

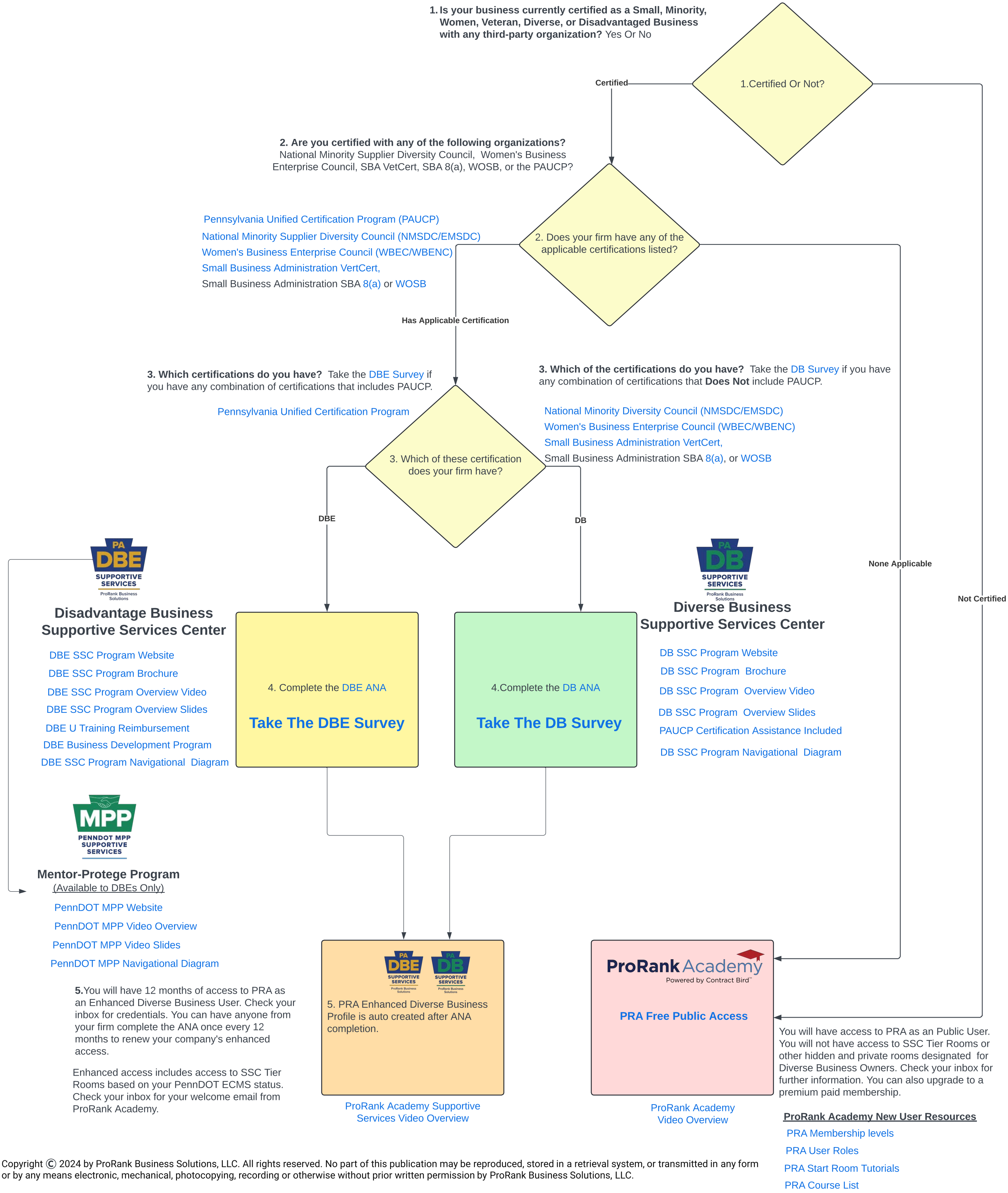
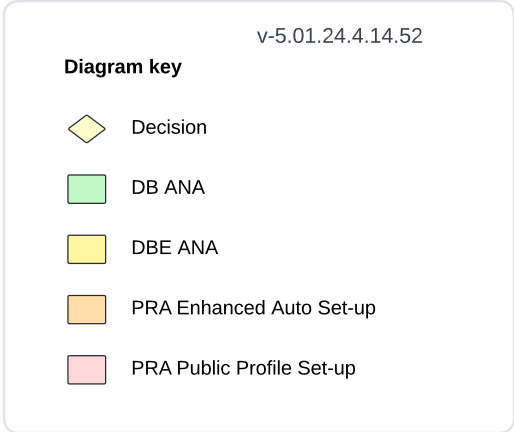
PennDOT Supportive Service Centers

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



Choose your construction related services for PennDOT.

Prequalified

Exempt

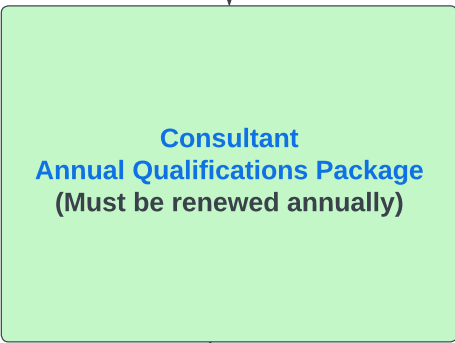
2. List Experience

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

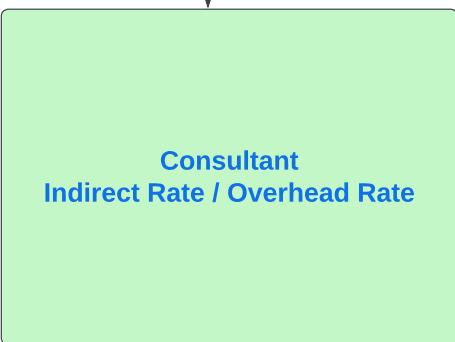
Tier 3 - Firms Considered *Ready To Work*

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 \(Room\)](#)

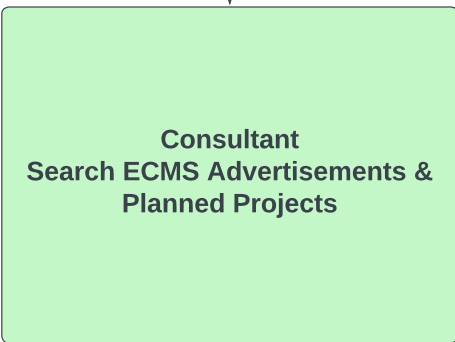


Step 3b. All consultant personnel must be on the consultant's PennDOT approved roster prior to working under a PennDOT Agreement.

4. Search & Review PennDOT Projects

Consultant Project Resources

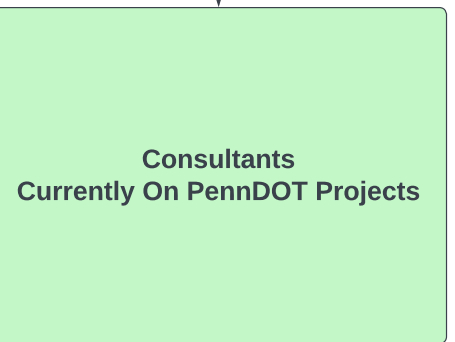
[22.3.2 – Intro to Using PennDOT ECMS For Consultants](#)
[PennDOT Mentor Protege Program \(MPP\) Video](#)
[PRA Room Report "Tier 3 Consultant"](#)



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](#)

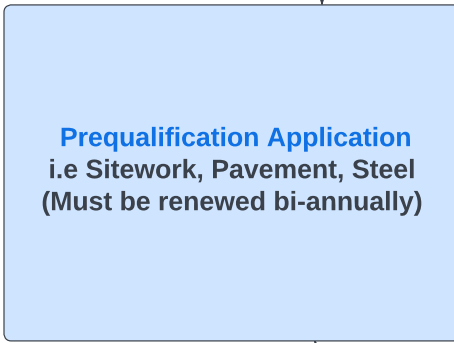


Receive support and assistance while participating on your project. Get assistance with PennDOT payment disputes or site issues.

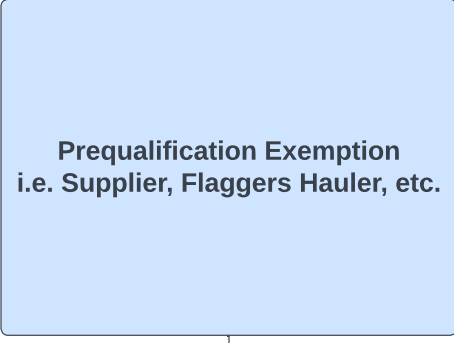
Step 2 - Acquire [Contractor Prequalification](#) or [Exemption as a Service Provider](#). (e.i. Supplier, Hauler, Flagger, etc.)

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

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](#)

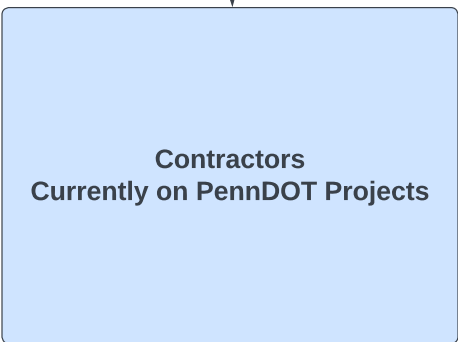
Contractor Project Resources

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



Supplier

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



Contractor Tier 4 Resources

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