Doing Business with the Commonwealth and Department of Labor and Industry

Pennsylvania Department of Labor & Industry

Vendor Registration

a. Doing business with the Commonwealth requires a Procurement Vendor Number (aka SAP Vendor Number).
b. This number is used in procurement and vendor payment activities.
c. For more information see: New Supplier Registration Guide

The Procurement Code and Policy

a. Procurement activities are governed by law - Commonwealth Procurement Code.
b. Department of General Services (DGS) sets policy governing procurement, management, control, and disposal of supplies, services, and construction for agencies.
c. For more information see: Procurement Code and the Commonwealth Procurement Handbook.

Methods of Procurement

a. Small No Bid Procurements: non-contract purchases of $10,000 or less.
b. Small Business Reserve No Bid Contract: award a DGS Certified Small or Micro business up to two times per year for commodities and services with a resulting cost of $10-25,000.
c. Competitive Sealed Bidding: award is based on the lowest bid.
d. Sole Source: only one vendor can provide the service or supply. Tightly regulated.
e. Emergency: circumstances outside the control of the purchasing organization do not allow the time necessary to complete a competitive procurement. Requires DGS approval.
f. Competitive Sealed Proposal (RFP): additional factors besides low cost are considered in awarding.
g. Procurements from Effective DGS Statewide Requirements Contracts: used to purchase materials and/or services from DGS statewide requirements contracts.
h. Agency Contracts: Labor & Industry is the lead procuring office, resulting contracts agreements are solely between the vendor and Labor Industry
i. Procurement from DGS Multiple Award Contracts: used to purchase materials and/or services available through DGS multiple award statewide requirements contracts.
j. Purchase of Materials Manufactured or Services performed by Persons with Disabilities: used when procuring materials or services from UniqueSource.

Bidding Opportunities

a. Commonwealth policy requires any non-contract purchase over $10,000 to be advertised on eMarketplace.
b. Upcoming Procurement Needs can be viewed through PA eMarketplace, clicking on Upcoming Procurements.
c. Advertised Bidding Opportunities can be viewed at PA eMarketplace, clicking on Solicitations.
d. E-Alerts: based on business interests, vendors can set up parameters so that advertisements for specific services or materials are sent to them. See E-Alerts Guide for more information.
e. COSTARS: a cooperative purchasing program managed by DGS for local governments. See COSTARS for more information.
f. Invitation to Qualify: to get prequalified to provide a service or supply. See ITQ for more information on what is available.
g. Vendors can apply for DGS certification as small, small diverse, veteran, micro, and midsize owned businesses via the PRISM software system.

Viewing Awards

a. View awards through PA eMarketplace “Awards” tab. Vendors can learn how to provide better responses to future advertisements by reviewing awards. Knowledge can also be gained regarding what agencies have historically purchased.

Resources

Pennsylvania
Department of
Labor & Industry

PA Supplier Portal Registration for Goods and Services

- New Supplier Registration Guide.pdf
- PA Supplier Portal
- PA SUPPLIER Administrative Support/Password Reset/Find User ID

Applying for Small, Small Diverse, Veteran, Micro, or Midsize Business

- Small, Small Diverse, Veteran Business Application Instruction Guide
- Online Application for Small, Small Diverse, and Veteran Business
- Comparison of Various Diversity Programs.
- Micro and Midsize Certifications

Federal Disadvantaged Business Enterprise Program

- Disadvantaged Business Enterprise Program (DBE)
- Prime or Subcontractor DBE Certification
- DBE Supportive Services

Federal Small Business Enterprise Program

- Small Business Enterprise (SBE)
- SBE Brochure
- SBE Certification Application
- SBE FAQs

JAGGAER System (Request for Proposal, Invitation to Qualify/Request for Quote) for Goods and Services

- JAGGAER Registration / Login
- Registering as a Commonwealth of PA Supplier in JAGGAER
- Invitation to Qualify (ITQ) Web site
- Pre-Qualifying as an ITQ Supplier in JAGGAER

Bidding (IFB, eMarketplace) for Goods and Services

- eMarketplace (bid opportunities)
- Navigating eMarketplace
- Supplier Guide - Locate Bid Opportunities on eMarketplace
- Locating Bid Opportunities on eMarketplace (Video)
- Locating and Responding to Bids in the PA Supplier Portal
- Locating and Responding to Bids in the PA Supplier Portal (Video)
- E-Alerts Login
- E-Alerts Guide
- E-Alerts Guide (Video)
- Viewing Awards

Invoice & Payment

- Payment Status

Treasury

- PA Treasury Contract site

Questions? Email us
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