How to Pre-Qualify as an ITQ Supplier

The purpose of this guide is to assist suppliers in completing the ITQ pre-qualification and registration process in the **Commonwealth of Pennsylvania's JAGGAER Supplier Management System.** Suppliers that wish to become a qualified ITQ Supplier and receive Requests for Quotations (RFQs) against an Invitation to Qualify (ITQ) Contracts will follow the steps listed in this guide.

General Information listed below:

- An **ITQ Contract** is a type of multiple award contract issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

- **To identify the qualifications required for an ITQ supplier** review the ITQ Contract Statement of Work (SOW) and other related documents. Click here to view all ITQ contracts on the DGS website.

- **See the Pre-Qualifying as an ITQ Supplier in JAGGAER** guide to assist with completing the pre-qualification requirements in the registration process. Click here to access this guide on the Supplier Service Center on the DGS website.

The following outlines the pre-qualification process.

Step 1: Apply for a six-digit Vendor Number. Suppliers must apply for a six (6) digit Commonwealth of PA Supplier Vendor Number. If you already have a Vendor Number, please proceed to Step 2. You will need your six (6) digit Vendor Number for Step 2.

PLEASE NOTE

A. The Commonwealth of PA **REQUIRES** all suppliers to have an Employer Identification Number (EIN) issued by the IRS. If you do not have an EIN number, go to the IRS website https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein .

Once you've obtained an EIN number, suppliers are must wait 7-10 business days to apply for a Vendor Number in the PA Supplier Portal.

B. You must use Internet Explorer and a non-apple product device to complete the ***PA Supplier Portal*** registration. For guidance on the PA Supplier Portal registration, visit the [Supplier Service Center](#) on the DGS website. You may [Click here](#) to begin your registration.
If you have issues with completing the registration, please contact 1-877-435-7363, choose option 1. Any representative will be able to assist you.

Step 2: Register for a JAGGAER Account and complete prequalification process. JAGGAER is the electronic application the Commonwealth uses for ITQs, RFQs, and RFPs. For guidance on the PA Supplier Portal registration, visit the [Supplier Service Center](#) on the DGS website. Please make sure you read the Statement of Work (SOW). The SOW explains the scope of the contract. To make the registration process easier, pay close attention to the following:

Materials or Services Categories in the SOW. These are the ITQ Commodity Code(s) you will select, under the **Business Details** tab, during the prequalification and registration process; and
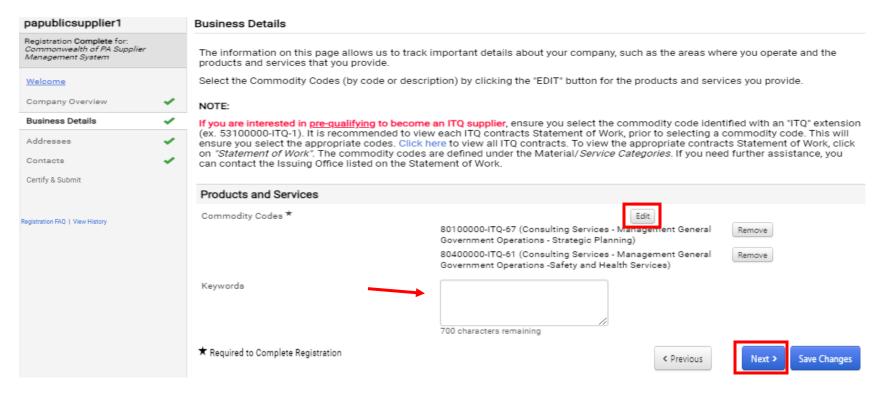
Additional Question. Once you've completed selecting the ITQ Commodity Code(s), answer the *"Additional Question"* as *"Yes"*. This will trigger the pre-qualification questions associated with ITQ.

Disclaimer: All information contained within this document is for example purposes only. Screenshots are from a test client and may differ slightly from what is shown in the actual production system.

After completing the initial registration steps and the previous sections, you will navigate to the *Business Details* section. In this section, you will select the appropriate ITQ Commodity Codes and complete the prequalification requirements.

February 2021

In the **Business Details** section, you are required to select the commodity codes associated with the ITQ Contract. These codes are identified with an "ITQ" extension **(i.e. 86000000-ITQ-82)**. To review the ITQ Contracts, select the "Click Here" link within the details section.

1. In the **Products and Services** sub-section, select the **Edit** button to choose the appropriate ITQ Commodity Codes. **Note:** Suppliers may add keywords to their registration profile.

2. Select the **Next** button to proceed with completing the *Addresses* and *Contacts* sections. **Note**: The *Save Changes* button will save the data and keep you on the current screen.
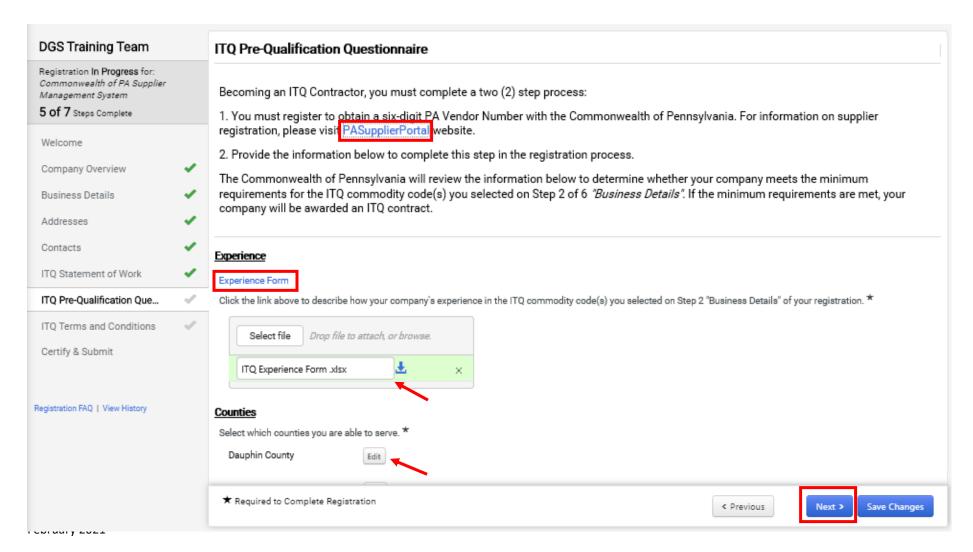
After completing the *Addresses* and *Contacts* section, you should now see prequalification sections to complete. In the **ITQ Statement of Work** section, you must review the details so that you fully understand the requirements.

3. Select the **Statement of Work** link to view details.

4. Select the **Next** button to proceed to the *ITQ Pre-Qualification Questionnaire* section.
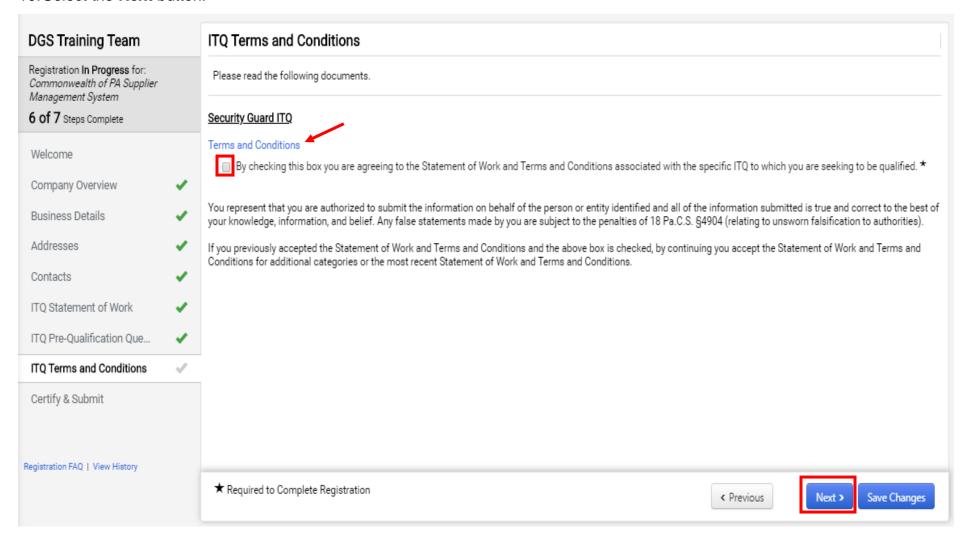
In the **ITQ Pre-Qualification Questionnaire** section, you must complete all required fields and upload applicable documents.
Note: If you do not have a six (6) digit PA Vendor Number, select the **PA Supplier Portal** link to register for one.

5. Download, complete, and upload the **Experience Form.**

6. Select the **counties** you can serve. Complete all other required fields.

7. Select the **Next** button.

In the **ITQ Terms and Conditions** section, you will be required to agree to the terms and conditions of the contract.

8. Select the **Terms and Conditions** link to view.

9. Select the **box** to agree to the statement.

10. Select the **Next** button.

Certify & Submit is the final section to complete prior to submitting. In this section, you will be required to verify and acknowledge the information you are providing.

11. Enter the **Preparer's** details in each field.
12. Select the **box** to acknowledge the certification statement.
13. Verify **all sections** are completed with a green check.
14. Select the **Submit** button. The registration will workflow for the ITQ Manager's approval review and follow up.