PRORANK
Business Solutions

PADBE PADB PAMPP OJT PRA

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
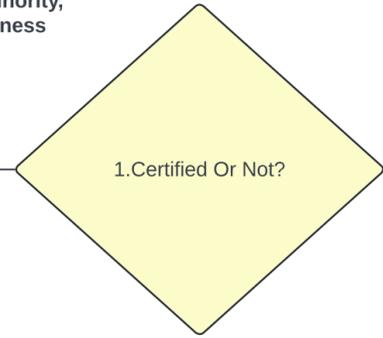Leon Sullivan Human Services Center Suite 222

Getting Started with
PennDOT Supportive Services

1. Is your business currently certified as a Small, Minority, Women, Veteran, Diverse, or Disadvantaged Business with any third-party organization? Yes Or No

◇ **1.Certified Or Not?**

Certified ←

2. Are you certified with any of the following organizations?
National Minority Supplier Diversity Council, Women's Business Enterprise Council, SBA VetCert, SBA 8(a), WOSB, or the PAUCP?

Pennsylvania Unified Certification Program (PAUCP)
National Minority Supplier Diversity Council (NMSDC/EMSDC)
Women's Business Enterprise Council (WBEC/WBENC)
Small Business Administration VertCert,
Small Business Administration SBA 8(a) or WOSB

◇ **2. Does your firm have any of the applicable certifications listed?**

Has Applicable Certification

3. Which certifications do you have? Take the DBE Survey if you have any combination of certifications that includes PAUCP.

Pennsylvania Unified Certification Program

3. Which of the certifications do you have? Take the DB Survey if you have any combination of certifications that **Does Not** include PAUCP.

National Minority Diversity Council (NMSDC/EMSDC)
Women's Business Enterprise Council (WBEC/WBENC)
Small Business Administration VertCert,
Small Business Administration SBA 8(a) or WOSB

◇ **3. Which of these certification does your firm have?**

DBE ← → DB

None Applicable

Not Certified

PA DBE SUPPORTIVE SERVICES
ProRank Business Solutions

Disadvantage Business Supportive Services Center

DBE SSC Program Website
DBE SSC Program Brochure
DBE SSC Program Overview Video
DBE SSC Program Overview Slides
DBE U Training Reimbursement
DBE Business Development Program
DBE SSC Program Navigational Diagram

PA DB SUPPORTIVE SERVICES
ProRank Business Solutions

Diverse Business Supportive Services Center

DB SSC Program Website
DB SSC Program Brochure
DB SSC Program Overview Video
DB SSC Program Overview Slides
PAUCP Certification Assistance Included
DB SSC Program Navigational Diagram
PA DB BRIDGE Reimbursement

4. Complete the DBE ANA
Take The DBE Survey

4.Complete the DB ANA
Take The DB Survey

MPP PENNDOT MPP SUPPORTIVE SERVICES

Mentor-Protege Program
(Available to DBEs Only)

PennDOT MPP Website
PennDOT MPP Video Overview
PennDOT MPP Video Slides
PennDOT MPP Navigational Diagram

5. You will have 12 months of access to PRA as an Enhanced Diverse Business User. Check your inbox for credentials. You can have anyone from your firm complete the ANA once every 12 months to renew your company's enhanced access.

Enhanced access includes access to SSC Tier Rooms based on your PennDOT ECMS status. Check your inbox for your welcome email from ProRank Academy.

PA DBE / PA DB SUPPORTIVE SERVICES
ProRank Business Solutions

5. PRA Enhanced Diverse Business Profile is auto created after ANA completion.

ProRank Academy Supportive Services Video Overview

ProRank Academy
Powered by Contract Bird

PRA Free Public Access

You will have access to PRA as an Public User. You will not have access to SSC Tier Rooms or other hidden and private rooms designated for Diverse Business Owners. Check your inbox for further information. You can also upgrade to a premium paid membership.

ProRank Academy Video Overview

ProRank Academy New User Resources
PRA Membership levels
PRA User Roles
PRA Start Room Tutorials
PRA Course List

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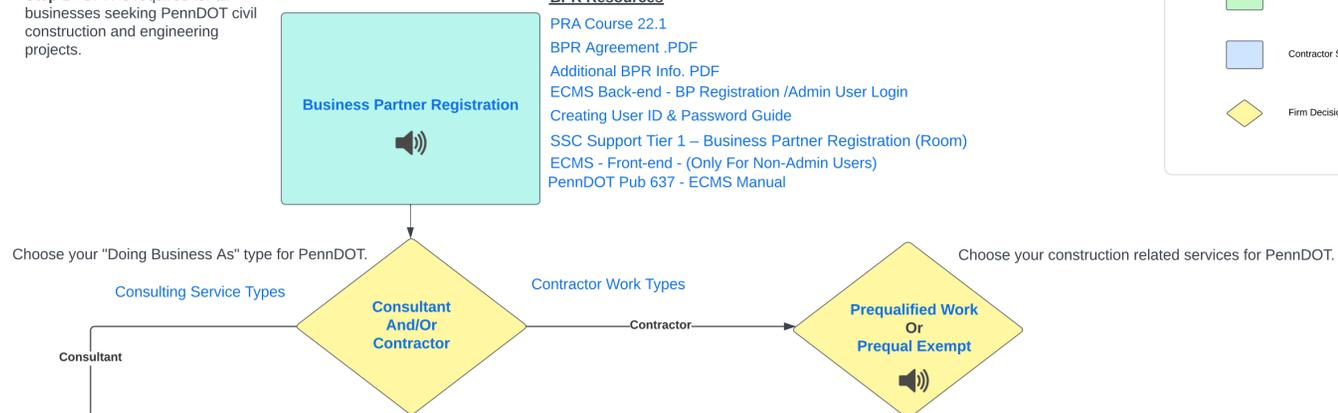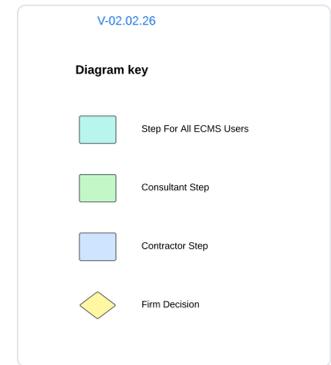
Doing Business with PennDOT Road Map

ECMS Sign UP: TIER 1

Tier 1 - Firms need to complete the BPR Process

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

Business Partner Registration 🔊

BPR Resources
PRA Course 22.1
BPR Agreement .PDF
Additional BPR Info. PDF
ECMS Back-end - BP Registration /Admin User Login
Creating User ID & Password Guide
SSC Support Tier 1 – Business Partner Registration (Room)
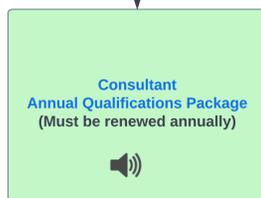ECMS - Front-end - (Only For Non-Admin Users)
PennDOT Pub 637 - ECMS Manual

Choose your "Doing Business As" type for PennDOT.

Consulting Service Types

Contractor Work Types

Choose your construction related services for PennDOT.

Consultant And/Or Contractor (decision)

Consultant

Contractor

Prequalified Work Or Prequal Exempt 🔊 (decision)

Prequalified

Exempt

List Experience: TIER 2

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 Provides.
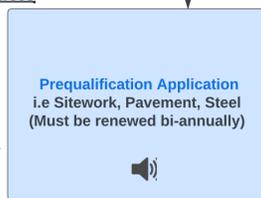
Consultant Qualification Package Resources
PRA Lesson 22.3.1 - Consultant CQP
PRA Lesson 22.3.3 - CQP Renewal
CQP Templates
Consultants Doing Business w/ PennDOT.PDF
SSC Support Tier 2 – Consultants (Room)

Consultant Annual Qualifications Package (Must be renewed annually) 🔊

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)
PennDOT Publication 8

Prequalification Application i.e Sitework, Pavement, Steel (Must be renewed bi-annually) 🔊

Or

Prequalification Exemption i.e. Supplier, Flaggers Hauler, etc. 🔊

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

1. Latoya Lewis (717) 783-9688
2. Elizabeth Roman (717) 214-8710

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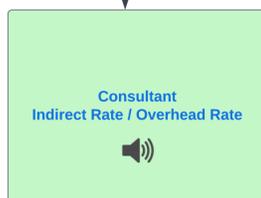(i.e. Supplying, Hauling, Flagging, etc.)

MPP Yes Or No (decision)

MPP Protege Questionnaire

MPP Program Guides

Preparing To Work On A Project: TIER 3

3. Consultants Must Develop An Indirect Rate

Step 3. Consultants still need approved Overhead Rates & Employee Rosters to participate.
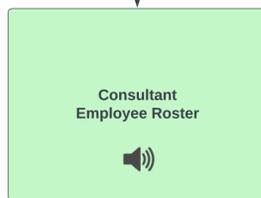
Overhead Rate Resources
22.3.4 – Determining Your Indirect Cost Rate
22.3.5 – Submitting Your Overhead Rate on ECMS
3.4.24 Safe Harbor Letter

Consultant Indirect Rate / Overhead Rate 🔊

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

Subcontractor (path)

Service Provider (path)

MPP Yes Or No (decision)

MPP Protege Questionnaire

MPP Program Guides

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

Supplier Or Service Provider 🔊 (decision)

Supplier

3. Bulletins for Approved Supply Sources

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

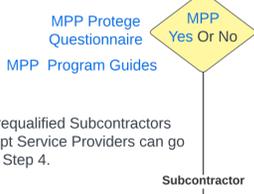| Approved Aggregate Producers	Approved Materials Suppliers	Producers Of Asphalt Mixtures	Producers Of Ready Mix Concrete
BULLETIN 14	**BULLETIN 15**	**BULLETIN 41**	**BULLETIN 42**

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

Consultant Employee Roster 🔊

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

Subcontractor Resources
Subcontractor Workcode Renewal Application
22.12 - The Electronic Renewal Process
Workcode Renewal Instructions
PennDOT Publication 408

Subcontractor

Supplier

Supplier Resources
22.18 - PennDOT Source Of Supply Training
ECAMMS Bulletin Search
Pub 408 Material Section Excerpt
PennDOT Source of Supply Letter

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"

Consultant Search ECMS Advertisements & Planned Projects 🔊

Step 4. Search planned projects and consultant advertisements. View past selection results and network with primes.

Step 4. Search bids, and lists of plan holders. Review past bid results and submit quotes.

Contractors Search ECMS Bid Packages 🔊

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"

Firms On PennDOT Projects: TIER 4

Consultant Tier 4 Resources
SSC Support Tier 4 – Consultants (Room)
Prompt Payment Excerpt from PUB 442
PennDOT Publication 93
PennDOT Forms And Publications & Maps

Consultants Currently On PennDOT Projects 🔊

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

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

Contractors Currently on PennDOT Projects 🔊

Contractor Tier 4 Resources
SSC Support Tier 4 – Contractors (Room)
Handling Disputes According PUB 408
22.2.4 – ECMS Force Accounts
PennDOT Forms, Publications and Maps