

## How to Pre-Qualify as an ITQ Supplier

Once registered on the Commonwealth of Pennsylvania JAGGAER Supplier Management System, you can then pre-qualify as an ITQ supplier.

**An ITQ Contract** is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

**To prequalify as an ITQ supplier**, review each ITQ Contract's Statement of Work (SOW) to identify the appropriate contract and commodity code. [Click here](#) to view all ITQ contracts on the DGS ITQ website.

**Select the commodity code** identified with an "ITQ-####" extension (ex. 53100000-ITQ1). The commodity codes are defined under the *Material/Service Categories*. If you need further assistance, please contact the Issuing Officer listed on the SOW.

**The screenshots displayed within this training document are used for example purposes only.**

1. From the Supplier Home Page, select the Manage Registration Profile

The screenshot displays the Pennsylvania Supplier Management System (JAGGAER) interface. The left sidebar contains navigation links: Home, Documents, Sourcing, Reporting, Administer, and Registration. The main content area features a 'Welcome to the Commonwealth of Pennsylvania Supplier Management System' message. Below this is a 'Quick Links to Common Tasks' section with a red box highlighting the 'Manage Registration Profile' link. To the left of this is a 'Customer Contact' section showing the Administrator's name and phone number. Below the quick links is a 'Sourcing Events' section with a table of events. The table has columns for Event Number, Status, Event Title, Dates, and Action. A summary table below the main table shows counts for Released, Open, Closed, Awarded, and All events across different categories like My Events, Public Events, and Auction Events.

Event Number	Status	Event Title	Dates	Action
6100042025	Open	Food Procurement and Management Services Project	Open: 8/16/2017 4:30:00 PM EST Close: 9/29/2017 4:00:00 PM EST	<a href="#">View Event</a>

  

Events	Released	Open	Closed	Awarded	All
My Events	0	1	0	0	1
Public Events	0	2	0	0	2
Auction Events	0	0	0	0	0

2. Select the Business Details link in the left navigation under Welcome.
3. Select the "Click Here" link to view all the ITQ contracts to review the Statement of Work, Terms and Conditions and any other pertinent documentation related to the ITQ. Review the Statement of Work to familiarize yourself with the process, procedures, and Commodity Codes related to the ITQ.
  - a. At this point, you use the information compiled from the ITQ contracts to choose the appropriate Commodity Code(s) for your type of procurement.
4. In the Products and Services section, select the Edit button to choose the appropriate ITQ Commodity Codes.

PA Public Training Supplier

Registration **In Progress** for: Commonwealth of PA Supplier Management System

5 of 7 Steps Complete

Welcome

Company Overview

**Business Details**

Addresses

Contacts

ITQ Statement of Work

ITQ Pre-Qualification Que...

ITQ Terms and Conditions

Certify & Submit

Registration FAQ | View History

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

Select the Commodity Codes (by code or description) by clicking the "EDIT" button for the products and services you provide.

**Invitation to Qualify (ITQ)**

What is an ITQ? An ITQ is the name given to certain multiple award contracts issued by the Commonwealth of Pennsylvania pursuant to Section 517 of the Procurement Code.

If you are interested in pre-qualifying to become an ITQ supplier, ensure you select the commodity code identified with an "ITQ" extension (ex. 53100000-ITQ-1). It is recommended to view each ITQ contracts Statement of Work, prior to selecting a commodity code. This will ensure you select the appropriate codes. [Click here](#) to view all ITQ contracts. To view the appropriate contracts Statement of Work, click on "Statement of Work". The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Office listed on the Statement of Work.

Products and Services

Commodity Codes \*

92120000-ITQ-219 (Security Guards -Level 1 Unarmed Guard)

Additional Questions

Did you add any commodity codes with an ITQ-XXX extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as Yes. If no, please answer as No. \*

★ Required to Complete Registration

5. You must select Yes or No for the Additional Questions
  - a. Select Yes, if adding a commodity code with an ITQ extension (86000000-ITQ-82);
  - b. Select No, if adding a commodity code without an ITQ extension (86000000)
6. Select the Save Changes button.

PA pennsylvania

Cynthia Anderson

Registration > Manage Registration Profile > Business Details

ITQ Terms and Conditions

ITQ Pre-Qualification Que...

Registration FAQ | View History

This will ensure you select the appropriate codes. [Click here](#) to view all ITQ contracts. To view the appropriate contracts Statement of Work, click on "Statement of Work". The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Office listed on the Statement of Work.

Products and Services

Commodity Codes \*

10110000 (Domestic pet products)

15100000-ITQ-138 (Fuels - Fuels, Tank Wagon Delivery - Unleaded Gasoline)

70110000-ITQ-180 (Horticulture - Trimming and Stump Removal - 2. Basic Tree Removal/ Trimming and Stump Cutting Services non-roadway)

86000000-ITQ-82 (Education and Training Services - Personnel - Communication)

86000000-ITQ-86 (Education and Training Services - Personnel - Organizational Development)

86000000-ITQ-87 (Education and Training Services - Personnel - Specialized Professional Skills Development Training)

86000000-ITQ-89 (Education and Training Services - Professional Continuing Education Services)

86000000-ITQ-90 (Education and Training Services - Professional Education Services)

Additional Questions

Did you add any commodity codes with a "ITQ-XXX" extension (i.e. 8210000-ITQ-XXX) above? If yes, answer the question as "Yes". If no, please answer as "no" \*

★ Required to Complete Registration

6. Select the ITQ Statement of Work link in the left navigation.
7. Select the Statement of Work link to review.
8. Select the Save Changes button.

papublicsupplier1	ITQ Statement of Work
Registration <b>Complete</b> for: Commonwealth of PA Supplier Management System	<b>Security Guard ITQ</b>
	<b>Statement of Work</b>
Welcome	
Company Overview ✓	
Business Details ✓	
Addresses ✓	
Contacts ✓	
<b>ITQ Statement of Work ✓</b>	
ITQ Pre-Qualification Que... ✓	
ITQ Terms and Conditions ✓	
Registration FAQ   View History	
	★ Required to Complete Registration
	<b>Save Changes</b>

9. Select the ITQ Pre-Qualification Questions link in the left navigation.
10. Select the PA Supplier Portal link to register for a six-digit PA Vendor Number (if applicable)
11. You must answer all required questions completely and attach documentation.
12. Select the Save Changes button.

papublicsupplier1	ITQ Pre-Qualification Questionnaire
Registration <b>Complete</b> for: Commonwealth of PA Supplier Management System	Becoming an ITQ Contractor, you must complete a two (2) step process:
Welcome	1. You must register to obtain a six-digit PA Vendor Number with the Commonwealth of Pennsylvania. For information on supplier registration, please visit <b>PASupplierPortal</b> website.
Company Overview ✓	2. Provide the information below to complete this step in the registration process.
Business Details ✓	The Commonwealth of Pennsylvania will review the information below to determine whether your company meets the minimum requirements for the ITQ commodity code(s) you selected on Step 2 of 6 "Business Details". If the minimum requirements are met, your company will be awarded an ITQ contract.
Addresses ✓	
Contacts ✓	
ITQ Statement of Work ✓	
<b>ITQ Pre-Qualification Q... ✓</b>	
ITQ Terms and Conditions ✓	
Registration FAQ   View History	
	<b>PA Vendor Number</b>
	Please provide your six-digit Commonwealth of PA Vendor Number. ★
	<input type="text"/>
	<b>Experience</b>
	<a href="#">Experience Form</a>
	Click the link above to describe how your company's experience in the ITQ commodity code(s) you selected on Step 2 "Business Details" of your registration. ★
	<input type="button" value="Select file"/>
	<b>Counties</b>
	Select which counties you are able to serve. ★
	- <input type="button" value="Edit"/>
	<b>COSTARS</b>
	Complete the form below if your company would like to participate in the COSTARS program; otherwise, leave this section blank.
	★ Required to Complete Registration
	<b>Save Changes</b>

13. Select the ITQ Terms and Conditions in the left navigation.

14. Select the Terms and Conditions link to review.

You must agree to the terms and conditions associated with the specific ITQ for which you are seeking to be qualified.

15. Select the check box next to the statement, “By checking this box you are agreeing to the Statement of Work and Terms and Conditions associated with the specific ITQ to which you are seeking to be qualified”.

16. Select the Save Changes button.

The screenshot displays the 'ITQ Terms and Conditions' page for a user named 'papublicsupplier1'. The left-hand navigation menu lists several sections: 'Welcome', 'Company Overview', 'Business Details', 'Addresses', 'Contacts', 'ITQ Statement of Work', 'ITQ Pre-Qualification Que...', and 'ITQ Terms and Conditions'. The 'ITQ Terms and Conditions' section is currently selected and highlighted with a red box. The main content area is titled 'ITQ Terms and Conditions' and contains the following text: 'Please read the following documents.' followed by 'Security Guard ITQ'. Below this, there is a link 'Terms and Conditions' highlighted with a red box. A checkbox is checked, and the text next to it reads: 'By checking this box you are agreeing to the Statement of Work and Terms and Conditions associated with the specific ITQ to which you are seeking to be qualified. \*'. Below this, there is a paragraph of text: 'You represent that you are authorized to submit the information on behalf of the person or entity identified and all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you are subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities). If you previously accepted the Statement of Work and Terms and Conditions and the above box is checked, by continuing you accept the Statement of Work and Terms and Conditions for additional categories or the most recent Statement of Work and Terms and Conditions.' At the bottom right of the page, there is a 'Save Changes' button highlighted with a red box. At the bottom left, there is a link 'Registration FAQ | View History'. At the bottom center, there is a note: '\* Required to Complete Registration'.

All sections should have green checks to verify they are completed. The registration will workflow for the ITQ Manager’s approval review.