



the new  
**PA DBE SUPPORTIVE  
SERVICES CENTER**

*A joint initiative between Pennsylvania Department of  
Transportation & ProRank Business Solutions.*

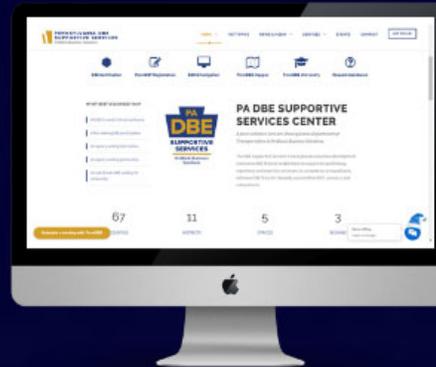
The DBE Supportive Services Center provides business development services to DBE firms to enable them to acquire the proficiency, experience and expertise necessary to compete on an equal basis, with non-DBE firms for federally-assisted PennDOT contracts and subcontracts.



# How to get the most out of PA DBE SSC

## PennDOT Supportive Services Best Practices

- Associate your company's success with the PA Supportive Services Program.
- Actively participate when possible, contact the program to give feedback, share your wins and losses.
- Become the program's case study when possible; seek partnerships and contracts.
- Become familiar with the benefits of being a certified DBE in PA and utilize services offered by PA DBE SSC.



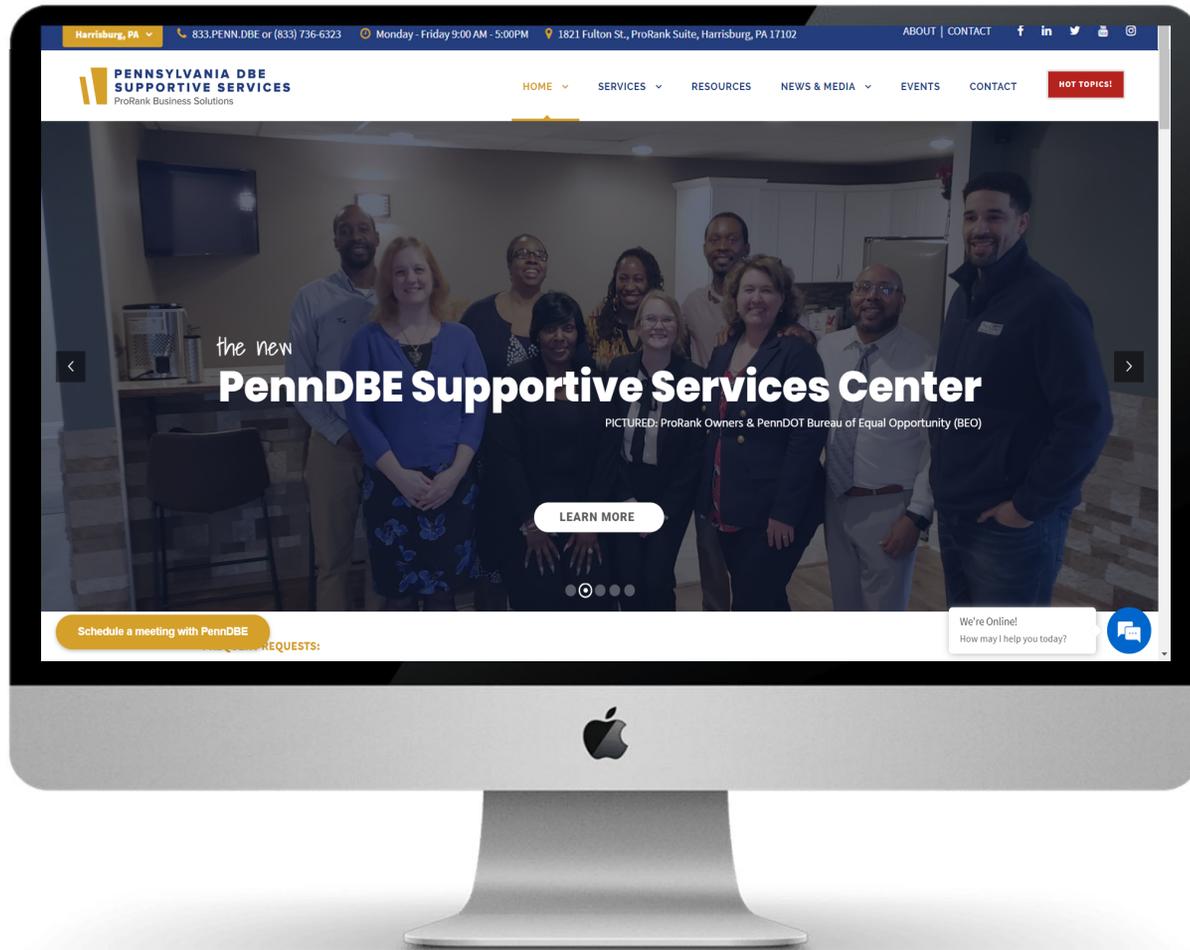
## Examples Consulting Services

- Technical Assistance
- Tips On Pre-Qualification
- Partnering Assistance
- District Marketing Meetings

## Examples of Website Offerings

- DBE University
- The DBE Knowledge Center
- DBE Contract Awards
- Helpful Publications

# penndbe.com



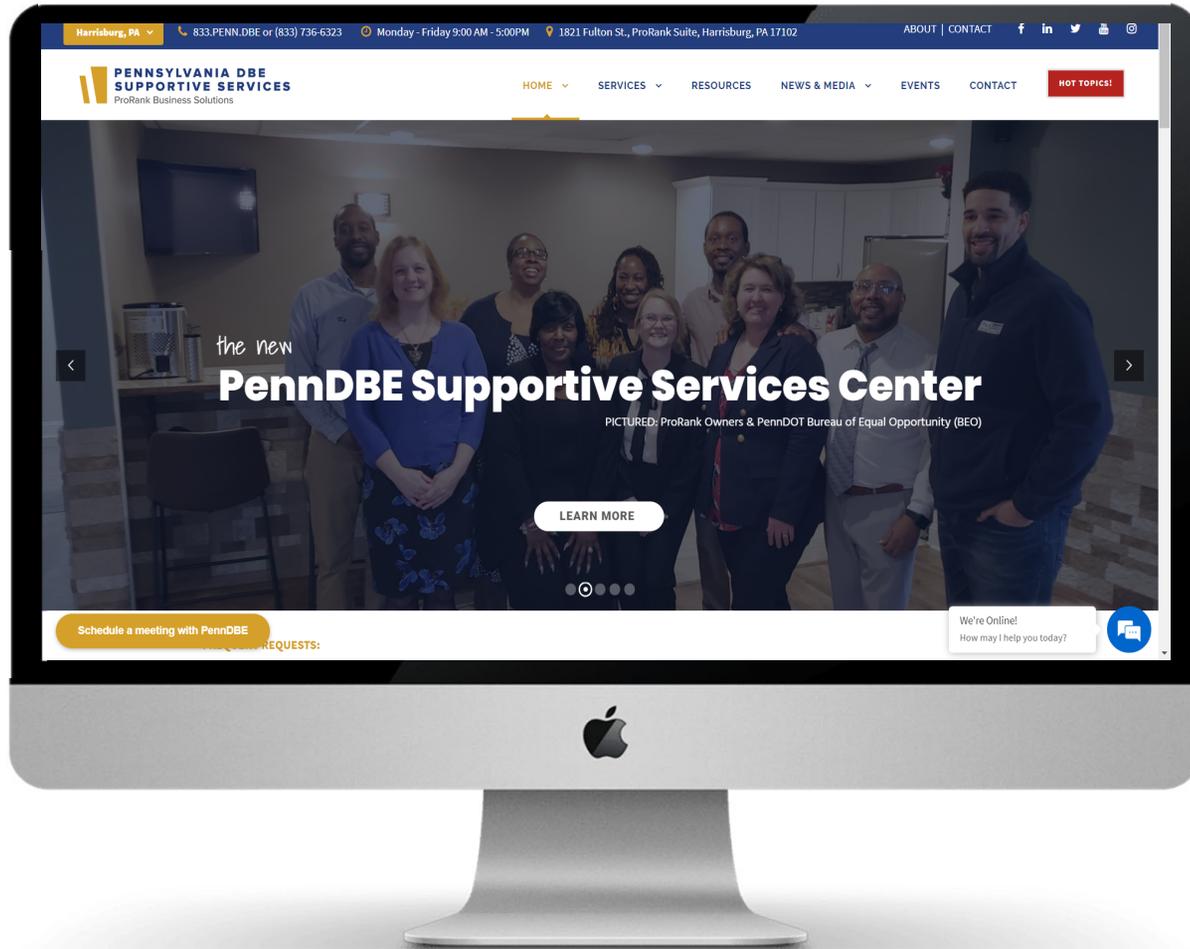
**PRORANK**  
BUSINESS SOLUTIONS

**PENNSYLVANIA DBE  
SUPPORTIVE SERVICES**  
ProRank Business Solutions

**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

# MEETING REQUEST

MEETING  
REQUEST



# MEETING REQUEST

**PENNSYLVANIA DBE SUPPORTIVE SERVICES**  
ProRank Business Solutions

HOME SERVICES RESOURCES NEWS & MEDIA EVENTS CONTACT **HOT TOPICS!**

  
PennDBE Supportive Services

## Technical Assistance Assessment Meeting

30 min

Web conferencing details provided upon confirmation.

This is a request for an initial web-conference meeting with the PennDBE team to assess what areas you require assistance and

### Select a Date & Time

March 2020 < > Tuesday, March 10

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Eastern Time - US & Canada (3:40pm) ▼

10:00am

11:00am **Confirm**

1:00pm

2:00pm

3:00pm

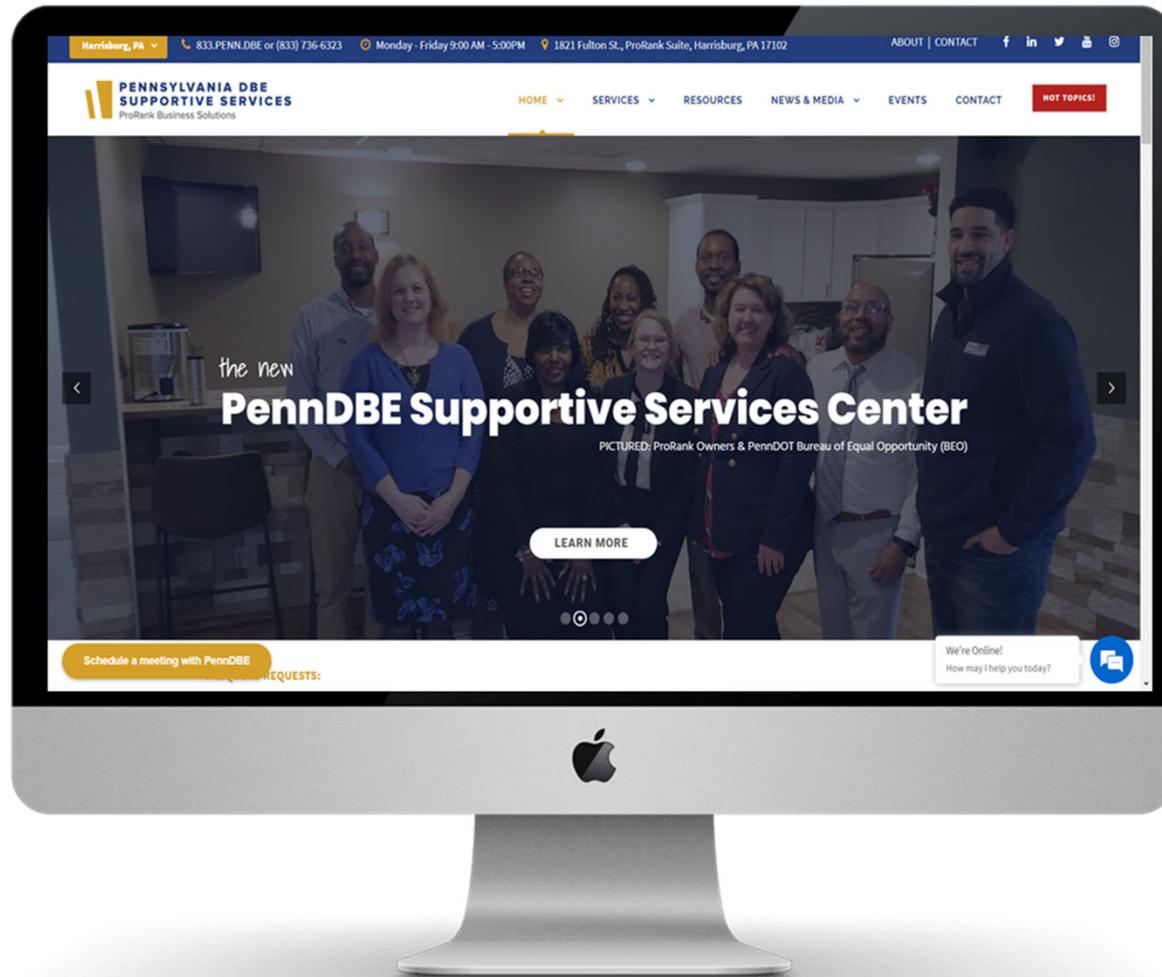
**FREQUENT REQUESTS:**

Schedule a meeting with PennDBE

DBE Certification PennDOT Registration ECMS Navigation PennDBE Mapper PennDBE University Request Assistance

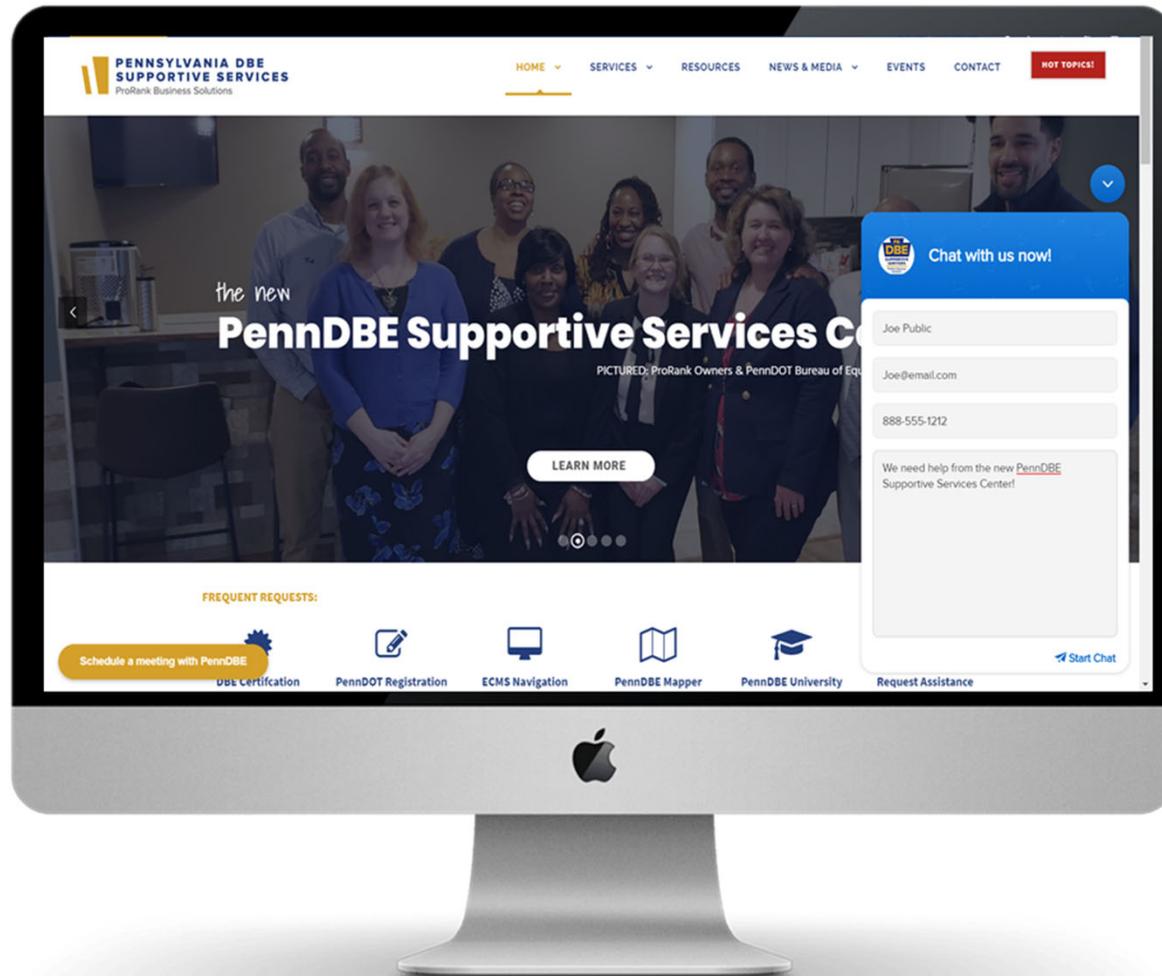
We're Online! How may I help you today?

# CHAT REQUEST



CHAT  
REQUEST

# CHAT REQUEST



CHAT  
REQUEST





Chat with us now!

Joe Public

Joe@email.com

888-555-1212

We need help from the new PennDBE Supportive Services Center!

Start Chat

# REQUEST

HOME SERVICES RESOURCES NEWS & MEDIA EVENTS CONTACT **HOT TOPICS!**

Supportive Services Center  
PICTURED: ProRank Owners & PennDBE Bureau of Equipment

LEARN MORE

MS Navigation PennDBE Mapper PennDBE University Request Assistance



Chat with us now!

Joe Public

Joe@email.com

888-555-1212

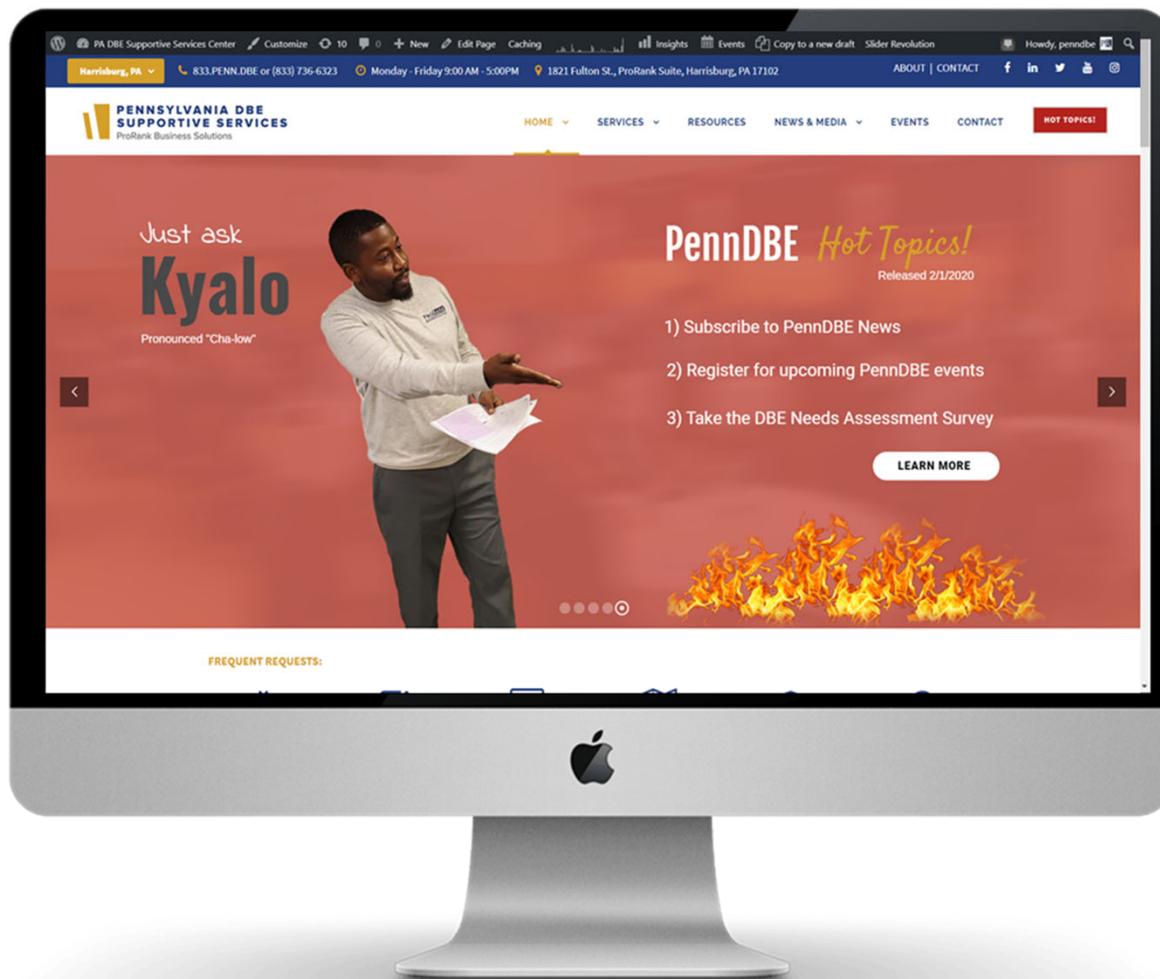
We need help from the new PennDBE Supportive Services Center!

Start Chat

CHAT REQUEST



# PENNDDBE HOT TOPICS

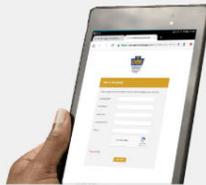


HOT TOPICS

# PENNDDBE HOT TOPICS

01

Subscribe to PennDBE



*Stay up-to-date and current.*

**SUBSCRIBE TO PENNDDBE NEWS!**

Subscribe to PennDBE News and stay current with all the happenings of the Pennsylvania DBE Supportive Services Center. Customize your delivery options and receive everything from contract opportunities, bid announcements, training, events, and much more!

SUBSCRIBE

[penndbe.prorankllc.com/join](http://penndbe.prorankllc.com/join)

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# PENND BE HOT TOPICS

02

Take the Annual Survey



*Give your feedback now!*

## ANNUAL DBE NEEDS ASSESSMENT SURVEY

Help the PA DBE Supportive Services Center perform an assessment on the DBE community that will allow us to custom tailor our services to meet the most pressing needs of the DBE community. This survey only takes 10-15 minutes.

TAKE SURVEY

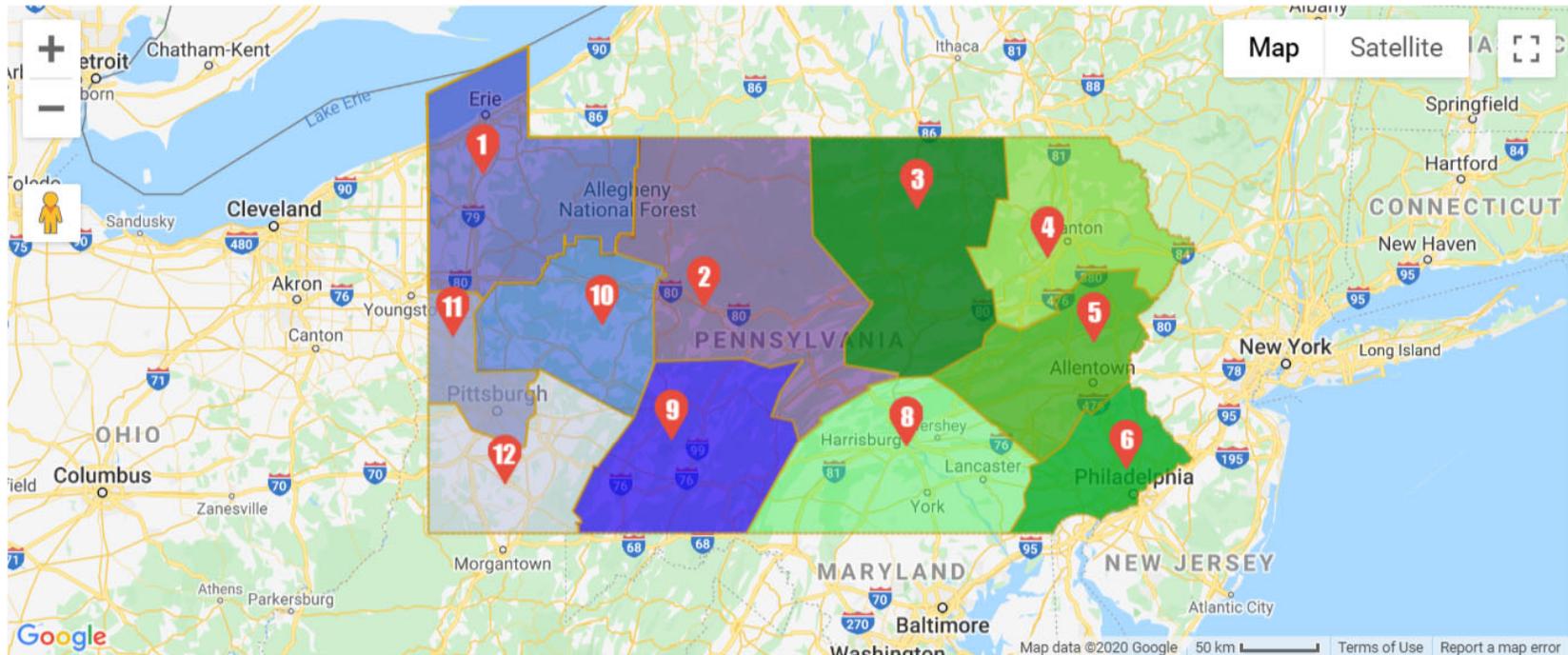
[penndbe.prorankllc.com/dbe-ana](https://penndbe.prorankllc.com/dbe-ana)

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**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

# PENNDDBE MAPPER



**NOTE:** To access PennDOT District level information, click into the shaded section of the map for the District you would like to review. Clicking the red numbered map pin designating the District number will only show County data.



= "Map Pin" is the PennDOT District Number for that shaded region.

# PRORANK ACADEMY



PR Academy

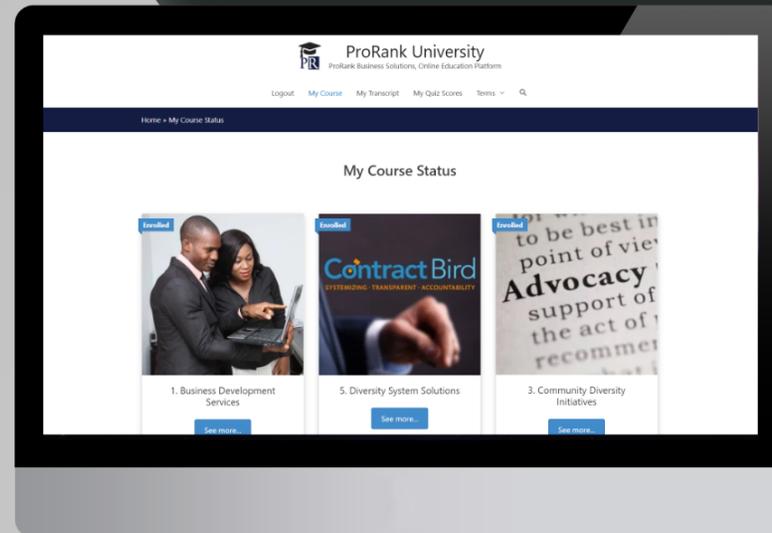
<https://www.learn.prorankllc.com/>

## Your one-stop-shop to all things related to ProRank.

Regardless of the subject matter, **you will find a course in PR Academy (PRA) that will help support you** in your efforts. On this journey of what we call **being "ProRank'd"** we expect you to learn quite a bit.

But it doesn't stop there. We expect you to teach us as well!

We continue to load new content into PRA daily. A lot of that content comes from feedback from our clients and our team! Ask yourself, what questions do you have, what information do you need (or can you provide) to be more empowered to perform at your max? We want to get all of that into PR U!



**"FROM DOING BUSINESS WITH PENNDOT TO HISTORY LESSONS ON CIVIL RIGHTS, YOU CAN FIND IT ON PR ACADEMY!"**

All the  
GOODIES!



**Who is eligible for supportive services?**

PAUCP  
DBE  
CERTIFIED  
OR  
SBE

+

PENNDOT  
BUSINESS  
PARTNER  
REGISTERED

=

PENNDBE  
SERVICEABLE  
FIRM

# Disadvantaged Business Enterprise (DBE) Certification

**PAUCP PENNSYLVANIA UNIFIED CERTIFICATION PROGRAM**

**Login**

For PA Unified Certification Program applicants and firms only. To request an authorized user account, please click [here](#).

Login Id:

Password:

**LOGIN**

\* - Required

[Forgot Your Password?](#)

**PAUCP Overview**

The purpose of the Pennsylvania Unified Certification Program (PAUCP) is to provide "one-stop shopping" for firms seeking certification as a Disadvantaged Business Enterprise (DBE) in accordance with 49CFR Part 26. The PAUCP makes all certification decisions on behalf of all agencies and organizations in the Commonwealth with respect to participation in the DBE Program. In other words, firms certified as a DBE with the PAUCP are eligible to participate on any Federal Aviation Administration, Federal Highway Administration and the Federal Transit Administration funded contract as a Disadvantaged Business Enterprise.

**Don't Know Where To Begin? Download The [PAUCP User Manual](#) For Guidance!**

**What's New**

**Women's Conference & Resource Fair**

**DBE Supportive Services - Contact Information**

**Attention:** From **April 1, 2020**, the PAUCP will be replacing the Annual Affidavit form with a new document called Annual No Change Affidavit. A link for this new document is below. Please contact your certifying entity with any concerns.

**DBE No Change Annual Affidavit Form**

**DBE Public Consultation Forums For Highway And Transit**

**Search the Certified PAUCP Directory**

Firm Name:

Work Description:

Separate keywords with a comma

Business Profile:

Working County:

NAICS:

Select multiple by holding the Ctrl key

# Doing Business With PennDOT - Registration

## Register in ECMS

You must complete both online registration and submit a paper registration to become a registered business partner. Once approved and assigned access to ECMS, before you can seek contracts with PennDOT you will need to submit a Qualifications Package in ECMS.

You are eligible to pursue work and be selected after being registered and submitting your Qualifications Package.

# Doing Business With PennDOT - Registration

The screenshot shows the PennDOT ECMS (Engineering and Construction Management System) homepage. At the top, there is a navigation bar with links for 'home', 'site map', and 'help'. The main header includes the Pennsylvania Department of Transportation logo, the 'ECMS' logo, and the text 'ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM'. Below the header, there are navigation links for 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', and 'References'. A central banner reads 'Welcome to PennDOT's Engineering and Construction Management System' and features a collage of images related to construction and transportation. Below the banner, there is a 'Need Help?' section with contact information for the ECMS Help Desk. The main content area is divided into two columns: 'Links' and 'Bulletins'. The 'Links' section contains a list of links, with 'Register as a Business Partner' circled in green. The 'Bulletins' section lists various news items, including 'CHANGES TO PREQUALIFICATION FOR BRIDGE PAINTING' and 'Immediate Suspension of Trinity ET-Plus System'. At the bottom of the page, there is a footer with release information, copyright notices, and the current date and time.

Home site map help

pennsylvania DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM pennsylvania **logout** ANONYMOUS

Business Partner Solicitation Engineering Agreements Construction Projects References

Welcome to PennDOT's Engineering and Construction Management System

Need Help? Call the ECMS Help Desk at 717-783-7711, Monday through Friday 8 AM till 4 PM  
Welcome to the Engineering and Construction Management System. This site provides up-to-date information on PennDOT's construction projects, construction contracts and consultant agreements.

**Links**

- Recent Bulletins - View the latest ECMS Bulletins
- FAQs - View Frequently Asked Questions
- Register as a Business Partner - View information on how to register as a Business Partner**
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Contractor Integrity Provisions
- Helpful Hints

**Bulletins**

Business Partner  
**CHANGES TO PREQUALIFICATION FOR BRIDGE PAINTING**

General Information  
**Immediate Suspension of Trinity ET-Plus System**  
2014 - 2017 let date calendars  
District Map

Helpful Hints  
DSP4 Guidance for Construction Contracts  
Diverse Business Program (DSP4) FAQs  
Password Update; Compatibility; Challenge Question

You are currently logged in as **Anonymous**. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 32.0  
Session size: 0.1k

PennDOT | [Home](#) | [Site Map](#) | [Help](#) | [Pennsylvania](#)  
Copyright © 2009 Pennsylvania Department of Transportation. All Rights Reserved.  
[PennDOT Privacy Policy](#)

Thu Nov 20 11:42:13 EST 2014  
Official ECMS Date/Time

Information on how to register as a Business Partner can be found on the ECMS home page.

# Doing Business With PennDOT - Registration

**INSTRUCTIONS FOR COMPLETING THIS AGREEMENT**

- 1. Federal ID No. field:** Enter the Organization's federal identification number in this field.  
*Example: 123456789*
- 2. Name of Business field:** Enter the Organization's legal name in this field.  
*Example: Business Corporation*
- 3. Registered or Principal Office Legal Address of Business field:** Enter the Organization's full legal address primarily responsible for doing business in Pennsylvania in this field.  
*Example: 123 Main Street, Anytown, PA 17055*
- 4. Principal Office Phone Number field:** Enter the Organization's main office phone number in this field.  
*Example: 717-555-1212*

## Paper Registration

Mail the completed paper registration agreement to:

System Registration  
PA Department of Transportation  
Bureau of Project Delivery  
Systems Management Section  
P.O. Box 3662  
Harrisburg, PA 17105-3662

# Doing Business With PennDOT - Registration

## Electronic Registration

**ECMS ENGINEERING & CONSTRUCTION Management System**  
Visit the PA PowerPort

Home Help Index

User ID / Password  
[Input Field] [Go]

Forgot your password?

- PENNDOT Systems
- Administration
- Business Partner
- Consultant Services
- Contractor Services
- Project Mgmt
- Project Services
- References
- Training Calendar

View User Groups

**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.

**Please print the Business Partner Agreement form, complete, and return it by mail to:**

**ECMS Registration**  
PA Department of Transportation  
Engineering and Computing Management Division  
Bureau of Design  
P.O. Box 3662  
Harrisburg, PA 17105-3662

Select Business Partner Type to make BP Agreement File available.

- Government Agency
- Private Sector Organization

 Business Partner Agreement.pdf

[Download or Print Instructions](#)

**Your registration request will be incomplete until the agreement form is received. All requests will remain active for 45 days.**

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

Continue the registration process by clicking the "Register" button below.

**Register**

To continue the registration process, click on the 'Register' button.

# For Consultants



# Doing Business With PennDOT – Qualifications Package

## Qualifications Package – Overview

- **General Information** – an opportunity to demonstrate, showcase and communicate all you have to offer
- **Project Experience** – what you have done in the past and references from those you have worked for
- **Resumes** – Key individuals of the firm
- **Quality Plan** – Quality assurance, control, process and outcome/results

# Doing Business With PennDOT - Contractors

## For Contractors



# Doing Business With PennDOT - Contractors

## Submit Prequalification Application as a Prime Contractor or Subcontractor

Business Partner Registration does NOT replace the Prequalification and DBE/DB Certification processes.

In most cases, contractors are required to be prequalified for PennDOT construction projects through an application process. The types of work of which PennDOT prequalifies are listed in its prequalification applications. Although specialty work-such as trucking, flagging, and street sweeping-does not require prequalification, approval from PennDOT's Prequalification Office as a specialty service is required. To determine if your company is required to prequalify for construction projects or is not required to prequalify for construction projects, call PennDOT's Prequalification Office at either (717) 787-3733 or (717) 787-7032.

PennDOT's prequalification applications are available for download and printing from ECMS to complete offline. ECMS allows you to either print the prequalification applications from your browser window or download the prequalification applications to a local drive. Instructions for both methods are provided below.

# Doing Business With PennDOT - Contractors

## Submit Prequalification Renewal Application as a Prime Contractor or Subcontractor

A contractor is responsible for maintaining its Prequalification Certificate and must, in general, be renewed every 2 years. 90 days prior to the expiration of your Prequalification Certificate, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a courtesy reminder to complete and mail a prequalification renewal application. When a Prequalification Certificate expires, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a notification of this change of prequalification status.

# For ALL Firms



# Distinguishing Your Business

## Think of yourself in terms of:

- How you want to be known
- How you will distinguish yourself from the competition
- What makes you attractive to other companies as part of a team or as a prime
- Why should they be attracted to you
- What separates you from the competition
- What are your unique characteristics and qualities

# Distinguishing Your Business

## Sell yourself

Services ✦ Employees ✦ Expertise  
Experience ✦ Products ✦ Equipment  
Education ✦ Training ✦ Certifications  
Proximity ✦ Familiarity ✦ Availability

## Distinguish Yourself

# ANY QUESTIONS?



## the new PA DBE SUPPORTIVE SERVICES CENTER

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### PHONE

(833) PENN-DBE  
(833) 736-6323



### EMAIL

[penndbe@prorankllc.com](mailto:penndbe@prorankllc.com)

