Application
                                                                                Visit the PA Power Port
                                                                      Business Partner Registration
     Forgot your password?
                                                                                                      Administrator Info
                                            General Info
                                                            Legal Address
                                                                                                                            Authorized Signatory
      PennDOT Systems
                                                                                Mailing Address
      Administration

    Business Partner Name:

      Business Partner
                                                  • Federal ID Number (FID):
      Business Partner
                                                                                                 Ext:
                                                        Phone Number:
       Registration
                                                           Fax Number:
      Consultant Services
      Agreements **NEW**
      Contractor Services
                                           • Number of Employees this Location:
      Projects **NEW**
                                                      •Doing Business As:
      Project Management
      ProjectServices
                                                                      ☐ Bridge Consultant
      Projects **NEW**
                                                                      Bridge Owner / Private
                                                                      ☐ Bridge Planning Partne
      Training Calendar
                                                                      ☐ Construction Contractor
       Training Calendar
                                                                      □ Consultant
                                                                      ☐ DUI Association
      View User Groups
                                                                      ePermitting
                                                                      ☐ External Utility
                                                                      ☐ Highway Beautification Mgmt Sy
                                                                      ☐ P3 ~ Selected P3 Vendor Only
                                                                      ☐ PA UCP Applicant
                                                                      ☐ Planning Partner
                                                                      ☐ Printing Partner
                                                                      Rail Freight, Ports, Waterways
                                                                      ☐ Small Business Applicant
                                                                      ☐ Surety Company
                                                                      ☐ Traffic Signal Asset Mgmt Syst
                                        Please return the completed Business Partner Agreement form via email to: ra-pd-bpregistration@pa.gov
                                                                                            Business Partner Agreement.pdf
                                                                                           Download or Print Instructions
                                         Back
                                                                       Submit
   Step #2 Submit Your Consultant Qualifications Package (TIER 2)
   The next step for consultants, inspectors, project management companies, engineers, and other professional
   service providers is the submission of their Annual Qualifications Package (CQP). This Qualifications package
   consists of 4 distinct sections.
   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
PLEAE NOTE: The Step Below "2B" Is Optional!
STEP #2B Request Prequalification Exemption ("Dual Registration" On ECMS As A Contractor)
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
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-one meeting.
                                                                                        7. This works for an info change, Prequalification
6. Instructions for written requests to ECMS. Many
                                                                                        Exemption, and Dual Registration requests on ECMS.
                 pennsylvania
                                                                                                         123 Any Street • Any Town • State • 12345
            Changing an Administrator and/or a Signatory for a Business
         To replace an Administrator for a registered Business Partner, please follow these
                                                                                          Pennsylvania Department of Transportation
                                                                                           Bureau of Project Delivery, Systems Management Section
                                                                                           400 North Street, 7th Floor

    Draft a letter on your company's letterhead stating that the previous

                                                                                          Harrisburg, PA 17120
              administrator is no longer with your company, or no longer in the role of
                                                                                          RE; My Company, Business Partner ID 000000
           In the letter include the information below:

    Name of new Administrator

                                                                                          We are requesting that John Smith be removed as our Administrator. He is no longer in that role. Please update

    Email Address of the new Administrator

                                                                                          your records to include James Doe as our new Administrator. His email is JackDoe@MC.com and phone is

    Phone Number of the new Administrator.

           Have the Signatory for your Company sign the letter.
                                                                                          Additionally, we are requesting that Jane Doe be listed as our Signatory. Jill Smith is no longer in that role with
                . If the person that signed on behalf of your company when the
                                                                                          our company. Jane's title is CEO and President. Her phone is 717.000.0000 and email is JDOE@MC.com
                   Business Partner Agreement was executed is no longer with your
                   company, please refer to the section below.
                                                                                          If you have any questions, please contact us at 1.800.000.0000

    Email the letter to <u>RA-pdECMDSecurity@pa.gov</u>

         To replace a Signatory for a registered Business Partner, please follow these
         directions:
           1. 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
                                                                                           Jane Doe
              Administrator.
                                                                                          CEP and President
           In the letter include the information below:
                                                                                           717.000.0000
                                                                                          JDOE@MC.com

    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.
           4. Email the letter to RA-pdECMDSecurity@pa.gov
         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.
Your indirect cost rate is calculated as a percentage of your direct expenses and is also known as your Overhead Rate. You may want to provide
                                                            Pennsylvania Department of Transportation
              Each ECMS application has on-line Help text that will guide you through how to complete the required
             tasks. Just click on the HELP link on the ECMS Home page to view the Help text that is available.
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Step #3 Prepare & Submit Your Indirect Cost Rate (TIER 3) the information below to your accountant or financial professional. Please see the PRA lessons below: • # 22.3.5 – Determining Your Indirect Cost Rate aka Overhead Rate • # 22.3.6 - Submitting Your Overhead Rate on ECMS You may also want to view the following discussions on PRA: • FAR Overhead Rates and Audits for A/E Firms – FAQs Overhead Rate Calculation PennDOT Overhead Rates For Consultants AASHTO Audit Resources (Internal & External) Calculating Indirect Rates Presentation 8. Overhead Rate / Indirect Cost rate Guidance Step 2 – Submit Annual Consultant Qualifications Package You cannot submit your Annual Consultant Qualifications Package until you have received your Business Partner ID number from Step 1. You may, however, prepare your Annual Consultant Qualifications Package while the Department is processing your Business Partner registration form. Select the Consultant Services option on the navigation bar. Under that option, select the Consultant Qualifications option and download and complete the off-line Consultant Qualifications Package (CQP) templates. Resumes should not exceed two pages per individual. All templates shall be completed using 12 pitch or larger type. After you have completed the off-line templates, have received your Business Partner ID Number and have set-up user ID's for your principal(s) or financial officer(s), these users can submit your Annual Consultant Qualifications Package. They need to log into ECMS as a registered user and select the Consultant Qualifications option on the navigation bar. Click on the Create Consultant Qualifications Package button to electronically submit the templates to PennDOT with the electronic CQP cover sheet. Your Annual Consultant Qualifications package does not require Department approval.

Step #4 Submit Your Employee Roster (TIER 3) Your employee roster is the personnel that is associated with your company for PennDOT projects. You will need to submit and receive PennDOT approval for your employee hourly rates. • Please see PRA lesson # <u>22.3.4 – Developing Your Employee Roster & Wage Rates</u> 9. Employee Roster & Wage Rates Guidance Pennsylvania Department of Transportation **ECMS**

Page 2

Page 3

Step 4 - Complete and submit Employee Roster and wage rate information for PennDOT review and approval Your principal(s) or financial officer(s) must log in as a registered user and select the Consultant Services

Step 3 – Submit Firm Overhead Information for review and approval

PA Department of Transportation Consultant Agreement Division

form (and the Audit Report, if required) is received and reviewed.

Harrisburg, PA 17105-3060

Bureau of Design P.O. Box 3060

 Your financial officer or principal must log in as a registered user, select the Overhead Information option on the navigation bar and complete and submit the electronic Overhead Information for review

If the Overhead Rates being entered on the Overhead Information form were previously approved by

the Department, you should not submit a copy of your Audit Report, but you should indicate

You will receive an email confirming your approved overhead rates once the Overhead Information

"Previously Approved" in the comments box on the Overhead Information form.

and approval by PennDOT. You normally must submit a hard copy of your Audit Report to:

option on the navigation bar. Select Roster Maintenance option and create your roster of employees with all the appropriate classifications and wage rates for each employee. Note that every employee wage rate is created in pending status and automatically submitted to PennDOT for review and approval.

You will be able to see if the employee wage rate has been approved or rejected by checking the status on line. There are no email notifications for employee rate approvals or rejections. Email notification is provided for:

 Business Partner Registration Approval – Includes your Business Partner ID, which uniquely identifies your firm to ECMS; the Administrator ID and Password, which allow a designated administrator to create user IDs and passwords for Business Partner user groups; and detailed instructions to guide the Business Partner Administrator through initial logon and change password transactions.

Overhead Information Approval

 Consultant Qualifications Expiration – An email reminder is generated and sent to the Business Partner about one month before the current Consultant Qualifications Package expires.

How do I find out about Planned and/or Advertised Projects? PennDOT will publish planned projects on the ECMS Web page in advance of actually advertising the request for Statements of Interest. This will give you an opportunity to review and plan for your Statements of Interest.

Planned Projects

 To look at Planned Projects, access the ECMS Home Page and select Registered User Log on. Sign on with your ECMS User ID and Password (you can also view Planned Projects as a public user, but if you

are a registered business partner, you might as well sign on and have more flexibility).

ECMS will display the Welcome to ECMS Home page. On the Navigation pane to the left of the Home. Page, click on Consultant Services. Your ECMS options will expand and be displayed in alphabetical order. Look for and click on the Planned Projects option. Note that you can look for Planned Projects by Anticipated Advertisement Date, Initiating Organization,

Date Published or Agreement Number. Select the view option of your choice. 4. ECMS will feature a blinking NEW icon next to recently published planned projects. You can click on

any Planned Project you wish to view. The Planned Project screen will describe the project and provide the anticipated advertisement date.

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 Coming Soon) Tier 1 Consultant: (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 Consultants listed below: • 22.1 ECMS Business Partner Registration Tier 2 Consultant: (Current BPR, Does Not Have Active Qualifications Package)

• <u>CQP - General Info Template</u>.pdf | <u>CQP - General Info Template</u>.docx • <u>CQP - Experience Template</u>.pdf | <u>CQP - Experience Template</u>.docx • <u>CQP - Resume Template</u>.pdf | <u>CQP - Resume Template</u>.docx • <u>CQP - CI Resume Template</u>.pdf. | <u>CQP - CI Resume Template</u>.docx • CQP - CI Resume Instructions.pdf | Construction Inspection Qualifications.pdf

• PUB-93ConsultantQualityPlan.pdf | CQP - Sample Quality Plan.docx Suggested *learning* on PRA for Tier 2 Consultants listed below: • 22.3.1 - Consultant Qualifications Package

• 22.3.1 - Annual CQP Renewal Tier 3 Consultant: (Current BPR and Active Qualifications Package) • Indirect Rates PowerPoint Presentation .pdf

 Calculating FAR Overhead Rate Instructions.xls • Sample FAR AUDIT Report GAGAS FAR Audit.docx Suggested lessons in PRA for Tier 3 Consultants listed below: • 22.3.4 - Determining Your Indirect Cost Rate/ Overhead Rate • 22.3.5 - Submitting Your Overhead Rate on ECMS

• 22.3.6 - Employee Roster & Wage Rate Submission

• 53.1 PennDOT Mentor-Protege Tutorial Course

• 9.14.23 MPP Open Q&A Video Excerpts

• Overhead Rate - Excerpt from Doing Business w/ PennDOT CD.pdf

More Consultant Resources Consultant Qualifications Package and Overhead Rate.pdf • ECMS Consultant Registration.pdf • Consultants Doing Business With PennDOT Presentation .pdf • Getting Started With PennDOT (Consultants).pdf • PennDOT Pub 93 - Policies & Procedures for Consultant Agreements .pdf