

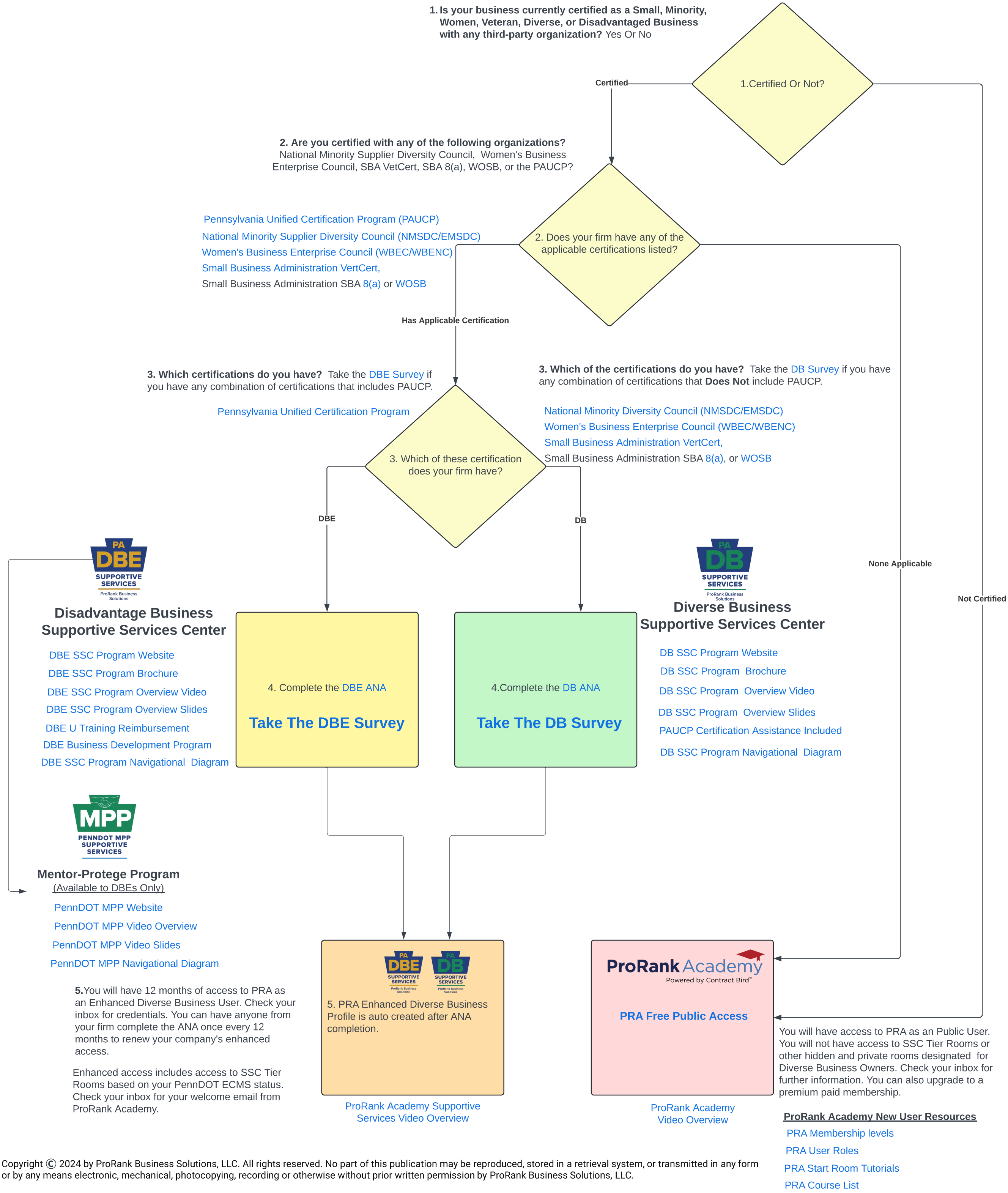
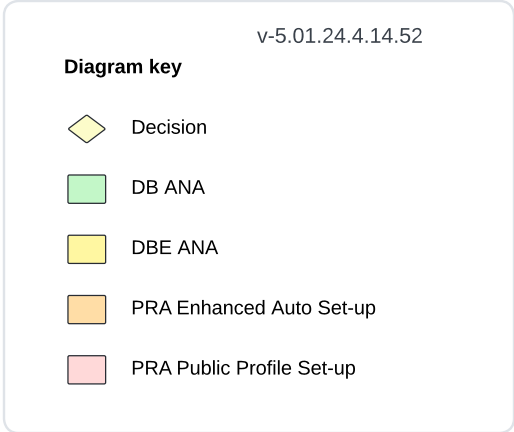
PennDOT Supportive Service Centers

Contact Us For Further Assistance:

Phone: (855) 776-7265 | Email: penndbe@prorankllc.com

Address: 1415 N. Broad Street, Philadelphia, PA , 19122
Leon Sullivan Human Services Center Suite 222

Getting Started with PennDOT Supportive Services



Doing Business with PennDOT Road Map

1. ECMS Sign UP

Tier 1 - Firms need to complete the BPR Process

Step 1 - BPR is required for all businesses seeking PennDOT civil construction and engineering projects.

BPR Resources

[PRA Course 22.1](#)
[BPR Agreement .PDF](#)
[Additional BPR Info .PDF](#)
[ECMS Back-end - BP Registration /Admin User Login](#)
[ECMS - Front-end - \(Only For Non-Admin Users\)](#)
[SSC Support Tier 1 – Business Partner Registration \(Room\)](#)



Choose your "Doing Business As" type for PennDOT.

Consulting Service Types

Contractor Work Types

Consultant

Contractor

Choose your construction related services for PennDOT.

Prequalified

Exempt

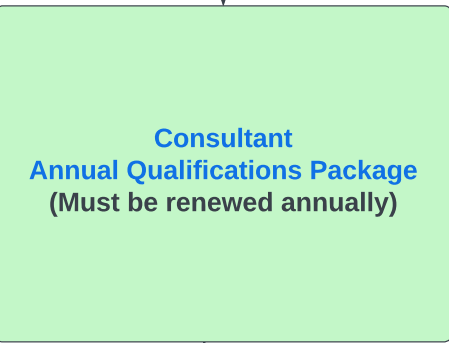
2. List Experience

Tier 2 - Firms that need to complete the PennDOT Qualification (and/or) Exemption Process

Step 2 - Create an Annual Qualifications Package. For [Engineers, Inspectors & Professional Service Providers](#).

Consultant Qualification Package Resources

[PRA Lesson 22.3.1 - Consultant CQP](#)
[PRA Lesson 22.3.3 - CQP Renewal](#)
[CQP Templates](#)
[Consultants Doing Business w/ PennDOT.PDF](#)
[SSC Support Tier 2 – Consultants \(Room\)](#)



MPP Protege
Questionnaire

MPP
Yes Or No

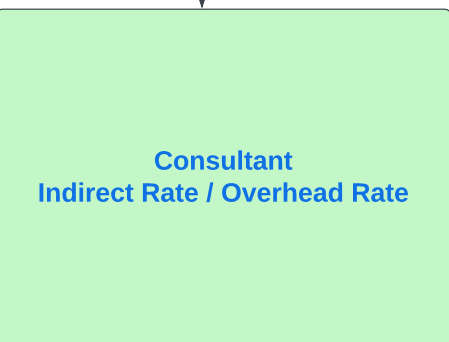
Tier 3 - Firms Considered *Ready To Work*

3. Consultants Must Develop An Indirect Rate

Step 3. Consultants still need approved Overhead Rates & Employee Rosters to participate.

Overhead Rate Resources

[22.3.4 – Determining Your Indirect Cost Rate](#)
[22.3.5 – Submitting Your Overhead Rate on ECMS](#)
[3.4.24 Safe Harbor Letter](#)



Step 3a- Once consultants have an active CQP next they need an approved Overhead Rate before they can participate.

Employee Roster Resources

[22.3.6 – Employee Roster & Wage Rate Submission](#)
[Pub 93 Wage Rate Approvals Excerpt](#)
[SSC Support Tier 3 – Consultants \(Room\)](#)

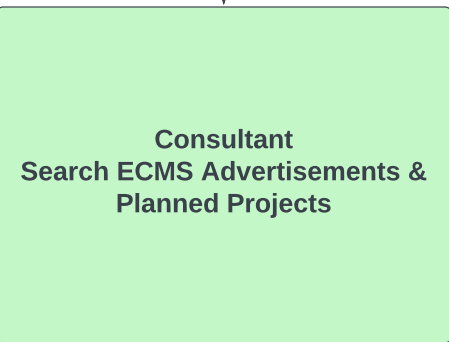


Step 3b. All consultant personnel must be on the consultant's PennDOT approved roster prior to working under a PennDOT Agreement.

4. Search & Review PennDOT Projects

Consultant Project Resources

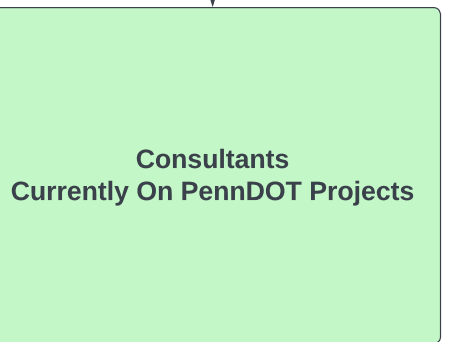
[22.3.2 – Intro to Using PennDOT ECMS For Consultants](#)
[PennDOT Mentor Protege Program \(MPP\) Video](#)
[PRA Room Report "Tier 3 Consultant"](#)



Step 4. Search planned projects and [consultant advertisements](#). View [past selection results](#) and [network with primes](#).

Consultant Tier 4 Resources

[SSC Support Tier 4 – Consultants \(Room\)](#)
[Prompt Payment Excerpt from PUB 442](#)

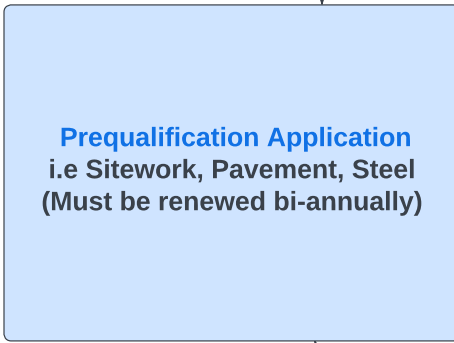


Receive support and assistance while participating on your project. Get assistance with PennDOT payment disputes or site issues.

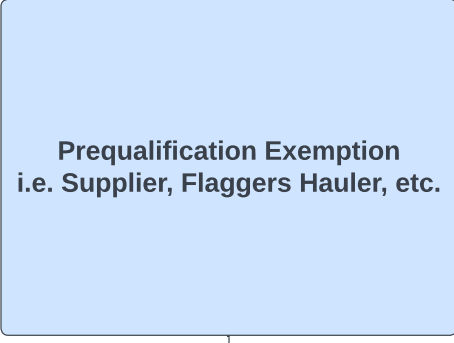
Step 2 - Acquire [Contractor Prequalification](#) or [Exemption as a Service Provider](#). (e.i. Supplier, Hauler, Flagger, etc.)

Contractor Prequalification Resources

[ECMS Work Codes](#)
[Prequal Instructions](#)
[PRA Lesson 22.2.1 - Prequal](#)
[Subcontractor Prequal Application](#)
[22.9 - The Subcontractor Electronic Prequal Process](#)
[SSC Support Tier 2 – Contractors \(Room\)](#)



Or



Exemption Instructions

To request **Prequalification Exemption** status for a registered Business Partner, please contact:

1. Latoya Lewis (717) 783-9688
2. Matt Weaver (717) 787-3733

Inform them of the type of service that you would like exemption to provide. (i.e. Supplying, Hauling, Flagging, etc.)

Subcontractor

Service Provider

Supplier

MPP Protege
Questionnaire

MPP
Yes Or No

Step 3. Prequalified Subcontractors and Exempt Service Providers can go straight to Step 4.

Subcontractor Resources

[Subcontractor Workcode Renewal Application](#)
[22.12 - The Electronic Workcode Renewal Process](#)
[Workcode Renewal Instructions](#)

Subcontractor

Subcontractor

Supplier

3. Bulletins for Approved Material Sources

Step 3. Suppliers may need to determine their approved PennDOT source of supply for non construction aid materials.



[BULLETIN 14](#)



[BULLETIN 15](#)



[BULLETIN 41](#)



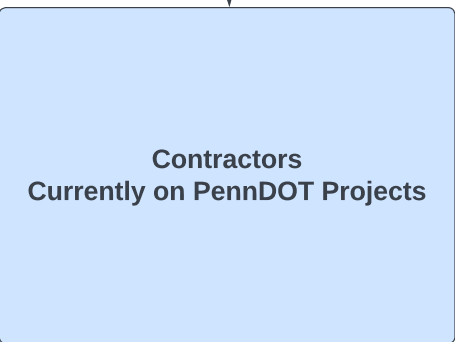
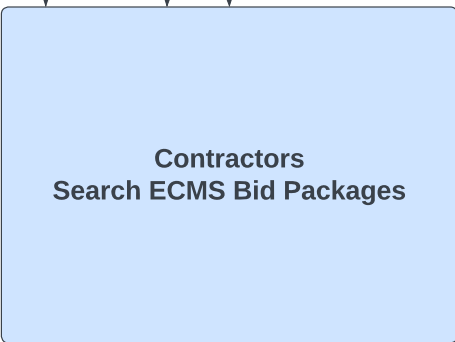
[BULLETIN 42](#)

Supplier Resources

[ECAMMS Bulletin Search](#)
[Pub 408 Material Section Excerpt](#)

Contractor Project Resources

[22.2.2 – Intro to Using PennDOT ECMS For Contractors](#)
[PennDOT Mentor Protege Program \(MPP\) Video](#)
[PRA Room Report "Tier 3 Contractor"](#)



Contractor Tier 4 Resources

[SSC Support Tier 4 – Contractors \(Room\)](#)
[Handling Disputes According PUB 408](#)