

Doing Business With PennDOT

A guide to your business partner relationship with the
Pennsylvania Department of Transportation

You should be at a PC connected to the Internet to get full functionality from
this presentation, since hot links will take you to the Internet and PennDOT's
Engineering and Construction Management System (ECMS)

Doing Business With PennDOT

Doing Business With PennDOT

Links within this document will take the user to the PennDOT ECMS main menu page as well as other pages in ECMS. The ECMS web site best functions with the latest version of Internet Explorer. Please refer to the ECMS home page for up to date system requirements.

Doing Business With PennDOT

Introduction

Why do I want to work with PennDOT?

PennDOT uses a variety of consultant firms and your firm may be important to PennDOT. Your interest will be best served if you understand PennDOT's processes.

PennDOT uses consultant firms when the demand for services exceeds the Department's ability to provide those services in a timely manner.

Doing Business With PennDOT

Introduction

Why do I want to work with PennDOT?

PennDOT uses various types of structural and highway engineers from consultants. Affiliated with those services are construction inspection, geotechnical, environmental, surveying, and many other specialties and disciplines.

Doing Business With PennDOT

Introduction

You do not need to be a registered partner to learn more!

The Engineering and Construction Management System (ECMS) can give you background on the types of work planned and advertised even before you become a registered business partner, and you have no obligation to register.

The ECMS web site can be found at:

<http://www.dot14.state.pa.us/ECMS/>

Doing Business With PennDOT

Introduction

ECMS Home Page - Microsoft Internet Explorer provided by PENNDOT

http://www.dot15.state.pa.us/ECMS/

File Edit View Favorites Tools Help

ECMS Home Page

home site map help

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

Welcome to PennDOT's Engineering and Construction Management System

Need Help? Call the ECMS Help Desk at 717-783-7711

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
- Contractor Integrity Provisions
- Helpful Hints

Login

User ID:

Password:

[Click here if you would like to enter ECMS as a guest.](#)

You are not currently logged into ECMS, please [login](#).

Release: 19.0
Session size: 0.1k

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

Mon Jul 18 12:04:14 EDT 2011
Official ECMS Date/Time

Ready... Unknown Zone (Mixed) 100%

Frequently Asked Questions are located on the bottom left on the ECMS home page.

You can enter ECMS as a guest to view various information

Doing Business With PennDOT

Introduction

ECMS Home Page - Microsoft Internet Explorer provided by PENNDOT

http://www.dot15.state.pa.us/ECMS/

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ECMS Home Page

home site map help

ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References

Welcome to PennDOT

Planned Projects Advertisements

Need Help? Call the ECMS Help Desk at 717-783-7711

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- Contractor Integrity Provisions
- Helpful Hints

Bulletins

General Information

Proposed Disadvantaged Business Enterprise (DBE) Goals for Participation Federal -- Fiscal Years 2012-2014

PennDOT insurance requirements for highway contracts

You are currently logged in as Anonymous. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 19.0
Screen size: 0 1x

PennDOT | Home | Site Map | Help | Pennsylvania

Mon Jul 18 12:56:57 EDT 2011
Official ECMS Date/Time

View Planned Projects Portal

Unknown Zone (Mixed) 100%

Click on Solicitation along the top tool bar. Then click on either Planned Projects or Advertisements. They will both direct you to the Planned Projects and Advertisement Portal Page.

Doing Business With PennDOT

Introduction

The screenshot displays the 'Planned Projects and Advertisements Portal' in a Microsoft Internet Explorer browser. The page features a navigation bar with links for 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', and 'References'. Below the navigation bar, there are three main search sections: 'Planned Project Custom Searches', 'Advertisement Custom Searches', and 'Planned Projects Express Searches'. The 'Planned Projects Express Searches' section is circled in green and contains a link for 'Planned Projects Published (Last Month)'. The 'Advertisements Express Searches' section is also circled in green and contains links for 'Consultant Inspection Advertisements', 'Design Engineering Advertisements', 'Advertisements Published (Last 2 Weeks)', and 'Statement of Interest Deadline (Next 2 Weeks)'. A status bar at the bottom indicates the user is logged in as 'Anonymous' and the session will timeout in 29 minutes. The footer contains release information, copyright notices, and the date 'Tue Jul 19 12:35:53 EDT 2011'.

Click here to view the Planned Projects Published from the last month.

Click one of the following choices to view the most recent Advertisements.

What publications govern consultant agreements?

Publication 442 – Specifications for Consultant Agreements for Project Development Services includes contractual information that will become part of every contract PennDOT enters into with consultant business partners.

What publications govern consultant agreements?

Publication 93 – Policy and Procedures for the Administration of Consultant Agreements provides information to help consultants understand the consultant agreement management rules by which PennDOT operates.

Doing Business With PennDOT Publications

Publications to keep in mind

- Regional business journals and similar publications
 - Penn DOT publications
 - On the web at www.dot.state.pa.us (follow the “Forms and Publications” link)
 - By mail at PennDOT Sales Store, PO Box 2028, Harrisburg, PA 17105-2028
 - By phone at (717) 787-6746
 - Fax to (717)787-8779
 - In person, 5th floor, Commonwealth Keystone Building, 400 North Street, Harrisburg, PA
- No cash is accepted.**

What is a consultant and subconsultant?

According to Publication 442 defines:

- Consultant (Prime Consultant): the term Consultant means the contractual party (Prime Consultant) providing Consultant Work and Services pursuant to the Agreement with the Commonwealth. The Consultant may be an Individual, Partnership, Corporation, or Joint Venture.
- Subconsultant/Subcontractor: The party providing work and services to the Prime Consultant pursuant to an Agreement with the Prime Consultant to which the Department is not a party.

Doing Business With PennDOT

How do projects evolve?

- Planned Project – heads up of potential projects
- Advertised Project – detailed info on services required
- Shortlisted – for projects that are 'normal selections'
- Consultant selection
- Technical proposal
- Creating a price proposal
- Execution of contract
- Notice to Proceed

No work can be done without a fully executed contract.

Doing Business With PennDOT Registration

Why do I need to be a registered business partner?

ECMS is the only vehicle that individuals and firms can use to submit statements of interest, technical proposals, price proposals and to execute contracts if selected for work. It is the system used to process invoices and consultant performance reports as well. It is where you do business with PennDOT. It gives you access to proprietary information and includes specific information between you and PennDOT.

Doing Business With PennDOT Registration

I am ready to work with PennDOT.
How do I start?

Registration is a three-step process.

1. Register
 - a) Paper
 - b) Online
2. Create Qualification Package
3. Provide Overhead Information

Doing Business With PennDOT Registration

Register in ECMS

You must register 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 Qualification 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

ECMS Home Page - Microsoft Internet Explorer provided by PENNDOT

http://www.dot15.state.pa.us/ECMS/

File Edit View Favorites Tools Help

McAfee

ECMS Home Page

home site map help

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

You have been logged out because your session has timed out. (01485)

Welcome to PennDOT's Engineering and Construction Management System

Need Help? Call the ECMS Help Desk at 717-783-7711
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

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- Contractor Integrity Provisions
- Helpful Hints

Login

User ID:

Password: **LOGIN**

Click [here](#) if you would like to enter ECMS as a guest.

Trusted sites 100%

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

Doing Business With PennDOT Registration

Paper Registration

Select "Private Sector Organization" if your organization is a business.

The paper copy of the registration agreement form as well as the instructions for filling it out can be viewed and printed from this page.

PennDOT ECMS Frameset - Microsoft Internet Explorer provided by PENNDOT

http://www.dotdom1.state.pa.us/

File Edit View Favorites Tools Help

McAfee

PennDOT Favorites Free Hotmail Material Safety Data Sheets Web Slice Gallery

PennDOT ECMS Frameset

ENGINEERING & CONSTRUCTION Management System

Visit the PA PowerPort

Business Partner Registration

User ID / Password
Go

Forgot your password?

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

View User Groups

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

Done Trusted sites 100%

Doing Business With PennDOT Registration

Paper Registration

Mail the completed
paper registration
agreement to:

ECMS System Registration
PA Department of Transportation
Bureau of Project Delivery, ECMD
P.O. Box 3662
Harrisburg, PA 17105-3662

The screenshot displays the PennDOT ECMS Frameset interface in Microsoft Internet Explorer. The browser address bar shows <http://www.dotdom1.state.pa.us/>. The page title is "PennDOT ECMS Frameset". The main content area is titled "INSTRUCTIONS FOR COMPLETING THIS AGREEMENT" and contains a form for registration. The form includes fields for:

- 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

The form also includes a section for "Agreement No." with fields for "Federal ID No.", "User ID Code", and "Agreement No.". Below the form, there is a section titled "AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS" and a "WHEREAS" clause stating: "WHEREAS the APPLICANT desires to register as a DEPARTMENT business partner to be permitted electronic access to the following DEPARTMENT system(s) hereinafter referred to as 'System' (either singular or plural) for the purposes of entering information into and exchanging data with the System and".

Doing Business With PennDOT Registration

Registration Instructions

Please note that it typically takes 2 weeks from receipt by PennDOT of the electronic form and correctly completed paper form for PennDOT to complete the approval process and send email notification to your company.

Doing Business With PennDOT Registration

Electronic Registration

The screenshot shows a web browser window displaying the PennDOT ECMS Frameset. The page title is "Business Partner Registration". The main content area includes a "User ID / Password" field with a "Go" button, a "Forgot your password?" link, and a "Please print the Business Partner Agreement form, complete, and return it by mail to:" instruction. Below this, there is a section for "ECMS Registration" with contact information for the PA Department of Transportation, Engineering and Computing Management Division. A "Select Business Partner Type to make BP Agreement File available." section offers radio button options for "Government Agency" and "Private Sector Organization". A "Business Partner Agreement.pdf" icon is present, along with a "Download or Print Instructions" link. A red warning message states: "Your registration request will be incomplete until the agreement form is received. All requests will remain active for 45 days." Below this, a note says: "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>." The final instruction reads: "Continue the registration process by clicking the 'Register' button below." The "Register" button is circled in green.

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

Doing Business With PennDOT Registration

Electronic Registration

Enter information into at least all the required fields (noted by the dot preceding the field name on all five tabs of the electronic registration form.)

Click Submit at the bottom of each tab.

PennDOT ECMS Frameset - Microsoft Internet Explorer provided by PENNDOT

http://www.dotdom2.state.pa.us/

ECMS ENGINEERING & CONSTRUCTION Management System

Visit the PA PowerPort

User ID / Password

Go

Forgot your password?

• denotes required fields

PENNDOT Systems

Administration

Business Partner

Business Partner Search

Registration

Consultant Services

Contractor Services

Project Mgmt

Project Services

References

Training Calendar

View User Groups

General Info Legal Address Mailing Address Administrator Info Authorized Signatory

• Business Partner Name:

• Federal ID Number (FID):

• Phone Number: Ext:

Fax Number:

• Email:

Number of Employees this Location:

• Doing Business As:

Bonding Agency

Bridge Consultant

Bridge Owner / Private

Bridge Planning Partner

Construction Contractor

Consultant

DUI Association

External Utility

Planning Partner

Printing Partner

Rail Freight, Ports, Waterways

Surety Company

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

Business Partner Agreement.pdf

Download or Print Instructions

Trusted sites 100%

Doing Business With PennDOT Registration

Approved Registration

Once the registration for your company is complete, an email will be sent to your security administrator (as designated on the electronic registration form) with their User ID and Password.

Approved Registration

With this User ID and password, the security administrator will be able to:

- Establish other User IDs and passwords for users within your company.
- Assign users in your company to security groups, allowing these users to see and enter/submit information for your company based on the level of security provided by the security group
- Delete users for you company
- Reset passwords for you users

Doing Business With PennDOT Registration

How long does the process take?

Once you have submitted your online registration, the registration request will be incomplete until the registration form is received. All requests will remain active for 45 days. But the sooner you submit complete and accurate information on paper, the sooner you can be approved for access to the system.

Doing Business With PennDOT Registration

PennDOT ECMS Frameset - Microsoft Internet Explorer provided by PENNDOT

http://www.dotdom1.state.pa.us/

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McAfee

PennDOT Favorites Free Hotmail Material Safety Data Sheets Web Slice Gallery

PennDOT ECMS Frameset

ECMS ENGINEERING & CONSTRUCTION Management System

Home Help Index

Business Partner Registration


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

Register

http://www.vendorregistration.state.pa.us/ Trusted sites 100%

Is that all I have to do?

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>

Doing Business With PennDOT

Qualifications Package

New Business Partner

Once you become a registered business partner, you can begin the process of completing your Qualifications Package, entering overhead information, and providing other information for the record.

Doing Business With PennDOT Qualifications Package

New Business Partner

In ECMS, click on Business Partner on the top tool bar, then click on Consultants

ECMS Home Page - Microsoft Internet Explorer provided by PENNDOT

http://www.dot14.state.pa.us/ECMS/

File Edit View Favorites Tools Help

McAfee

ECMS Home Page

home site map help

ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References

Business Partner

Bonding Agencies

OT's Engineering and Construction Management System

Consultants

Contractor Integrity Provisions

View Consultants Portal

Need Help? Call the ECMS Help Desk at 717-783-7711

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.

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Bulletins

General Information

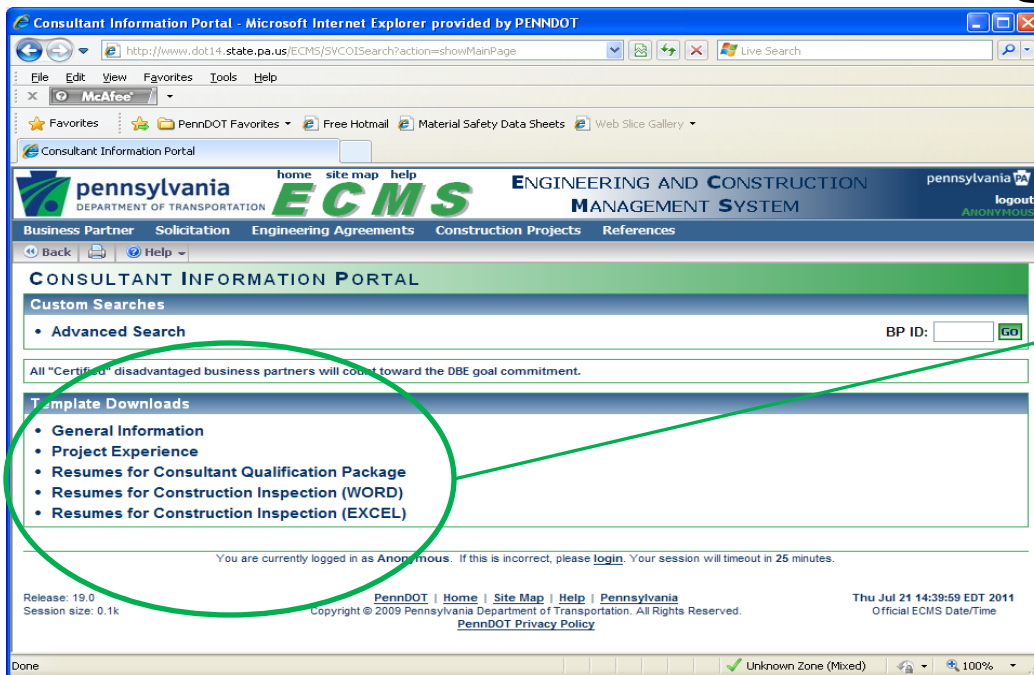
- Proposed Disadvantaged Business Enterprise (DBE) Goals for Participation Federal -Fiscal Years 2012-2014
- PennDOT insurance requirements for highway contracts

View Consultants Portal

Unknown Zone (Mixed) 100%

Doing Business With PennDOT Qualifications Package

Qualification Package – Overview



The screenshot shows the Consultant Information Portal in Microsoft Internet Explorer. The page title is "CONSULTANT INFORMATION PORTAL". The navigation menu includes "Business Partner", "Solicitation", "Engineering Agreements", "Construction Projects", and "References". The main content area is titled "CONSULTANT INFORMATION PORTAL" and includes a "Custom Searches" section with an "Advanced Search" button and a "BP ID:" field. Below this is a "Template Downloads" section with a list of links: "General Information", "Project Experience", "Resumes for Consultant Qualification Package", "Resumes for Construction Inspection (WORD)", and "Resumes for Construction Inspection (EXCEL)". A green circle highlights the "Template Downloads" section, and a green arrow points from it to the text on the right. The footer contains release information, session size, copyright notice, and the date "Thu Jul 21 14:39:59 EDT 2011".

Templates are available in ECMS for General Information, Project Experience, and Resumes; but not for the Quality Plan

Click on these template downloads to view the Consultant Qualification Package documents needed.

Note: Business Partners must make sure to use the correct resume template. Please note that there is a specific template to be used for Construction Inspection resumes.

Doing Business With PennDOT

Qualifications Package

Qualification 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
- **Resume** – Key individuals of the firm
- **Quality Plan** – Quality assurance, control, process and outcome/results

Doing Business With PennDOT

Qualifications Package

IMPORTANT

Qualifications Packages expire one year after they have been entered/updated. To remain eligible to pursue work with PennDOT, it is important that you renew and update your firm's Qualification Package on an annual basis.

Doing Business With PennDOT

Overhead Information

Overhead

PennDOT asks business partners to provide overhead information used to establish an overhead rate.

Doing Business With PennDOT

Overhead Information

Overhead costs generally include, but are not limited to:

- Provisions for office, light, heat, and related items associated with the working space, equipment, and automobile expenses
- Taxes and insurance other than those included as salary costs, but excluding state and federal income taxes
- Professional licensing, training and development
- Professional expenses, such as executive, administrative, accounting, legal, and clerical salaries and expenses that are not directly reimbursed
- Payroll burden and fringe benefits which include -Paid sick leave; vacation; holidays; payroll taxes; unemployment contributions; Social Security taxes; insurance benefits, and retirement

Doing Business With PennDOT

Overhead Information

Overhead

Determination of eligibility of cost items making up the Consultant overhead/indirect costs shall be governed by provisions set forth in Part 31 of the Federal Acquisition Regulations (FAR).

Overhead Calculator Tool

A calculator to help you do overhead rate estimations is available by clicking this link:

[Open Overhead Calculator Tool](#)

*Excel is required to view or use this tool.

Doing Business With PennDOT

Introduction

Required Additional Information

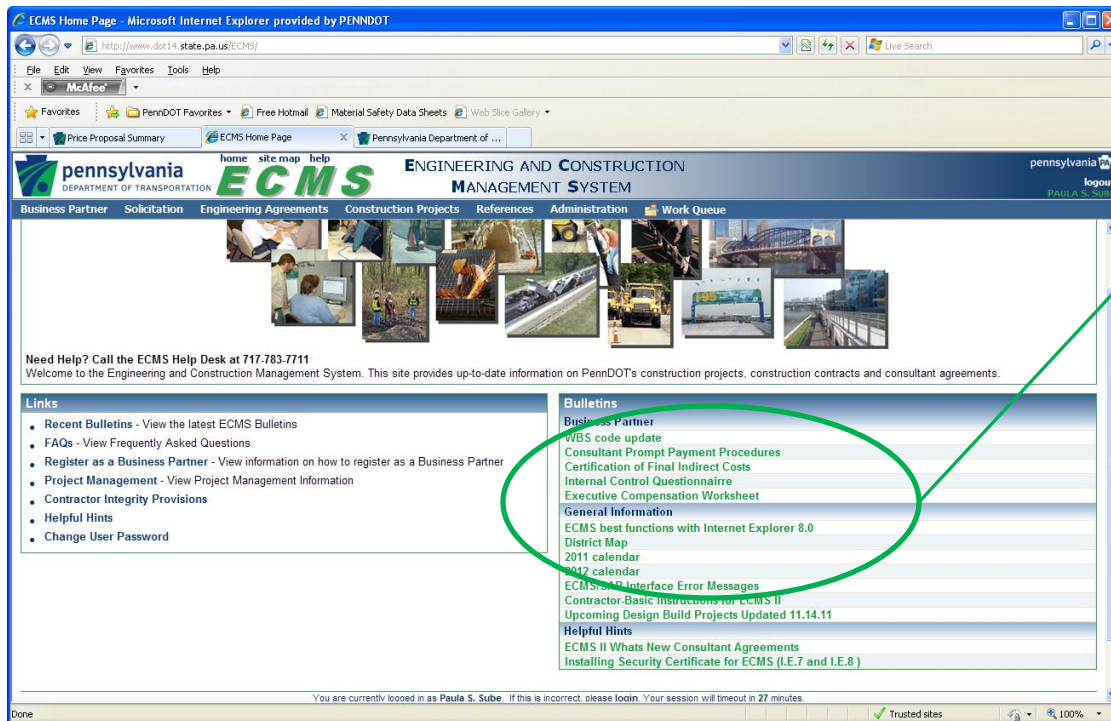
The **Executive Compensation Worksheet** will need to be completed and submitted with the Qualification Package.

A link is located on the ECMS home page.

Doing Business With PennDOT

Introduction

Required Additional Information



The **AASHTO Internal Control Questionnaire** will need to be completed and submitted with the Qualification Package.

A link is located on the ECMS home page. An editable .pdf version is included in Publication 93 as Appendix 3F AASHTO Internal Control Questionnaire (ICQ)

Doing Business With PennDOT

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

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Distinguishing Your Business

Remember to:

- Protect your interests and your reputation
- Know your limits

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Distinguishing Your Business

Sell yourself

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

Distinguish Yourself

Doing Business With PennDOT

Distinguishing Your Business

Make a commitment

- Letter of commitment
- ECMS resumes
- Any requested supporting materials

The letter of commitment and accompany documents are not an ECMS requirement. It is good business practice when teaming with another firm.

Doing Business With PennDOT

Distinguishing Your Business

Items in a letter of commitment

- On similar projects
- In that region
- For that PennDOT organization
- For that client
- Any distinguishing skills, specialties or features

Read and follow the General Requirements

Doing Business With PennDOT

Distinguishing Your Business

**Project examples and references
are invaluable down the line**

Collect them and be sure to keep them

Doing Business With PennDOT

Distinguishing Your Business

Information to gather

PennDOT and other firms, interested in working with you, including local, state and federal agencies, are requesting reference materials

It's the same information you include in your ECMS qualifications package general information

- ✦ Fact sheets
- ✦ Project references
- ✦ Project profiles
- ✦ Photos

Doing Business With PennDOT

Distinguishing Your Business

Be able to sort your information

- ✦ By project type
- ✦ By service provided
- ✦ By region
- ✦ By project manager
- ✦ By client
- ✦ By year

Doing Business With PennDOT

Distinguishing Your Business

Make Contacts

- ✦ Visit PennDOT District Offices
- ✦ Keep in touch
- ✦ Build relationships
- ✦ Network

Doing Business With PennDOT

Distinguishing Your Business

Statement of Interest

- ✦ Project advertisements may specify the format of the statement of interest
- ✦ If there are no specific requirements, follow the general requirements attached to the advertisement
- ✦ Only the prime submits a statement of interest

Doing Business With PennDOT

Distinguishing Your Business

Team Building

Questions for the Partner

- ✦ Who is your project manager?
- ✦ Will you provide the scope of work?
- ✦ What is our deadline to get information to you?
- ✦ To whom should we send that information?

Doing Business With PennDOT

Distinguishing Your Business

Shortlisting provides an opportunity to fine-tune project details

- ✦ Confirm your services
- ✦ Confirm your project manager
- ✦ Ask questions
- ✦ Offer input

Doing Business With PennDOT

Distinguishing Your Business

Developing the Technical Proposal

- ✦ Utilize PennDOT publications
- ✦ Provide the detail
- ✦ Develop and use standard write-ups
- ✦ Deliver what the prime has requested, is expecting

Doing Business With PennDOT

Distinguishing Your Business

You may be asked to:

- ✦ Fine-tune your technical proposal
- ✦ Develop a price proposal
- ✦ Negotiate any changes, technical issues
- ✦ Submit for their approval

Doing Business With PennDOT

Distinguishing Your Business

Developing the Price Proposal

- ✦ Provide your ECMS employee roster
- ✦ Provide overhead rates
- ✦ Incorporate PennDOT maximum allowances (meals, lodging, mileage, etc.)
- ✦ Create an ECMS price proposal

Doing Business With PennDOT

Distinguishing Your Business

The price proposal and final technical proposal process may require many interations.

Doing Business With PennDOT

Distinguishing Your Business

Subconsultant agreement with the prime consultant

- ✦ Provides you with written documentation
- ✦ Reinforces the commitment
- ✦ Safeguards your business, position

Note: the subconsultant agreement is not a PennDOT requirement but is an industry standard.

Mentoring Makes Sense

Questions and answers to help established firms and new firms strengthen their business relationships

Doing Business With PennDOT

Mentoring Makes Sense

A new firm needs someone or some business partner

- ✦ To show the new firm the ropes
- ✦ To answer their questions
- ✦ Who has experience

As a new firm evolves, grows, things change

They can become even more valuable to the prime consultant, more of an asset to the project team

Doing Business With PennDOT

Mentoring Makes Sense

One way a prime consultant can minimize risk while assuring improved results is by mentoring a new firm.

Doing Business With PennDOT

Mentoring Makes Sense

Being able to document that team's experience, and that they have worked together on successful projects, is a decided advantage.

Doing Business With PennDOT Disadvantaged Business Enterprise (DBE) Certification

PA Unified Certification program

Internal Logon (official use only)
User ID:
Password: [Log On](#)

Home | Help | Print | Contact Us

Welcome

The purpose of the Pennsylvania Unified Certification Program (PA UCP) is to provide "one-stop shopping" for firms seeking certification as a Disadvantaged Business Enterprise (DBE) in accordance with 49 CFR Part 26 and as an Airport Concession Disadvantaged Business Enterprise (ACDBE) in accordance with 49 CFR Part 23. The PA UCP makes all certification decisions on behalf of all agencies and organizations in the Commonwealth with respect to participation in the DBE and ACDBE Programs. In other words, firms certified as a DBE or ACDBE with the PA UCP are eligible to participate on any [Federal Aviation Administration \(FAA\)](#), [Federal Highway Administration \(FHWA\)](#) and the [Federal Transit Administration \(FTA\)](#) funded contract as a Disadvantaged Business Enterprise or Airport Concession Disadvantaged Business Enterprise.

All firms listed on this website are eligible to participate as DBEs or ACDBEs. Dates will no longer be listed for expiration of certifications.

- [Learn more about the program](#)
- [Learn how to become certified](#)
- [Download certification forms](#)

Disadvantaged Business Enterprise (DBE) Directory SEARCH for Certified DBE's

DBE Firm Name: NAICS Code: 1.
(Search against up to 3 NAICS Codes) 2.
Type of Business: 3. [view list of codes](#)

Residing County: Class Type:

Work Desc:

[Search](#) [Disclaimer](#)

The DBE Certification Process

The Pennsylvania Unified Certification Program (PA UCP) website <http://www.paucp.com/> provides:

- ✦ Information about the Disadvantaged Business Enterprise (DBE) certification program
- ✦ Steps on how to become certified
- ✦ Instructions for completing the application
- ✦ DBE certification application to download or print

The DBE Certification Process

DBEs are part of a broader business development program that enables them to become certified by PennDOT along with other public works agencies with just one application

The DBE Certification Process

To be eligible to become DBE certified, a firm must meet all the following criteria:

- ✦ At least 51%-owned by a socially and economically disadvantaged individual(s) who also controls the firm. The disadvantaged owner must be a U.S. citizen or lawfully admitted permanent resident of the U.S.;
- ✦ a small business that does not exceed \$22.41 million in gross annual receipts; and
- ✦ Organized as a for-profit business

The DBE Certification Process

The PA UCP website provides a downloadable application that must be completed to begin the certification process.

Take time and send a complete application, including all supporting documents.

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

The DBE Certification Process

Once certified, your DBE status is recognized by:

- ✦ Allegheny County
- ✦ PennDOT
- ✦ Port Authority of Allegheny County
- ✦ Southeastern Pennsylvania Transportation Authority (SEPTA)
- ✦ City of Philadelphia

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

There is no charge, no fee, to make application to the PA UCP for Certification

You can apply to any of the certifying participants. However, PA UCP recommends sending the application to a certifying participant in proximity of your business.

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

PennDOT is a certifying participant

**Completed application and supporting
documentation can be mailed to:**

PA Department of Transportation

PO Box 3251

Harrisburg, PA 17105-3251

Phone – 717-787-5891

Fax 717-772-4026

Email – penndotucpinfo@state.pa.us

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

What happens next?

- ✦ PA UCP reviews the application to assure it is complete, accurate and includes all required supporting documents
- ✦ An on-site interview will be scheduled and conducted
- ✦ When this initial review is finished, you will receive a letter from the PA UCP

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

Review times

(from the code of Federal Regulations, Title 49, Part 26.83k)

- ✦ PA UCP has 90 days to review a DBE application
- ✦ If necessary to complete their review, a 60-day extensions can be granted.

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

If you've been certified!

Once approved by PA UCP, you will be notified by letter.

This is a three-year certification

If your certification is denied

There is an appeal process which will be outlined in the letter you receive from PA UCP indicating that you were not certified and the reason(s).

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

Affidavit of No Change

✦ Every year, prior to your anniversary date, you will receive a letter from the PA UCP requesting you submit the Affidavit of No Change

✦ There must be no changes in your firm's ability to meet disadvantaged, ownership, or control standards

(established in the Federal Code of Federal Regulations, Title 49, Part 26)

Recertification

Near the end of your three years of eligibility, you will receive a letter from the PA UCP inviting you to reapply for DBE certification.

Doing Business With PennDOT

Disadvantaged Business Enterprise (DBE) Certification

DBE Resources – ECMS

Consultant Information Search - Microsoft Internet Explorer provided by PENNDOT

http://www.dot15.state.pa.us/ECMS/5VCOISearch?action=showSearch

McAfee

home site map help

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

logout ANONYMOUS

Business Partner Solicitation Engineering Agreements Construction Projects References

Back Search Clear Help

CONSULTANT INFORMATION SEARCH

Search Criteria

BP ID:

Business Partner:

DBE Type:

Services:

City:

State:

Zip:

You are currently logged in as Anonymous. If this is incorrect, please [login](#). Your session will timeout in 27 minutes.

Release: 19.0
Session size: 0.1k

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[PennDOT Privacy Policy](#)

Thu Jul 28 08:45:08 EDT 2011
Official ECMS Date/Time

Done Unknown Zone (Mixed) 100%

Firms looking for a DBE to provide services can utilize ECMS. The ECMS Consultant Information Search screen allows searching by:

- ✦ Business Partner ID
- ✦ DBE Certification
- ✦ Services provided
- ✦ Location

Doing Business With PennDOT Disadvantaged Business Enterprise (DBE) Certification

DBE Resources – DBE Supportive Service Center

The screenshot shows a web browser window with the URL <http://www.penndbe.com/>. The page title is "Welcome to the DBE Supportive Services Center - Microsoft Internet Explorer provided by PENNDOT". The website header includes the logo for the Pennsylvania DBE Supportive Services Center, which is a shared initiative of Cheyney University of Pennsylvania and the Pennsylvania Department of Transportation. The navigation menu includes links for HOME, ABOUT US, SERVICES, PA DBE UNIV, RESOURCES, NEWS, EVENTS, and CONTACT US. There are also LOGIN and REGISTER buttons. The main content area features a large image of a highway construction site with the text "Looking for a Firm?" and links to "List of Ready to Work DBEs" and "Video: How to Find Prime Consultants/Contractors in ECMS". To the right of the image is a "Search PennDOT Districts" map showing 12 numbered districts. Below the image are sections for "Featured Articles", "Our Mission" (stating the center's mission to provide services for highway applicable DBEs), and "DBE Links" (listing "Consultants require Certification of Final Indirect Costs form" and "ECMS Consultant 4 Step Process").

The DBE Supportive Service Center provides news, information, tips and timely updates to help DBE's grow and compete.

They can be reached on their website at: www.penndbe.com or by phone at 877-736-6323.

Doing Business With PennDOT

Mentoring Makes Sense

DBE certification is a very helpful tool designed to assist you and your business to grow to become a successful enterprise

Thank you for your interest in learning more about Doing Business With PennDOT

Summary of Resource Links:

ECMS – www.dot14.state.pa.us

PennDOT Website (Access to Forms and Publications) – www.dot.state.pa.us

Overhead Calculator Tool

The Pennsylvania Unified Certification Program Application – www.paucp.com

DBE Supportive Services Center – www.penndbe.com