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Engineering and Construction Management System (ECMS) Construction Contractor Manual

INFORMATION AND SPECIAL INSTRUCTIONS:

Attached is the 2018 Edition of the Engineering and Construction Management System (ECMS) Construction Contractor Manual. The 2018 Edition retools the entire manual for ECMS. It also includes a new chapter on bidding within ECMS.

CANCEL AND DESTROY THE FOLLOWING:

All prior versions of Pub 637.

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Engineering and Construction Management System (ECMS) Construction Contractor Manual

Pub 637 (11-18)

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Chapter 1: Using ECMS

- About This Manual
- Common ECMS Functions
- Navigating in ECMS
- Using Search Portals
- Go Dropdown
- Using Online Help
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About This Manual

This manual is arranged in chapters, with each chapter covering a major subset of functionality. The chapters are ordered by business process, beginning with the Business Partner registration in ECMS. The scope of the manual ends with the Finalization of the project. The manual will apply to Contractors and Subcontractors that work with PennDOT and the ECMS system.

Bold faced text used in this Publication denotes the following:

- Important information
- Areas of specific interest to look for on ECMS
- Tells users when there are actions (click, enter, or select) in ECMS to follow the steps

Red boxes used in this Publication denotes the following in the images:

- Location of where actions (clicking, entering, or selecting) need to be completed on ECMS
- Specific areas of importance or information on the image

Common ECMS Functions

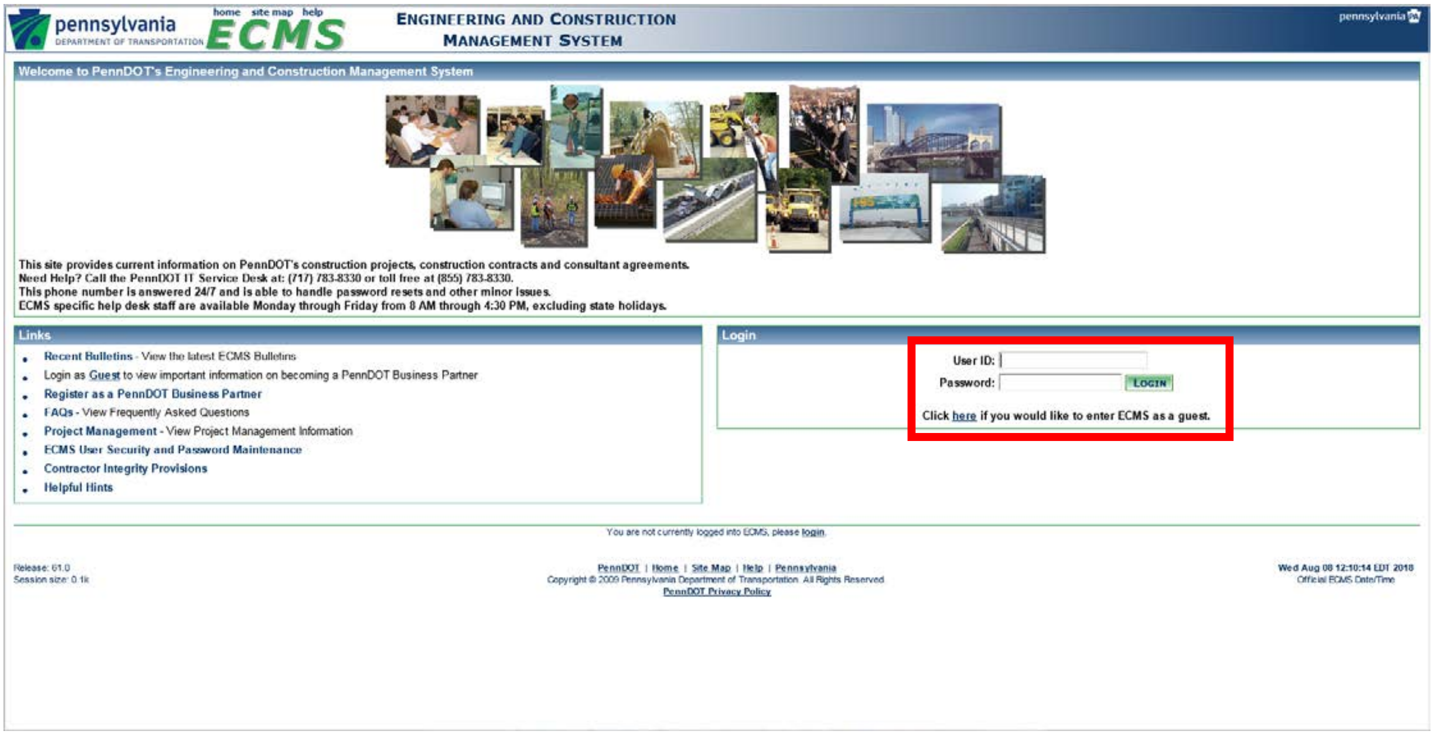
This section covers the common functions within ECMS that are consistent throughout the application. They include:

- Logging into the System
- Changing your Password
- Setting a Password Hint Question
- Resetting a Forgotten Password

Logging into the System

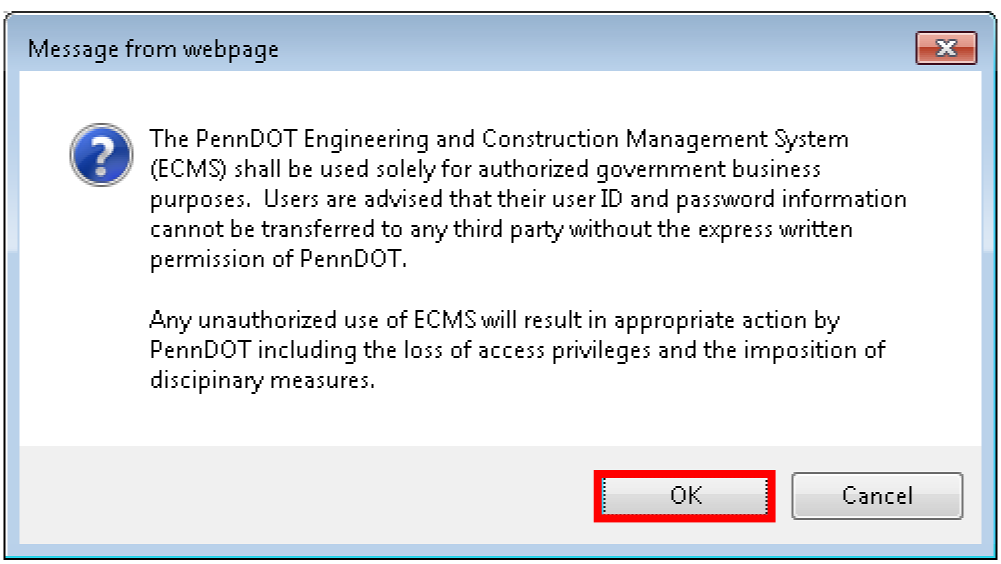
1. Open Internet Explorer and type in the ECMS web address www.dot14.state.pa.us/ECMS in the **Address Bar**. The ECMS login page is displayed.

2. Under the **Login** heading on the lower right side of the ECMS Home Page, enter your **User ID** and **Password** in the **User ID** and **Password** fields. The User ID is not case sensitive, but the password is. For security purposes, the password entered is represented by asterisks (**).

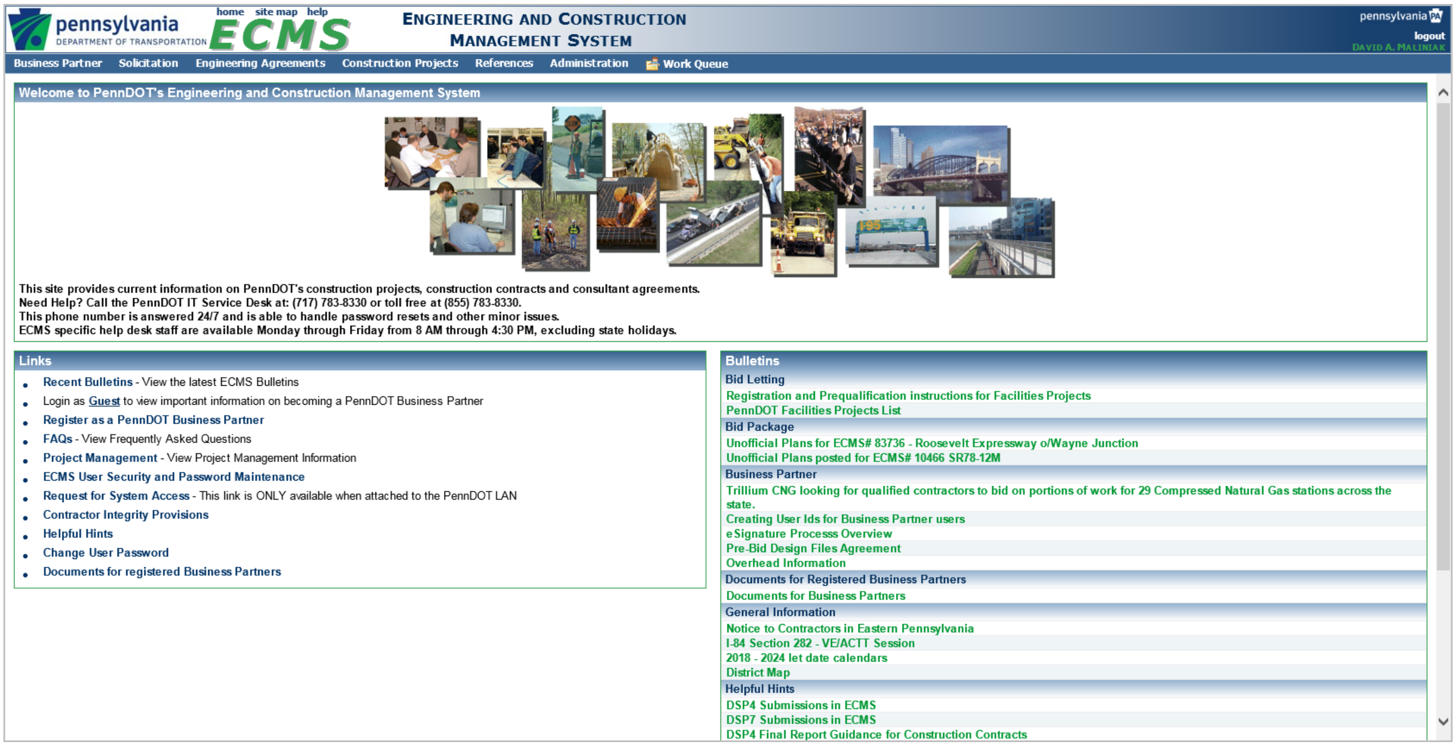


3. Click the **Login** button.

4. A security warning as shown below will appear, click the **OK** button to proceed.



5. The ECMS Home Page is displayed.



- If your ECMS screen is idle for 30 minutes, your ECMS session will be ended automatically. You can monitor how many minutes are remaining in your current session by periodically checking the bottom of your screen for the current status message (e.g., "You are currently logged in as (Your Name). If this is incorrect, please login. Your session will timeout in XX minutes.")
- After 25 minutes, a pop up window will appear asking if you wish to avoid being logged out, select **Yes** and the session time is set back to 30 minutes.
- To change or reset your ECMS password, you must be logged into the system.
- When you log into the system, your username will appear under Logout at the top of the screen. To view the user groups assigned to you, click on the user name hyperlink. The list of user groups will be displayed.
- When you are finished working in ECMS, be sure to click on the **Logout** hyperlink in the upper corner of the ECMS Banner to end your session. **DO NOT** click on the X in the Upper right corner.

Logging Out

1. Click the **Logout** hyperlink in the upper right corner of the ECMS Home Page. (**DO NOT** click on the on the X in the upper right corner.)

2. Your ECMS session is closed and the ECMS Login Page is redisplayed.

Changing Your Password

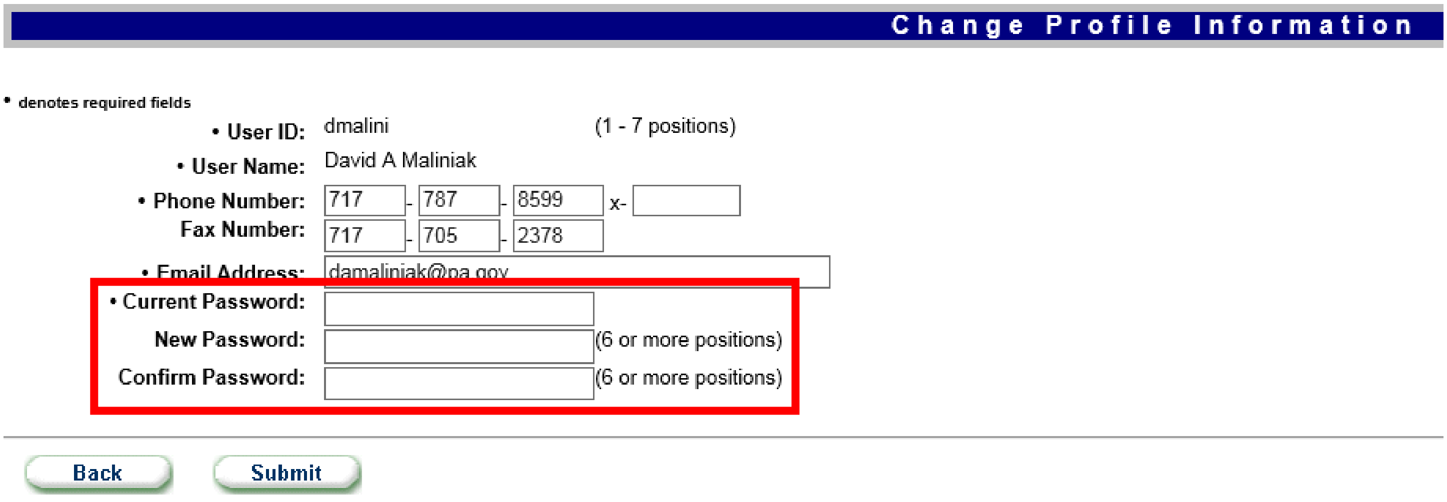
- ECMS requires the password to be changed every 60 days.
- A password can be manually changed at any time.

1. Login to ECMS.

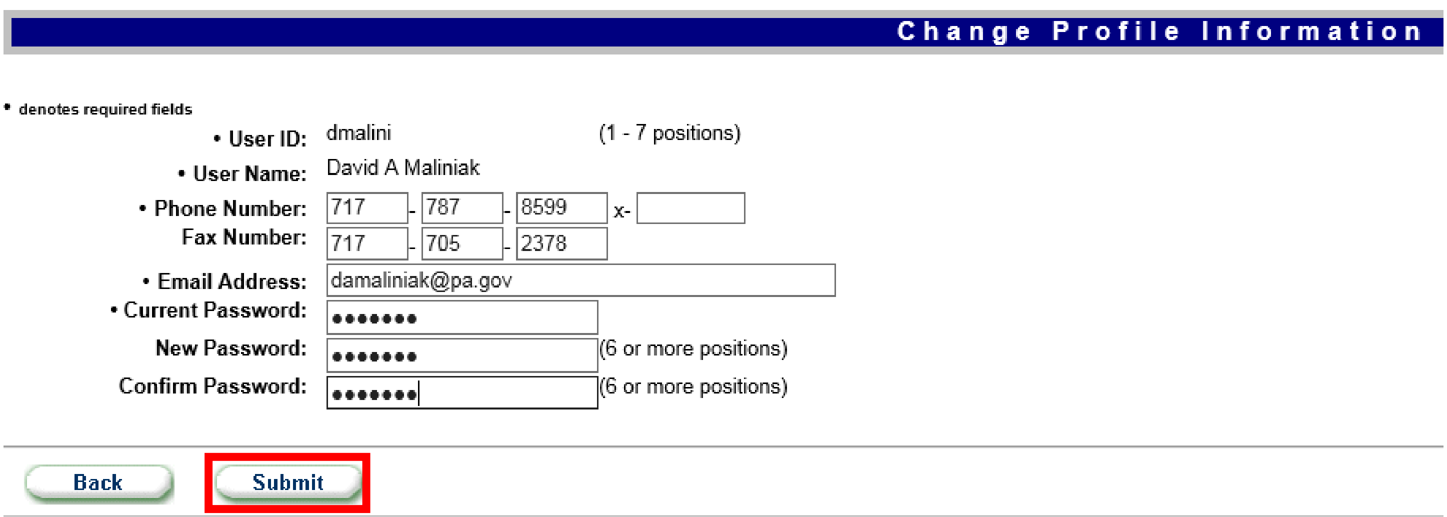
2. At the ECMS Home Page, under the Links Heading, click on **Change User Password**.

You will be redirected to the old, Legacy ECMS **Change Profile Information** screen. If you are not redirected, you can go to https://www.dotdom2.state.pa.us and login to ECMS. **Please note that Legacy ECMS (https://www.dotdom2.state.pa.us) must be accessed using Internet Explorer Web Browser, it will not work on other web browsers.** Once logged-in, select Administration and then Application Security and click the Change User Profile link to access the screen below.

3. Enter your password in the Current Password field; enter your new password in the New Password field and again in the Confirm Password field.



4. Click the **Submit** button at the bottom of the screen. When finished, click on **Logout** in the navigation bar and **OK** on the successive message. The old ECMS Welcome Page is displayed. Click on the **X** in the upper right corner of the screen to close the old ECMS application. The ECMS Home Page is displayed.



5. At the ECMS II Home Page, click the **Logout** hyperlink in the upper right hand corner of the screen.

6. You may login to ECMS following the password change. (**Note:** it may take several minutes for the password change to become effective.)

Setting a Password Hint Question

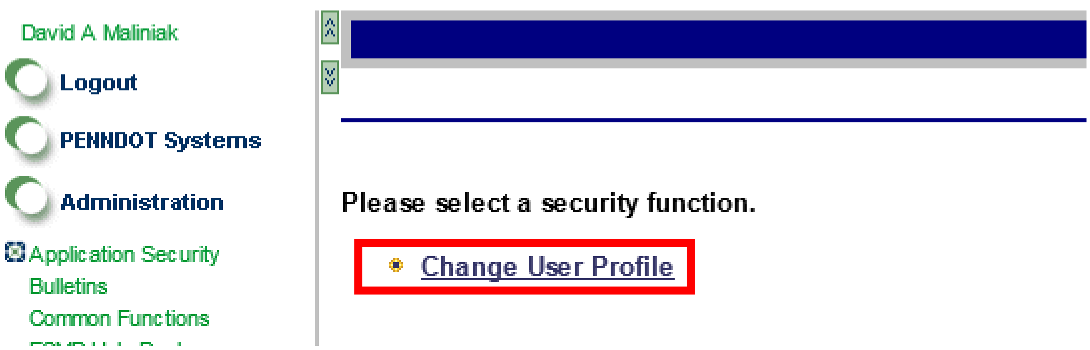
ECMS provides an option whereby a user can reset a password which they have forgotten, enabling them to access the system without contacting the ECMS Administrator. In order to utilize this option, the user must first provide the system with the answer to one of several pre-programmed questions so that only they will be able to answer the question, if necessary, to reset their password.

1. Go to the old Legacy ECMS webpage at https://www.dotdom2.state.pa.us.

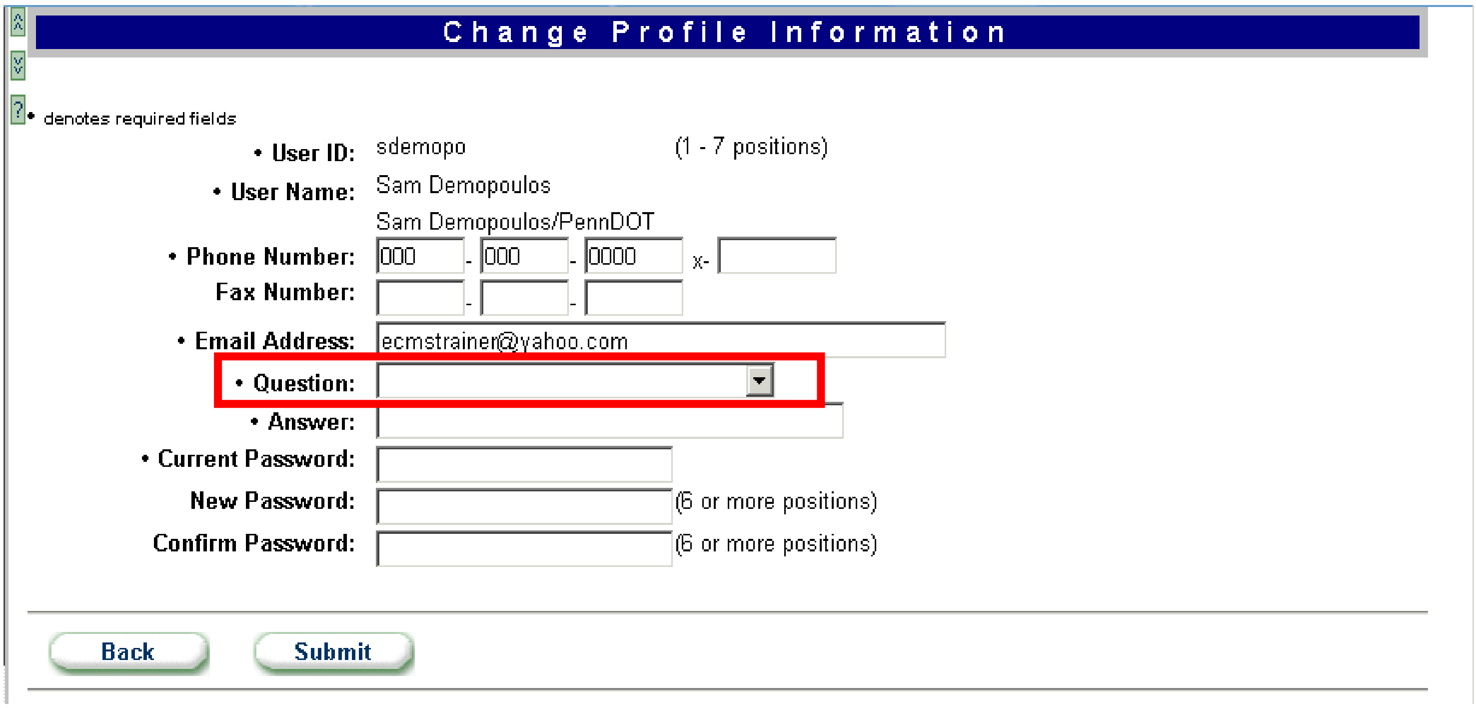
2. Enter your **User ID** in the first space of the **User ID / Password** field and enter your **Password** in the second space, then click the **Go** button. **Note:** this is the same **User ID** and **Password** combination used for ECMS.

3. From the navigation bar, click **Administration** and then click **Administration Security**. The Application Security screen is displayed.

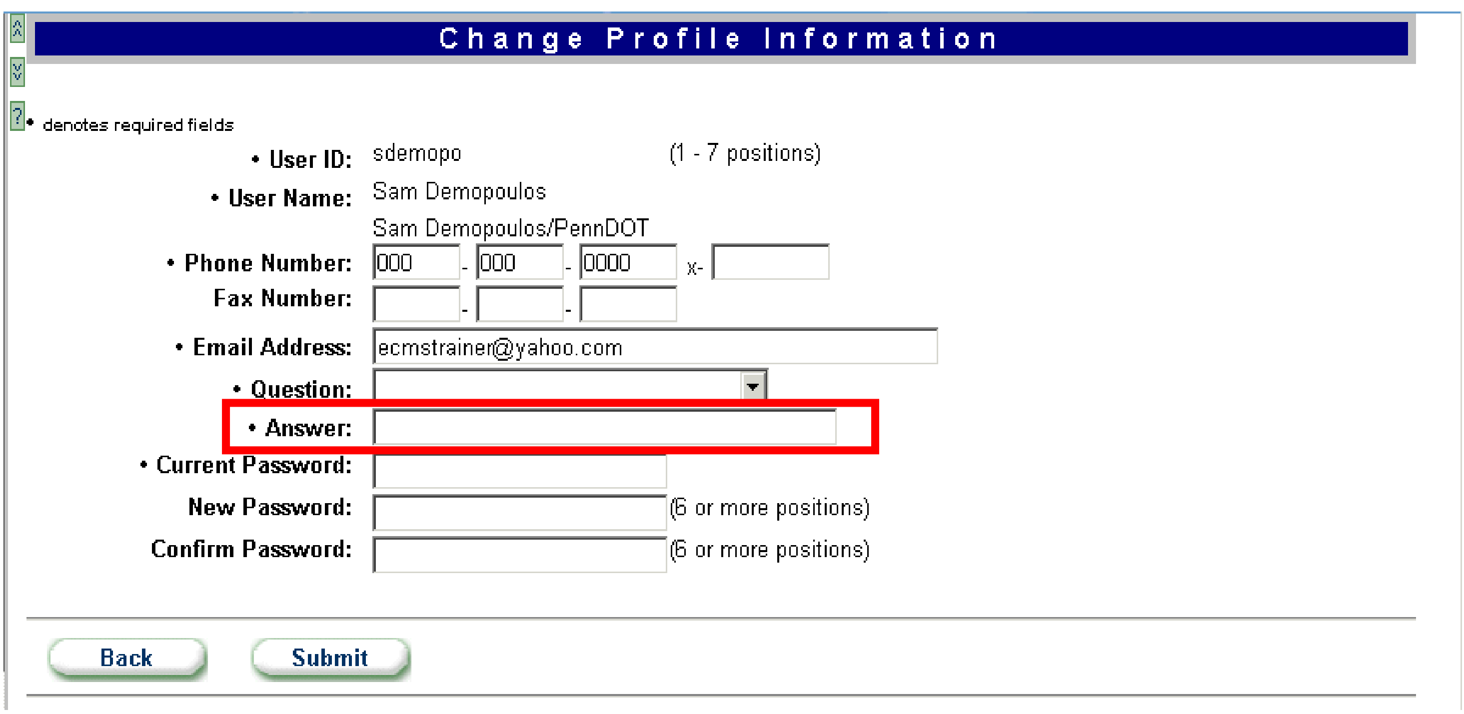
4. Click the **Change User Profile** hyperlink. The Change Profile Information screen is displayed.



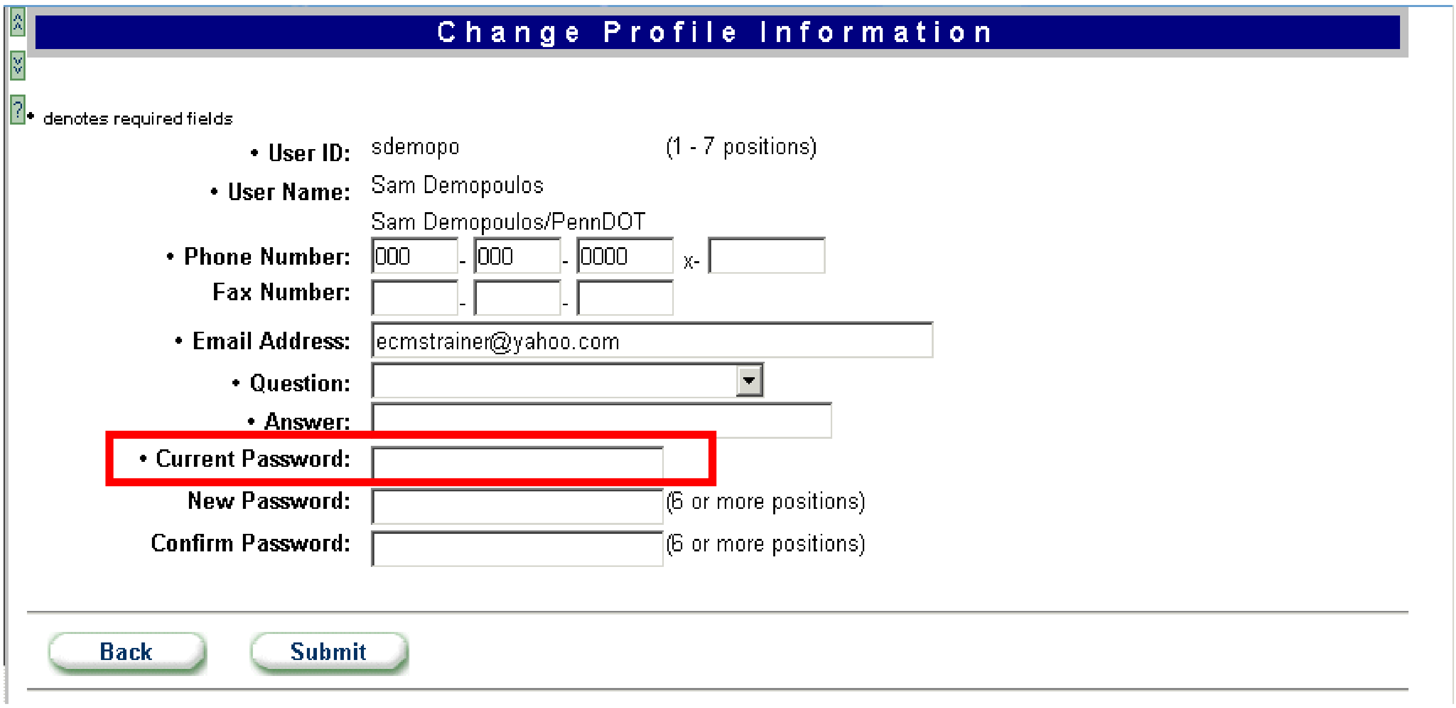
5. Click the drop-down arrow in the **Question** field and select the question youwish to answer.



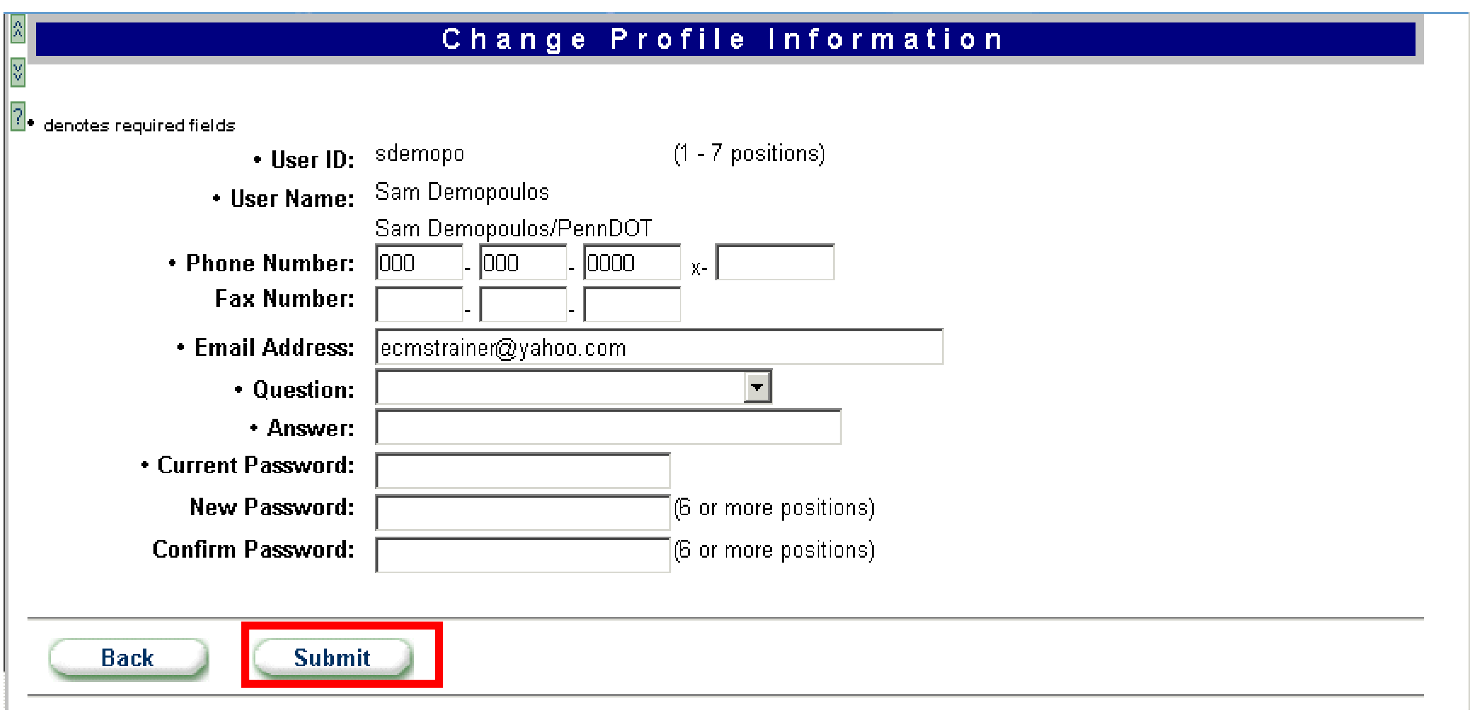
6. Type your answer in the **Answer** field.



7. Type your password in the **Current Password** field.



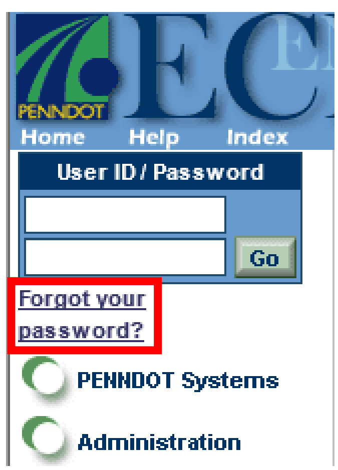
8. Click the **SUBMIT** button. Click **OK** at the success message prompt and the ECMS home page is displayed.



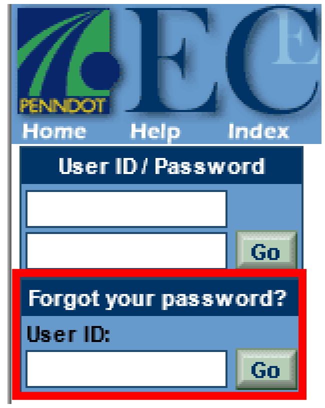
Resetting a Forgotten Password

1. Go to the old Legacy ECMS webpage at https://www.dotdom2.state.pa.us.

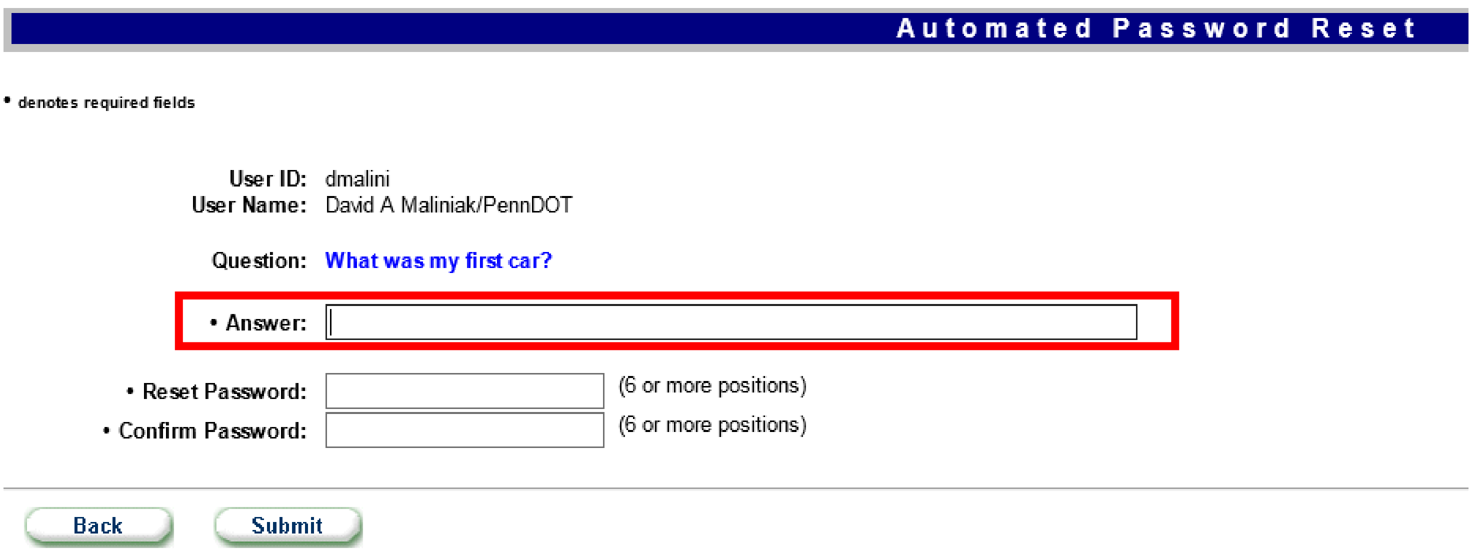
2. From the navigation bar, click on the **Forgot Your Password** hyperlink. The User ID text box is displayed.



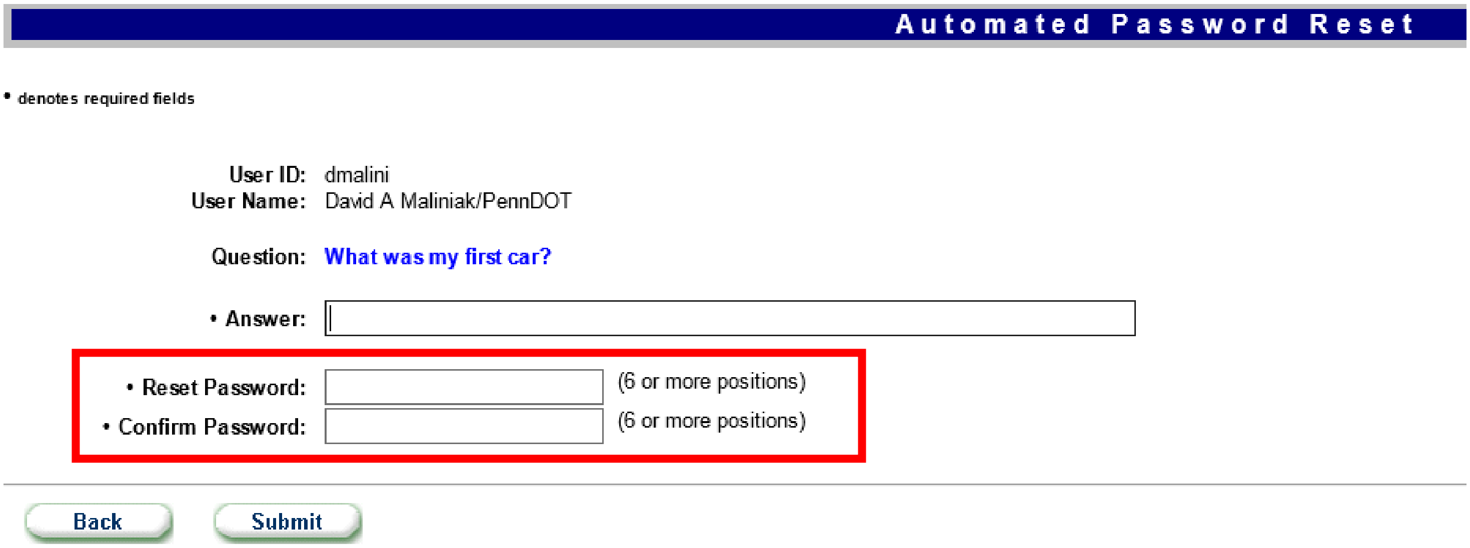
3. Enter your **User ID** in the text box and click the **GO** button. The Automated Password Reset screen is displayed.



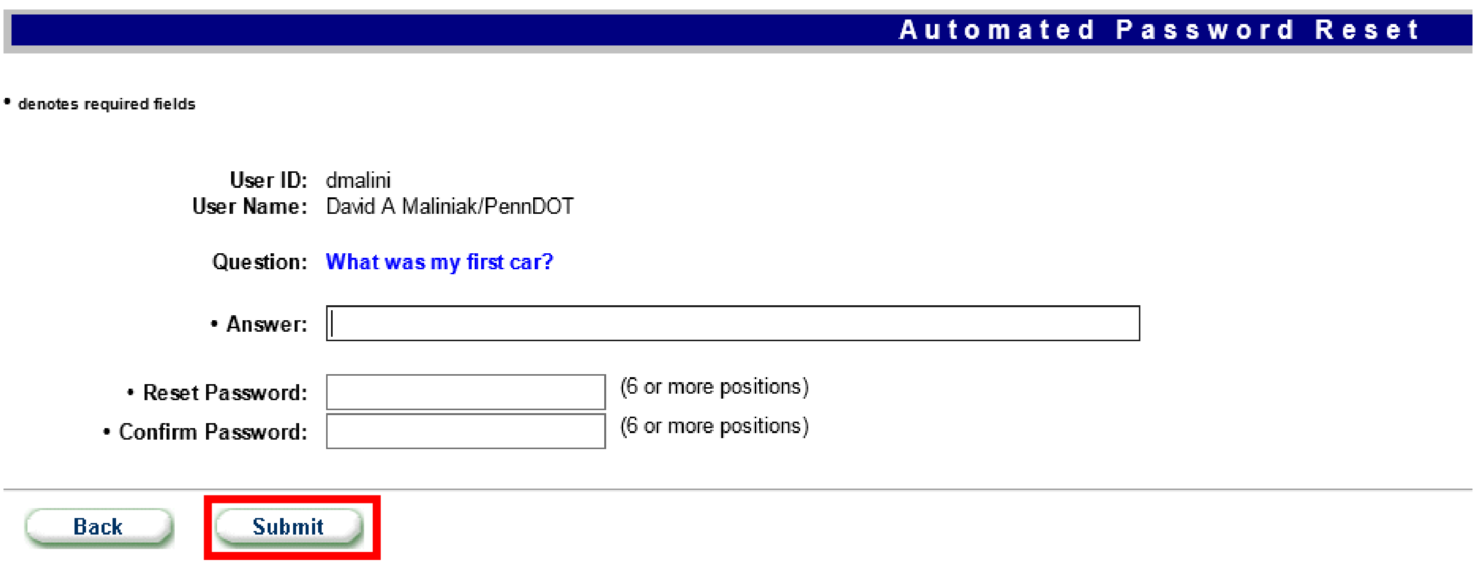
4. Enter the answer to the question displayed in the **Question** field.



5. Enter your new password in the **Reset Password** field and again in the **Confirm Password** field.



6. Click the **Submit** button at the bottom of the screen. Click **OK** at the success message. The old ECMS Welcome Page is displayed.



7. You may log back into ECMS after resetting your password. (**Note:** it may take several minutes for the password change to become effective.)

Navigating Within ECMS

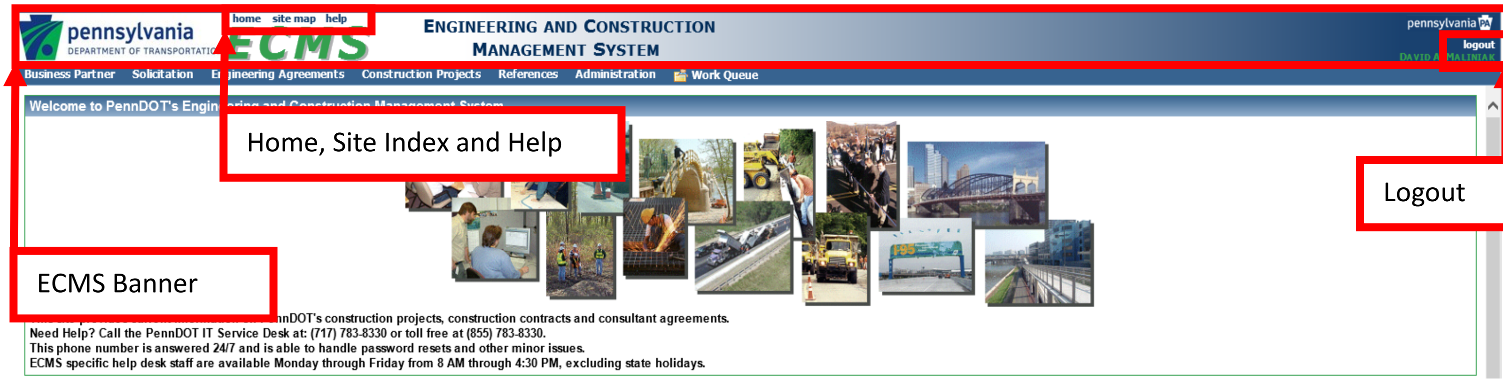
Typical ECMS Screen Layout

Elements of a typical ECMS screen containing some of the new features are described in the table below.

Screen Element	Description
<u>ECMS Banner</u>	
Logout Hyperlink	Appears in far-right corner of ECMS Banner (once logged into ECMS)
Current User Hyperlink	Current User Name appears in far-right corner of ECMS Banner.
Menu Bar	Located at top of screen – used to navigate between functional areas.
Home/Site Index/Help Hyperlinks	Appear in far-left corner of ECMS Banner:
Toolbar	Displays buttons for the most common operations on the current screen
Message Area	(replaces most pop-up messages) – displays all informational, warnings and error messages
Screen Title	Displays name of current screen
Common Headers	Provide common information and hyperlinks to other areas of ECMS as follows: --Project hyperlink to main screen with more information (just one click away) -- quick jump capability by changing project number and clicking the **GO** button
Section Headings	Screens are divided into sections and sub-sections and contain buttons or hyperlinks to create or edit section data.
Required Fields	Required fields denoted with a flag icon.

ECMS Banner

The ECMS banner always appears at the top of the screen. It contains links to the ECMS Homepage, Site Index and Help. It also contains a logout hyperlink which only appears after you have logged into ECMS.

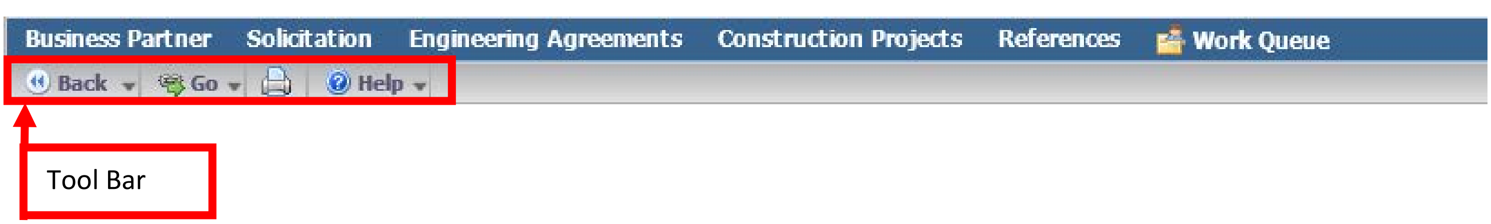


Menu Bar

The Menu Bar is displayed near the top of the ECMS Homepage. When you click on one of the menu bar options, a sub-menu is displayed.

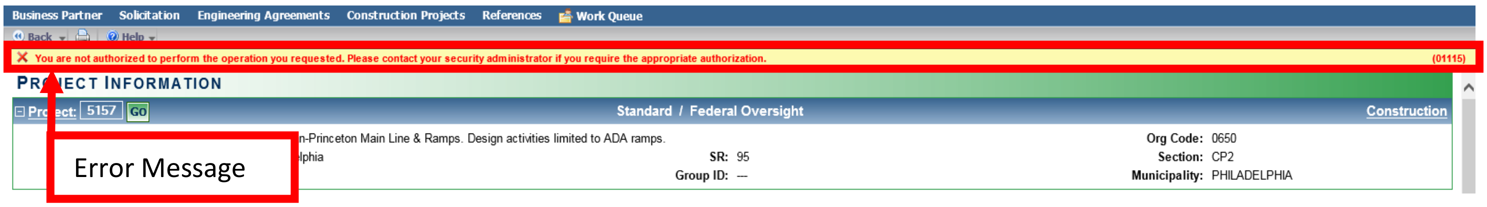
Tool Bar

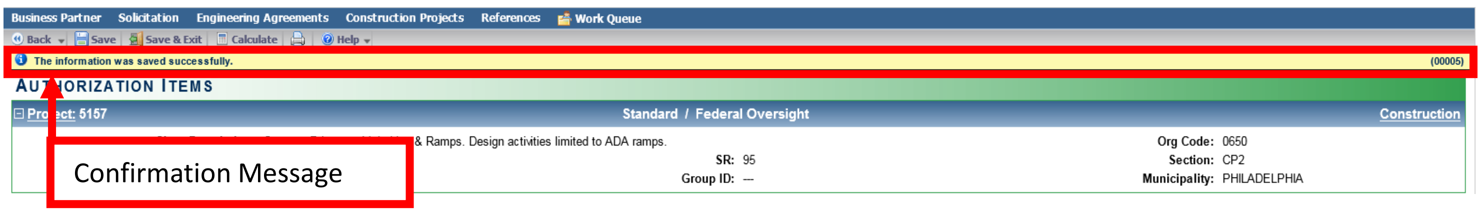
The toolbar is displayed immediately under the menu bar and displays buttons for the most common functions (for example, the Save and Save & Exit) on the current screen.



Message Area

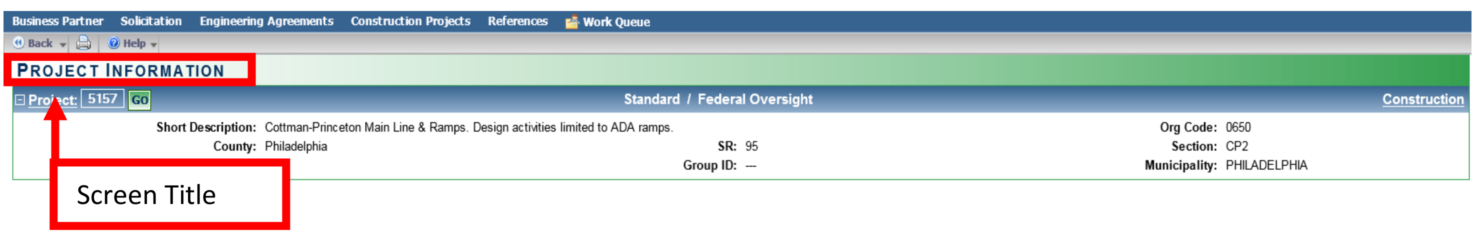
(replaces most pop-up messages)
Confirmation and Error Messages will display in the message area at the top of the screen under the Menu Bar. Error messages are displayed with an **X** next to the message and appear in red and bold type. Confirmation messages are displayed with an informational icon next to the message and appear in black.





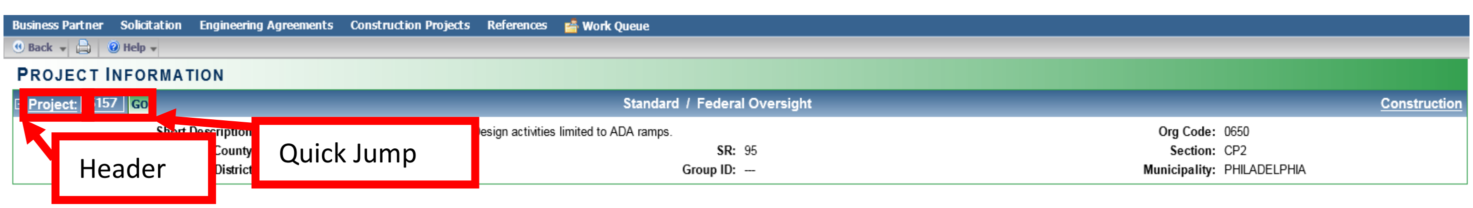
Screen Title

The screen title appears near the top of the screen and displays the name of the current screen



Common Headers

Common headers appear near the top of the screen and provide common information and hyperlinks to other areas of ECMS. The Project header shown below contains a quick jump field allowing you to jump to another project.

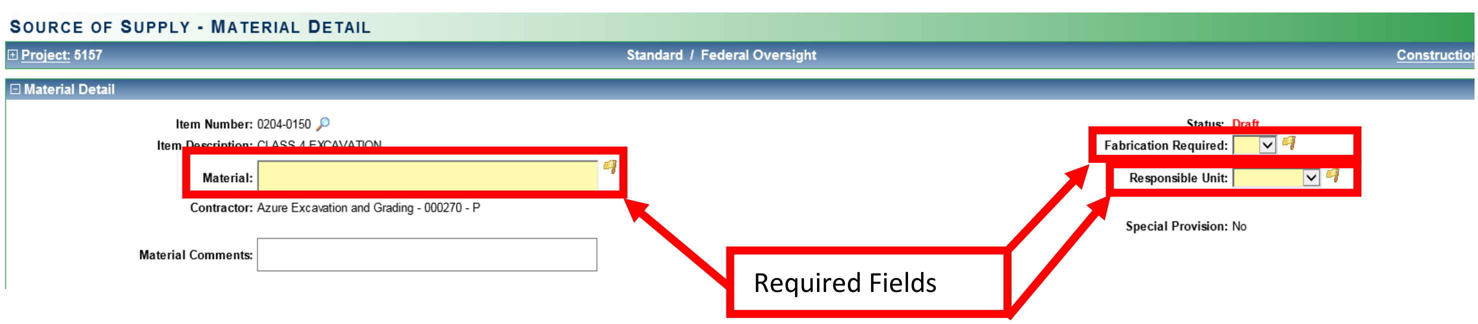


Section Headings

ECMS screens are divided into sections and sub-sections containing buttons or hyperlinks to create or edit section data.

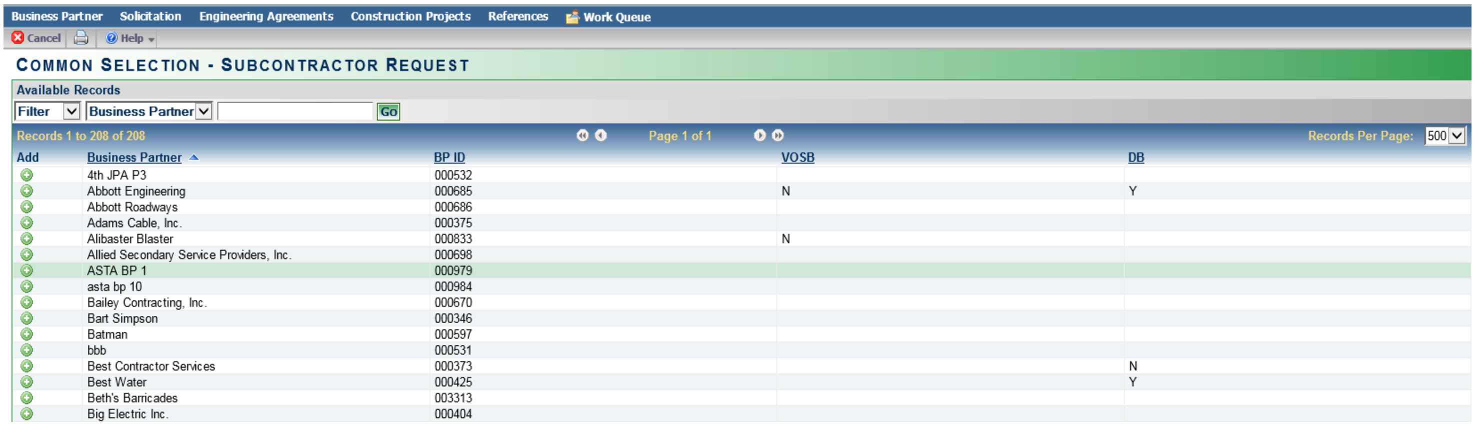
Required Fields

Required fields are denoted with a flag icon as shown on the screen below.



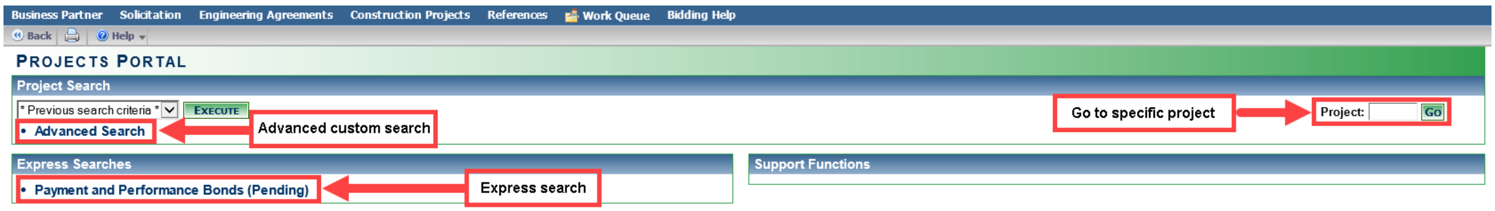
Common Selection Screens

Common Selection screens throughout ECMS allow you to select entries to be added. The selection screen shown below is used to add subcontractors to the project. Filters are available to search within lists and/or sort lists to quickly locate entries you need.



Using Search Portals

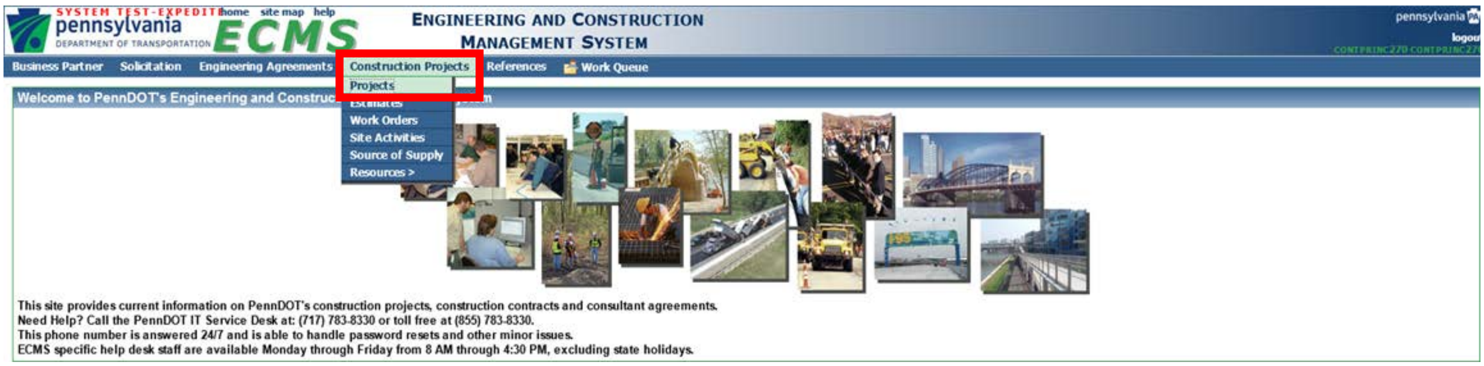
ECMS utilizes Portal screens to search for information and documents for various functions. For example, the screen below is an example of a Portal screen and shows the Projects Portal used to search for projects via custom searches or express searches. Other useful search portals are available in ECMS and how to access them are shown in the table below.



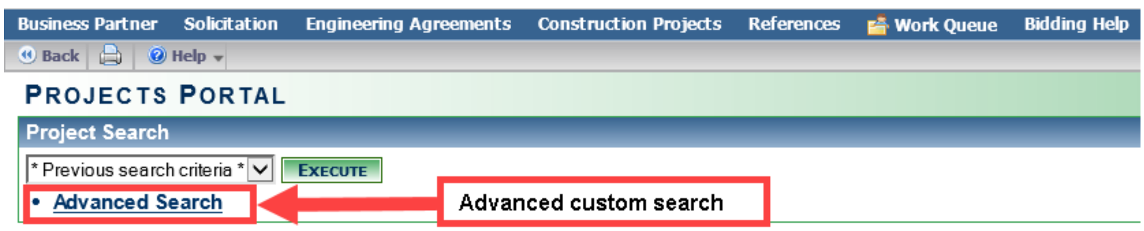
Portals Available	Menu Option
Contractors	Business Partner
Bid Package	Solicitation → Contractors
Bid Results	Solicitation → Contractors
Forum	Solicitation
Projects	Construction Projects
Estimates	Construction Projects
Work Orders	Construction Projects
Site Activities	Construction Projects
Source of Supply	Construction Projects
Asphalt-Diesel Prices	Construction Projects → Resources
Item Price History	Construction Projects → Resources
Master Items	Construction Projects → Resources
Special Provisions	Construction Projects → Resources
Steel Prices	Construction Projects → Resources
Work Class Codes	Construction Projects → Resources
Equipment Inventory	Construction Projects → Resources

Search for a Construction Project

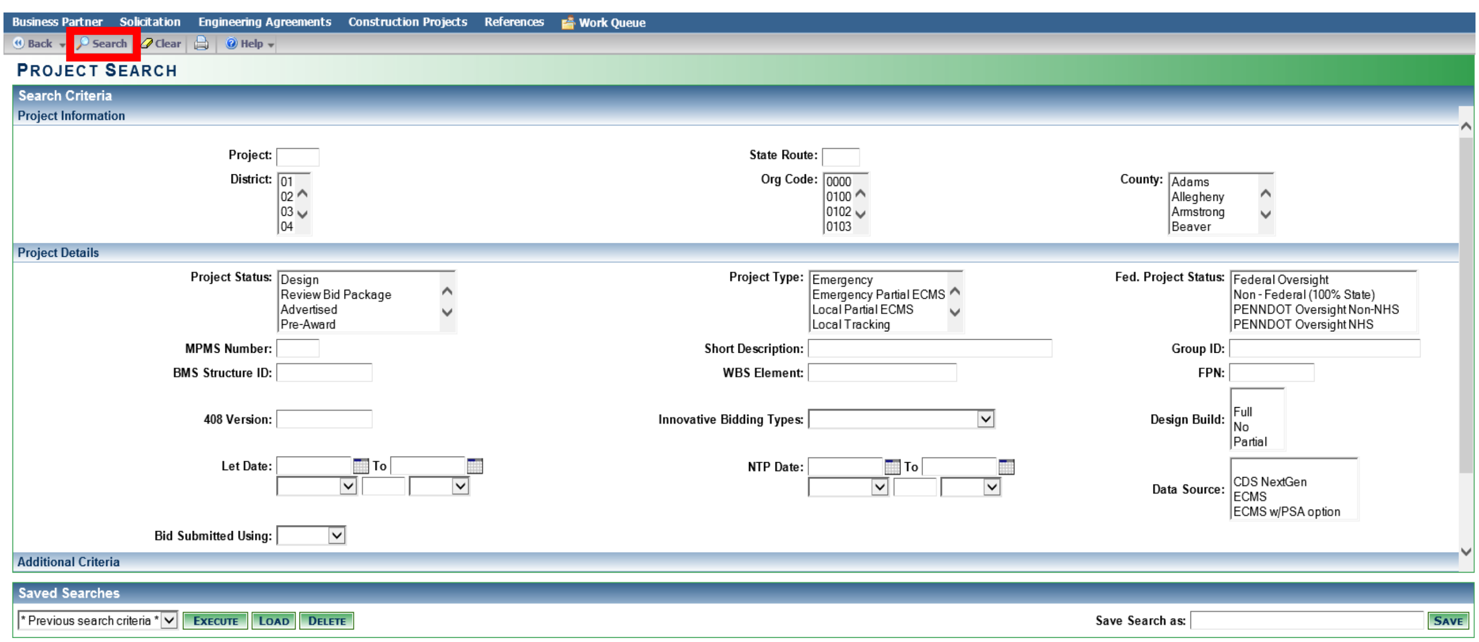
1. Begin at the ECMS Homepage, Click **Construction Projects** on the Menu Bar and Select **Projects**. The Projects Portal is displayed.



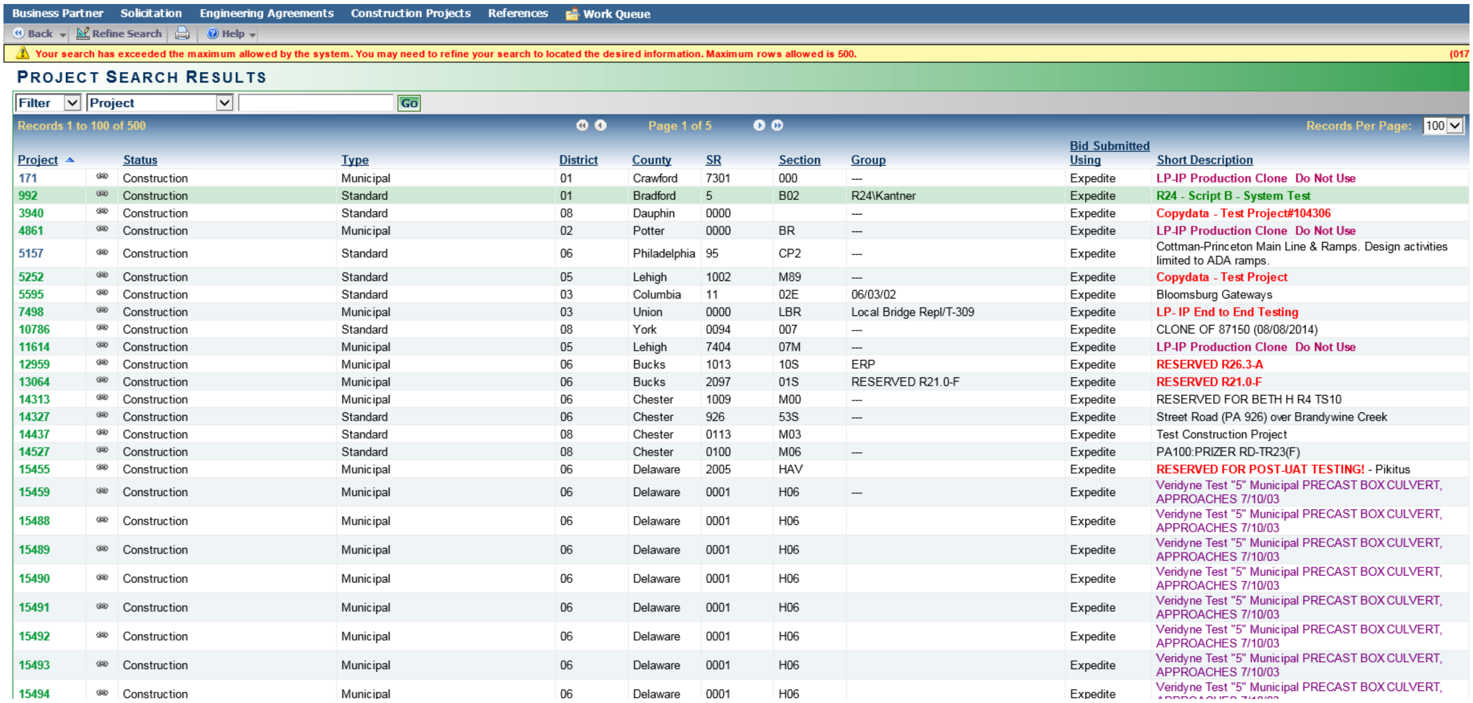
2. At the Project Portal screen, click the **Advanced Search** hyperlink under the **Project Search** heading.



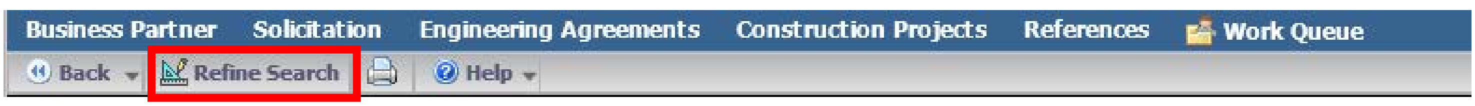
3. The Project Search screen is displayed. At the **Project Search** screen, enter your search criteria and click the **Search** button on the toolbar.

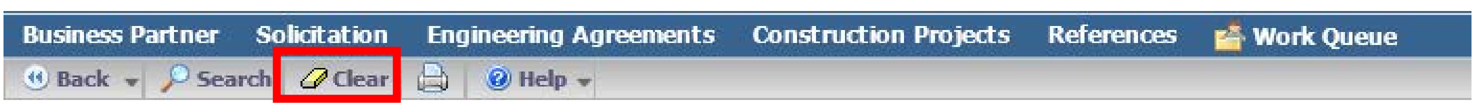


4. The Search Results screen is displayed.

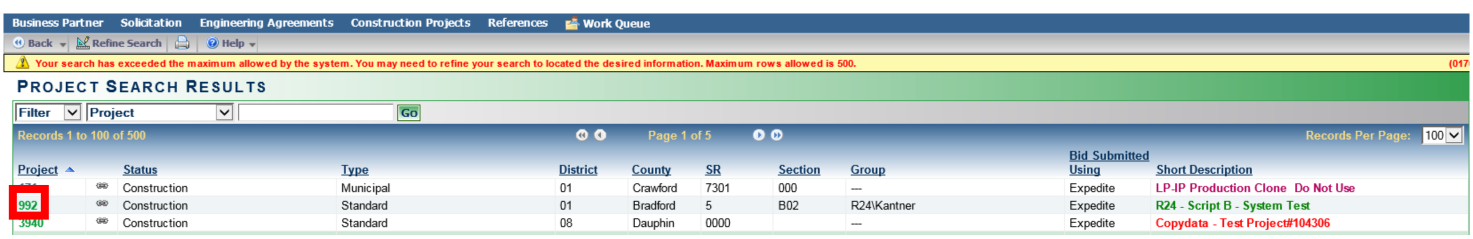


5. If not satisfied with the results, click the **Refine Search** button on the toolbar and revise your criteria, or click the **Clear** button on the toolbar to begin over.





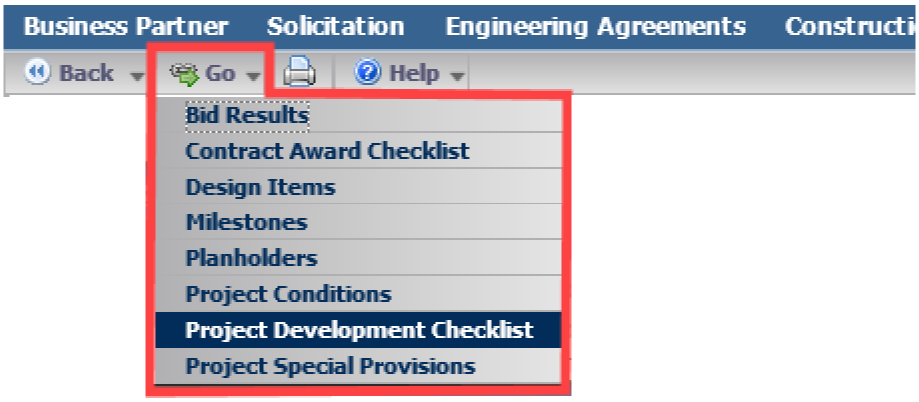
6. If satisfied with results, click on a **Project Number** hyperlink. The Project Information screen for that project will display.



7. If you want to save and retrieve the search again at a later time, continue to the next topic. **Note:** If no Criteria is entered in the Project Search screen, the search results will be limited to 500 records.

Go Dropdown

- Navigation within ECMS can also be done with this tool.
- Before selecting the Go dropdown on a screen make sure the information that has been entered on the screen is saved. If the information is not saved the user will have to re-enter it.
- The options within the Go dropdown change depending on what screen the user is on.



Using Online Help

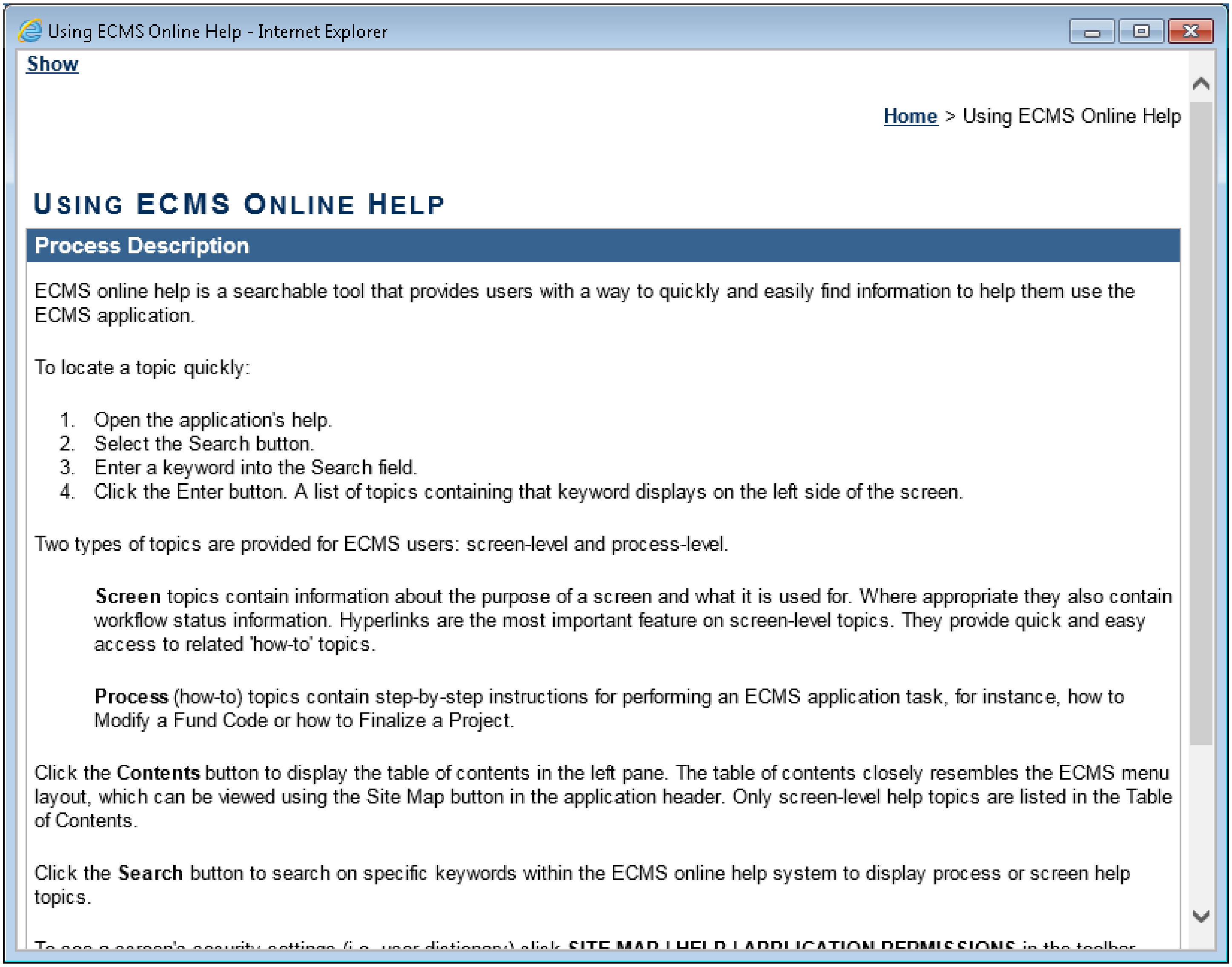
- From anywhere within ECMS you will always see the banner across the top of the screen. The banner contains three helpful links: Home, Site Map and Help.
- Context sensitive help is also available from most screens by clicking on the **Help** button on the toolbar and selecting Screen Help.
- For specific security questions, such as who may access a specific screen in a given status (e.g., “Who can submit a bid?”), users may access the security function within the ECMS. To do this, while on any ECMS screen, click **Help** on the toolbar and select **Application Permissions** to display that screen’s security settings.

1. The ECMS banner contains three links**: Home, Site Index** and **Help**. The table below shows the result of clicking on each of these links.

Hyperlink	Results
Home	Clicking on this hyperlink from anywhere in ECMS returns you to the ECMS Homepage.
Site Map	Clicking on this hyperlink displays an index of ECMS pages divided by sections with hyperlinks for quick jump capability
Help	Clicking on this hyperlink opens a separate pop-up window and displays a listing of ECMS Help topics and sub-topics.

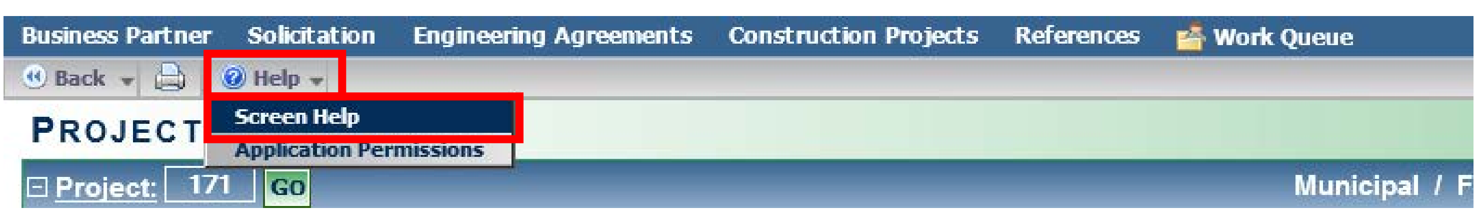
2. Click the **Help** hyperlink on the ECMS banner.

3. A separate pop-up window opens on top of the current window as shown below.



Context Sensitive Help and Application Permissions

1. Click the **Help** button on the toolbar and select **Screen Help** for context sensitive help from within most function screens.



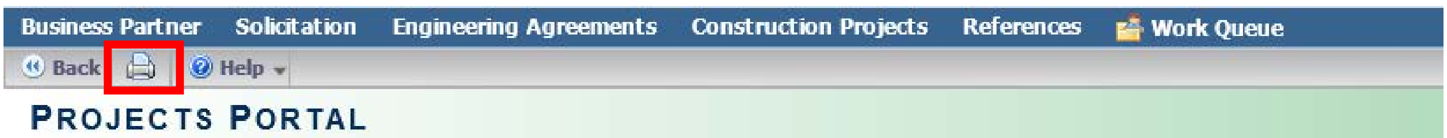
2. Click the **Help** button on the toolbar and select **Application Permissions** for specific security questions, such as who may access as specific screen in a given status (e.g., “Who can submit a bid?”) and the screen’s security settings in addition to the users who may access the security function within the ECMS applications.

Printing from ECMS

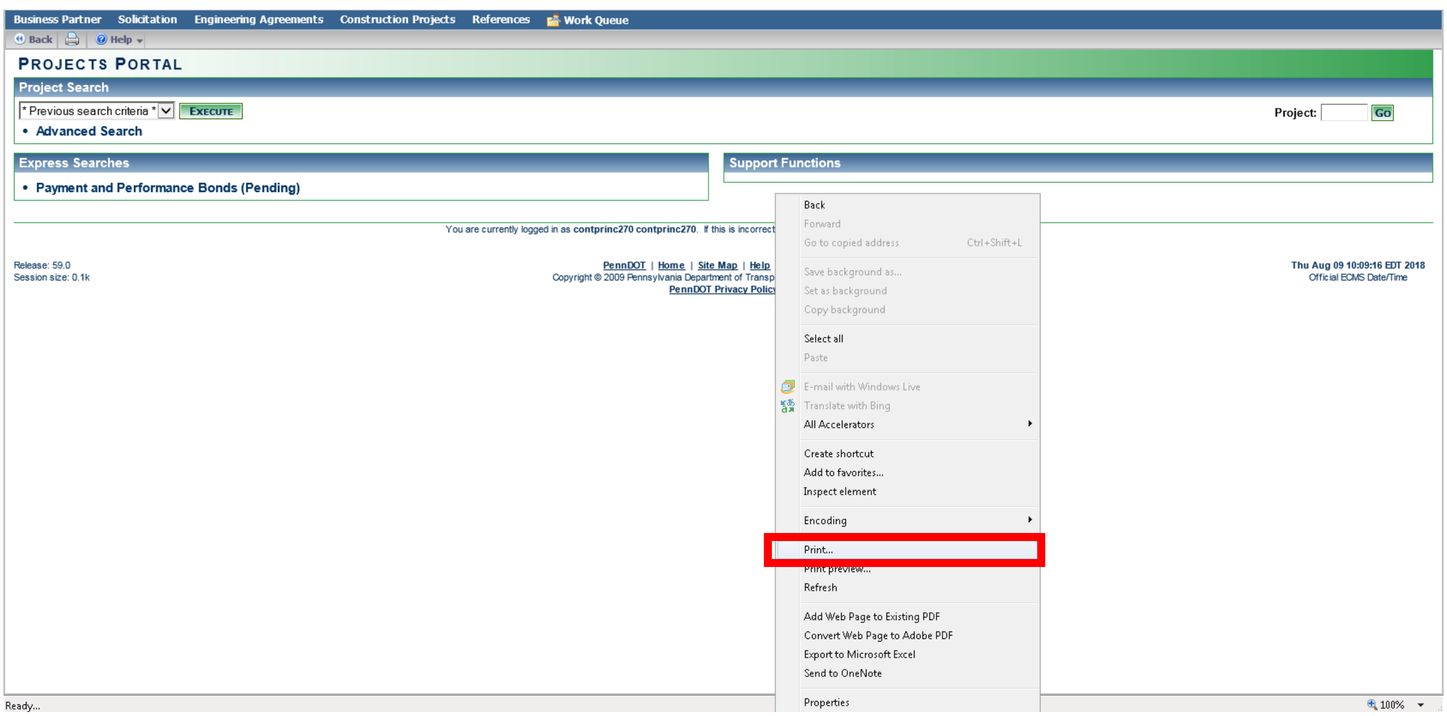
- ECMS provides print screen capability from any ECMS screen that allows a screen to be printed in its entirety as noted below.
- **Note:** When printing an ECMS screen within an application, be sure to use the Printer Icon on the on the ECMS toolbar, not the Printer Icon on the Internet Browser or the File/Print option in the Internet Browser Menu. This will ensure that the entire screen is printed, otherwise only the viewable portion of the screen will be printed.
- When printing a file that is downloaded from ECMS, first open the file and then use the File/Print option in the menu to print within the application system (e.g. Adobe, Word).

Print an ECMS Screen

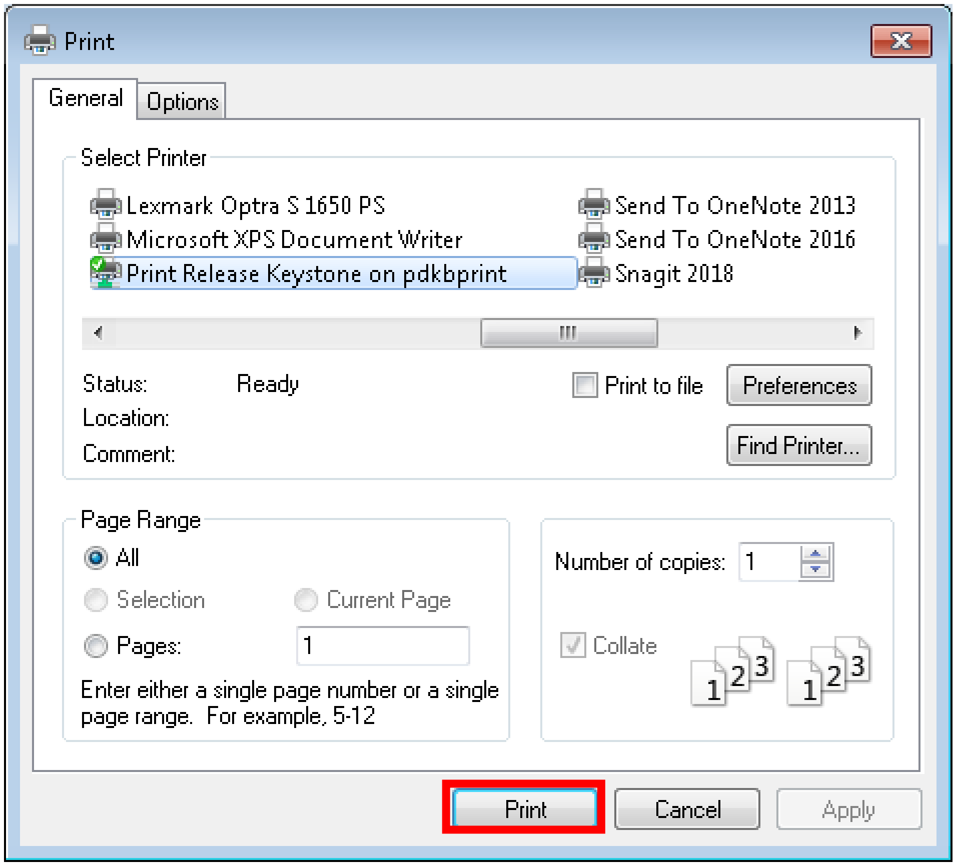
1. From any ECMS application screen, click on the **Printer** icon on the ECMS toolbar. A separate pop-up window appears on top of the current window with the screen to be printed.



2. When you right click anywhere on the new open window a sub-menu is displayed. Select **Print** on the sub-menu.



3. Click the **Print** button on the print dialog box to send the screen to the printer.



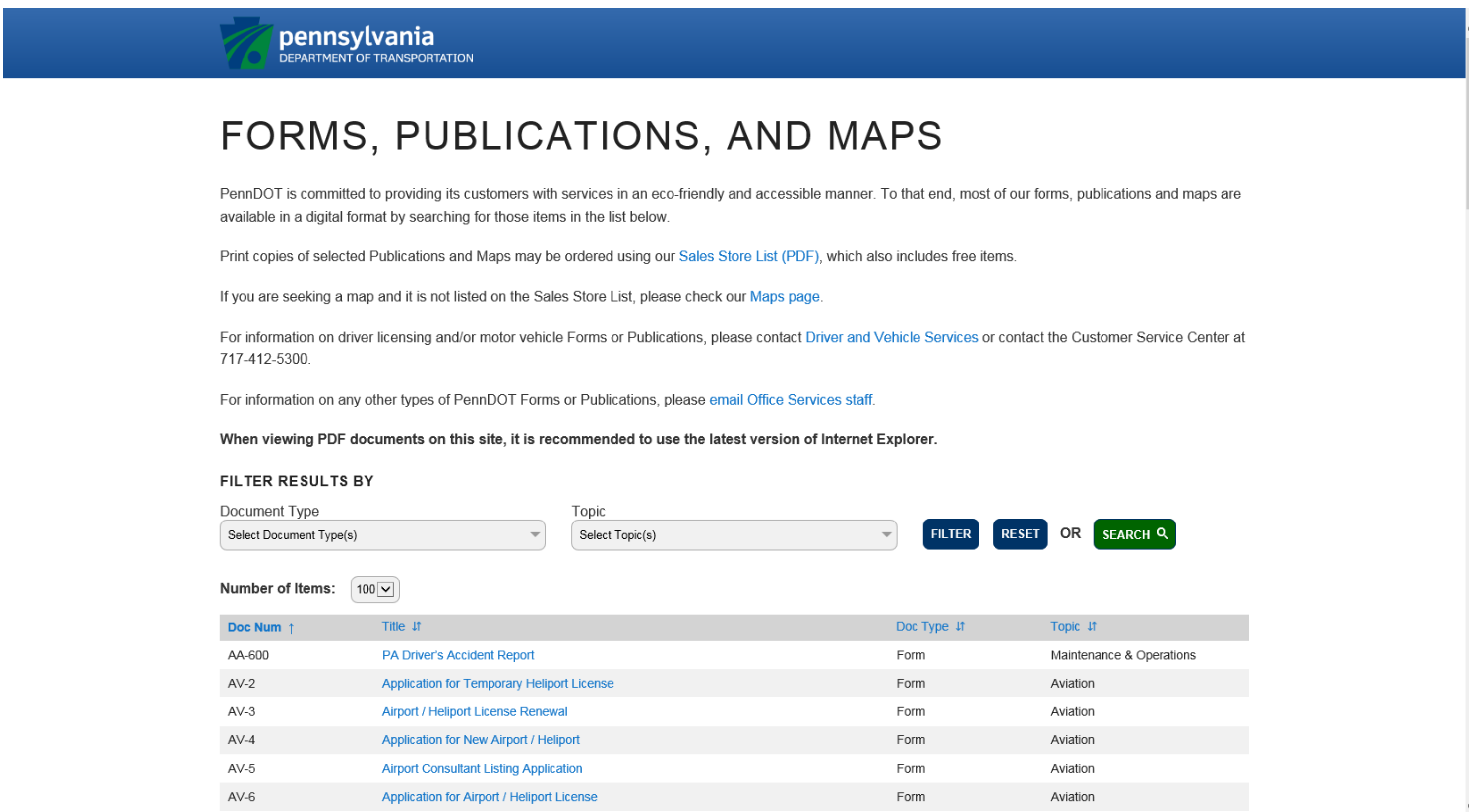
Publication 408

Publication 408 contains current Construction Specifications for PennDOT projects and can be accessed directly from ECMS or it is accessible from the public PennDOT website (https://www.PennDOT.gov).

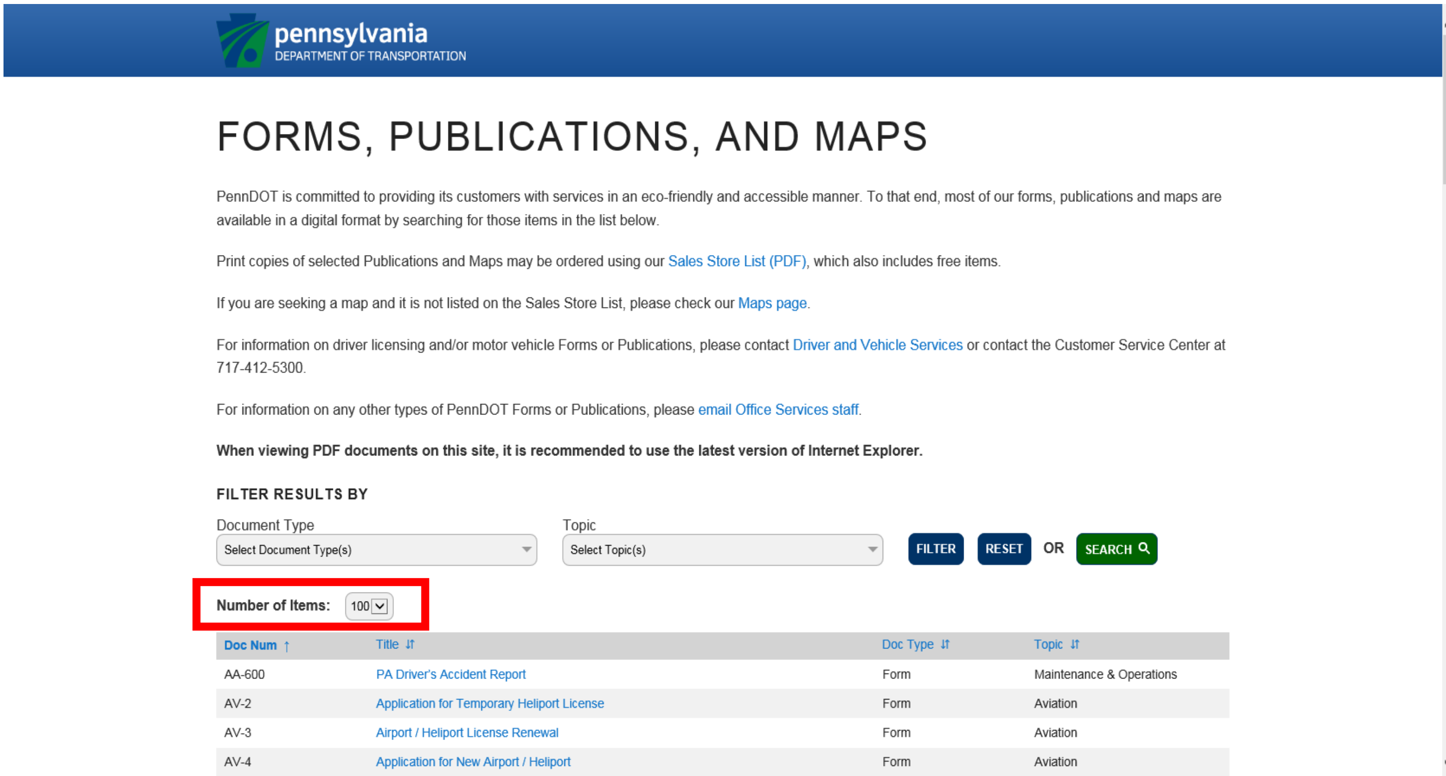
Accessing Publication 408 from ECMS

1. From the toolbar select **References**, then **Publications**, and then select **Forms and Publications**.

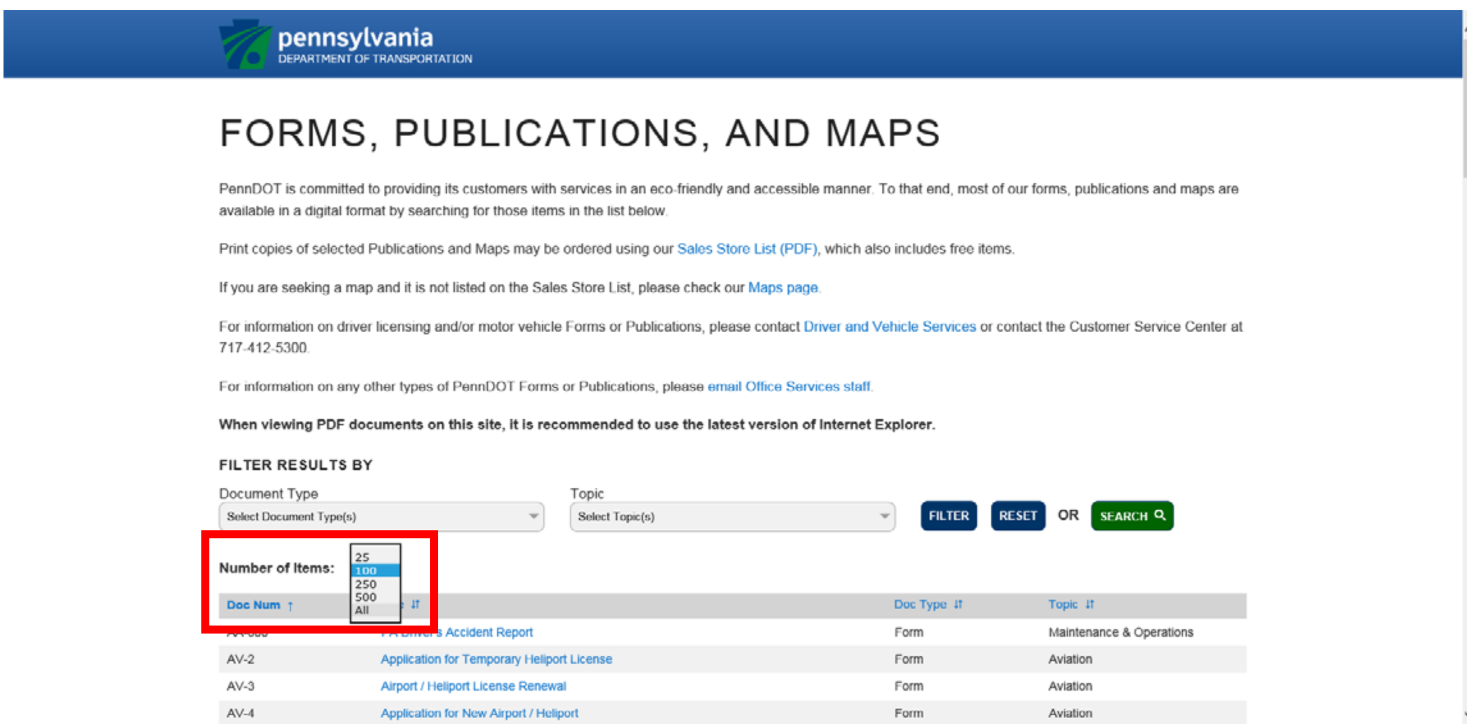
2. Users will be redirected to the Forms, Publications, and Maps page of the public Penndot website.



3. Click the dropdown for **Number of Items**.



4. Select **All**



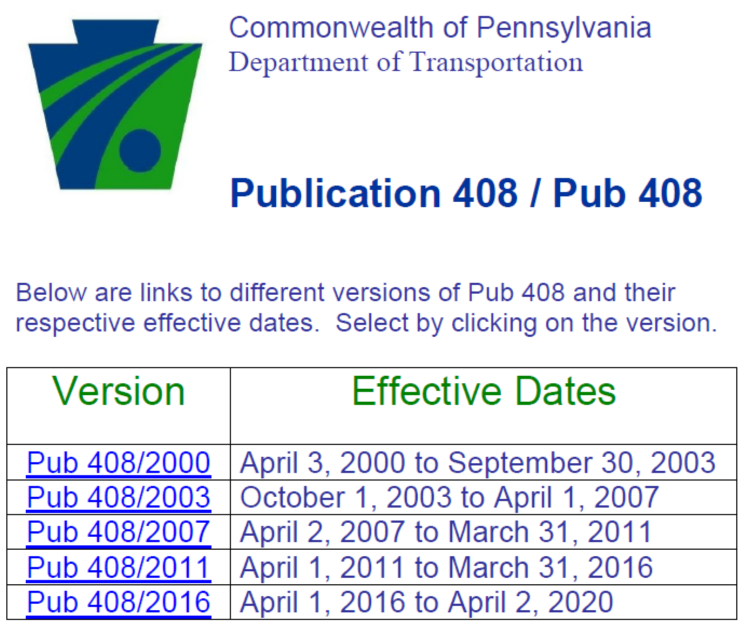
5. Select “Ctrl” & then “F” on your keyboard, a Find window will appear on your screen.

6. Type in **408** and select “Enter” on your keyboard

7. Navigate to Pub 408 Highway Construction Specifications

8. Select the **Publication Name**

9. Select the **Version** of Pub 408 that the contract specifies.



Commonwealth of Pennsylvania
Department of Transportation

Publication 408 / Pub 408

Below are links to different versions of Pub 408 and their respective effective dates. Select by clicking on the version.

Version	Effective Dates
Pub 408/2000	April 3, 2000 to September 30, 2003
Pub 408/2003	October 1, 2003 to April 1, 2007
Pub 408/2007	April 2, 2007 to March 31, 2011
Pub 408/2011	April 1, 2011 to March 31, 2016
Pub 408/2016	April 1, 2016 to April 2, 2020

10. Select the **Change Number** that is applicable to your contract. The effective date is listed to the right.

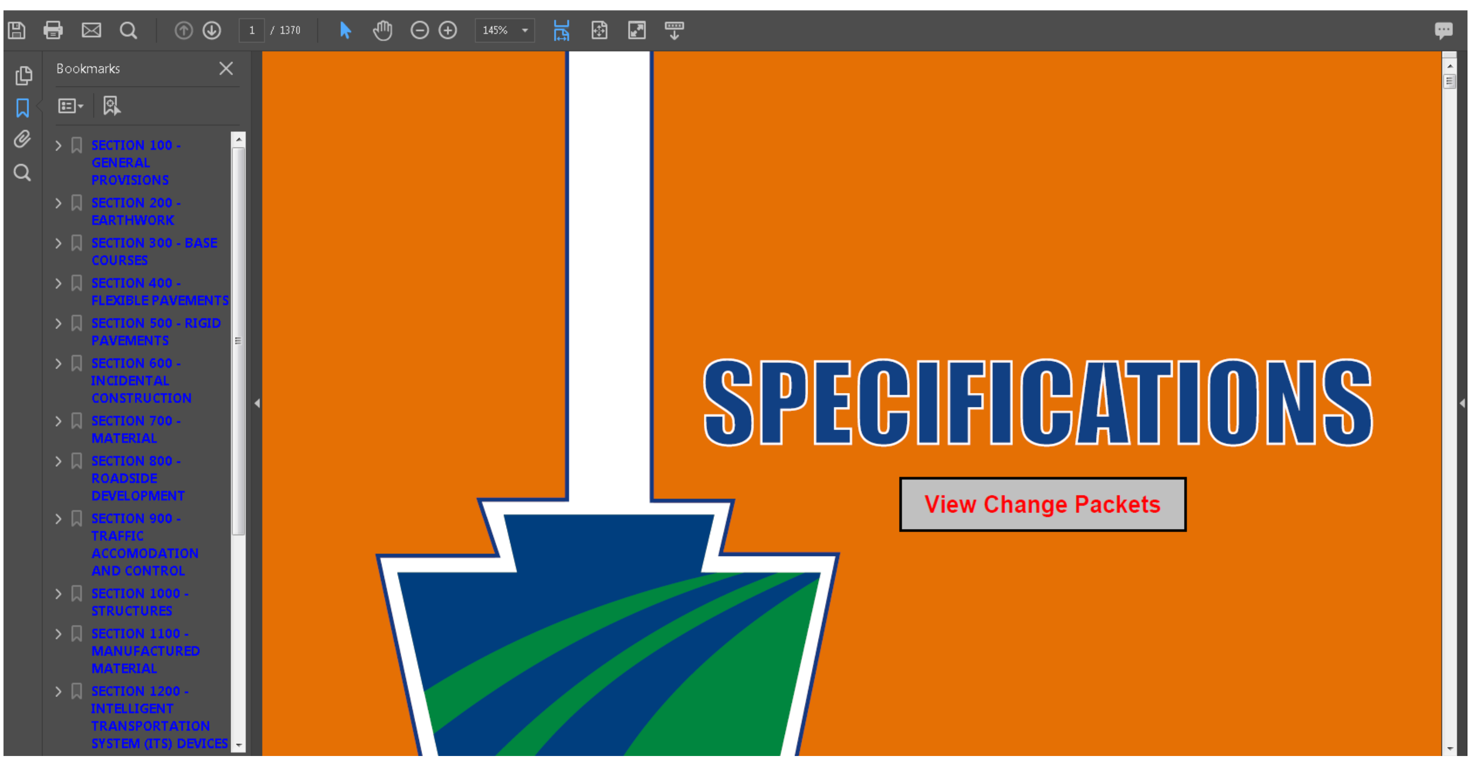
Commonwealth of Pennsylvania
Department of Transportation

Publication 408/2016

Below are links to the changes and list of effective dates. Select by clicking on the change.

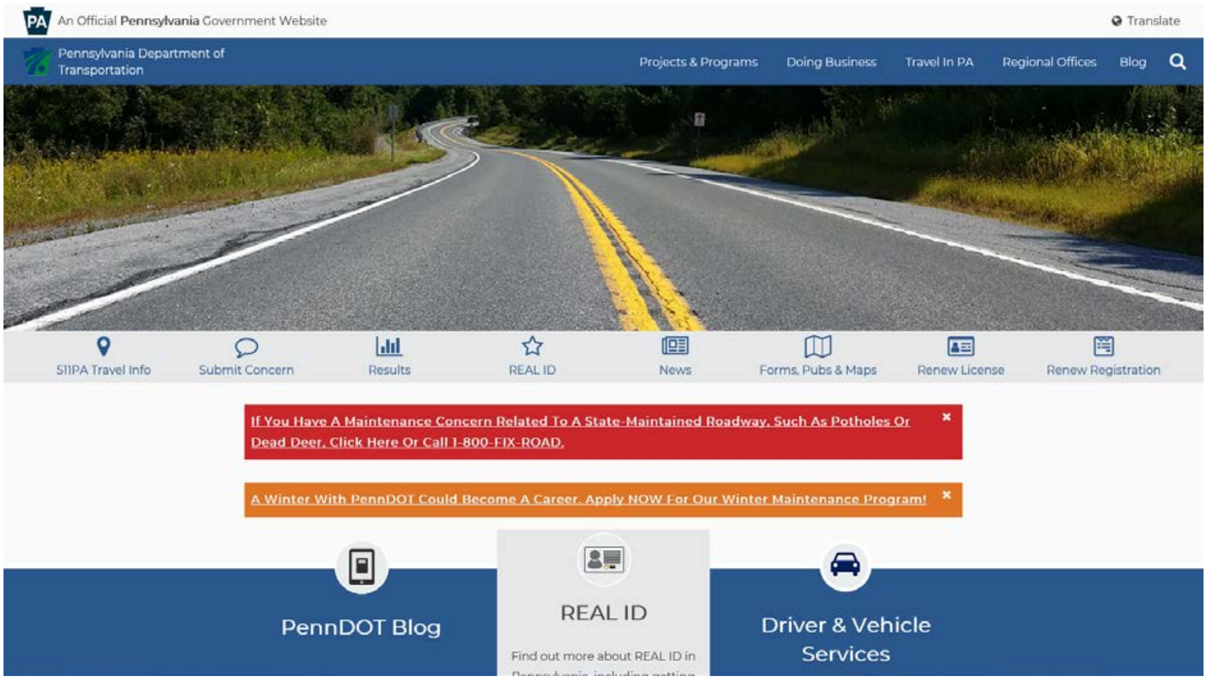
Change	Effective Date
Initial Edition	April 1, 2016
Change No. 1	October 7, 2016
Change No. 2	April 7, 2017
Change No. 3	October 6, 2017
Change No. 4	April 6, 2018
Change No. 5	October 5, 2018
Change No. 6	April 5, 2019
Change No. 7	October 4, 2019

11. Publication 408 will open



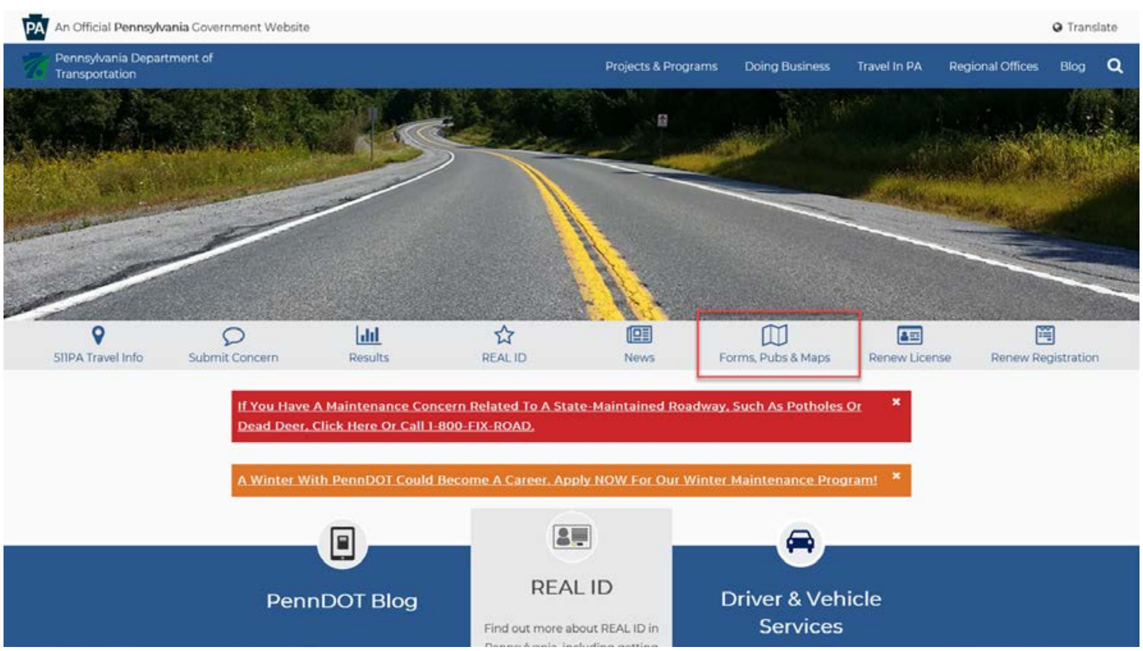
Accessing Publication 408 on Public PennDOT Website.

1. Go to the public PennDOT website, (https://www.PennDOT.gov).



2. Select **Forms, Pubs, & Maps Link**.

Note: Site is updated frequently and link location is subject to change.



3. Repeat steps 3 to 11 from Accessing Publication 408 from ECMS section.

Chapter 2: Business Partner Registration

- Business Partner Registration
- Completing & Mailing an AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS
- Completing & Submitting an Electronic Registration Form
- Tips to Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS
- Common Business Partner Registration Mistakes

Business Partner Registration

- Business Partner Registration does NOT replace the Prequalification and DBE/DB Certification processes.

The ECMS system automates the Business Partner Registration Process by providing the necessary forms online that can be downloaded, printed and completed for submission to PennDOT, as well as the ability to register electronically.

In order to do business with PennDOT, you must become a Registered Business Partner. Public users (non-registered users) have access to some information in ECMS, but Business Partners have access to more information than what is available to the public. ECMS Business Partner registration is the first step in the process that provides the ability to perform services for PennDOT and requires a higher level of access.

Once the registration for your organization is complete, an email will be sent to the Security Administrator, as designated on the electronic registration form, providing an ECMS User ID and Password. This will allow your Security Administrator to:

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

A Business Partner can register to do business as one or more of the following types:

Doing Business As Type:	Register As:
• Prime Contractor on any construction project • Subcontractor on any construction contract • Disadvantaged Business Enterprise (DBE) Supplier • Diverse Business (DB) Supplier • Service Provider (for example, hauling, mowing, snow removal, etc.)	Construction Contractor
Prime or Subconsultant providing engineering design or construction services	Consultant

A Municipality that participates in a PennDOT construction contract providing funding and expecting reimbursement needs to register as a **Government Sector** Business Partner.

- If you are already registered as one type of business partner and need to add another to your registration, please contact the IT Service Desk at 717-783-8330 or toll free 855-783-8330 for instructions on how to request this addition.

The following table describes the steps, users and functions that comprise the Business Partner Registration process.

Step	User
Download and print the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS from ECMS.	Contractor
Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS. Once you have completed this three-page agreement correctly, you must then complete the electronic registration form. Information on both the three-page agreement and the electronic registration form must be the same.	Contractor
Complete the electronic registration form. Verify the information on the electronic registration form is the same as the information on the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and submit the electronic registration form.	Contractor
Mail the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT. This three-page agreement must be received by PennDOT within 45 days of submitting the electronic registration form.	Contractor
PennDOT receives the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and electronic registration form; approves the request. (usually within 2 weeks)	PennDOT
Upon approval of the Business Partner Registration, ECMS sends an email notification to the Business Partner Administrator with the Security Administrator User ID and Password.	ECMS
The Business Partner Security Administrator assigns contractor employee user ids and passwords.	Contractor

- Registering to become a Business Partner is a two-step process. Once you have completed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS correctly, you must then complete the electronic registration form.
- The information on both the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and the electronic registration form must be the same.
- The AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS must be received by PennDOT within **45** days of completing your electronic registration form. Your business partner registration is not complete until PennDOT receives this three-page agreement.
- Typically, it takes two weeks from receipt of the electronic registration form and correctly completed AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS for PennDOT to complete the approval process and send email notification to your company.
- Please see "Tips to Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS" section of this chapter for assistance in completing this agreement.
- **Please note that Legacy ECMS (https://www.dotdom2.state.pa.us) must be accessed using Internet Explorer Web Browser to complete your business partner registration; other web browsers will not work.**

Completing & Mailing an AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

1. From the navigation bar in Legacy ECMS (www.dot2.state.pa.us), select **Business Partner** and click on **Registration**. The Business Partner Registration screen is displayed.

2. Under Select **Business Partner Type to make BP Agreement File available**, select **Private Sector Organization**.

3. Click on the icon above Business Partner Agreement.pdf. The AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT Systems appears in the browser window.

Form BPR-1 (Oct 10)
Consultant Agreement Division

PENNDOT

Department Use Only

Agreement No: ______________________________

User ID Code: ______________________________

AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

THIS AGREEMENT, made and entered into this__________day of_________________,_________, by and between the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery of the Department of Transportation, hereinafter referred to as DEPARTMENT,

AND

____
(NAME OF BUSINESS)

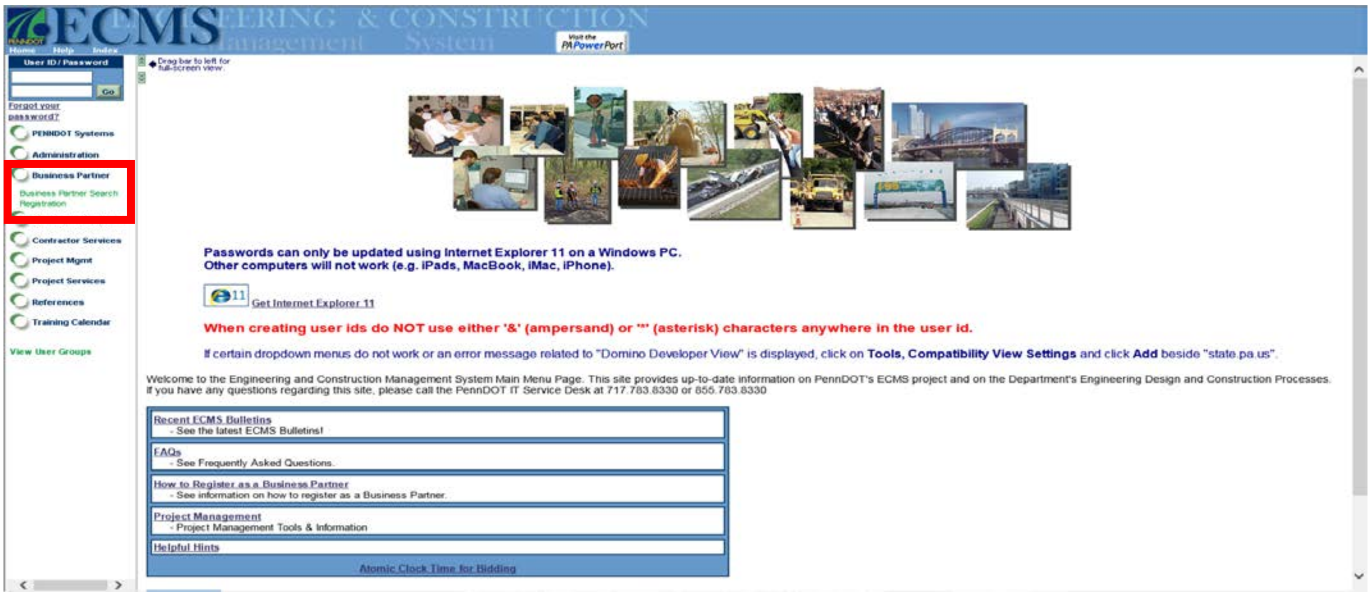
____
(REGISTERED OR PRINCIPAL OFFICE LEGAL ADDRESS OF APPLICANT)

____
(FEDERAL ID NUMBER) (PRINCIPAL OFFICE PHONE NUMBER)

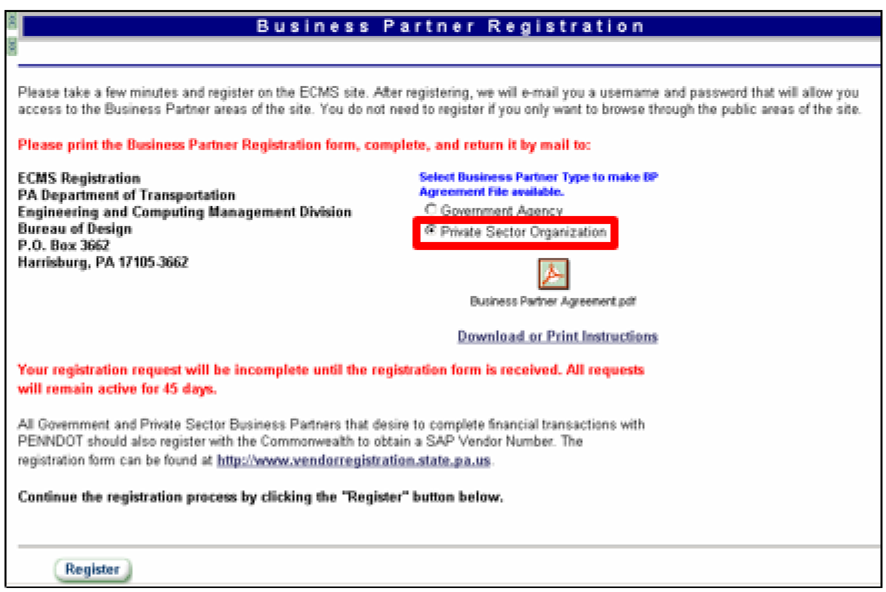
4. Read the instructions in the document. Print, complete and submit the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT within 45 days of completing your electronic registration form. Mail this completed three-page agreement to the address indicated on it. **Note: Your business partner registration is not complete until PennDOT receives this three-page agreement.**

Completing & Submitting an Electronic Registration Form

1. From the navigation bar in Legacy ECMS (https://www.dotdom2.state.pa.us), select **Business Partner** and click on **Registration**. The Business Partner Registration screen is displayed.

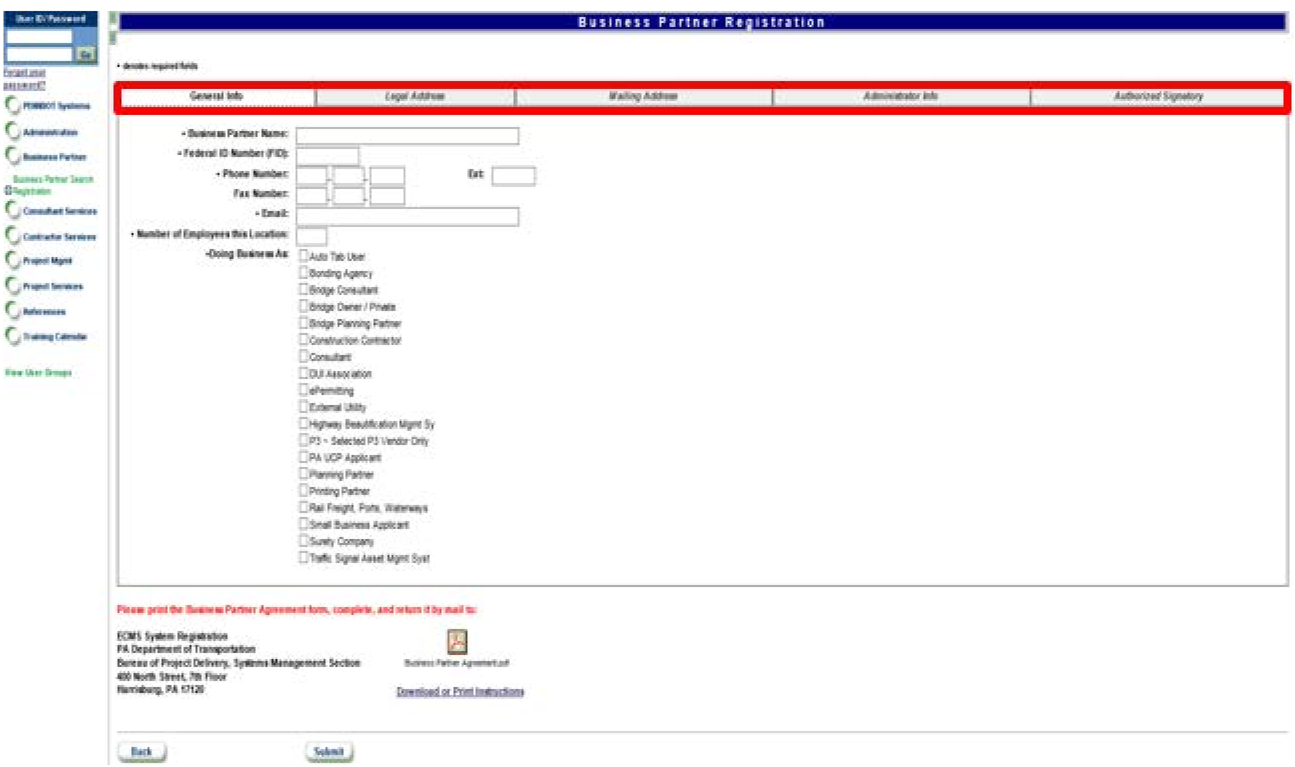


2. Click the **Private Sector Organization** button.



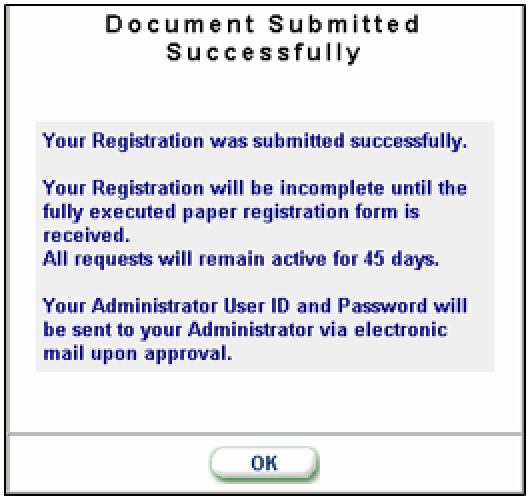
3. Click the **Register** button at the bottom of the screen to complete and submit the electronic registration form. The Business Partner Registration screen is displayed

4. Complete each of the five tabs as outlined in the table below.



Tab	Instructions
General Information	1. Complete the Business Partner Business Name and list Inc., Co., trade name, d/b/a, etc. 2. Enter the Federal ID Number. 3. Enter the business phone number and fax. 4. State the number of employees this business has at this location. 5. Check the box next to "Construction Contractor".
Legal Address	1. Click the **Legal Address** Tab. 2. Enter the complete legal address of the business.
Mailing Address	1. Click the **Mailing Address** Tab. 2. If the mailing address is the same as the legal address of the business, click the checkbox next to **Same as Legal Address**. This will pre-fill the address information on the screen. 3. If the mailing address is different than the legal address, enter the information in the appropriate fields.
Administrator Information	1. Click the **Administrator Information** Tab. 2. Enter the Administrator's name, phone number and email address.
Authorized Signatory The Authorized Signatory tab refers to the person who signed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS on the firm's behalf.	1. Click the **Authorized Signatory** Tab. 2. Enter the Authorized Signer's name, title, phone number, and email. 3. Enter the name of the witness to this three-page agreement in the Attested by Name field. 4. Enter the Title of the witness in the Attested by Title field. 5. Enter the phone number of the witness in the Attested by Phone Number field.

5. Click the **Submit** button when you have entered information in all of the tabs. An email notification is generated and sent to the PennDOT Registrar. A confirmation message is displayed. Click **OK** to continue. A “success” message is displayed.



Click **OK** on the “success” message to continue. An email notification is generated and sent to the PennDOT Registrar.

6. Upon approval, an email notification with a Business Partner assigned ID and an ECMS Administrator User ID and Password will be sent to the Business Partner.

Tips to Complete the AGREEMENT TO AUTHORIZE ELECTONIC ACCESS TO PENNDOT SYSTEMS

Registering to become a Business Partner is a two-step process. Once you have completed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS correctly, you must then complete the electronic registration form. Information on both the three-page agreement and the electronic registration form must be the same.

In order to expedite the execution of your AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS, please follow the tips below:

For the First Page of this Agreement:

1. In the first paragraph, first line, please do **NOT** enter a date. The Department will enter the date once the signature process is completed.

2. Under “Name of Business”, place your company’s name and list Inc., Co, trade name, d/b/a, etc.

3. Please use your legal mailing address and phone number.

For the Second Page of this Agreement:

1. No Action is necessary.

For the Third Page of this Agreement:

1. In the top right-hand corner, please use the same Business Name from the first page, as noted in the first page item 2 above.

2. On the left-hand side under Attester’s name, the Attester for a Corporation should have the title of Corporate Secretary, Corporate Treasurer, Assistant Corporate Secretary, or Assistant Corporate Treasurer. Anyone can attest for a Sole Proprietorship, General Partnership, Limited Partnership, or Limited Liability Company. The Attester for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved. Be very careful of the title you use.

3. On the right-hand side under signature, the Signatory for a Corporation should have the title of President or Vice President. The Signatory for a Sole Proprietorship should have the title of Owner. The Signatory for a General Partnership or Limited Partnership should have the title of General Partner. The Signatory for a Limited Liability Company should have the title of Member or Managing Member. The Signatory for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved. Be very careful of the title you use.

Common Business Partner Registration Mistakes

Most common mistakes that are made when completing either the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS OF PENNDOT SYSTEMS or the electronic registration form are as follows:

AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS OF PENNDOT SYSTEMS

- One of the main reasons that this agreement is returned by PennDOT's Legal Department for correction, asking "What type of business entity?", is due to a company neglecting to list Inc., Co., trade name, d/b/a, etc. under "Name of Business." The type of entity is required to determine who must sign on the last page of this agreement on the right-hand side.
- Another common reason that these agreements are returned by PennDOT's Legal Department for correction is that the title of the Signatory is incorrect. The Signatory for a Corporation should have the title of President or Vice President. The Signatory for a Sole Proprietorship should have the title of Owner. The Signatory for a General Partnership or Limited Partnership should have the title of General Partner. The Signatory for a Limited Liability Company should have the title of Member or Managing Member. The Signatory for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved.

Electronic Registration Form

- The person who completed and signed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS did not complete the electronic registration form, so the information that is entered for the electronic registration form, such as the signatory name, legal address, or phone number, does not match the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS.
- The signatures on the Authorized Signatory Tab are in the wrong order. The Signatory from the right-hand side of the three-page agreement should be entered at the top of this tab, and the Attester from the left-hand side of the three-page agreement should be entered at the bottom of this tab.

Complete the three-page agreement first, and then complete the electronic registration form shortly thereafter. Then, verify that the information on the three-page agreement matches the electronic registration form. Once this verification is made, you can then submit the electronic registration form to PennDOT and mail the three-page agreement to the address indicated on it.

Chapter 3: Security Administration

- Security Administration Overview
- Access Rights for Prime Contractors and Subcontractors
- Initial Login Requirements After Registration & Receipt of Password
- Create Business Partner Users
- Delete Business Partner Users
- Security Administration Maintenance
- Change a Business Partner User’s Personal Information
- Change a Business Partner User’s Security Group
- Change Business Partner Registration Information
- Add an Office

Security Administration Overview

Once the business partner registration has been approved, the ECMS Administrator, listed on the registration form, will receive an email notification of the business partner approval. This email will include an administrator user ID and password. The Application Security function within ECMS allows the business partner administrator to create and maintain users and maintain business partner information.

The business partner's ECMS Administrator will have the authority to create Business Partner users, including a User ID, password, and appropriate security access rights as well as maintain name, phone number, and e-mail information for each user. The business partner's ECMS Administrator will also maintain user information and make any changes as necessary, for example, resetting passwords or changing other user information as necessary. The business partner's ECMS Administrator will also be able to update the business partner's company information, for example, adding a new office location to the business partner.

ECMS allows users to reset their password without having to contact the administrator by providing an answer to a pre-set "challenge" question. Every user will have the ability to select a challenge question and enter its answer. The steps to perform this task are summarized in Chapter 1 of this manual.

The steps outlining security administration are below:

Step	User
Complete and submit the business partner registration.	Business Partner
Approve the business partner registration.	PennDOT
Upon approval of the business partner registration, an automatic email notification is sent to the business partner's ECMS Administrator.	ECMS
The business partner's ECMS Administrator receives the email notification and has access to login to ECMS.	Business Partner ECMS Administrator
Business Partner ECMS Administrator will login to ECMS and will be required to change their password and set a challenge question for their User ID.	Business Partner ECMS Administrator
Create business partner users for the business partner.	Business Partner ECMS Administrator
Maintain user and business partner information. (i.e. reset passwords or update company information)	Business Partner ECMS Administrator

Access Rights for Prime Contractors and Subcontractors

The following table describes, at a high level, the capabilities of the security groups to which a Business Partner's ECMS Administrator can assign users within their firm. They are presented for each Business Partner relationship type.

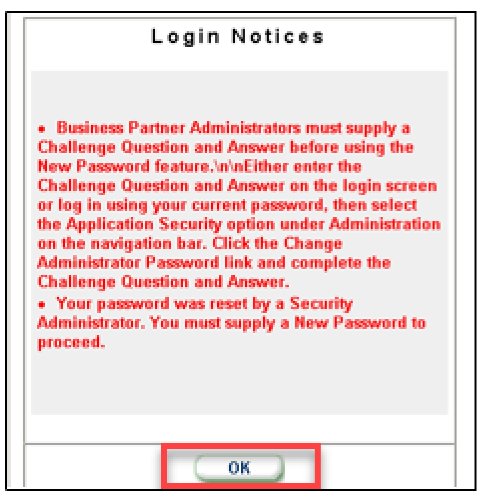
User Group	ECMS Capabilities
Contractor Principal [ECMS]	• Review and approve/sign contracts • **All abilities of Contractor Other Officers**
Contractor Other Officers [ECMS]	• View current prequalification information for their organization, including financial capacity • View Line-of-Credit information for their organization • Submit requests for additional work class codes and inclusion of additional lines-of credit for financial capacity calculation • Submit bids • **All abilities of Contractor Contract Admin**
Contractor Contract Admin [ECMS]	• Submit questions about a published bid package • Submit post-bid opening forms/information required during contract award • Add/update contractor project team members assigned to a project • Create and submit subcontractor approval requests • Submit requests for a time extension • View official acceptance of a project • Enter and submit information required by FHWA • View and approve/reject Notice of Final Quantities • **All abilities of Contractor Field Manager**
Contractor Field Manager [ECMS]	• View items/component items for a project and the associated details • View approved estimates and details about the estimate including payment details • View work orders, work order details and associated authorizations for contract work • View past performance reports for their firm for projects to which they are assigned • View the contract for a project • **All abilities of a Contractor General User**
Contractor General User [ECMS]	• View Bid Packages/addenda • View current and original contract amounts for a contract awarded to their organization • Print hard copies of "blank" Performance and Payment Bonds • View officers in corporate structure list • View subcontractor approval and time extension requests submitted by their organization

Initial Login Requirements After Registration & Receipt of Password

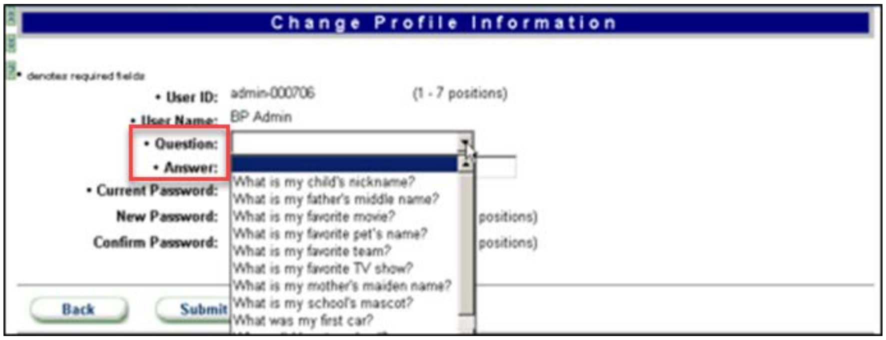
Please note that Legacy ECMS (https://www.dotdom2.state.pa.us) must be accessed using Internet Explorer Web Browser, other web browsers will not work. After your Business Partner registration has been approved and you have received your Security Administrator ID and Password from PennDOT, you will be required to change your password and select a “challenge” question and answer. You will only be required to do this the first time you login to ECMS.

1. Enter the User ID and password provided in the email you received from PennDOT in the **User ID/Password** field in the navigation bar. The User ID is not case sensitive, but the password is. For security purposes, the password entered is represented by asterisks (***). Click the **GO** button.

2. A **Login Notice** pop-up window is displayed. Read the login notice and then click the **OK** button. The Change Profile Information screen is displayed. You will be prompted to provide a new password and a challenge question and answer before you are able to proceed.



3. You will be prompted to provide a new password and a challenge question and answer before you are able to proceed. Select a Security Question from the **Question** drop down list and then enter an answer in the **Answer** field.



4. Enter the current password in the **Current Password** field.

5. Enter a new password in the **New Password** field and re-enter the new password in the **Confirm Password** field.

6. Click the **Submit** button at the bottom of the screen. A success message is displayed. Click **OK** on the success message to continue.

7. In order to continue, you will need to login with the new password. Return to ECMS II Enter the User ID and password in the **User ID/Password** field in the navigation bar. The ECMS Welcome page is displayed.

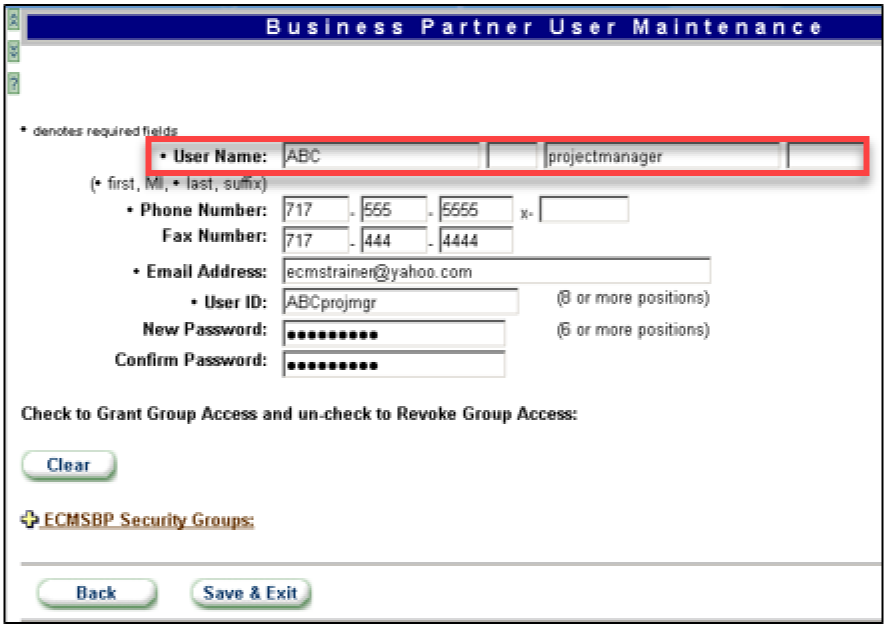
Create Business Partner Users

Business Partner Administrators have authority to establish Business Partner users, including User Ids, passwords, and security access rights as well as maintain the name, phone number, and e-mail information for each user.

1. Select **Administration** from the navigation bar and then select **Application Security**. The Application Security home page is displayed.

2. Click **Create User**. The Business User Maintenance screen is displayed.

3. Enter the first name, middle initial, last name and suffix (if applicable) in the **User Name** field.

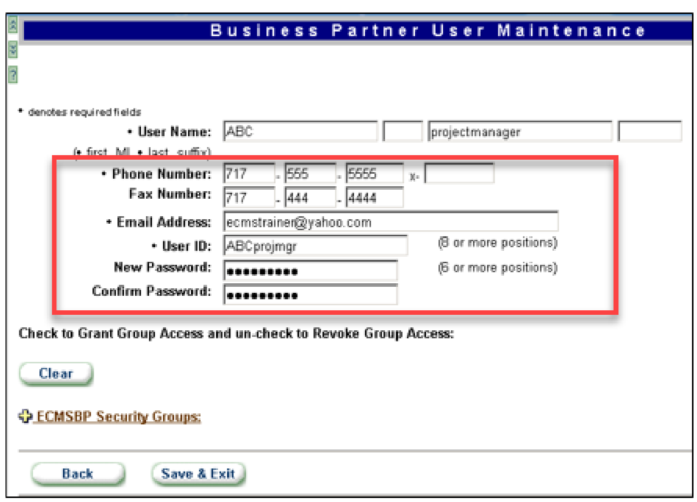


The user name you assign will appear in all the user-lists within the system as well as in any Created By field associated with this user.

The user name cannot be duplicated. If your firm has two Robert A Smiths, they must be distinguished in some way. For example, you could use the Suffix field to create Robert A. Smith 1 and Robert A. Smith 2.

4. Complete the remaining contact information as required. The e-mail address you list here will be used to send any system-generated notices to this user.

5. Enter a User ID in the **User ID** field and a password in the **New Password** field for this user and repeat the password in the **Confirm Password** field.



- The User ID must be at least 8 characters.
- The password must be at least 6 characters and must contain at least one letter and one number.
- The user will be prompted to change the password the first time they log into ECMS

6. Click the **ECMSBP Security Groups** hyperlink. The list of ECMS Business Partner Security Groups is expanded.

7. Assign the appropriate security groups by clicking in the appropriate **Checkbox**(**es**) based on the level of security you wish to provide to this user. **A "CONTRACTOR PRINCIPAL" is the highest level of security group and has access to all capabilities of the other "CONTRACTOR" security groups. When selecting "CONTRACTOR PRINCIPAL", do not select "CONTRACTOR OTHER OFFICERS", "CONTRACTOR GENERAL USER", etc. (Refer to the *Access Rights for Prime Contractors and Subcontractors* section of this chapter for the capabilities of each security group).**

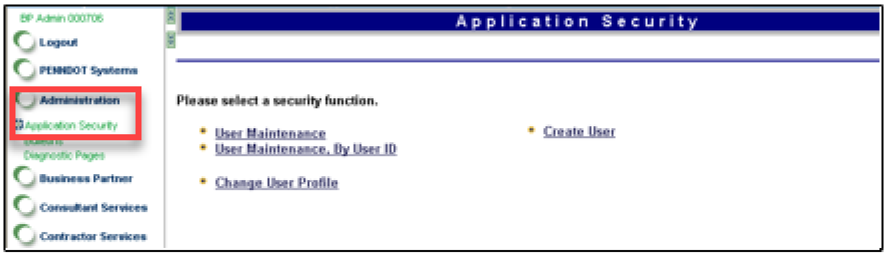
8. Click **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue.

9. To create additional users, repeat the above steps.

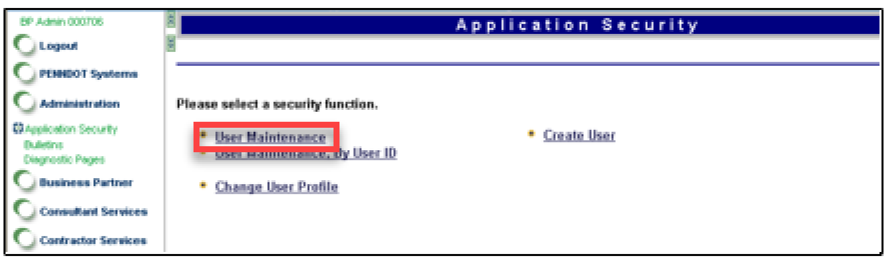
Delete Business Partner Users

Business Partner Administrators have authority to establish Business Partner Users as well as delete users from the system.

1. From the navigation bar, select **Administration** and then select **Application Security**. The Application Security screen is displayed.

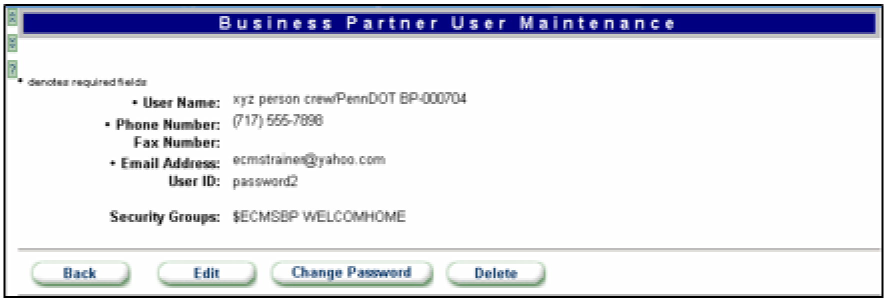


2. Select **User Maintenance** to locate the user you would like to delete.

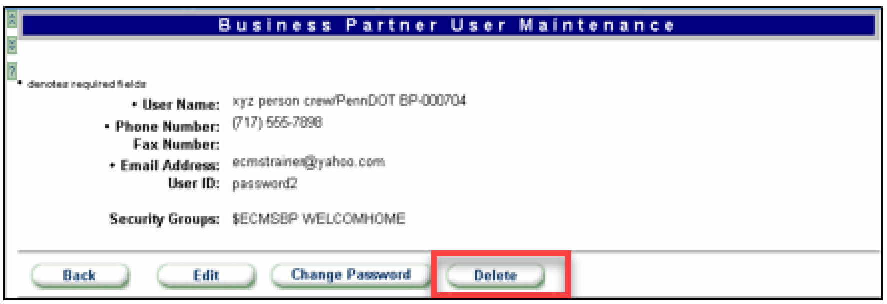


3. The Registered Users screen is displayed. Click the User Name hyperlink for the user you want to delete.

4. The Business Partner Maintenance screen is displayed.



5. Click the **Delete** button at the bottom of the screen. A confirmation message is displayed. Click **OK** to continue. Then a success message is displayed. Click **OK** to continue. The Registered BP Users screen is displayed.



Security Administration Maintenance

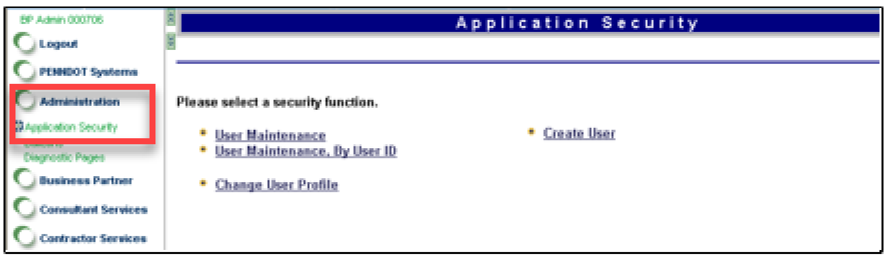
From the Application Security screen, Business Partner Administrators are able to update, reset and change security information for their ECMS users as well as update their personal information.

Reset or Change the Business Partner Administrator Password

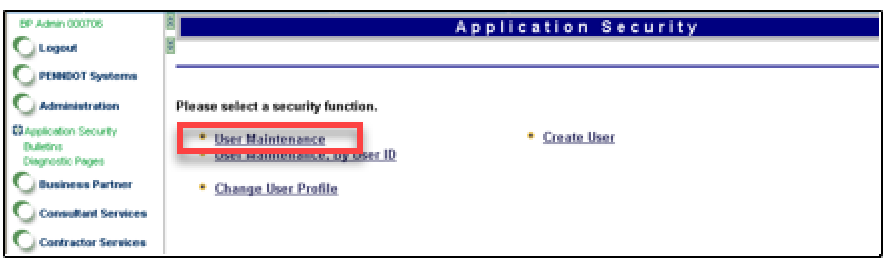
To reset or change the Business Partner Administrator's password, the Business Partner must **call the IT Service Desk at 717-783-8330 or toll free at 855-783-8330**.

Reset or Change a Password for a Business Partner User

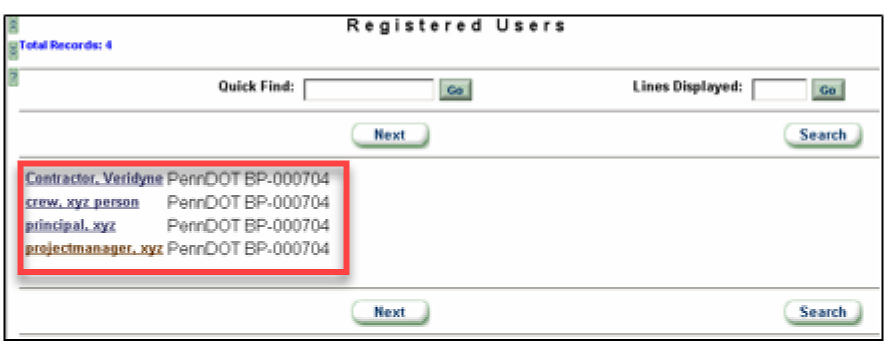
1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.



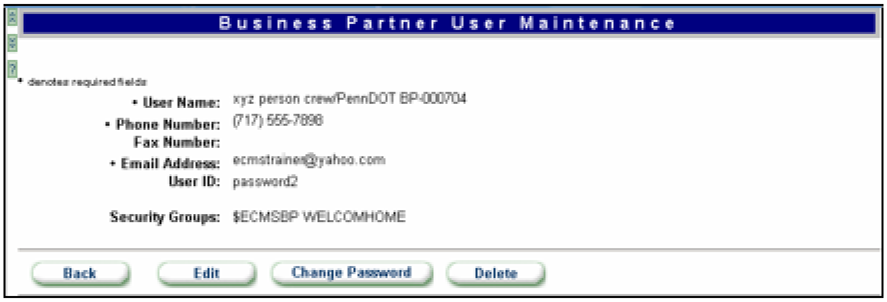
2. Click the **User Maintenance** hyperlink to locate the user whose password you want to change.



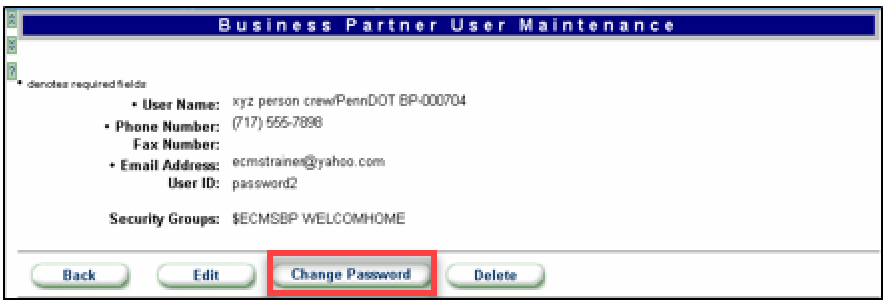
3. The Registered Users screen is displayed. Click the **User Name** hyperlink for the user whose password you want to change.



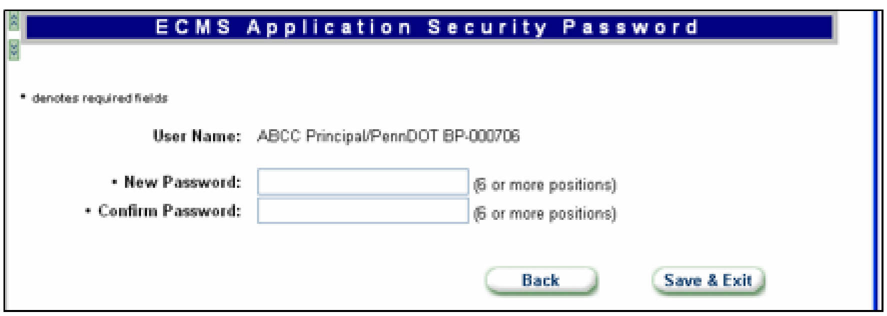
4. The Business Partner User Maintenance screen is displayed.



5. Click on the **Change Password** button at the bottom of the screen.

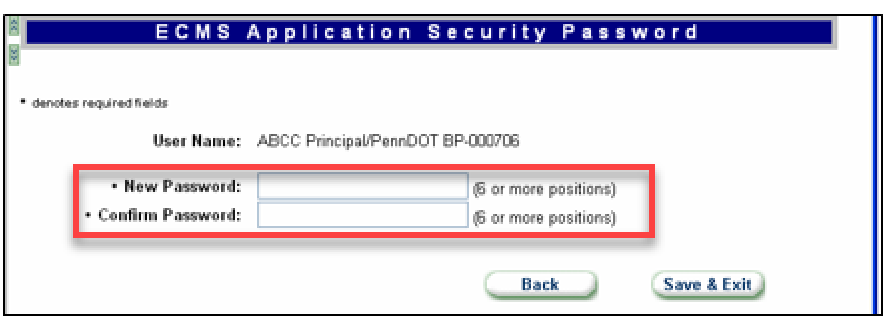


6. The ECMS Application Security Password screen is displayed.

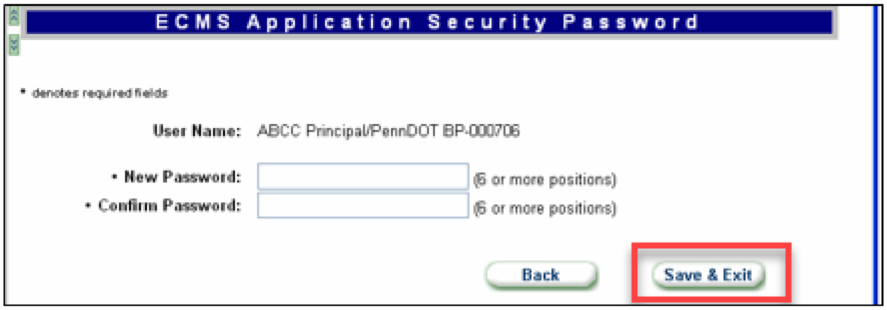


7. Enter the new password for this user in the **New Password** field.

8. Repeat the new password for this user in the **Confirm Password** field.

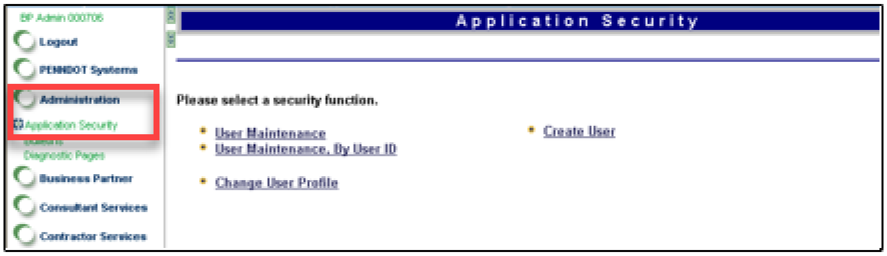


9. Click on the **Save & Exit** button at the bottom of the screen. A confirmation is displayed stating the password has been updated. Click **OK** to continue. You are returned to the Application Security screen.

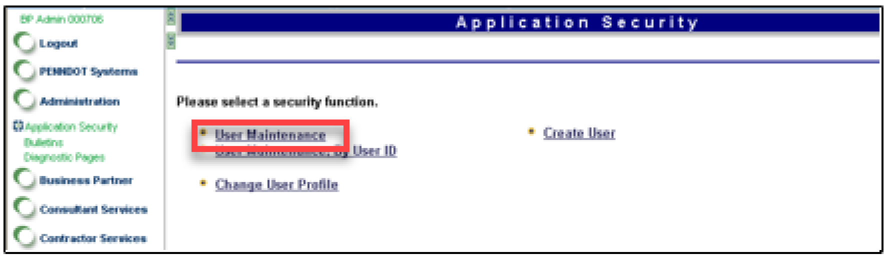


Change a Business Partner User's Personal Information

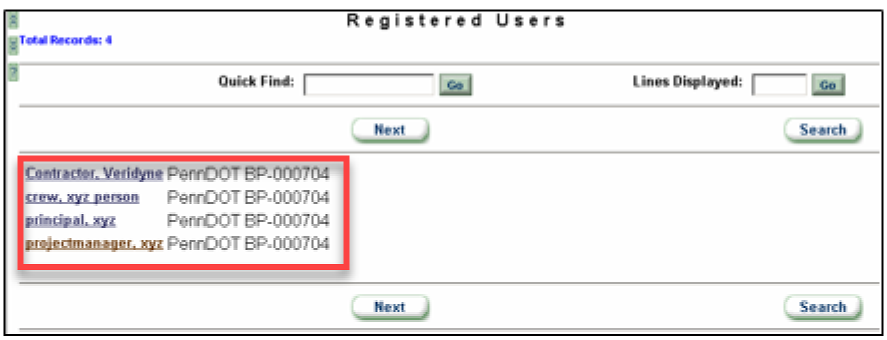
1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.



2. Click **User Maintenance** hyperlink to locate the user you would like to change.

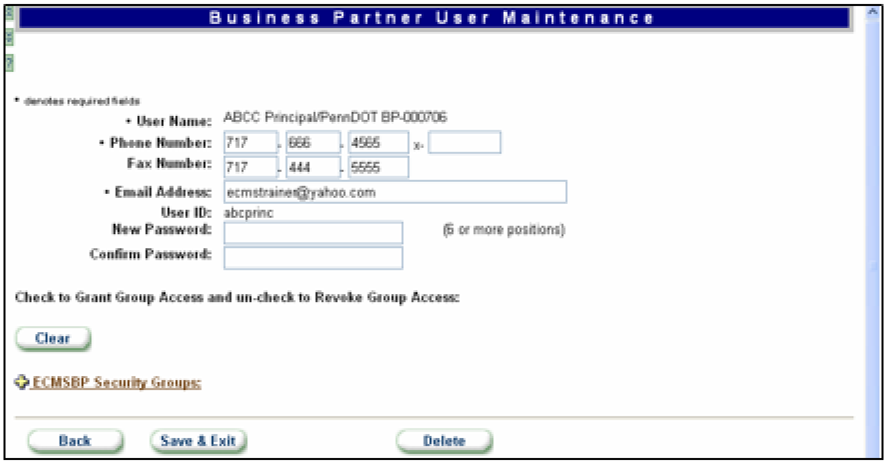


3. The Registered Users screen is displayed. Click the **User Name** hyperlink for the user whose information you want to change.



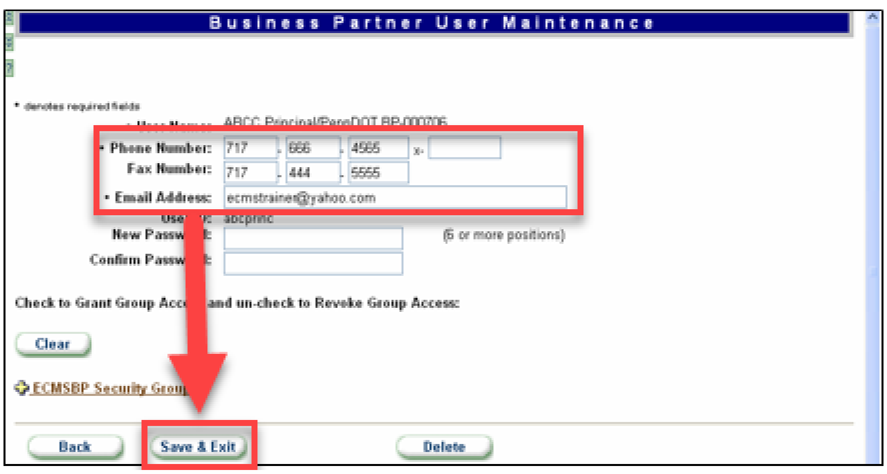
4. Click the **Edit** button at the bottom of the screen.

5. The Business Partner User Maintenance screen is displayed in edit mode.



6. Make necessary changes in the **Phone Number**, **Fax Numbers**, or **Email Address** fields as required.

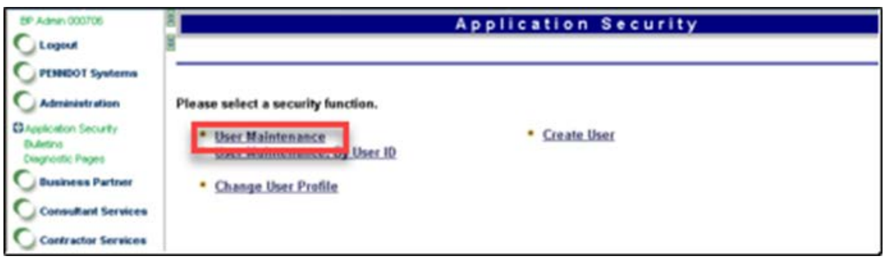
7. Click the **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue. You are returned to the Registered BP Users screen.



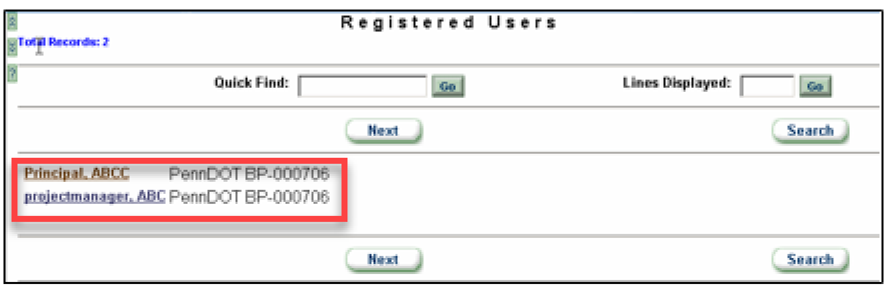
Change a Business Partner User's Security Group

1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.

2. Click the **User Maintenance** hyperlink.

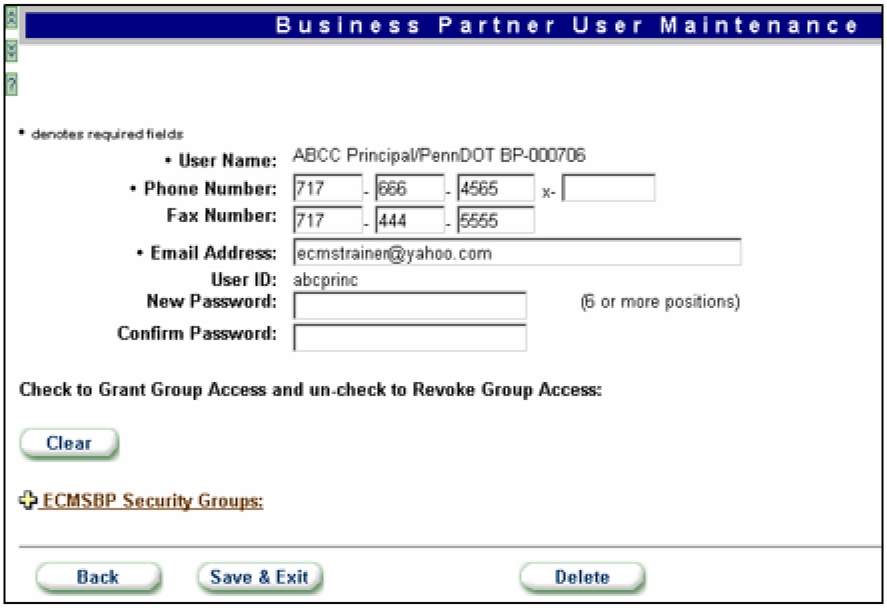


3. The Registered Users screen displays. Click the **User Name** hyperlink whose security group(s) you would like to change.

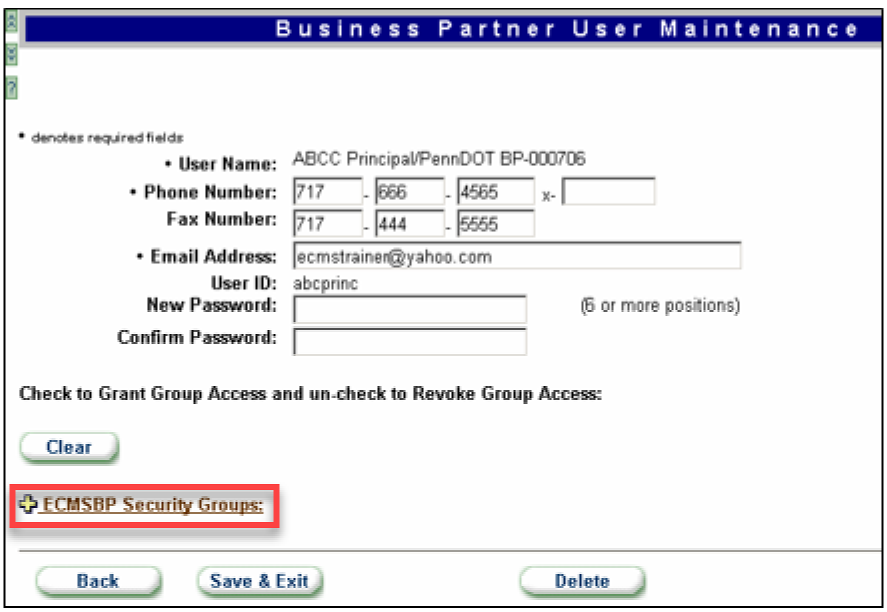


4. The Business Partner User Maintenance screen displays. Click the **Edit** button at the bottom of the screen.

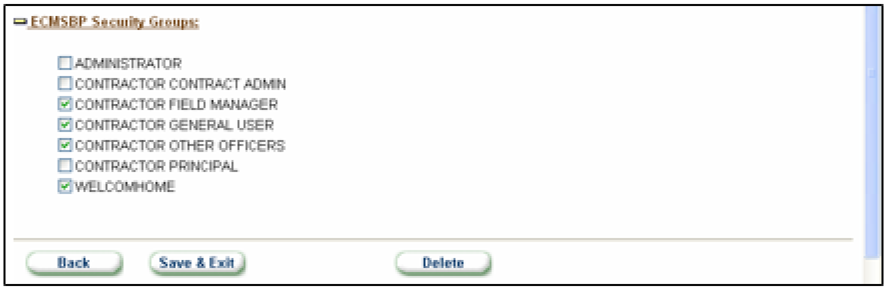
5. The Business Partner User Maintenance screen is displayed in edit mode.



6. Click the **ECMSBP Security Groups** hyperlink.



7. The list of ECMS Business Partner Security Groups is expanded.



8. Change the security group(s) for this user by clicking in the appropriate **checkbox**(**es**) to select or deselect (remove) a security group, based on the level of security you wish to provide to this user. **A "CONTRACTOR PRINCIPAL" is the highest level of security group and has access to all capabilities of the other "CONTRACTOR" security groups. When selecting "CONTRACTOR PRINCIPAL", do not select "CONTRACTOR OTHER OFFICERS", "CONTRACTOR GENERAL USER", etc. (Refer to the *Access Rights for Prime Contractors and Subcontractors* section of this chapter for the capabilities of each security group).**

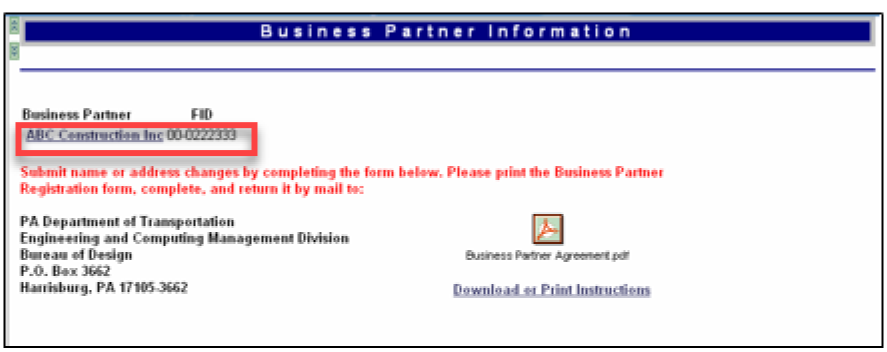
9. Click the **Save & Exit** button at the bottom of the screen. A confirmation message is displayed. Click **OK** to continue. A success message is displayed. Click **OK** to continue.

Change Business Partner Registration Information

Business Partner Administrators can view and modify portions of the information for their company- except Business Partner Name, Federal ID, Legal Address, and Signatory Name and Title. If the Federal ID has changed for your company, a new business partner registration will be required. If your Business Partner Name, Legal Address, and/or Signatory Name and Title has changed, call the Business Partner Registration Office at 717-705-1501 for direction and next steps.

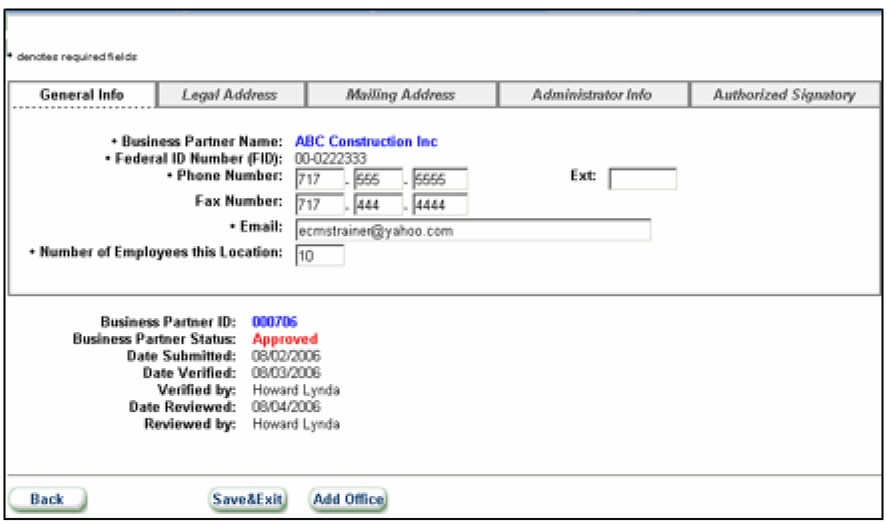
1. From the navigation bar, select **Business Partner** and click on **My Business Partner Information**.

2. The Business Partner Information screen is displayed. Click on the **Company Name** hyperlink



3. The Business Partner Registration screen is displayed showing the current data for your company. Click the **Edit** button at the bottom of the screen.

4. The Business Partner Registration screen is displayed in edit mode.



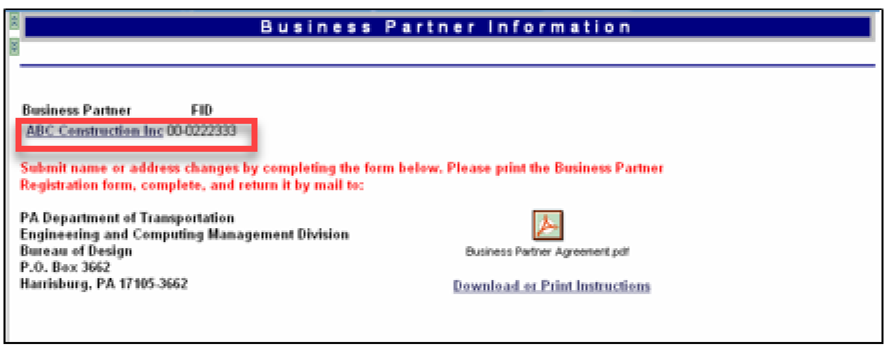
5. Change the information as necessary on each of the tabs on this screen as outlined in the following table.

Business Partner Registration Screen	
General Information	1. Change the phone number, fax number, or email address for the company or the employee information as necessary. 2. Click **Save & Exit** and changes are saved. 3. You are returned to the Business Partner Information screen.
Legal Address	**The Legal address cannot be changed using this feature.**
Mailing Address	1. Click the **Mailing Address** Tab. 2. Enter the new address information. 3. Click **Save & Exit** and changes are saved. 4. A success message is displayed. Click **OK** to continue. 5. You are returned to the Business Partner Information screen.
Administrator Information	1. Click the **Administrator Information** Tab. 2. Enter the new Administrator's information (name, phone number and email address). 3. Click **Save & Exit** and changes are saved. 4. A success message is displayed. Click **OK** to continue. 5. You are returned to the Business Partner Information screen.
Authorized Signatory	1. Click the **Authorized Signatory** Tab. **The Authorized Signatory tab only allows changes to the phone and fax numbers**. 2. Enter the new phone and/or fax numbers. 3. Click **Save & Exit** and changes are saved. 4. A success message is displayed. Click **OK** to continue. 5. You are returned to the Business Partner Information screen.

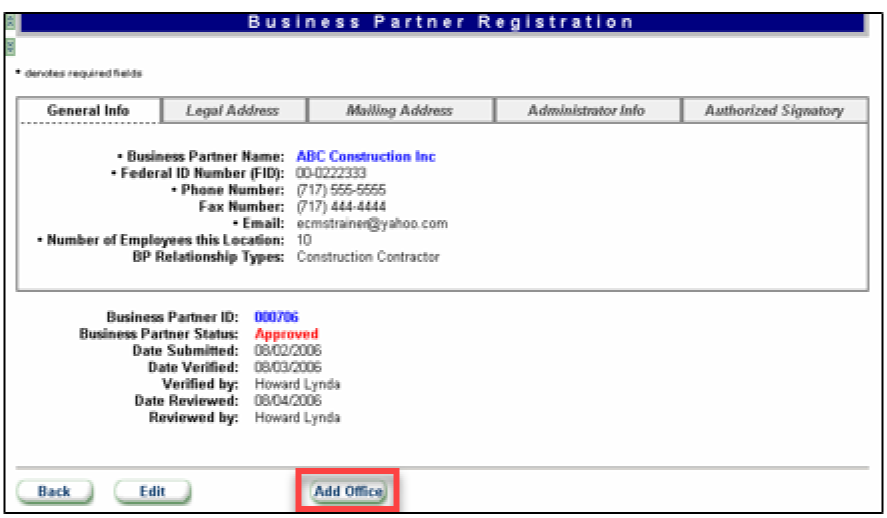
Add an Office

1. From the navigation bar, select **Business Partner** and click on **My Business Partner Information**. The Business Partner Information screen is displayed.

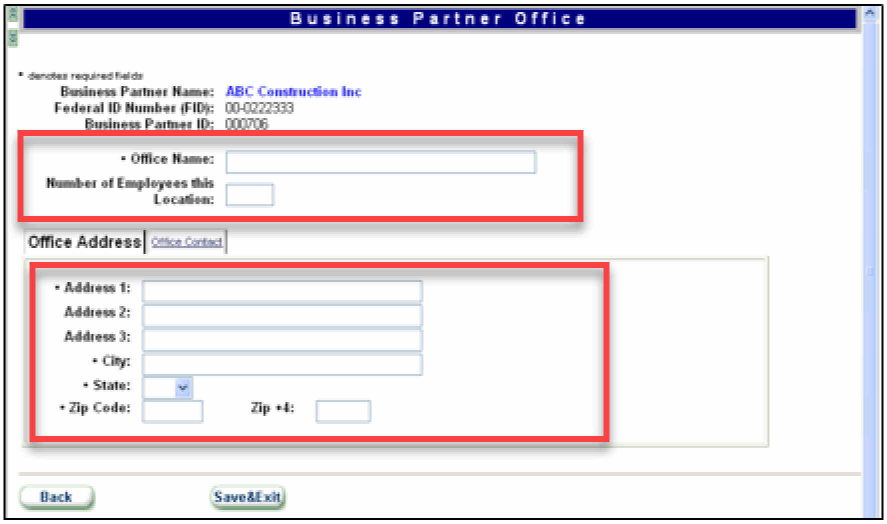
2. The Business Partner Information screen is displayed. Click on the **Company Name** hyperlink.



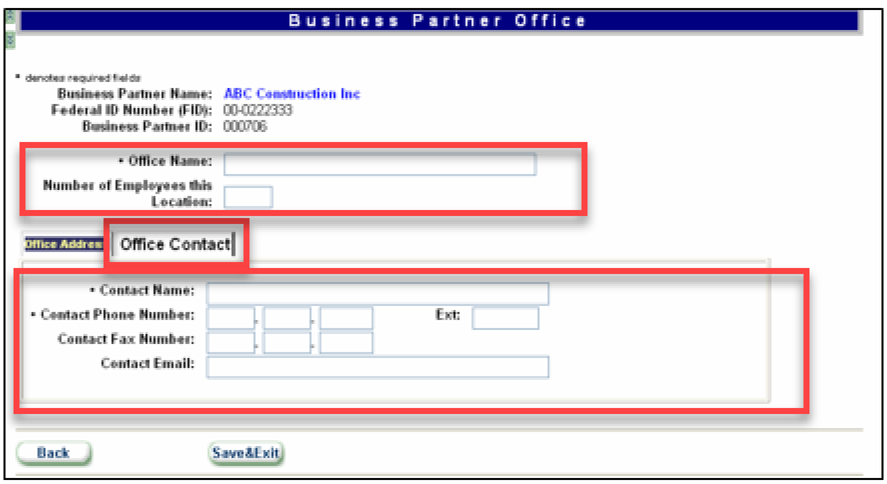
3. The Business Partner Registration screen is displayed. Click on the **Add Office** button at the bottom of the screen.



4. The Business Partner Office screen is displayed. Enter the Business Office information.



5. Click in the **Office Contact** tab. The Business Partner Office screen showing the Office Contact fields is displayed. Enter the **Contact Information** for this business office location.



6. Click the **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue. You are returned to the Business Partner Information screen.

Chapter 4: Contractor Prequalification

- Contractor Prequalification Overview
- Submit Prequalification Application as a Prime Contractor or Subcontractor
- Submit Prequalification Renewal Application as a Prime Contractor or Subcontractor
- Submit a Line of Credit Form
- View Work Class Codes
- Request Additional Work Class Codes
- View Current Certificate
- View Certificates
- View Employee List
- Reference Information

Contractor Prequalification Overview

To perform work on a PennDOT highway and/or bridge bid project, a potential contractor or sub-contractor must be prequalified under a set of PennDOT regulations contained in Title 67, Chapter 457. To become prequalified, a Prequalification Application (Form CS-4300), which is available online on the Engineering and Construction Management System (ECMS) website at https://www.dot14.state.pa.us/ECMS/, must be completed. The application consists of three parts: Part (1) Contractor’s Financial Statement, Part (2) Organization and Experience Statement, and Part (3) Affirmative Action Statement. The Contractor’s Financial Statement (Part 1) is not required if application is being made as a subcontractor.

Part (1), the Contractor’s Financial Statement, must be completed by either a certified public accountant, or a public accountant, registered in accordance with the CPA Law of 26 May 1947, PL 318, as amended by Act No.286 of 1976. PennDOT uses the financial statement and a specific formula to set a maximum financial capacity for dollar amount of work that the potential contractor can perform at one time. Prequalified contractors must renew their prequalification every two years based on their Alpha prefix as follows: (A thru K every even year) (L thru Z every odd year).

The prime contractor on any project must perform at least 50% of the proposed work. Subcontractors may perform any work for which they are prequalified. Refer to Publication 408 or the ECMS website for examples of work classification categories.

Submit Prequalification Application as a Prime Contractor or Subcontractor

Business Partner Registration does NOT replace the Prequalification and DBE/DB Certification processes.

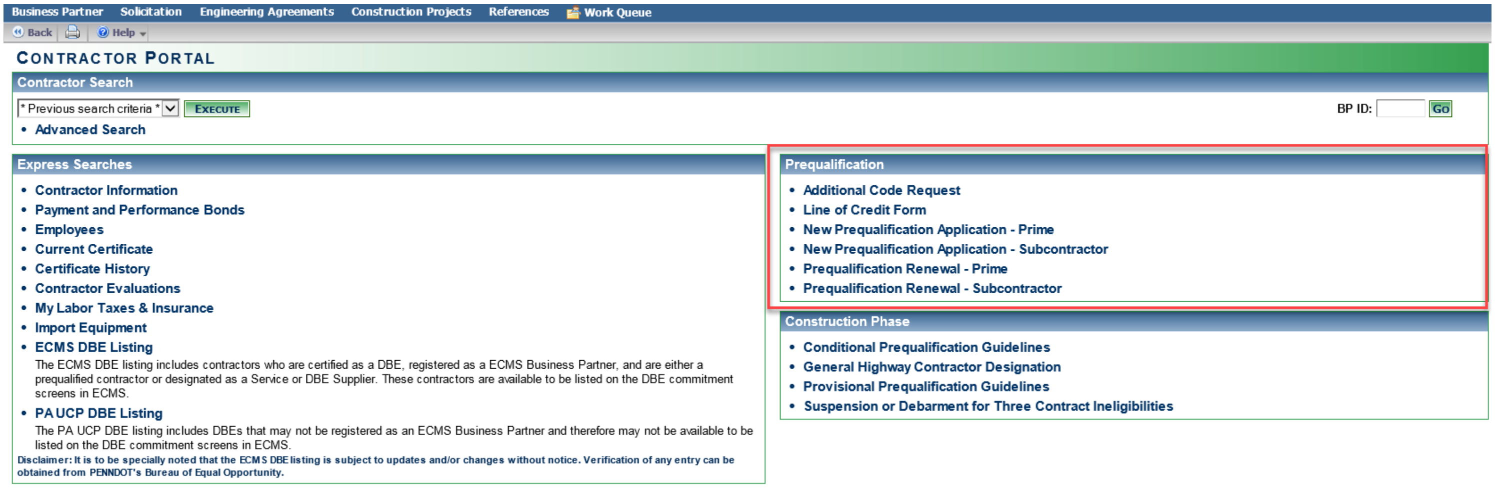
In most cases, contractors are required to be prequalified for PennDOT construction projects through an application process. The types of work of which PennDOT prequalifies are listed in its prequalification applications. Although specialty work-such as trucking, flagging, and street sweeping-does not require prequalification, approval from PennDOT's Prequalification Office as a specialty service is required. To determine if your company is required to prequalify for construction projects or is not required to prequalify for construction projects, call PennDOT's Prequalification Office at either (717) 787-3733 or (717) 787-7032.

PennDOT's prequalification applications are available for download and printing from ECMS to complete offline. ECMS allows you to either print the prequalification applications from your browser window or download the prequalification applications to a local drive. Instructions for both methods are provided below.

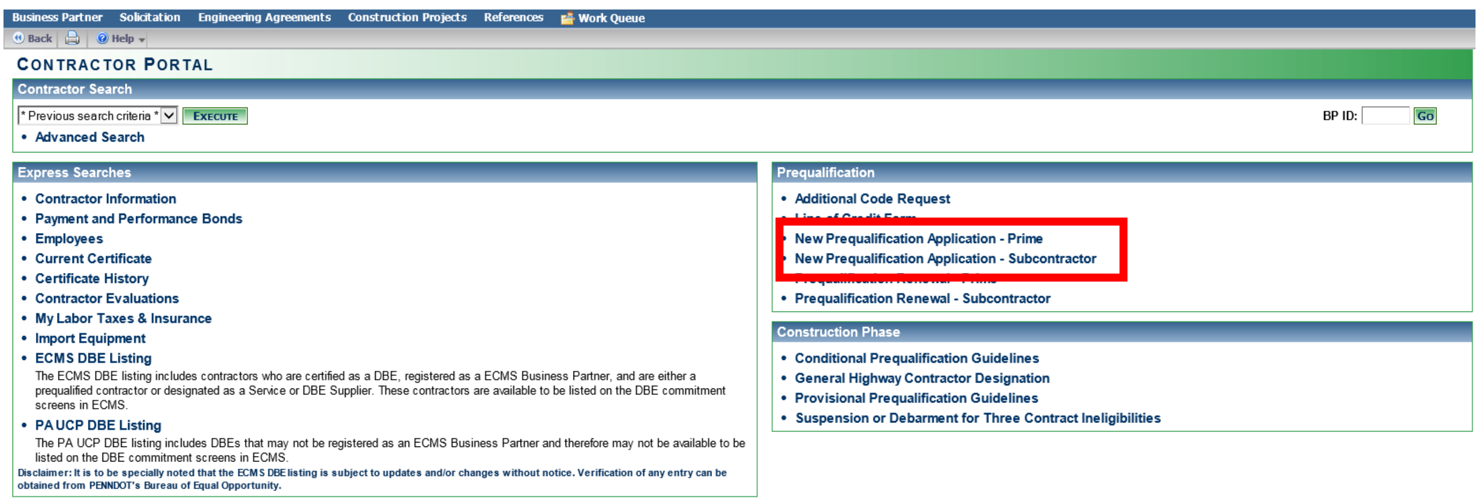
1. From the menu bar, select **Business Partner**

2. Then click **Contractors**

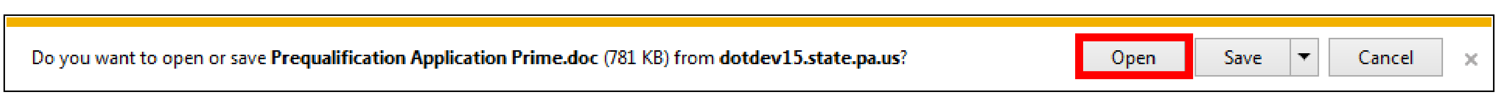
3. The Contractor Portal Home screen is displayed. From this screen, the various Prequalification Forms are located on the right under the **Prequalification** header.



4. Click the **New Prequalification Application - Prime** or **New Prequalification Application – Subcontractor** hyperlink.



5. You may be prompted to open or save the application. If so, click the **Open** button. The application opens in the browser window.



6. Click the **File** tab and then click **Print**. The prequalification application prints to your default printer.

7. To save the prequalification application, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this application.

8. After printing the prequalification application, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
BUREAU OF PROJECT DELIVERY
ATTENTION: PREQUALIFICATION OFFICE
400 NORTH STREET – 7th FLOOR NORTH
HARRISBURG, PENNSYLVANIA 17120-0094

9. Employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” will be notified via email when the prequalification application is approved. If a prequalification application is disapproved, the Prequalification Office will mail this notification to the address that was provided in the prequalification application. Employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” or “Contractor Other Officers” can view/print your Prequalification Certificates through ECMS. (See *Viewing Certificates* section of this chapter)

Please be aware that PennDOT contacts the project references that you provide in your prequalification application. The primary reason that a prequalification application is disapproved is that one or more of your project references have not responded to the letter that PennDOT sent to them.

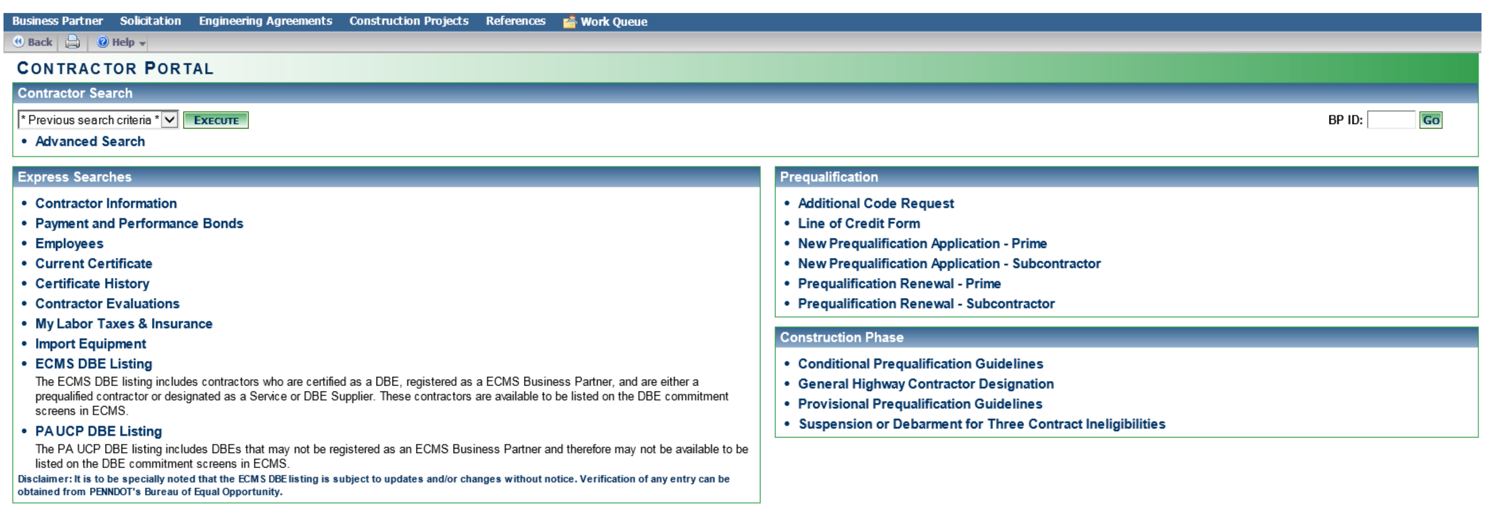
Submit Prequalification Renewal Application as a Prime Contractor or Subcontractor

A contractor is responsible for maintaining its Prequalification Certificate and must, in general, be renewed every 2 years. 90 days prior to the expiration of your Prequalification Certificate, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” as a courtesy reminder to complete and mail a prequalification renewal application. When a Prequalification Certificate expires, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” as a notification of this change of prequalification status.

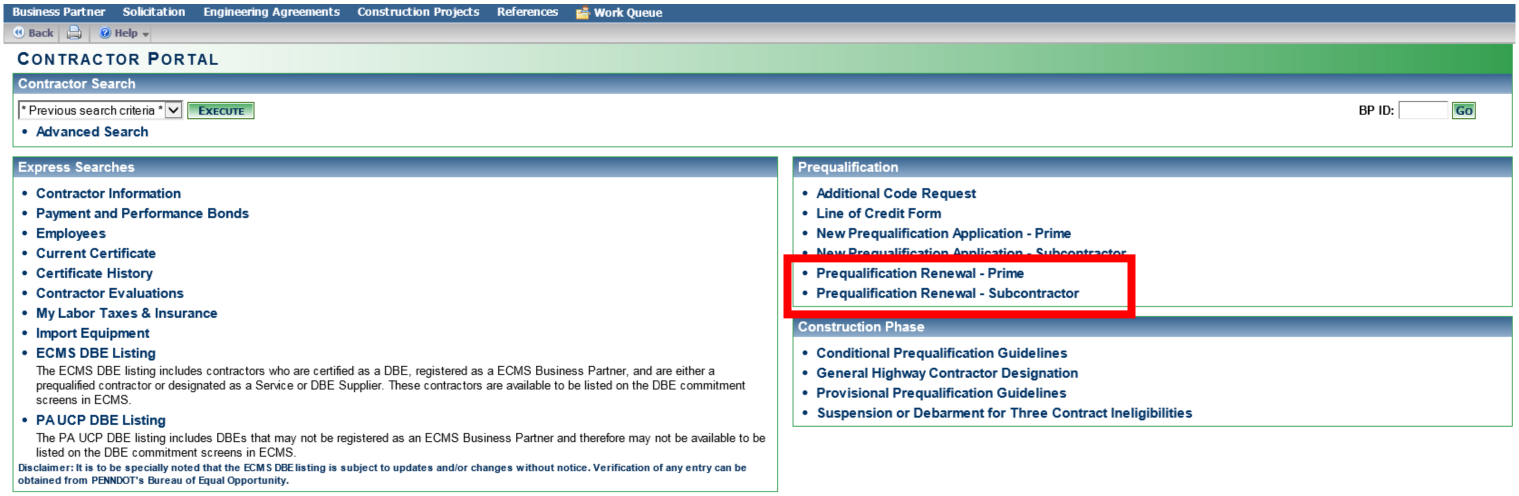
1. From the menu bar, select **Business Partner**

2. Then click **Contractors**

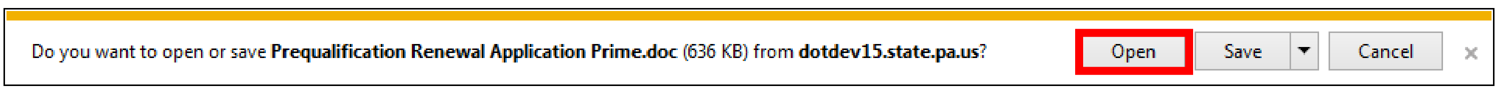
3. The Contractor Portal Home screen is displayed.



4. Click the **Prequalification Renewal - Prime** or **Prequalification Renewal – Subcontractor** hyperlink.



5. You may be prompted to open or save the application. If so, click the **Open** button. The application opens in the browser window.



6. Click the **File** tab and then click **Print**. The prequalification application prints to your default printer.

7. To save the document, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this application.

8. After printing the prequalification application, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

PENNSYLVANIA DEPARTMENT OF TRANSPORATION
BUREAU OF PROJECT DELIVERY
ATTENTION: PREQUALIFICATION OFFICE
400 NORTH STREET – 7TH FLOOR NORTH
HARRISBURG, PENNSYLVANIA 17120-0094

Submit a Line of Credit Form

A line of credit statement is not required to be approved as a prime contractor; however, a line of credit statement will increase a prime contractor's bidding capacity. A subcontractor should not submit a line of credit statement.

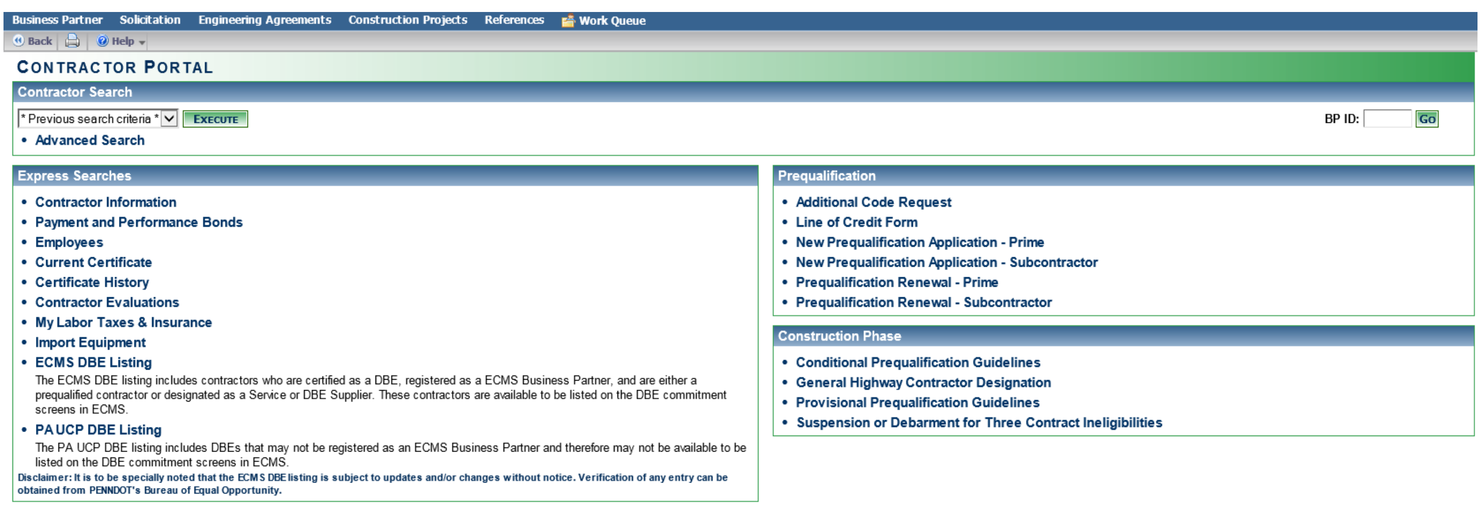
A prime contractor is responsible for maintaining its line of credit statement and must be renewed every year. 30 days prior to the expiration of your line of credit statement, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a courtesy reminder to complete and mail a line of credit statement.

Any alterations to PennDOT's line of credit statement will invalidate the statement and not be approved.

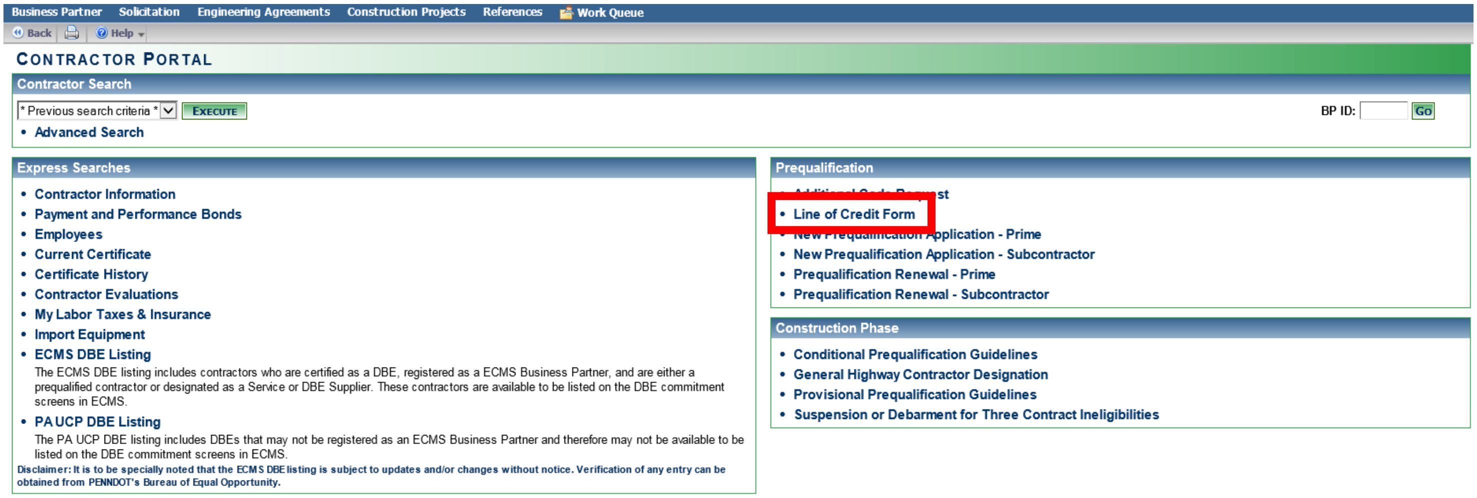
1. From the menu bar, select **Business Partner**

2. Then click **Contractors**

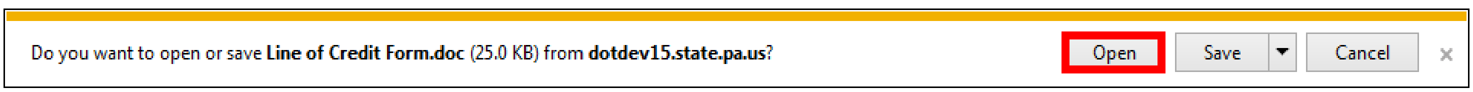
3. The Contractor Portal Home screen is displayed.



4. Click the **Line of Credit Form** hyperlink.



5. You may be prompted to open or save the statement. If so, click the **Open** button. The statement opens in the browser window.



6. Click the **File** tab and then click **Print**. The statement prints to your default printer.

7. To save the document, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this statement.

8. After printing the line of credit statement, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

Department of Transportation
Prequalification Office
400 North Street – 7th Floor North
Harrisburg, Pennsylvania 17120-0094

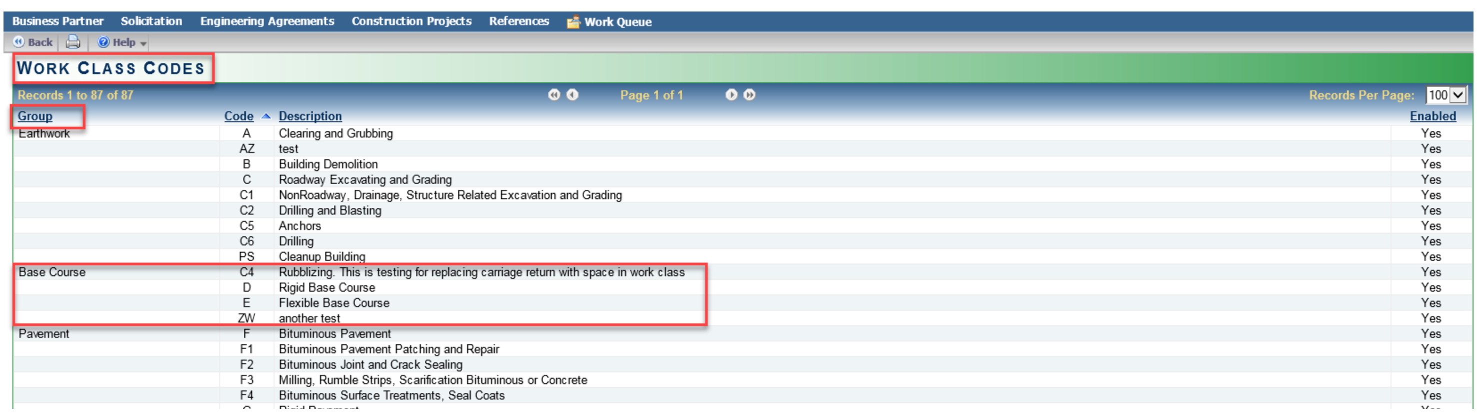
View Work Class Codes

The work class code link from the Contractor Information page allows you to view the types of work of which PennDOT prequalifies contractors. PennDOT will assign these work class codes to a contractor based on the actual experience that the contractor demonstrates to PennDOT as a contractor of record, or as an approved subcontractor, through the responses of its project references.

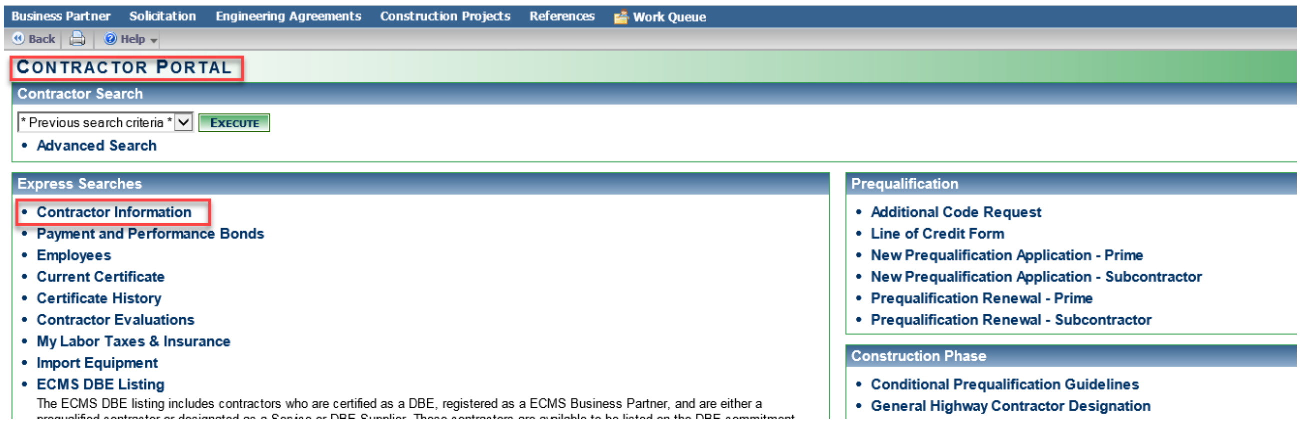
1. From any screen, select **Construction Projects.** Then, from the sub-menu, select **Resources**.

2. Click **Work Class Codes.**

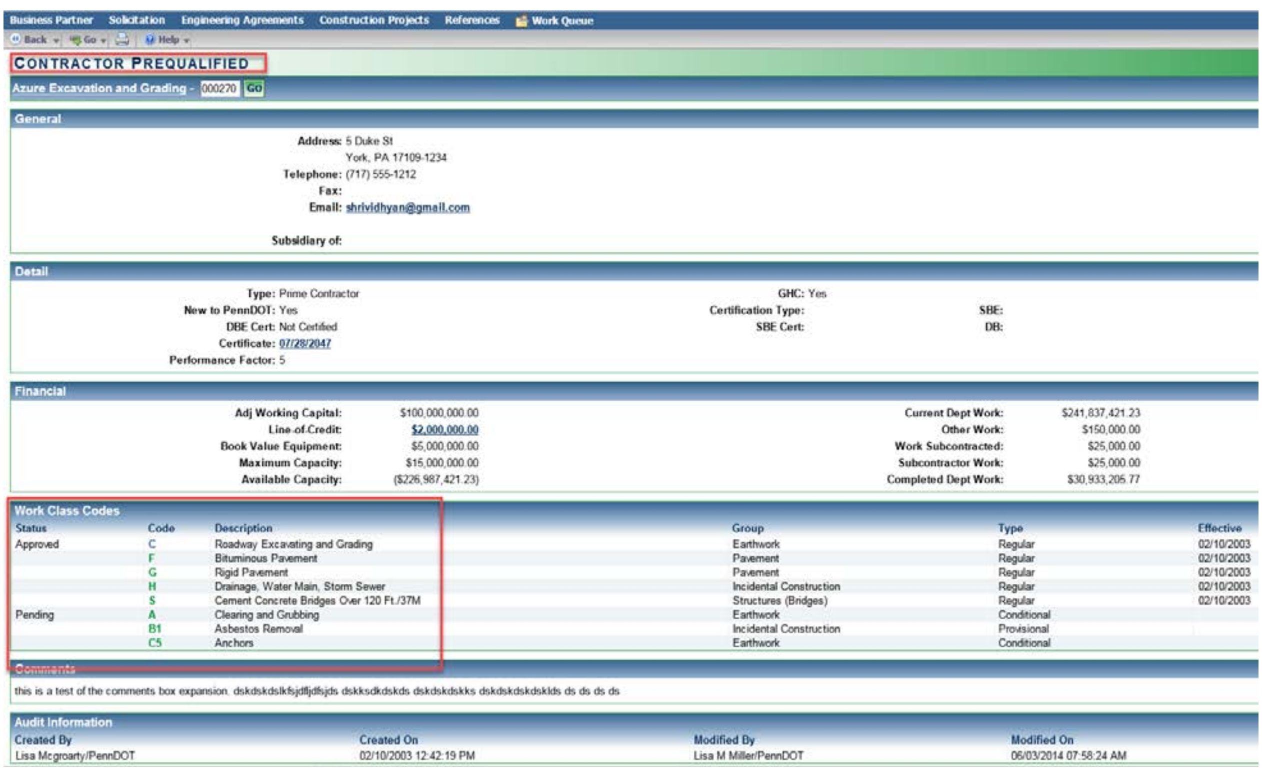
3. The **Work Class Codes** screen is displayed. The Work Class Codes are organized by Groups, such as Earthwork, Pavement, and Structures.



4. To see the work class codes that have been assigned to your company, go to the **Contractor Portal** by selecting **Business Partner**, then **Contractors**. Finally, select **Contractor Information**.



5. In the **Contractor Prequalified** screen, the contractor's assigned work class codes are listed in the **Work Class Codes** sub-portal.

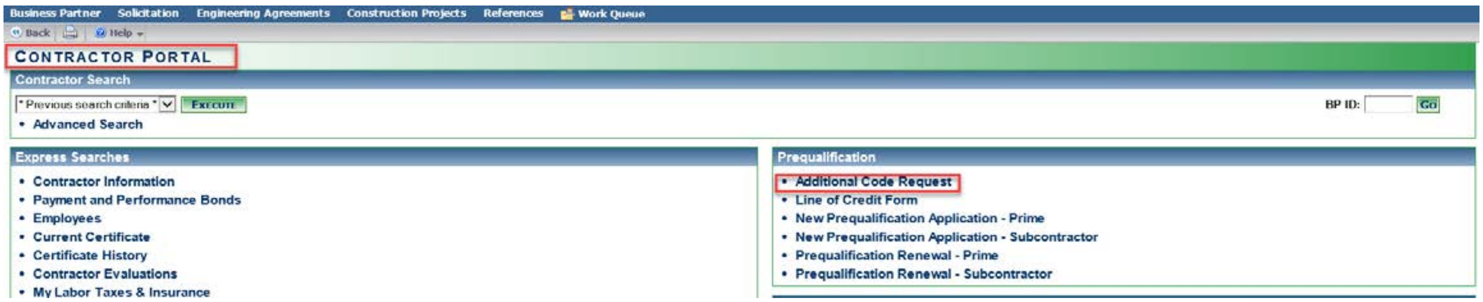


Request Additional Work Class Codes

If your firm gains experience in work types that have not been assigned by PennDOT, you may request the assignment of their work class codes through the completion and submittal of an Additional Codes Request Form.

1. From the menu bar, select **Business Partner** and then click **Contractors.** The **Contractor Portal** screen is displayed. From this screen, the various Prequalification Forms are located on the right under the “Prequalification” header.

2. Under the **Prequalification** sub-portal, click the **Additional Code Request** hyperlink.



3. You may be prompted to open or save the Additional Codes Request Form. If so, click the **Open** button. The form opens in the browser window.

4. Click the **File** tab and then click **Print**. The form prints to your default printer.

5. After printing the form, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

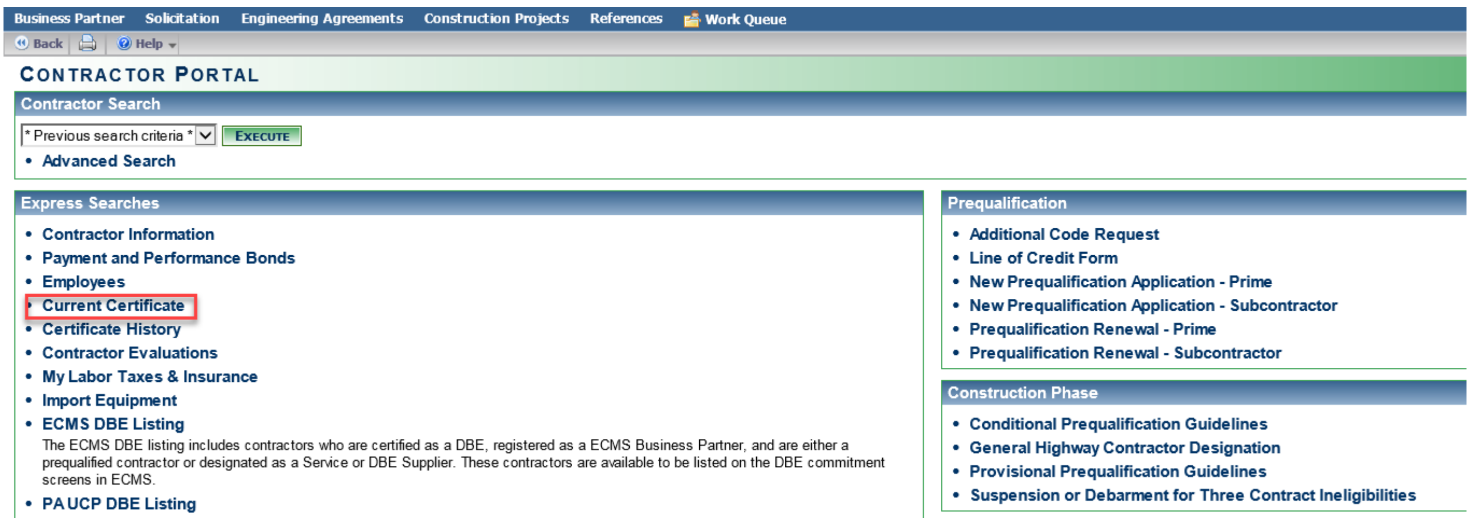
PENNSYLVANIA DEPARTMENT OF TRANSPORATION
BUREAU OF PROJECT DELIVERY
ATTENTION: PREQUALIFICATION OFFICE
400 NORTH STREET – 7TH FLOOR NORTH
HARRISBURG, PENNSYLVANIA 17120-0094

View Current Certificate

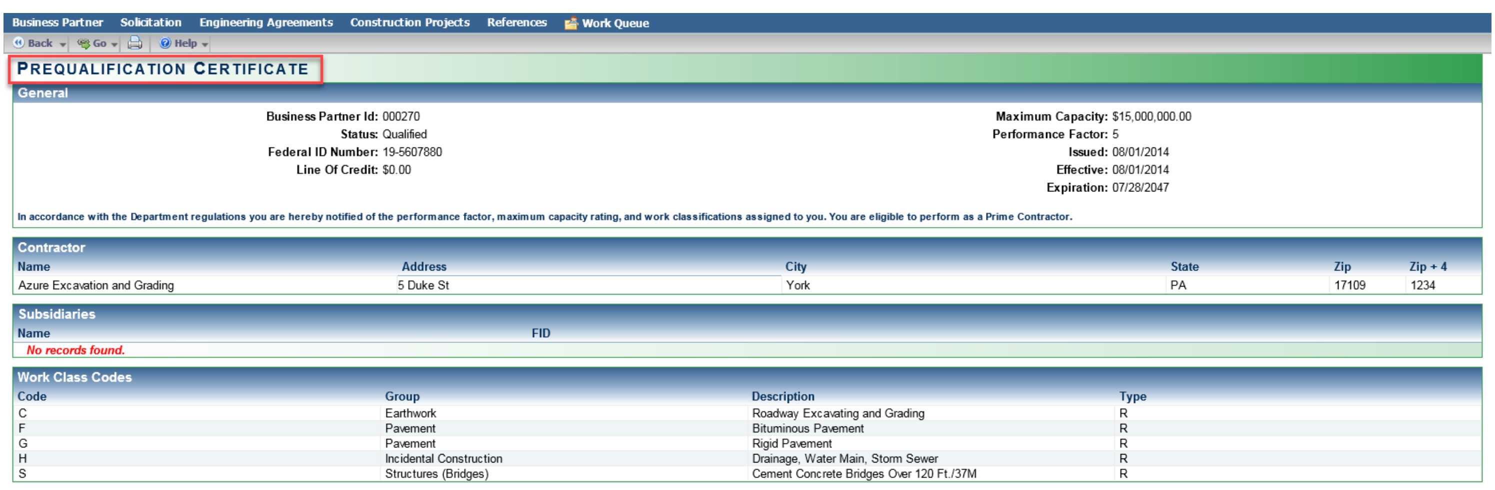
Only employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” or “Contractor Other Officers” can view your Prequalification Certificate. The Prequalification Certificate shows a snapshot of data, including the contractor's basic information, maximum bidding capacity, assigned work class codes, and total lines of credit, as well as information about the certificate itself, such as effective/expiration dates and the reason why the certificate was generated.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.

2. Click the **Current Certificate** link.



3. The current Prequalification Certificate is displayed.

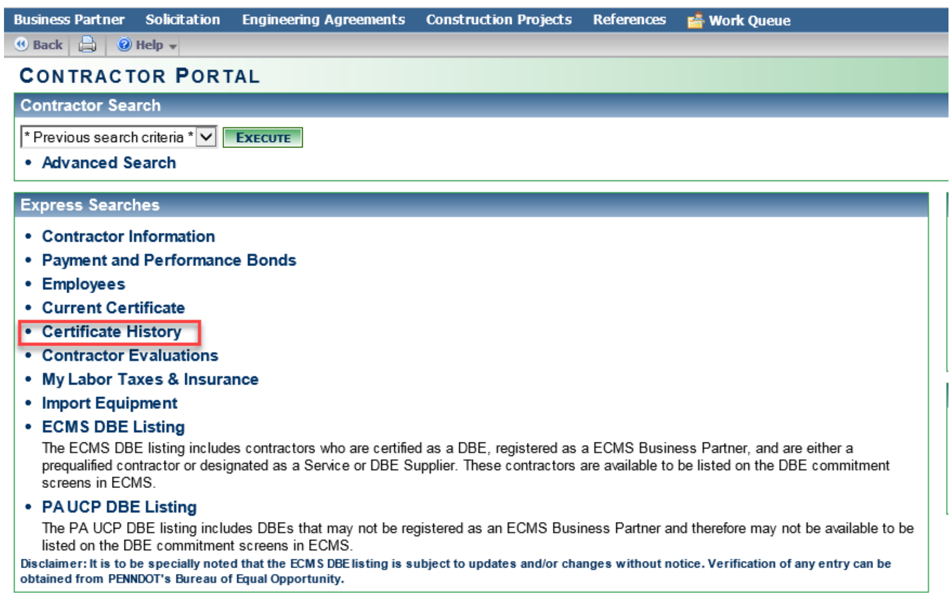


View Certificates

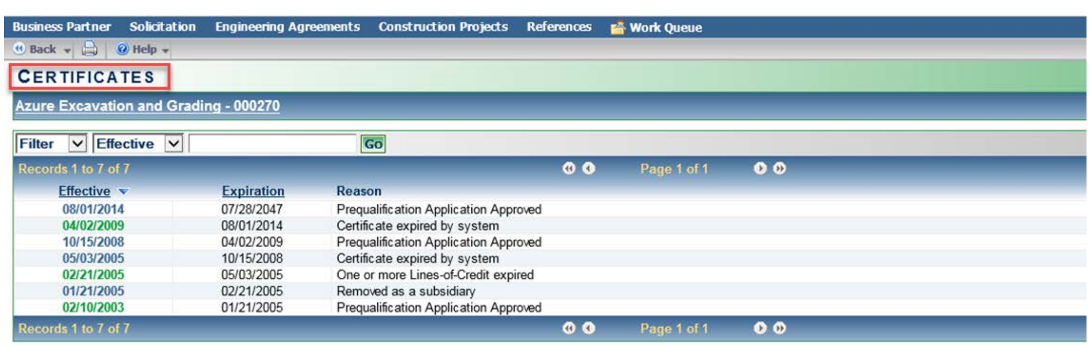
Contractors may have multiple certificates depending on maintenance done to their contractor prequalification information over time. For example, when PennDOT removes a work class code from a contractor, or when a line of credit expires, a new certificate is generated. Then,ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” as a notification of this change of prequalification status. This screen displays a chronologically sorted list of all Prequalification Certificates for a specified contractor, including both current and expired certificates. The list of certificates is sorted by effective date, from newest to oldest.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.

2. Click the **Certificate History** link.



3. The **Certificates** screen is displayed. If multiple certificates exist, they are sorted by Effective date, from newest to oldest.

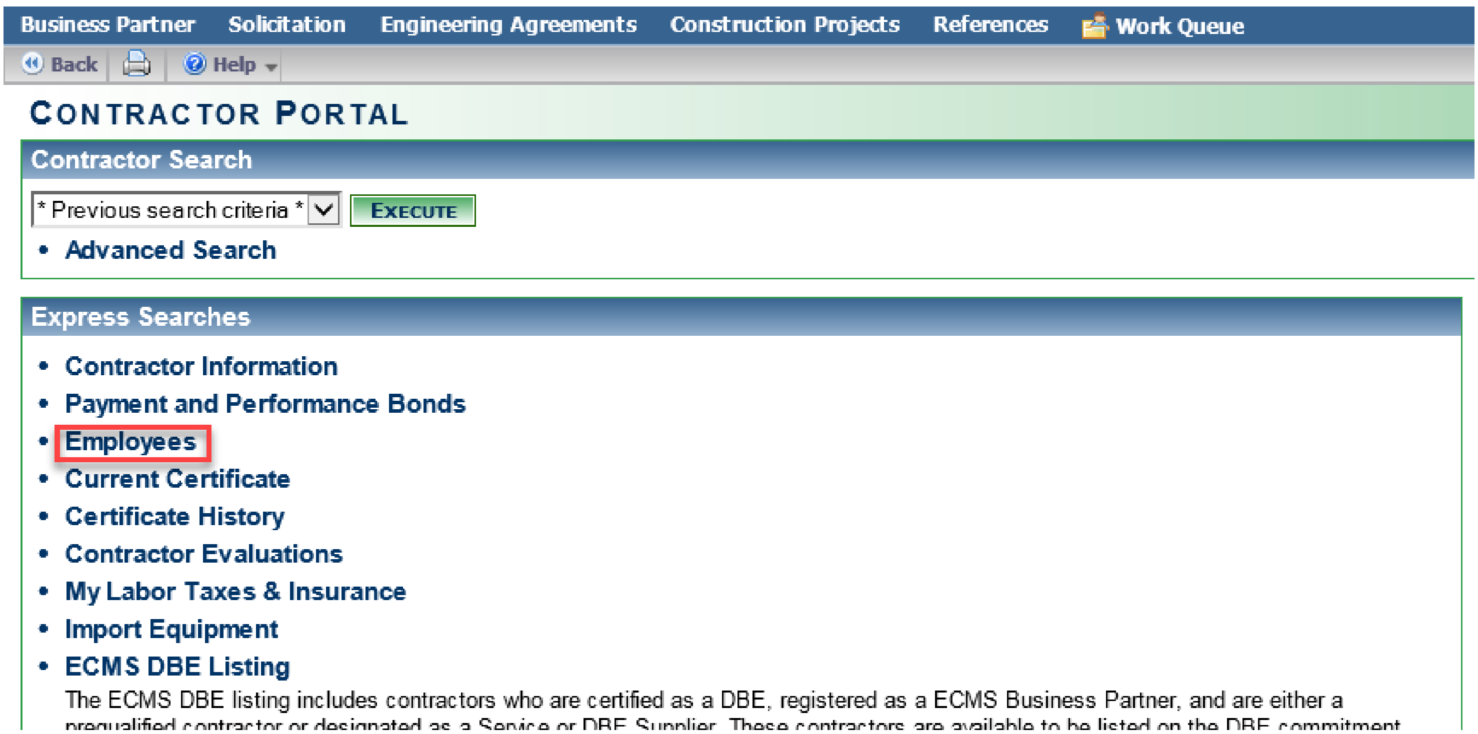


View Employee List

Employees of your company that have been assigned any contractor Business Partner Security Group can view your key employees, such as officers and superintendents. The Prequalification Office maintains this list depending on the information that you provide in your prequalification applications. This listing is sorted alphabetically by employee first name.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.

2. Click the **Employees** hyperlink in the Express Searches sub-portal.



3. The **Employees** screen is displayed. Click the **Employee Name** hyperlink to view additional employee details.

4. The **Employee** screen is displayed.

The Employee screen lists various positions of officers in a contractor's corporate structure. The primary positions of interest are Owners, Superintendents, and Equal Employment Opportunity (EEO) Officer. Other positions of secondary concern are CEO, Foreman, General Manager, or any user defined office, such as Secretary/Treasurer. In addition to employee title, First Name, Middle Initial and Last Name will be captured as well. A contractor is required to provide information about all of the Owners, Superintendents and Other Officers and to identify one EEO Officer.

Reference Information

Please refer to the following sources for additional information regarding prequalification and contractor responsibility.

Title 67, Chapter 457, Prequalification of Bidders:
https://www.pacode.com/secure/data/067/chapter457/chap457toc.html

Contractor Responsibility Program:
https://www.oa.pa.gov/Policies/md/Documents/215_9.pdf

Chapter 5: Contractor Portal

- Contractor Portal Overview
- View Contractor Portal
- Search for a Contractor

Contractor Portal Overview

The Contractor Portal is available to Business Partners, Public and PennDOT users and is accessed by the Contractors option under Business Partner in the menu bar. The hyperlinks available on this page are based on the specific user’s security level.

The Contractor Portal provides access for Contractors to their Contractor screen, Certificate History, or Employees. In addition, Contractors may download a Prequalification Application, view or search for Prequalified and Prequalified Exempt Contractors, and access information about firms that are certified as disadvantaged business enterprises.

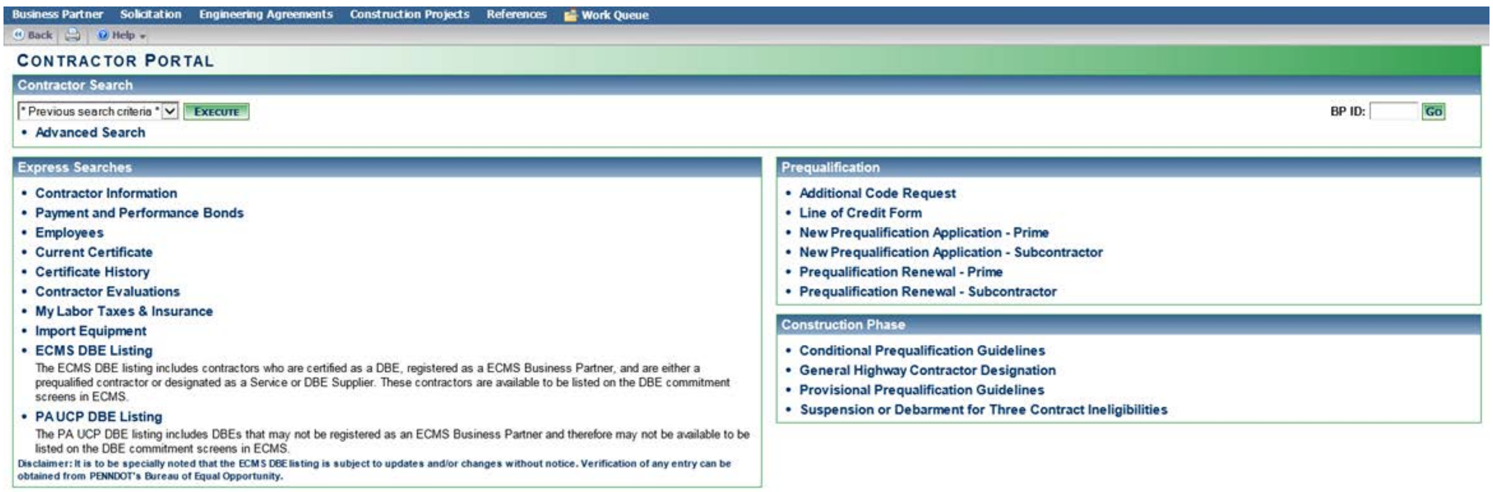
Service Providers and Suppliers can view their Service screen and access any Pending Minority Participation and Commitment forms requiring their acknowledgment.

PennDOT users can access pending applications and Subcontractor Approval Requests, create initial records for new contractors and services, and perform Work Class Code maintenance.

View Contractor Portal

1. From the menu bar, select **Business Partner** and then click on **Contractors**.

2. The Contractor Portal page is displayed.



3. Click on an available **hyperlink** to view information. The following table describes the hyperlinks on the Contractor Portal and their functions by type of user.

Hyperlink	Description	User(s)
Additional Code Request	Provides access to the Additional Code Request document. (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Line of Credit Form	Provides access to the Line of Credit Form document. (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
New Prequalification Application – Prime	Provides access to the New Prequalification Application - Prime document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor

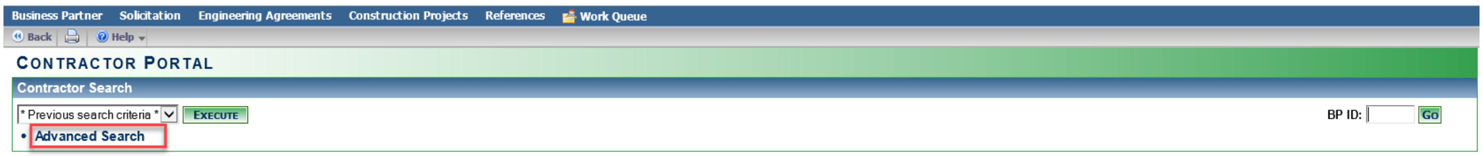
New Prequalification Application – Subcontractor	Provides access to the New Prequalification Application - Subcontractor document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Prequalification Renewal – Prime	Provides access to the Prequalification Renewal – Prime document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Prequalification Renewal – Subcontractor	Provides access to the Prequalification Renewal - Subcontractor document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Contractor Information	Provides ability to view information in ECMS for a particular contractor including Available Capacity, Approved Work Class Codes, and Value of Current PennDOT Work.	Contractor
Payment and Performance Bonds	Provides ability to view /access Payment and Performance bonds by status for multiple projects or for a single project.	Contractor
Employees	Provides ability to view the list of Employees entered into ECMS and to create a new employee record. This hyperlink is only available for prequalified contractors.	Contractor
Current Certificate	Provides access to the certificate showing the contractor's maximum capacity, qualified work class codes, and total lines of credit, as well as information about the certificate itself, such as effective/expiration dates. (Contractors may have multiple certificates depending on maintenance done to their contractor prequalification information.)	Contractor
Certificate History	Provides access to a list of all Prequalification Certificates for a specified contractor including both current and expired certificates. The list of certificates is sorted by effective date, from newest to oldest.	Contractor
Contractor Evaluations	Provides access to evaluations done on the contractor.	Contractor
My Labor Taxes & Insurance	Provides access to labor taxes and insurance information and associated documentation.	Contractor
Import Equipment	Allows contractor to import and manage their equipment in ECMS.	Contractor

ECMS DBE Listing	Provides a list of contractors that are certified as DBEs, registered as ECMS Business Partners, and are either prequalified contractors or designated as a Service or DBE Suppliers. These contractors are available to be listed on the DBE commitment screens in ECMS.	Public Contractor Minority Business Enterprise
PA UCP DBE Listing	Provides a list of DBEs that may not be registered as ECMS Business Partners and therefore may not be available to be listed on the DBE commitment screens in ECMS.	Public Contractor Minority Business Enterprise

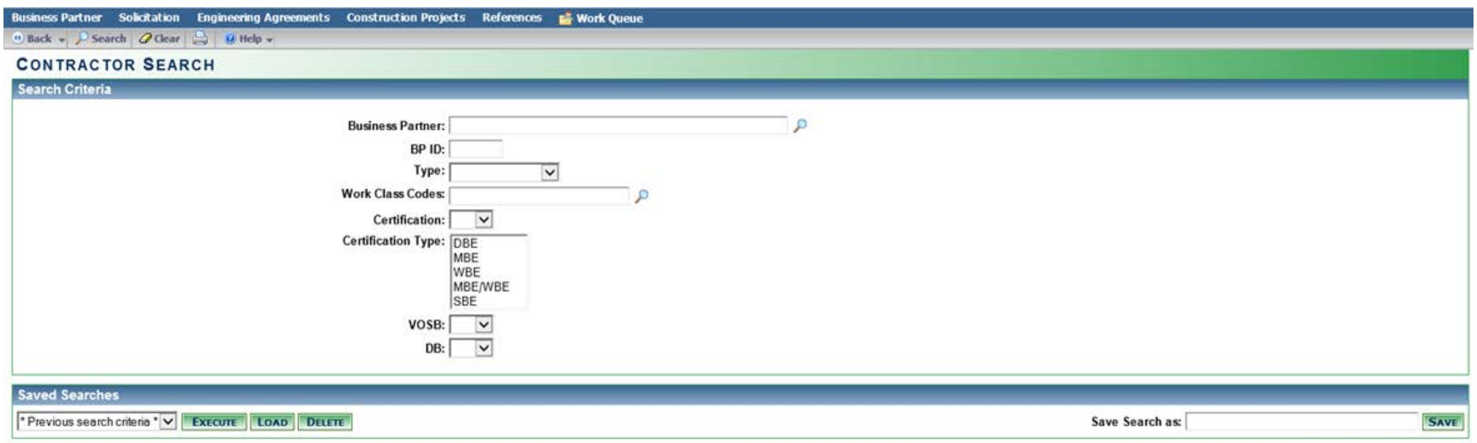
Search for a Contractor

You may search for a Contractor by Business Partner Name, Type, Work Class Codes and/or Certification Type, including Veteran-Owned Small Businesses (VOSB) and Diverse Businesses (DB).

1. From the menu bar, select **Business Partner** and then click on **Contractors**. Select **Advanced Search** under Contractor Search sub-portal.



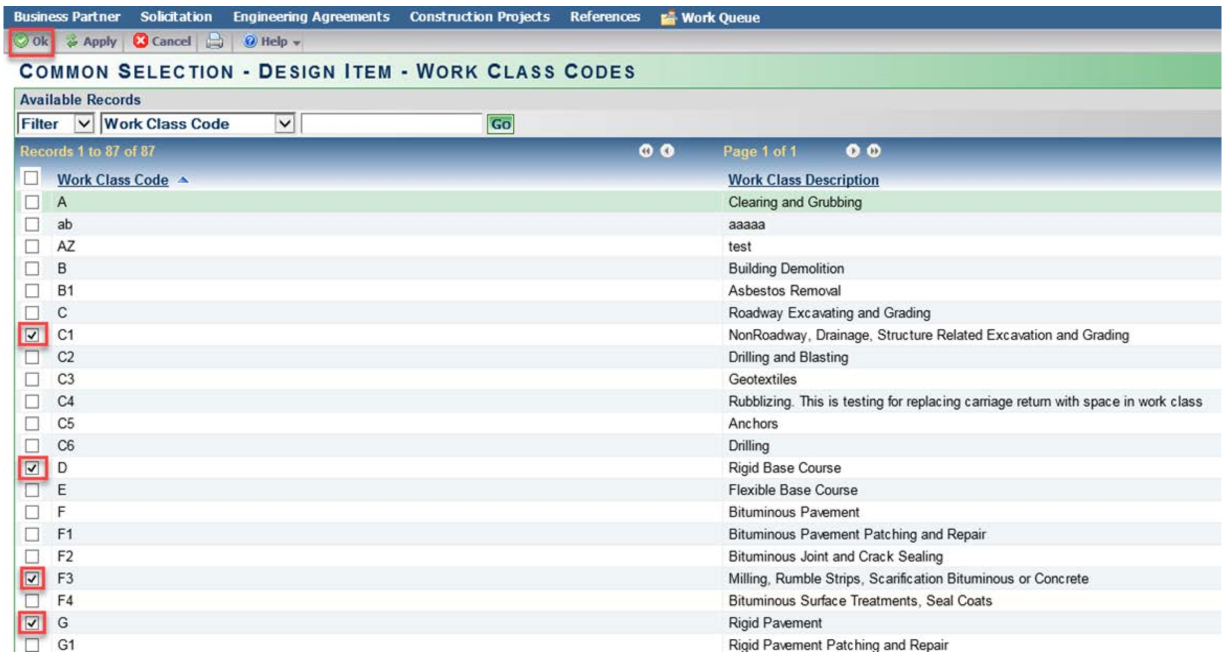
2. Advanced Search Screen is displayed below. At least one criterion must be entered to perform a search.



3. Enter the Business Partner name in the **Business Partner** field or select the **magnifying glass** to the right of the **Business Partner** field. A list of contractors will appear, click the "**green plus**" symbol next to the company you want.

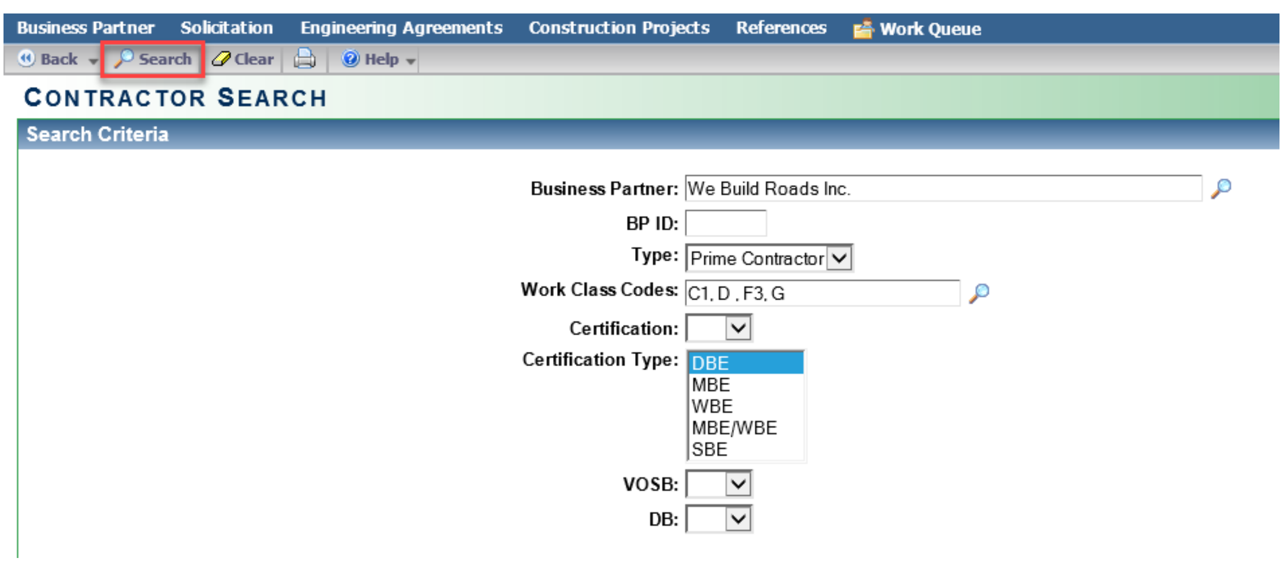
4. Select the **type of contractor** from the drop-down list in the **Type** field (e.g. prime contractor).

5. Select the work class code(s) to be included in your search by selecting the **magnifying glass** to the right of the **Work Class Codes** input dialogue box. Multiple work class codes may be selected by clicking the boxes near each code. Then select **OK** in the tool bar.

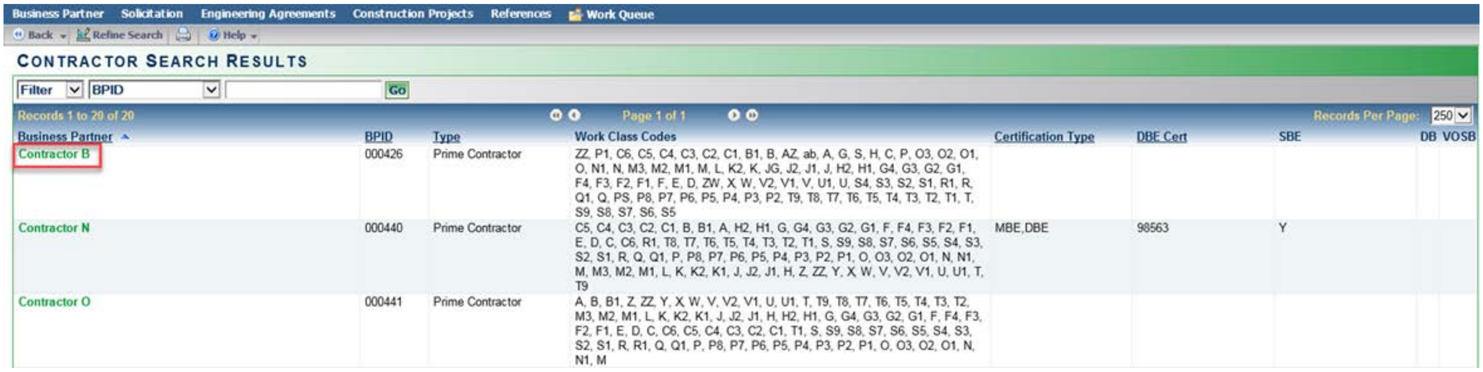


6. You may select **Yes** or **No** from the drop-down list in the **Certification** field. Note the same result can be found just by clicking **DBE.**

7. Select **Search** to execute the search using the parameters defined. The following is an example of what the populated fields look like.

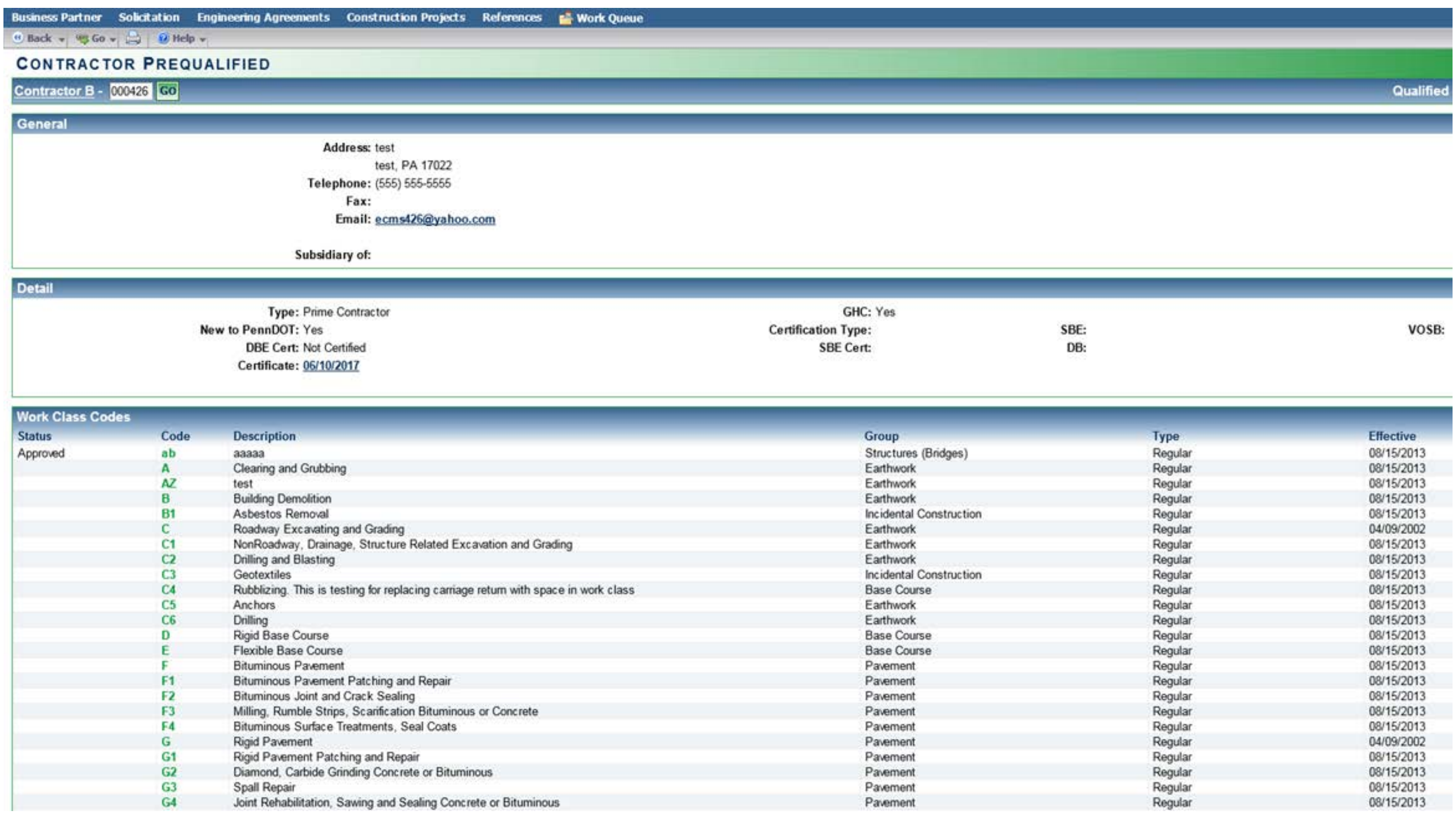


8. The Contractor Search Results screen will display.



Note: This search was executed using only the work class codes shown above. All other inputs were deleted.

9. Click on the **Business Partner** hyperlink for the contractor you wish to view. The Contractor screen is displayed displaying contractor information.



Chapter 6: Searching for Projects and Plans

- Searching for Projects and Plans Overview
- Viewing the Bid Package Portal
- View New Postings (last 2 weeks)
- View Bid Packages by Let Date (next 52 weeks)
- Search for a Bid Package
- Bid Package Hyperlinks
- General Information
- Pre-Bid Design Files
- Additional Information
- Description
- Questions and Responses
- View Unofficial Plans and Specifications
- View Project List of Planholders
- Go Dropdown
- Viewing Project Letting Dates

Searching for Projects and Plans Overview

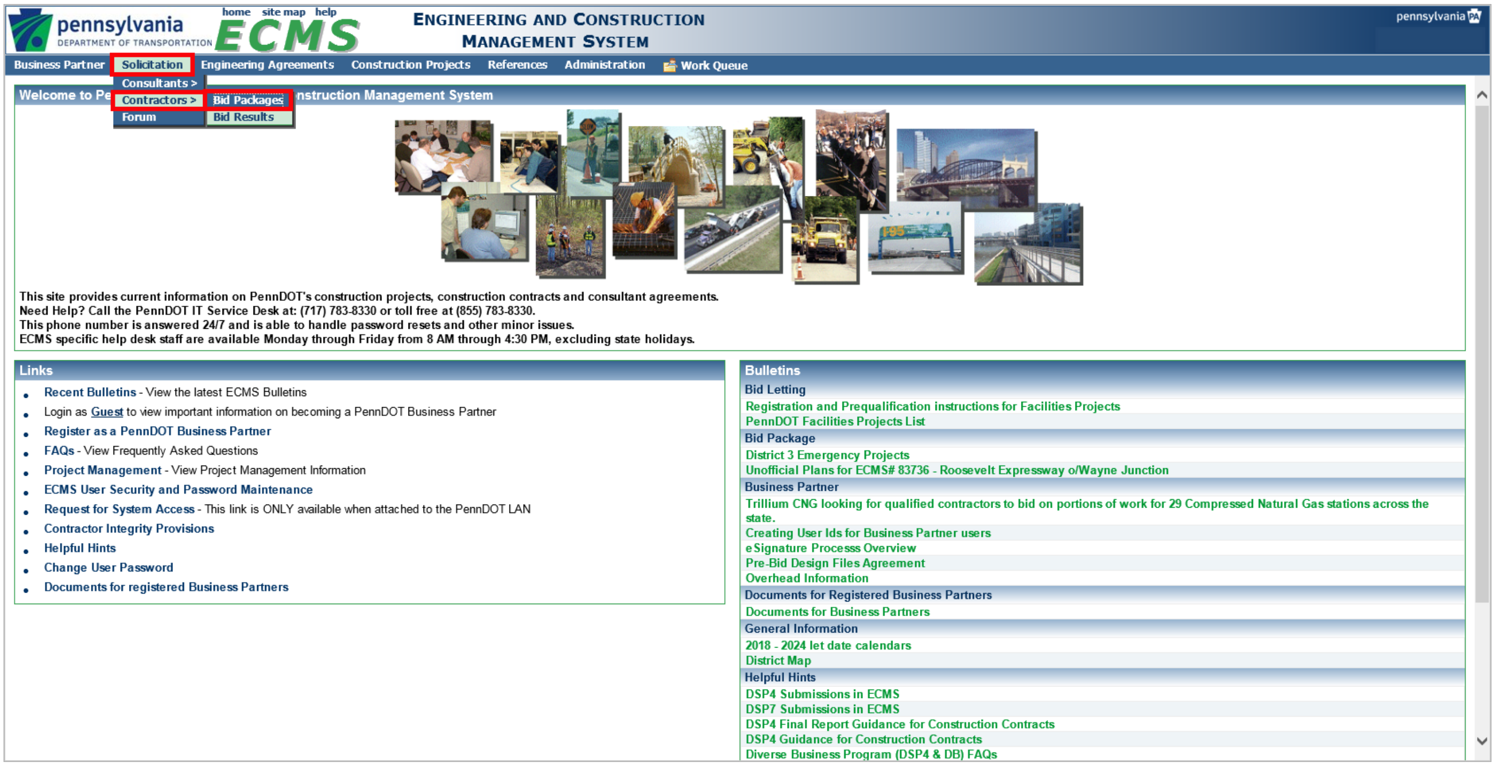
The Bid Packages Portal allows users to search for and access all electronic bidding information based on the security assigned to the user's ID. Public users can access much of the information on the Bid Packages Portal. However, to perform certain tasks, you must be logged-in to ECMS.

This chapter shows how to search for advertised projects/bid packages and view related information including plans, design items, special provisions, attachments and the proposal report. If any changes are made to a project after a bid package has been published, an addendum to the bid package will be published. Steps are included in this chapter to view bid package addenda. Through ECMS, contractors can also view unofficial plans and specifications, view a list of planholders, and project letting dates.

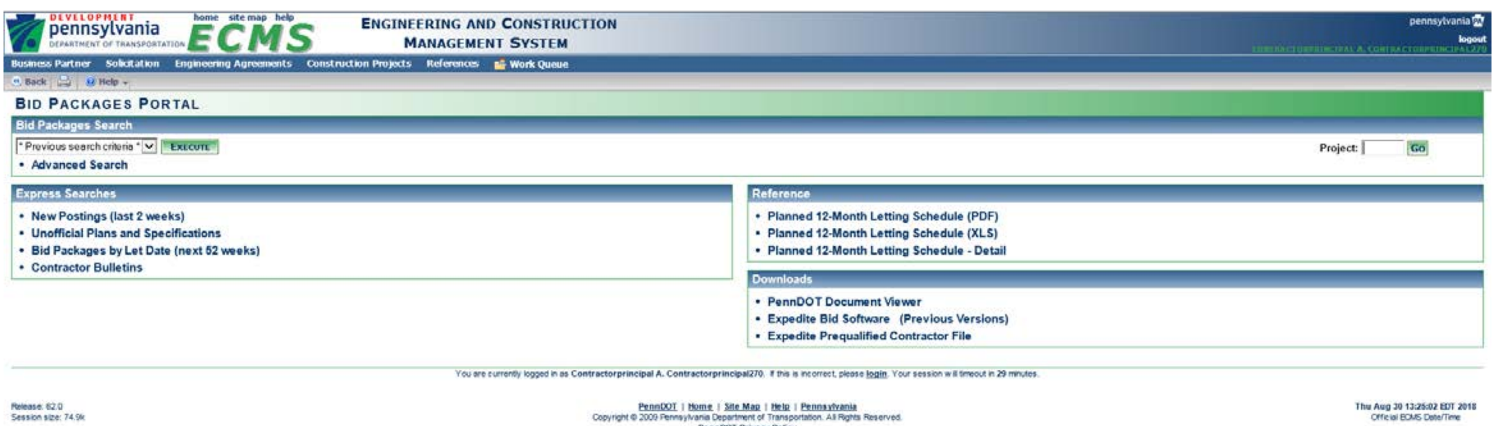
Step	User ECMS Security Role
Bid Package published to the ECMS website	PennDOT
Search for and view advertised bid package and related information	Business Partner • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Updates to a bid package are published via an addendum	PennDOT
View bid package addenda and related information	Business Partner • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Download plans	Business Partner • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Prepare and submit bid within ECMS. This is covered in the Bidding Chapter	Business Partner • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Upon the let date, bids are opened and the contract awards process can begin.	PennDOT Business Partner • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

Viewing the Bid Package Portal

1. To access the Bid Packages Portal page, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



2. The Bid Package Portal is displayed.

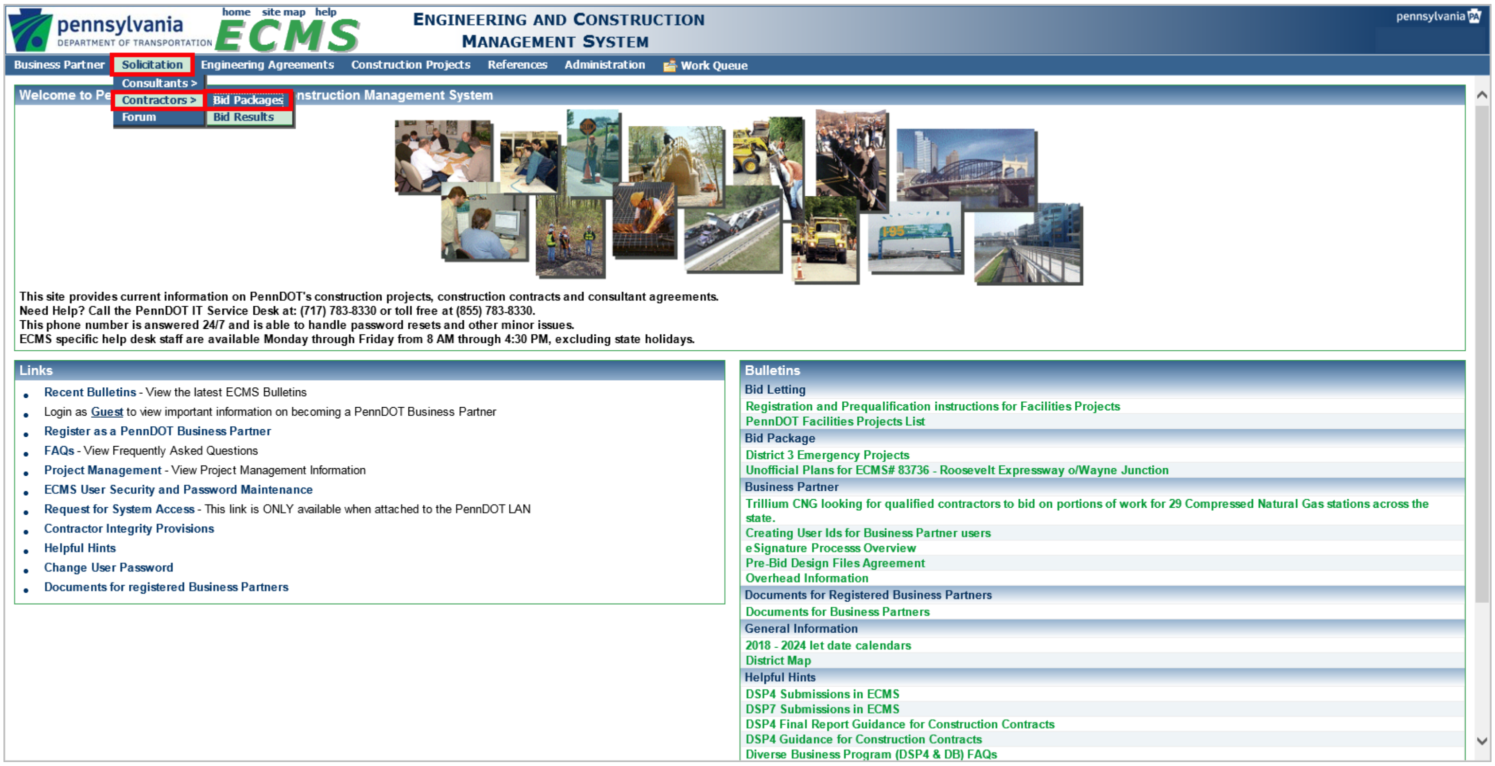


A list of the links available is shown in the following table:

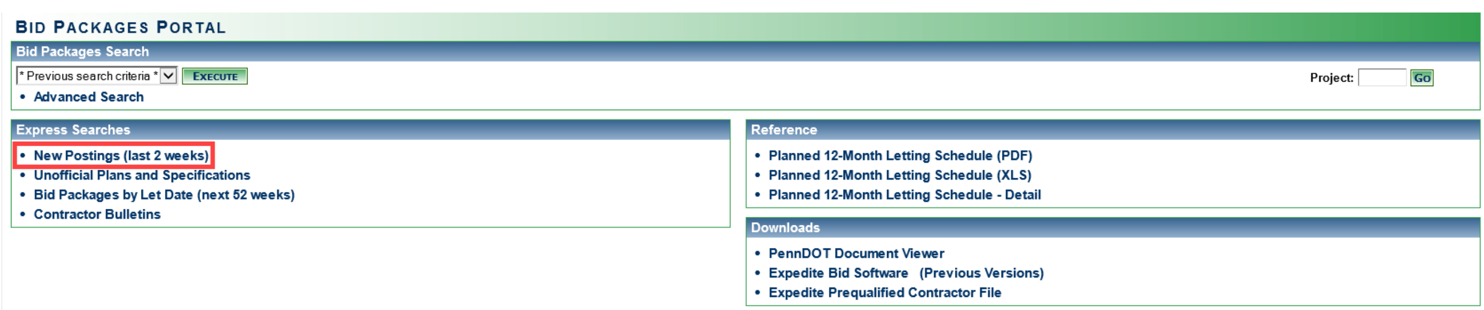
Link	Description
Express Searches	
New Postings (last 2 weeks)	Postings (advertisements, addenda, let date extensions) published within the past two weeks.
Unofficial Plans and Specifications	Unofficial plans and specifications for upcoming projects that have not yet been officially advertised.
Bid Packages by Let Date (next 52 weeks)	Projects scheduled to be let within the next 52 weeks.
Contractor Bulletins	Lists all of the bulletins of which a contractor has access.
Reference	
Planned 12-Month Letting Schedule (PDF)	A pdf document of upcoming projects, sorted by letting date, displayed for the next 12 months.
Planned 12-Month Letting Schedule (XLS)	A Microsoft Excel document of upcoming projects, sorted by letting date, displayed for the next 12 months.
Planned 12-Month Letting Schedule - Detail	A pdf document of detailed information about the projects, sorted by letting date, for the next 12 months.
Bid Packages Search	
Advanced Search	Allows users to search for projects based on Project, Project Type, District, County, State Type of Work, Let Date, Work Class Codes, Federal Project Status, State Route, Section, Group ID, Design Build, and Bid Submitted Using.
Project	Allows you to search Project directly by typing in the project number.

View New Postings (last 2 weeks)

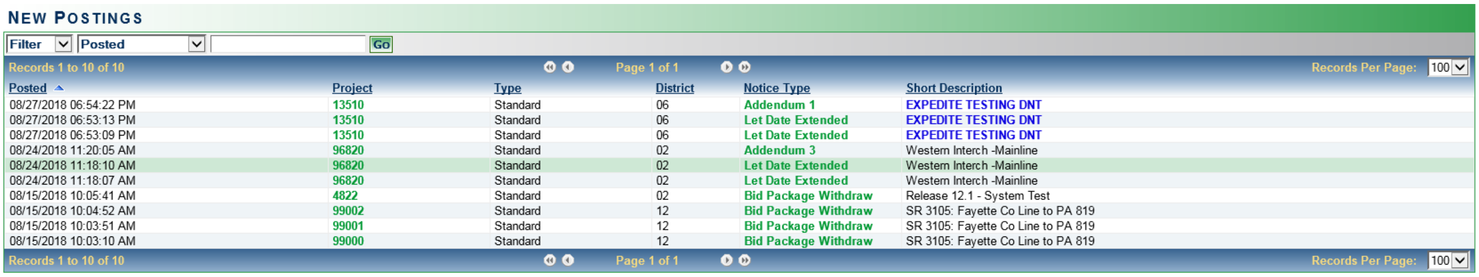
1. To access the Bid Packages Portal page, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



2. Click the **New Postings (last 2 weeks)** hyperlink under the **Express Searches** heading.



3. **New Posting (last 2 weeks)** will be displayed.



NEW POSTINGS

Filter | Posted | Go

Records 1 to 10 of 10 — Page 1 of 1 — Records Per Page: 100

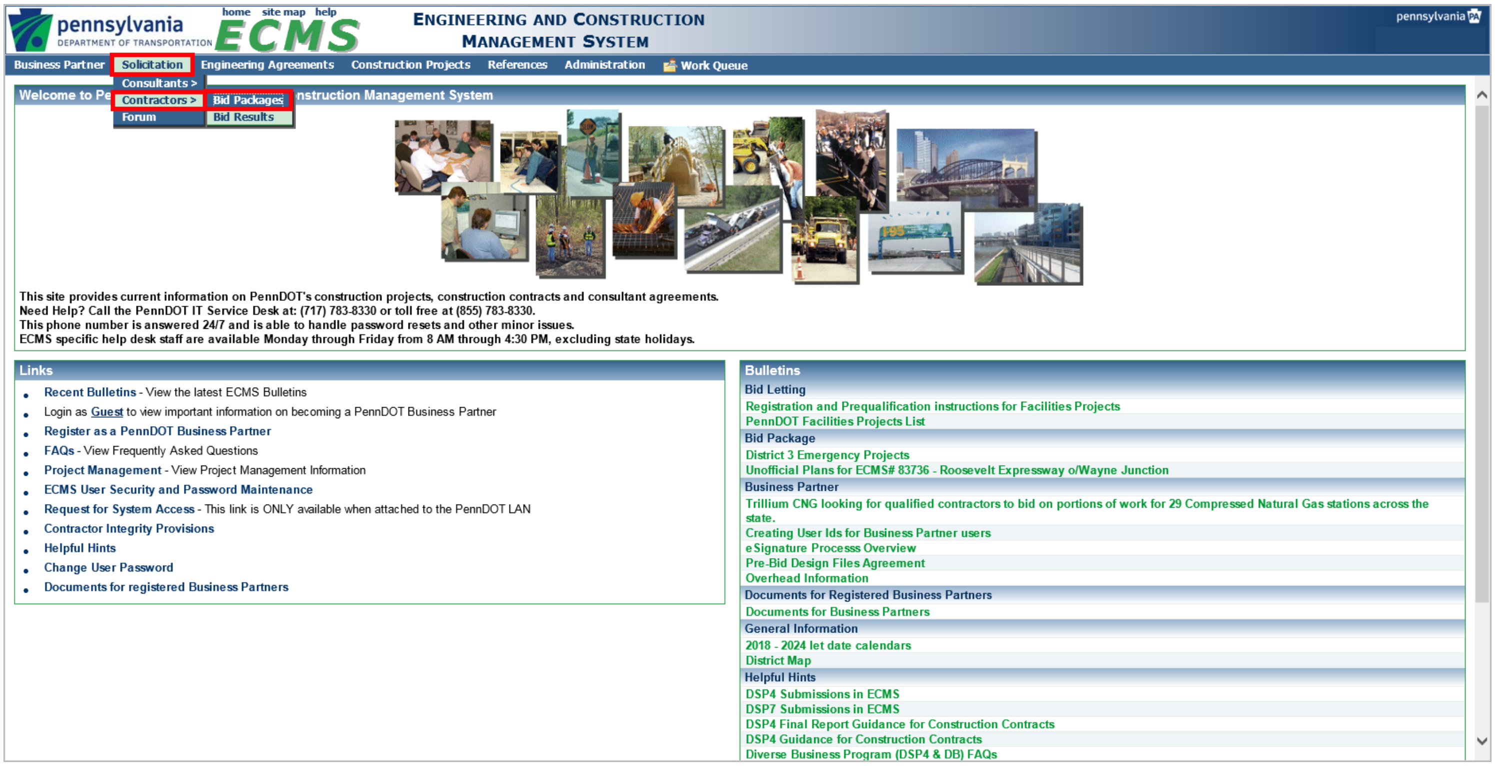
Posted	Project	Type	District	Notice Type	Short Description
08/27/2018 06:54:22 PM	13510	Standard	06	Addendum 1	EXPEDITE TESTING DNT
08/27/2018 06:53:13 PM	13510	Standard	06	Let Date Extended	EXPEDITE TESTING DNT
08/27/2018 06:53:09 PM	13510	Standard	06	Let Date Extended	EXPEDITE TESTING DNT
08/24/2018 11:20:05 AM	96820	Standard	02	Addendum 3	Western Interch -Mainline
08/24/2018 11:18:10 AM	96820	Standard	02	Let Date Extended	Western Interch -Mainline
08/24/2018 11:18:07 AM	96820	Standard	02	Let Date Extended	Western Interch -Mainline
08/15/2018 10:05:41 AM	4822	Standard	02	Bid Package Withdraw	Release 12.1 - System Test
08/15/2018 10:04:52 AM	99002	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819
08/15/2018 10:03:51 AM	99001	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819
08/15/2018 10:03:10 AM	99000	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819

Records 1 to 10 of 10 — Page 1 of 1 — Records Per Page: 100

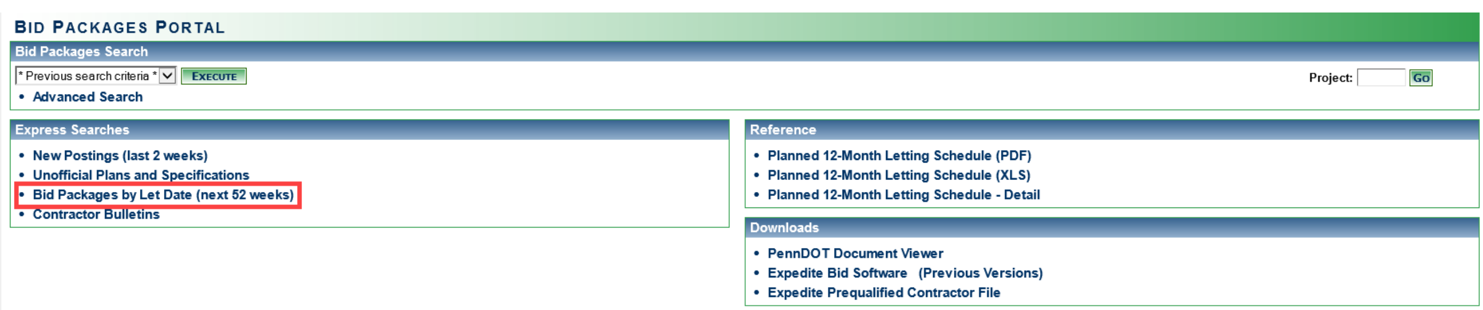
Links on New Postings Screen:	Will Take You To:
Project Hyperlink	Only accessible to awarded Contractor
Notice Type	Takes users to the Project Addendum or Bid Package screen.

View Bid Packages by Let Date (next 52 weeks)

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



2. Click the **Bid Packages by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.



3. Bid Packages Results page will be displayed.

BID PACKAGES RESULTS

Filter | Bid Submitted Using | Go | EXPORT RESULTS TO EXCEL

Records 1 to 11 of 11 — Page 1 of 1 — Records Per Page: 100

Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range ($1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	21376	Standard	08	Bedford	30	009	---	0-100	RECONSTRUCTION	Expedite	44%		
09/03/2018 11:00 AM	72109	Standard	10	Jefferson	0000	---	---	0-100	CONCRETE PAVEMENT REHABILITATION	Expedite	37%		
09/03/2018 11:00 AM	96820	Standard	02	Centre	322	B06	Plan Sets Test	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	0%		
09/04/2018 11:00 AM	13708	Standard	06	Bucks	0	T12	TRAC	0-100	GUIDE RAIL	Expedite	0%		
09/04/2018 11:00 AM	13709	Standard	08	Bucks		T13	TRAC	0-100	NEW AND REVISED MAJOR TRAFFIC SIGNALS	Expedite	35%		
09/04/2018 11:00 AM	16671	Emergency	06	Montgomery	29	06M	Kantner	0-100	SLIDES CORRECTION	Expedite	0%		
09/05/2018 11:00 AM	13741	Standard	06	Bucks	2065	55M		0-100	RELOCATION/NEW CONSTRUCTION	Expedite	59%		
09/06/2018 11:00 AM	10027	Standard	08	Wayne	590	671	---	0-100	BRIDGE REPLACEMENT	Expedite	0%		
09/06/2018 11:00 AM	61289	Standard	08	York	116	013	---	0-100	MISCELLANEOUS REHABILITATION WORK	Expedite	37%		
09/07/2018 11:00 AM	48010	Standard	09	Bedford	96	14X	---	0-100	BRIDGE REPLACEMENT	Expedite	73%		
09/13/2018 11:00 AM	13853	Standard	06	Chester	6030	B04	TRAC	0-100	R&R EXISTING DECK WITH HALF WIDTH CONSTRUCTION	Expedite	0%		

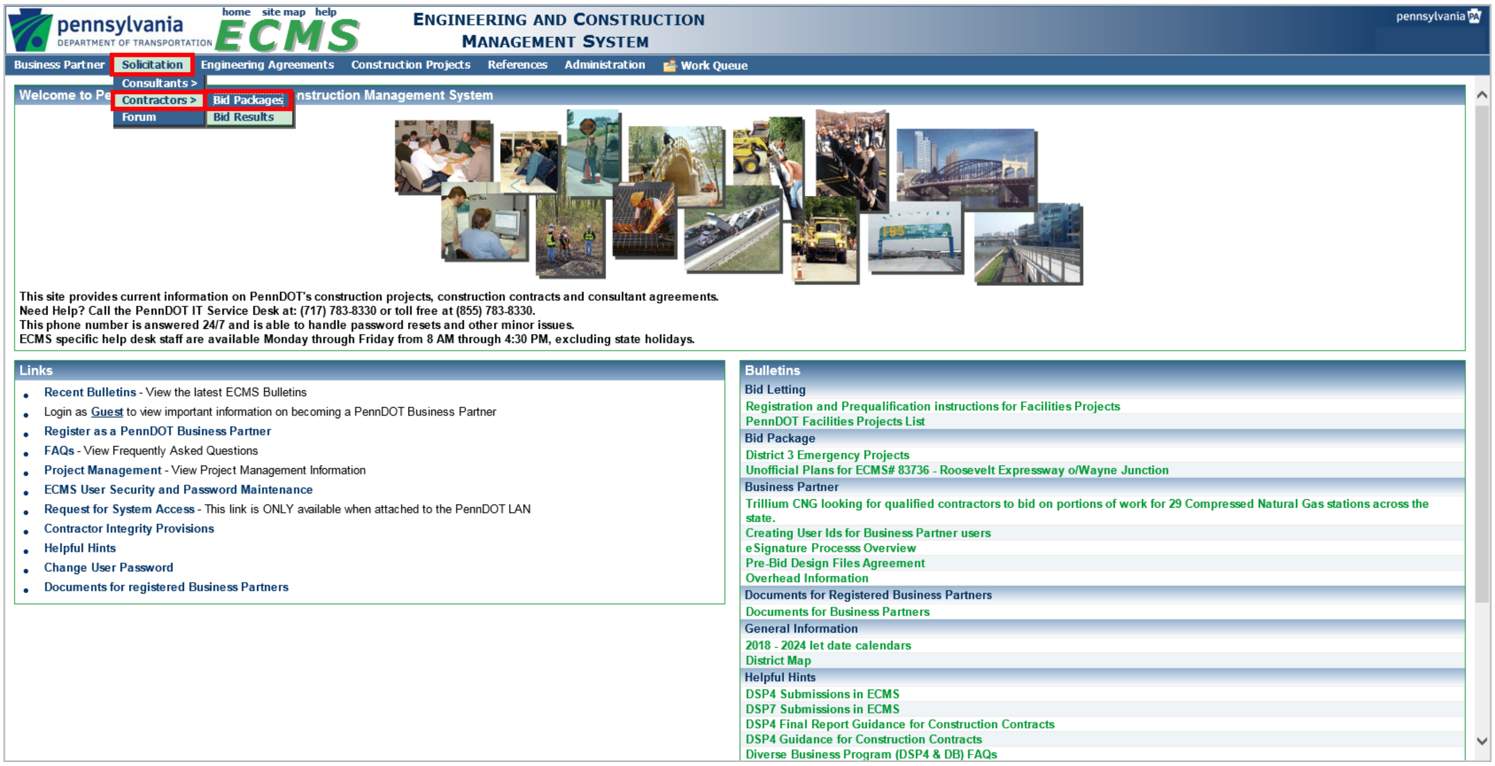
Records 1 to 11 of 11 — Page 1 of 1 — Records Per Page: 100

Download Results

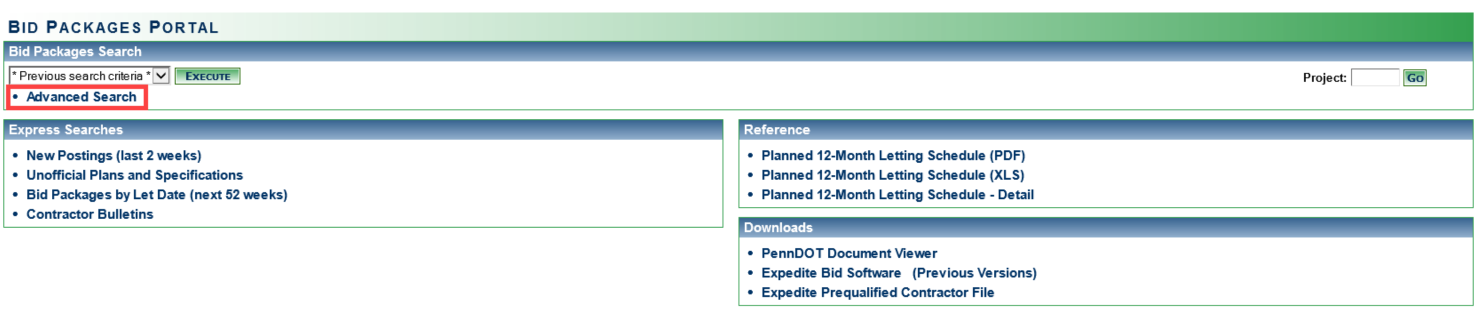
Links on Bid Package Results Screen:	Will Take You To:
Let Date	Bid Package screen
Project Number	Project Information page, only clickable for low bidder
LOP (List of Planholders)	Planholders screen
ROL (Reading Order List)	Reading order list screen

Search for a Bid Package

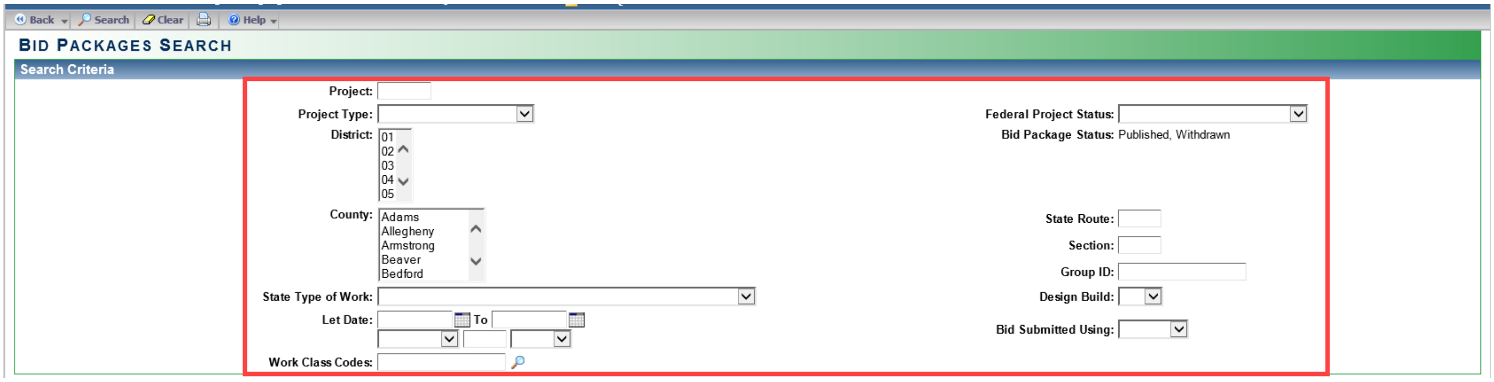
1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



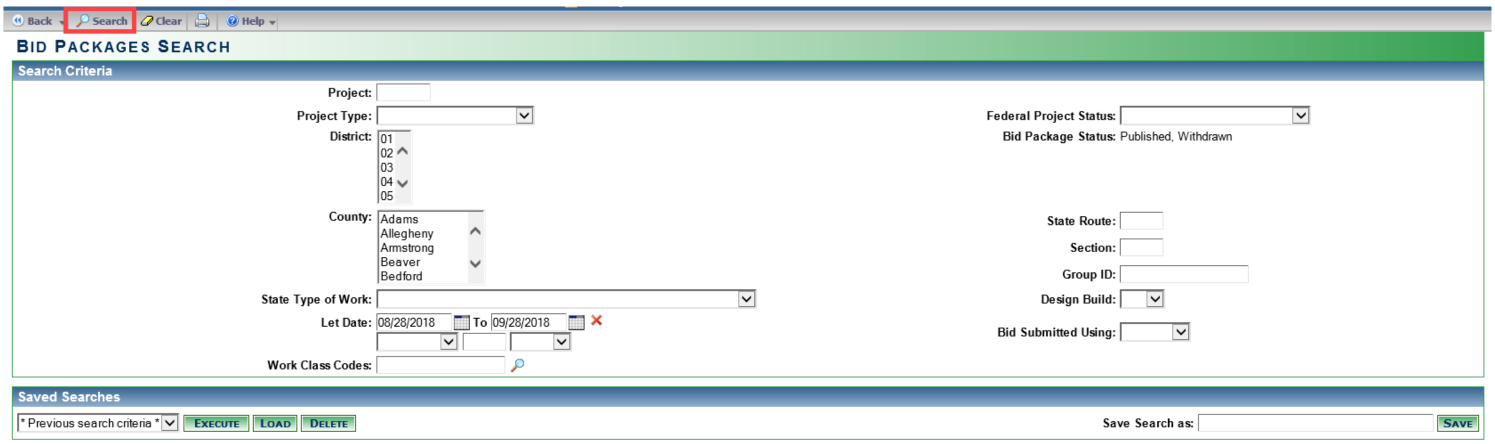
2. Click the **Advanced Search** hyperlink under the **Bid Packages Search** heading.



3. Enter in any search criteria on the Bid Packages Search screen.



4. Click **Search**.



5. View Bid Packages Results page.

BID PACKAGES RESULTS

Filter | Bid Submitted Using | Go | EXPORT RESULTS TO EXCEL

Records 1 to 11 of 11 — Page 1 of 1 — Records Per Page: 100

Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range ($1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	21376	Standard	08	Bedford	30	009	---	0-100	RECONSTRUCTION	Expedite	44%		
09/03/2018 11:00 AM	72109	Standard	10	Jefferson	0000	---	---	0-100	CONCRETE PAVEMENT REHABILITATION	Expedite	37%		
09/03/2018 11:00 AM	96820	Standard	02	Centre	322	B06	Plan Sets Test	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	0%		
09/04/2018 11:00 AM	13708	Standard	06	Bucks	0	T12	TRAC	0-100	GUIDE RAIL	Expedite	0%		
09/04/2018 11:00 AM	13709	Standard	08	Bucks		T13	TRAC	0-100	NEW AND REVISED MAJOR TRAFFIC SIGNALS	Expedite	35%		
09/04/2018 11:00 AM	16671	Emergency	06	Montgomery	29	06M	Kantner	0-100	SLIDES CORRECTION	Expedite	0%		
09/05/2018 11:00 AM	13741	Standard	06	Bucks	2065	55M		0-100	RELOCATION/NEW CONSTRUCTION	Expedite	59%		
09/06/2018 11:00 AM	10027	Standard	08	Wayne	590	671	---	0-100	BRIDGE REPLACEMENT	Expedite	0%		
09/06/2018 11:00 AM	61289	Standard	08	York	116	013	---	0-100	MISCELLANEOUS REHABILITATION WORK	Expedite	37%		
09/07/2018 11:00 AM	48010	Standard	09	Bedford	96	14X	---	0-100	BRIDGE REPLACEMENT	Expedite	73%		
09/13/2018 11:00 AM	13853	Standard	06	Chester	6030	B04	TRAC	0-100	R&R EXISTING DECK WITH HALF WIDTH CONSTRUCTION	Expedite	0%		

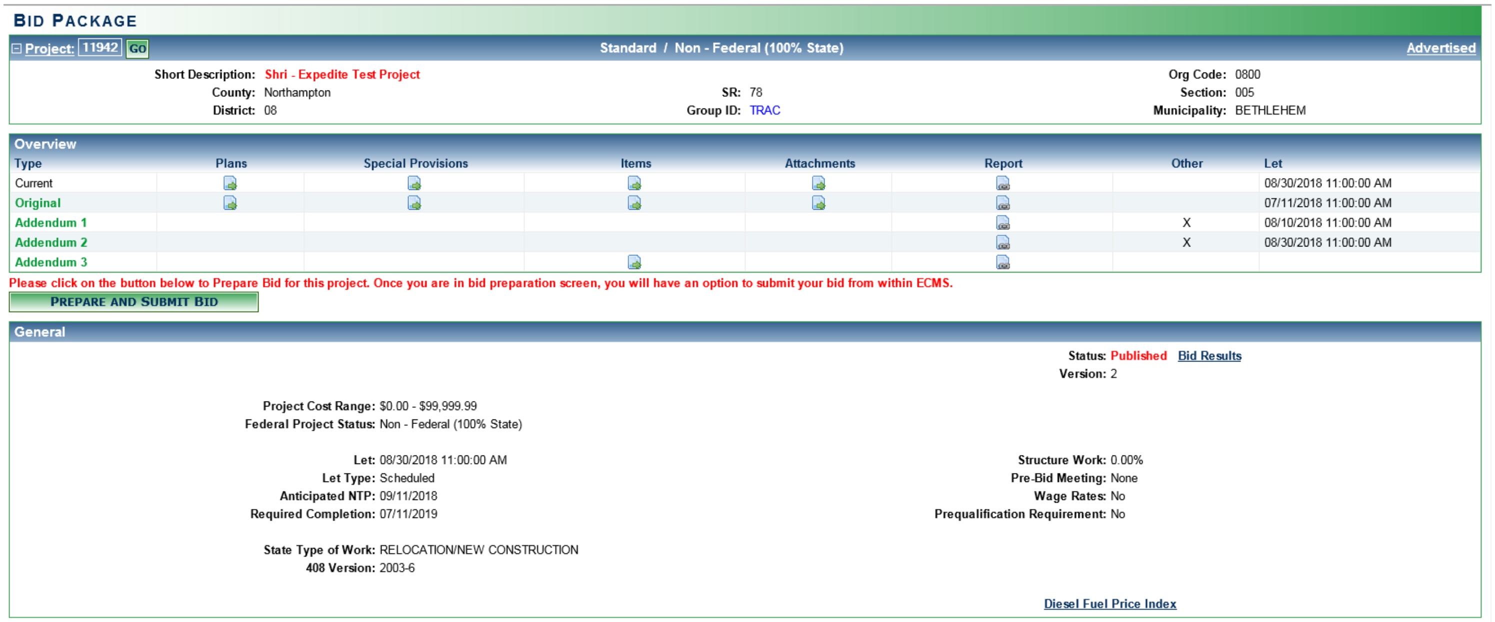
Records 1 to 11 of 11 — Page 1 of 1 — Records Per Page: 100

Download Results

Bid Package Hyperlinks

View Project Plans

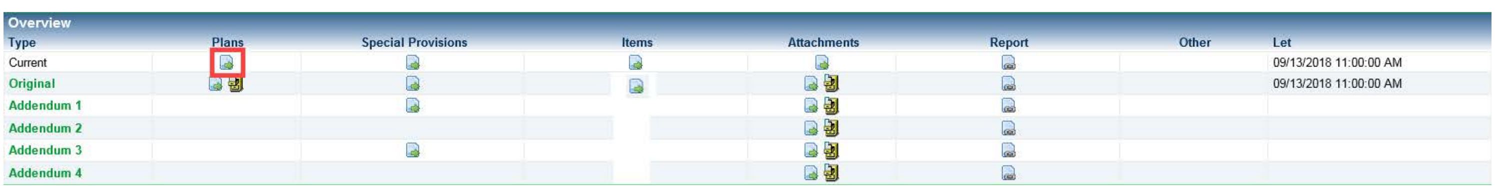
1. Navigate to the Bid Package screen.



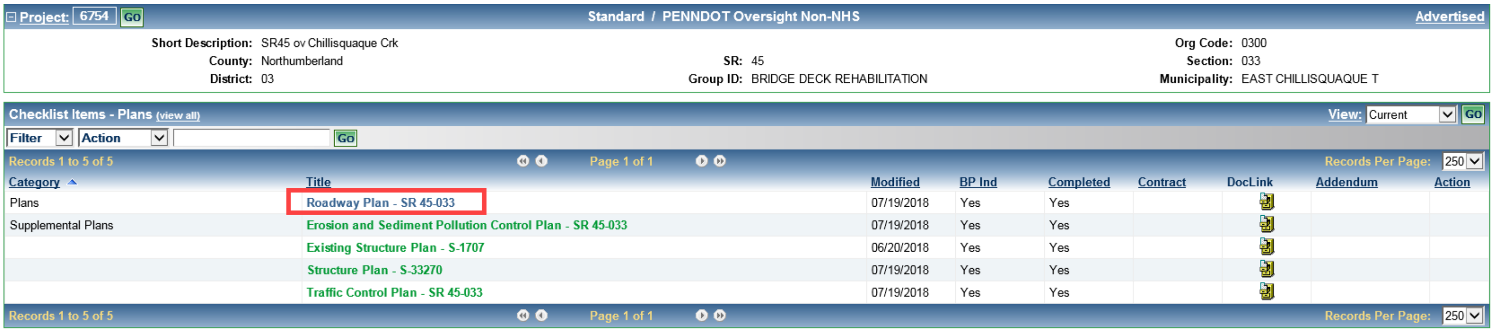
Note: In the **Overview** sub-portal under the column **Type** users will see different headings, described below:

- **Current** – displays the original items along with any items added/removed/modified via an addendum.
- **Original** – displays the original items as the bid package was originally published.
- **Addendum** – displays only items that have been added/removed/modified via the addendum. If more than one addendum has been added, the addenda will be numbered.

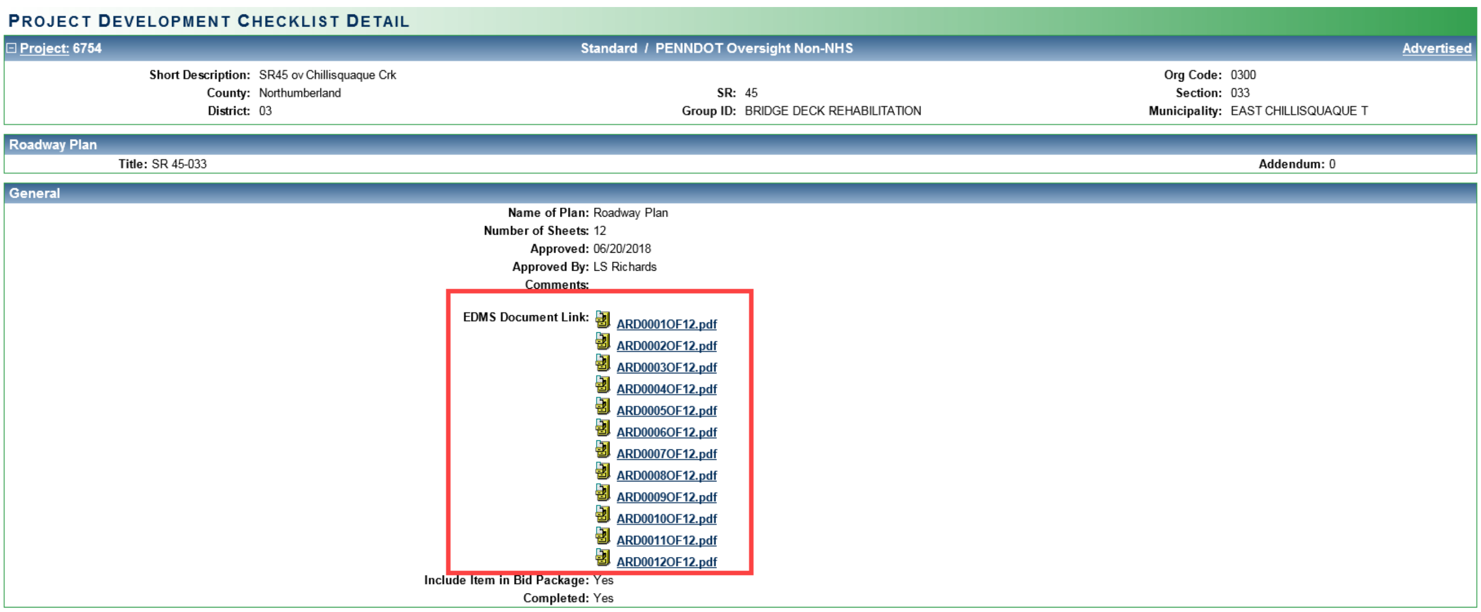
2. From the Bid Package screen in the Overview sub-portal area click the hyperlink under the **Plans** column the user wants to see.



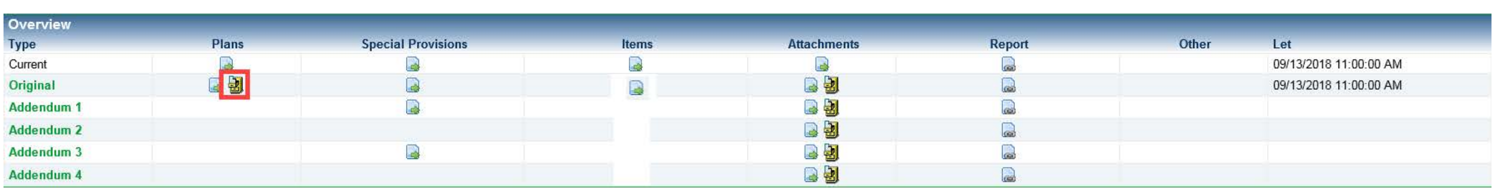
3. On the Project Development Checklist screen select the hyperlink under the **Title** column to view the sheets plan sheets.



4. Click the **.pdf** hyperlink next to the EDMS Document Link to view the plan sheets individually.



5. To view all the plan sheets together on the Bid Package screen, select the **file cabinet** icon under the **Plans** column.

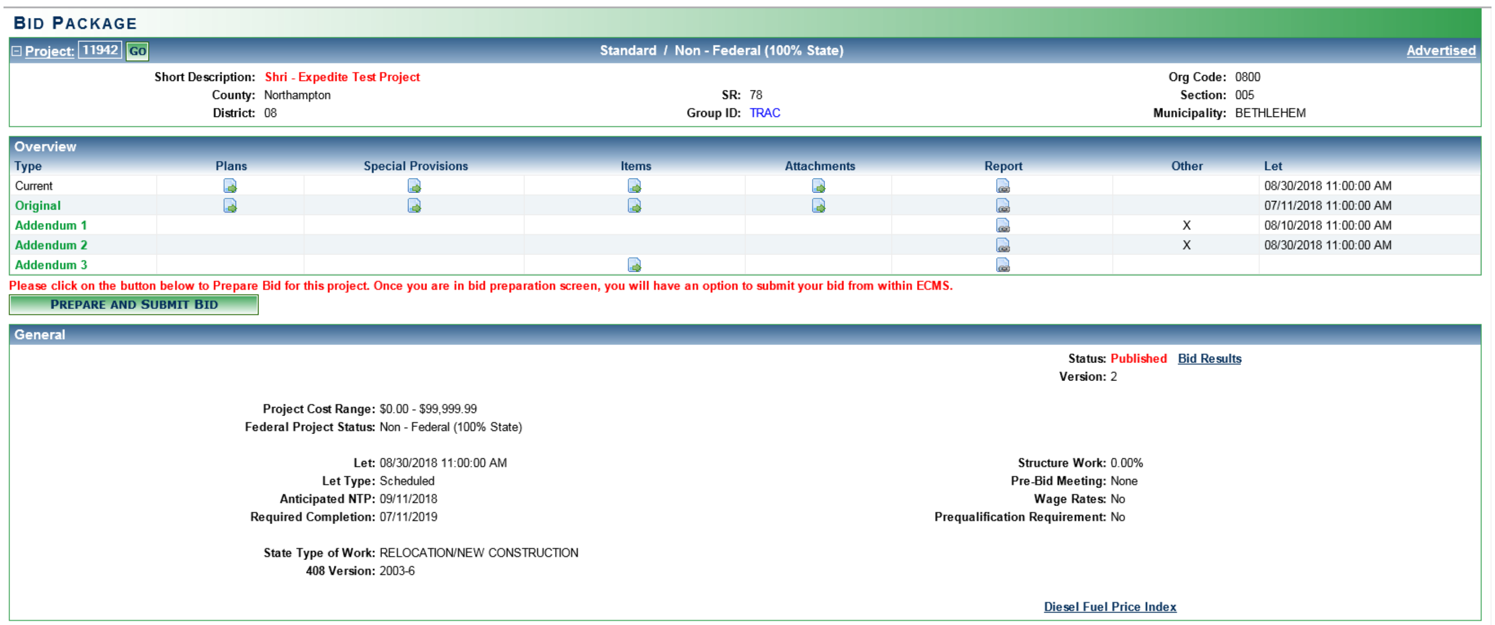


6. On the Attached Documents screen the user will select the plan sets they wish to view.

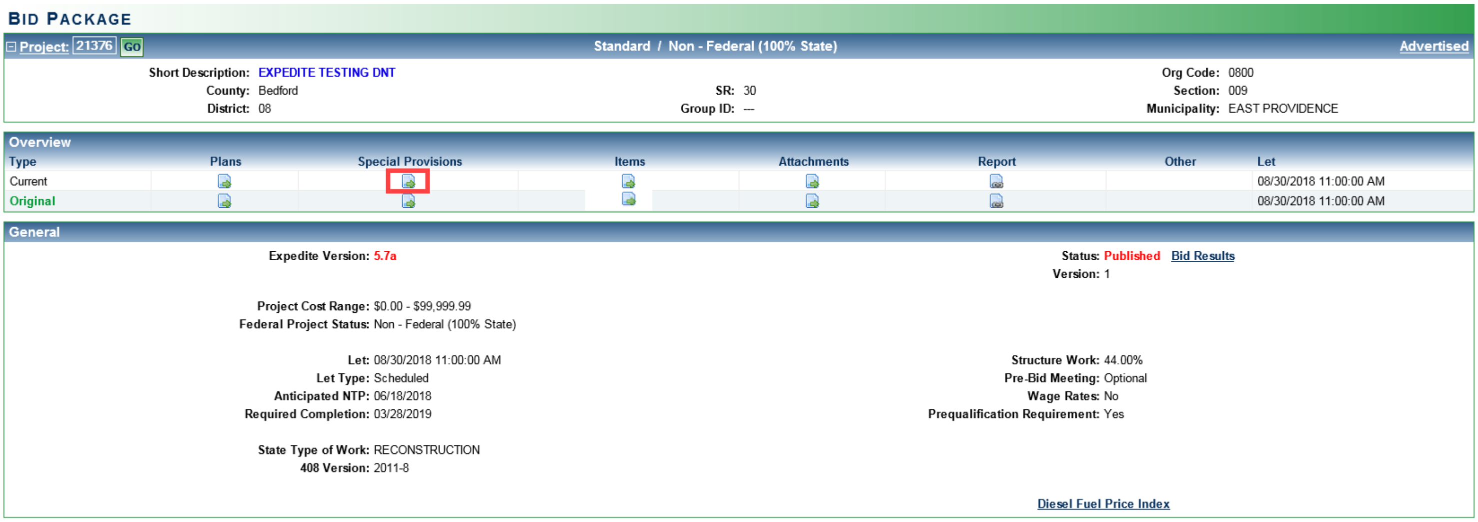
7. The user will open the file and view the plan sets in a .pdf viewer.

View Project Special Provisions

1. Navigate to the Bid Package screen.

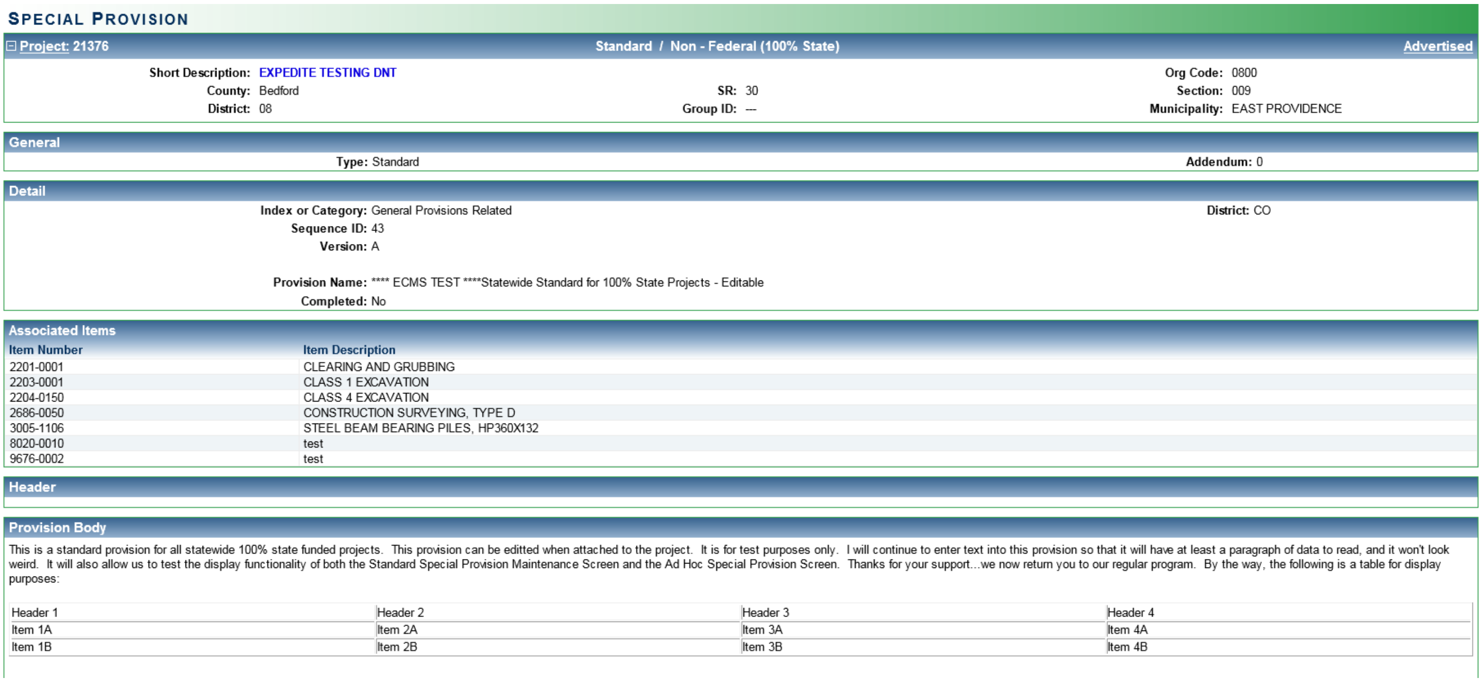


2. From the Bid Package screen in the **Overview** sub-portal area click the **hyperlink** under the **Special Provisions** column the user wants to see. Current should be the most up to date.



3. The user will click the **special provision** hyperlink they want to view.

4. The user will now view the Special Provision screen.



SPECIAL PROVISION

Project: 21376 | Standard / Non - Federal (100% State) | Advertised

Short Description: EXPEDITE TESTING DNT | SR: 30 | Org Code: 0800
County: Bedford | Group ID: --- | Section: 009
District: 08 | | Municipality: EAST PROVIDENCE

General

Type: Standard | Addendum: 0

Detail

Index or Category: General Provisions Related | District: CO
Sequence ID: 43
Version: A

Provision Name: **** ECMS TEST ****Statewide Standard for 100% State Projects - Editable
Completed: No

Associated Items

Item Number	Item Description
2201-0001	CLEARING AND GRUBBING
2203-0001	CLASS 1 EXCAVATION
2204-0150	CLASS 4 EXCAVATION
2686-0050	CONSTRUCTION SURVEYING, TYPE D
3005-1106	STEEL BEAM BEARING PILES, HP360X132
8020-0010	test
9676-0002	test

Header

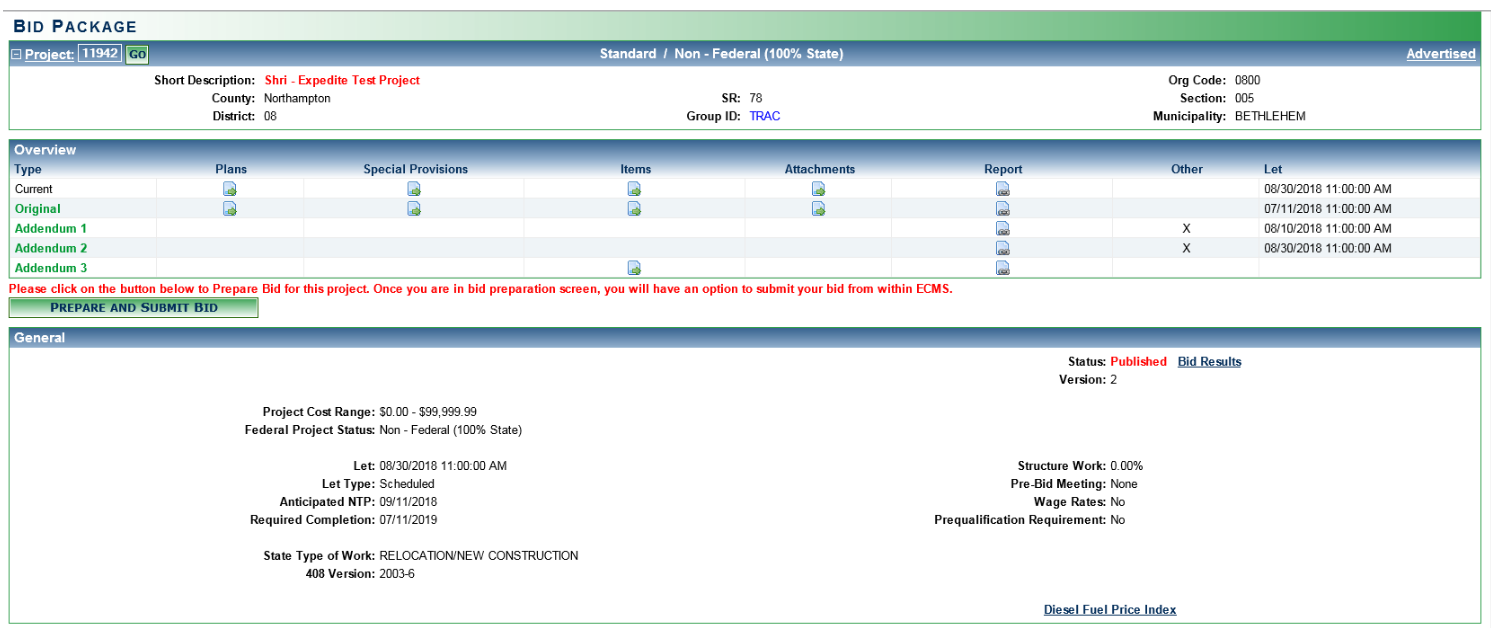
Provision Body

This is a standard provision for all statewide 100% state funded projects. This provision can be editted when attached to the project. It is for test purposes only. I will continue to enter text into this provision so that it will have at least a paragraph of data to read, and it won't look weird. It will also allow us to test the display functionality of both the Standard Special Provision Maintenance Screen and the Ad Hoc Special Provision Screen. Thanks for your support...we now return you to our regular program. By the way, the following is a table for display purposes:

Header 1	Header 2	Header 3	Header 4
Item 1A	Item 2A	Item 3A	Item 4A
Item 1B	Item 2B	Item 3B	Item 4B

View Project Items

1. Navigate to the Bid Package screen.



BID PACKAGE

Project: 11942 GO | Standard / Non - Federal (100% State) | Advertised

Short Description: Shri - Expedite Test Project | SR: 78 | Org Code: 0800
County: Northampton | Group ID: TRAC | Section: 005
District: 08 | | Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: Published Bid Results
Version: 2

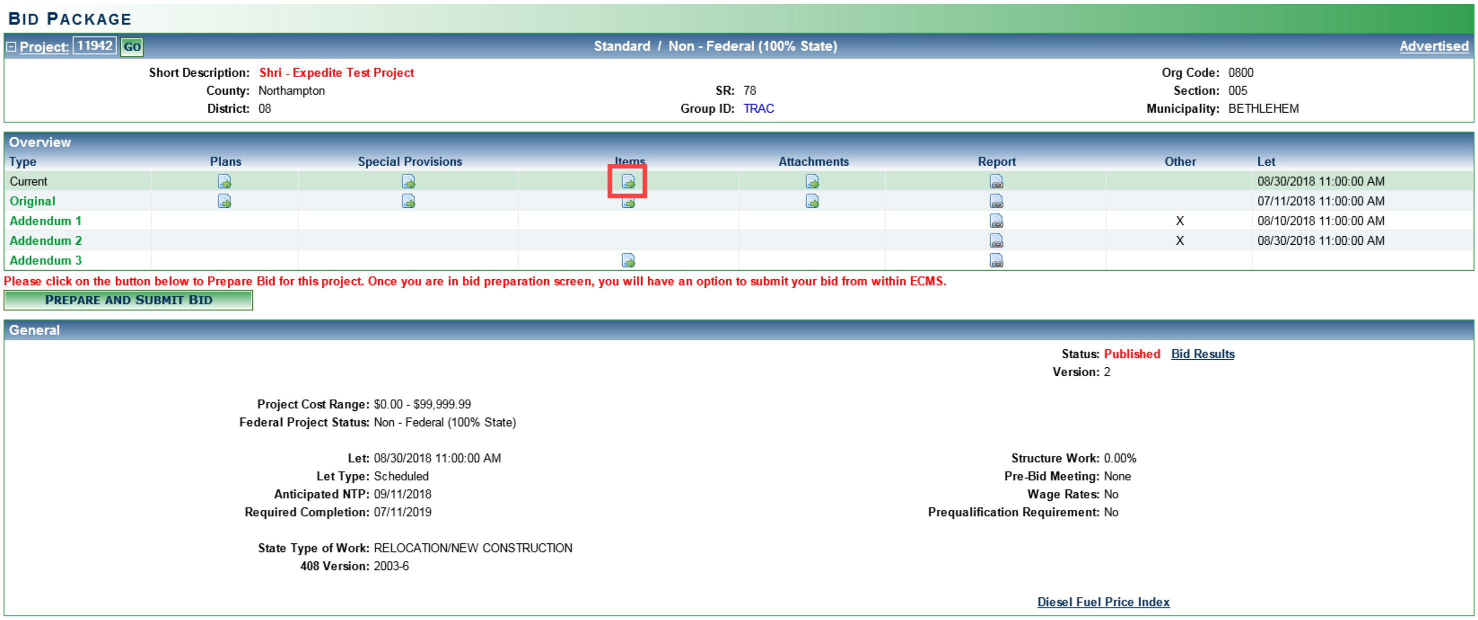
Project Cost Range: $0.00 - $99,999.99
Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM | Structure Work: 0.00%
Let Type: Scheduled | Pre-Bid Meeting: None
Anticipated NTP: 09/11/2018 | Wage Rates: No
Required Completion: 07/11/2019 | Prequalification Requirement: No

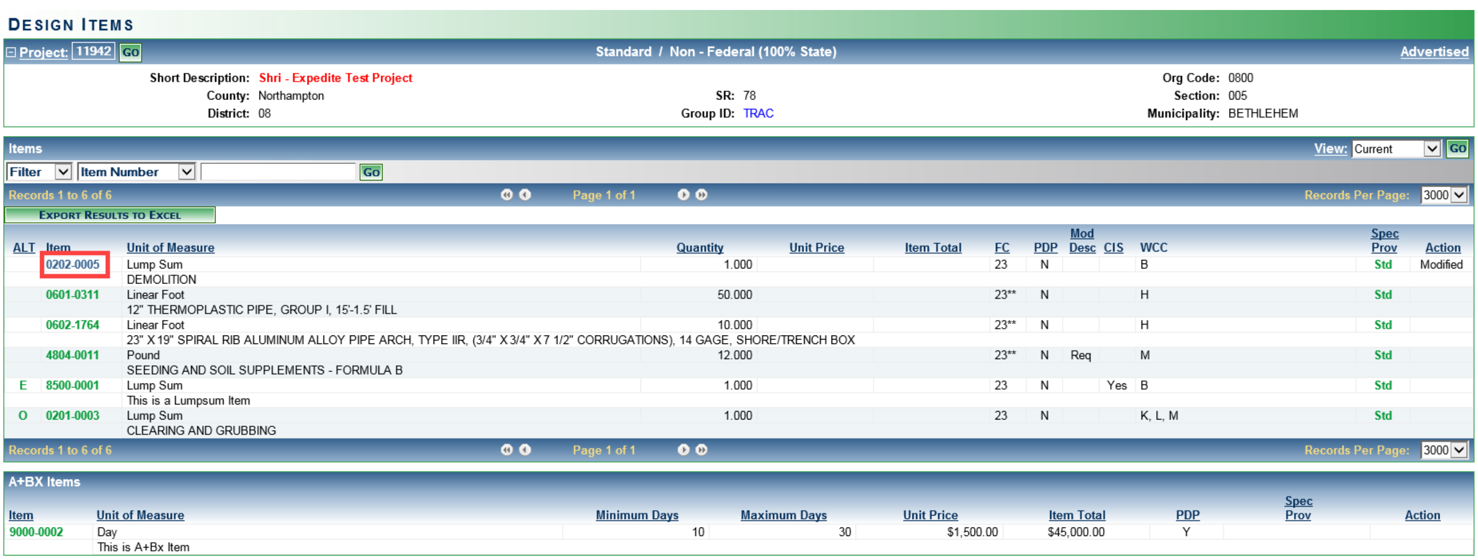
State Type of Work: RELOCATION/NEW CONSTRUCTION
408 Version: 2003-6

Diesel Fuel Price Index

2. From the Bid Package screen in the **Overview** sub-portal are click the hyperlink under the **Items** column the user wants to see.



3. User is taken to the Design Items screen where they can select the **Item** they wish to view to see more information.



4. User will now be taken to the Design Item Summary page.

DESIGN ITEM SUMMARY

Project: 11942 | Standard / Non - Federal (100% State) | Advertised

Short Description: Shri - Expedite Test Project
County: Northampton
District: 08
SR: 78
Group ID: TRAC
Org Code: 0800
Section: 005
Municipality: BETHLEHEM

Item Detail

Item:	0202-0005	Item Type:	Standard
Addendum:	3	Addendum Action:	Modified
Innovative Bidding:			
Alternate Code:		Design Number:	
Unit of Measure:	Lump Sum	Predetermined Price:	No
Description:	DEMOLITION		
Modified Description:			
Unit Price($):		Quantity:	1.00
Item Total($):			
Diesel:	No	Asphalt:	No
Diesel Category Code:		Asphalt Type Code:	
Depth:	0.00		
Stored Materials:	Not Eligible for Stored Materials PrePayments	Special Provision:	Std
Percent of Maintenance:	0.00		
S-Drawing Number:		BMS Structure Id:	
PennDOT CIS Required:	No	Contractor CIS Required:	No

Work Class Codes

Work Class	Description
B	Building Demolition

Funding Information

Fund Code	Item Quantity	Plan Station Quantity	Federal Participation	Internal Order
23	1.000			82610

Plan Station Information

Begin Station	Begin Lane	Begin Side	End Station	End Lane	End Side	Quantity	Fund Code
No records found.							

View Project Attachments

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 GO | Standard / Non - Federal (100% State) | Advertised

Short Description: Shri - Expedite Test Project
County: Northampton
District: 08
SR: 78
Group ID: TRAC
Org Code: 0800
Section: 005
Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: Published Bid Results
Version: 2

Project Cost Range: $0.00 - $99,999.99
Federal Project Status: Non - Federal (100% State)

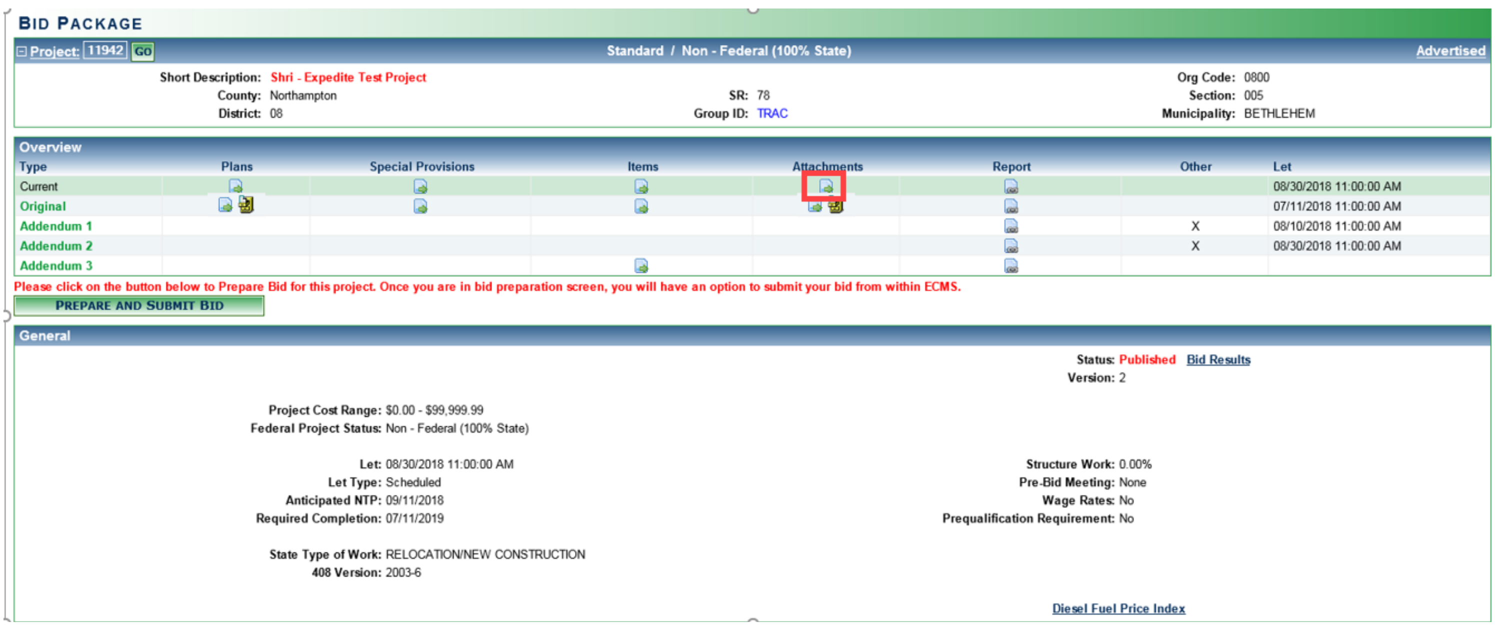
Let: 08/30/2018 11:00:00 AM
Let Type: Scheduled
Anticipated NTP: 09/11/2018
Required Completion: 07/11/2019

Structure Work: 0.00%
Pre-Bid Meeting: None
Wage Rates: No
Prequalification Requirement: No

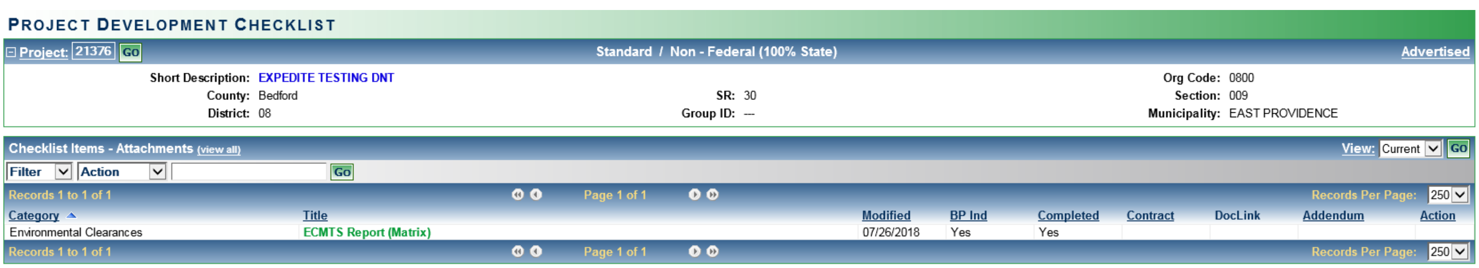
State Type of Work: RELOCATION/NEW CONSTRUCTION
408 Version: 2003-6

Diesel Fuel Price Index

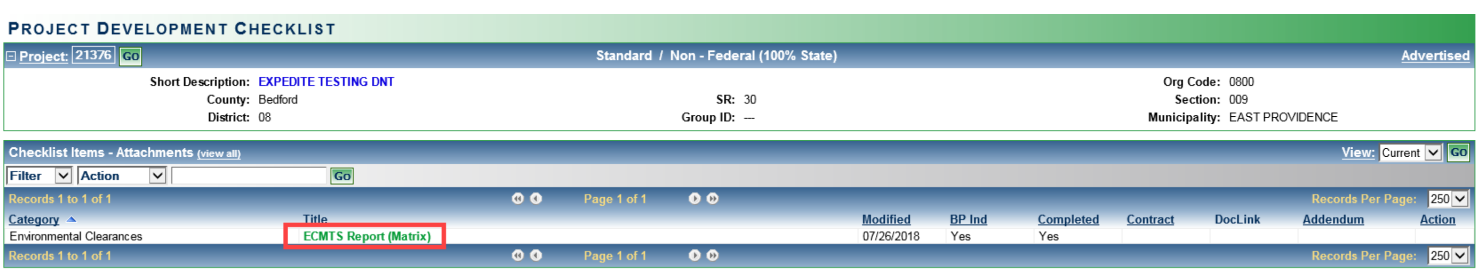
2. On the Project Development Checklist screen select the hyperlink under the **Attachments** column to view the attachments for the project. If the yellow file cabinet under the **Attachments** column is clicked, a user can view all the bid package attachments in one .pdf set.



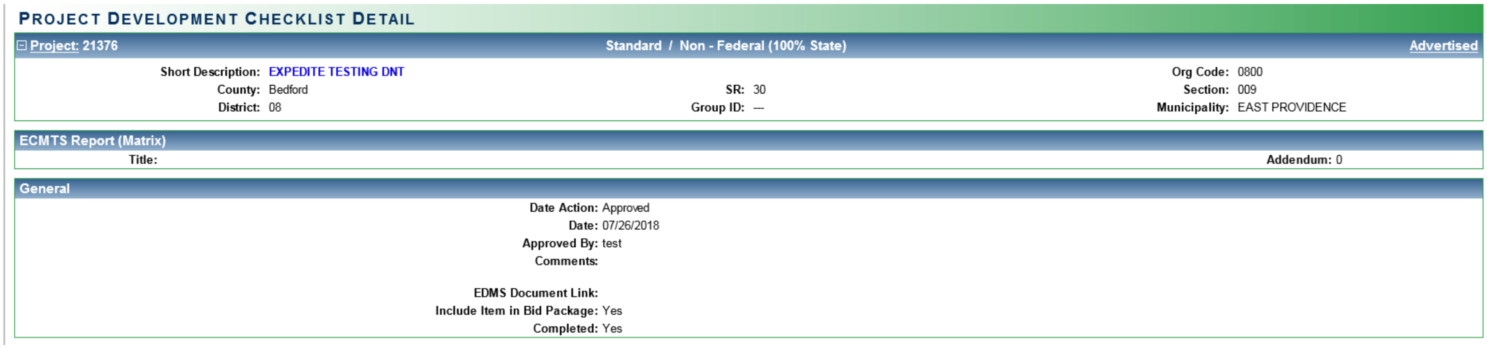
3. The user is now taken to the Project Development Checklist page.



4. Click the **Title** to be taken to the detail page.

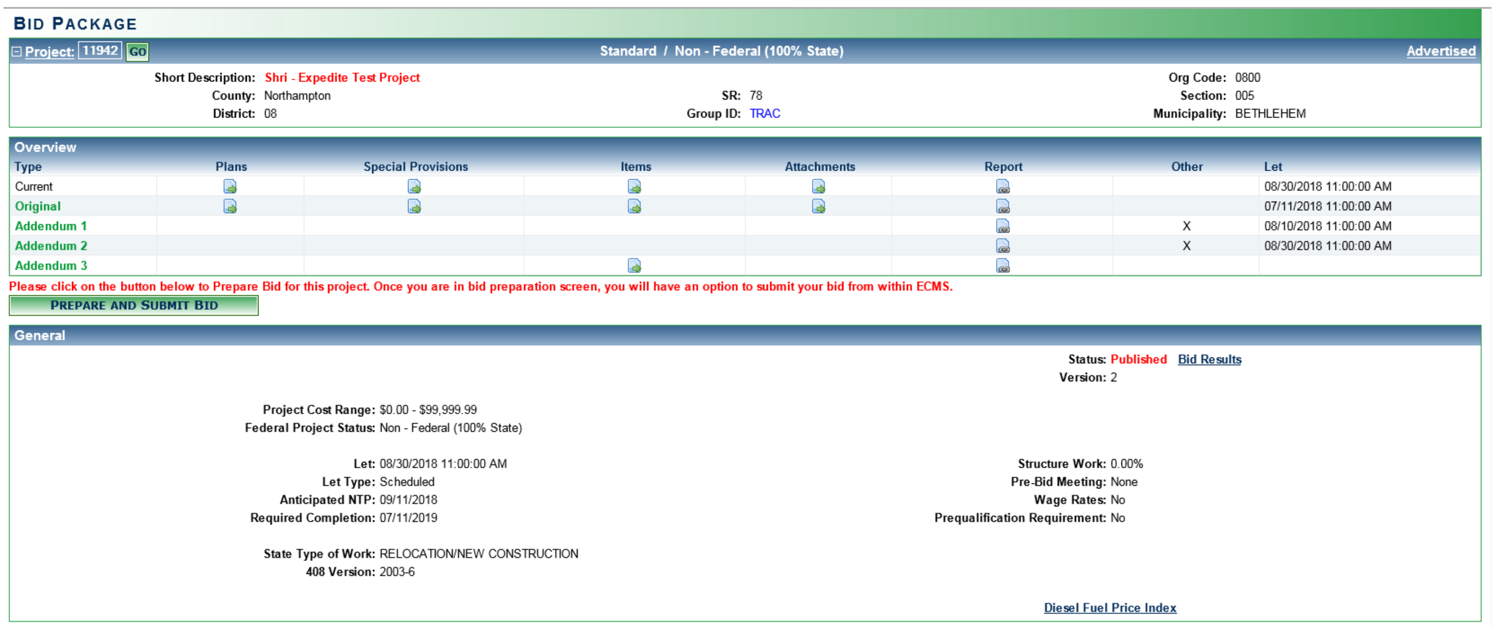


5. View the Project Development Checklist Detail page.

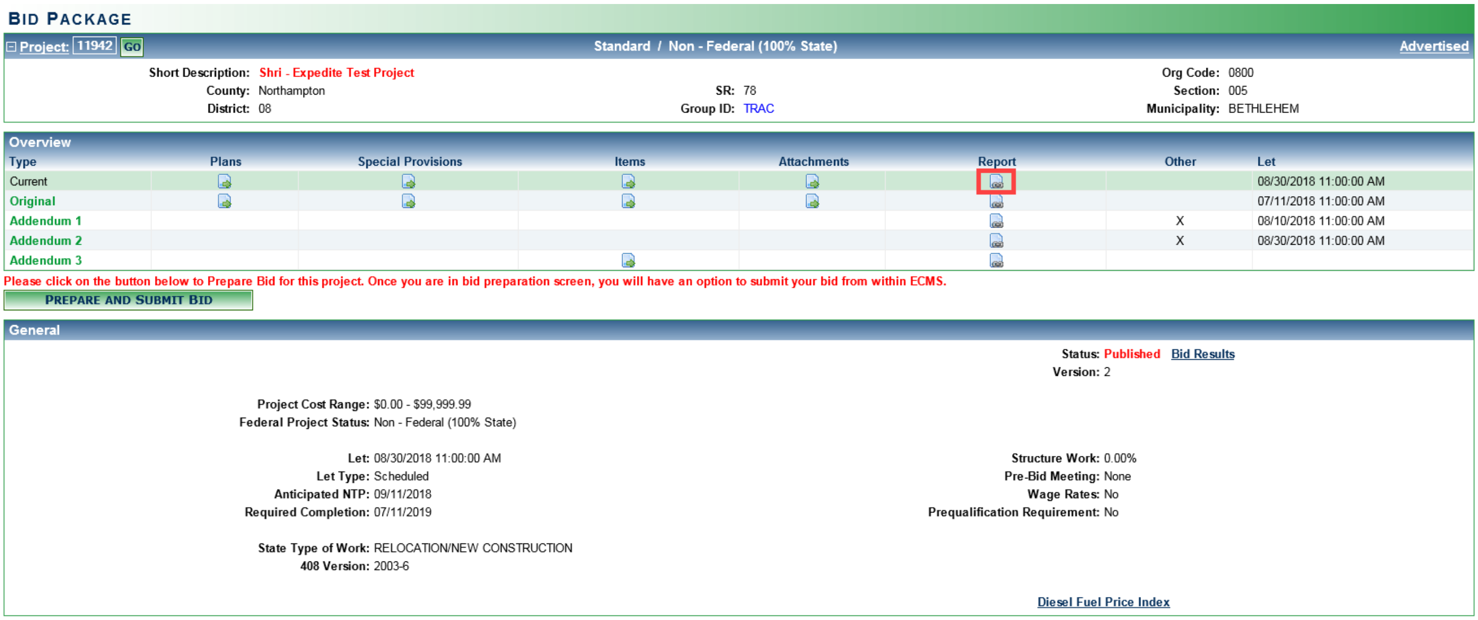


View Project Proposal Report

1. Navigate to the Bid Package screen.



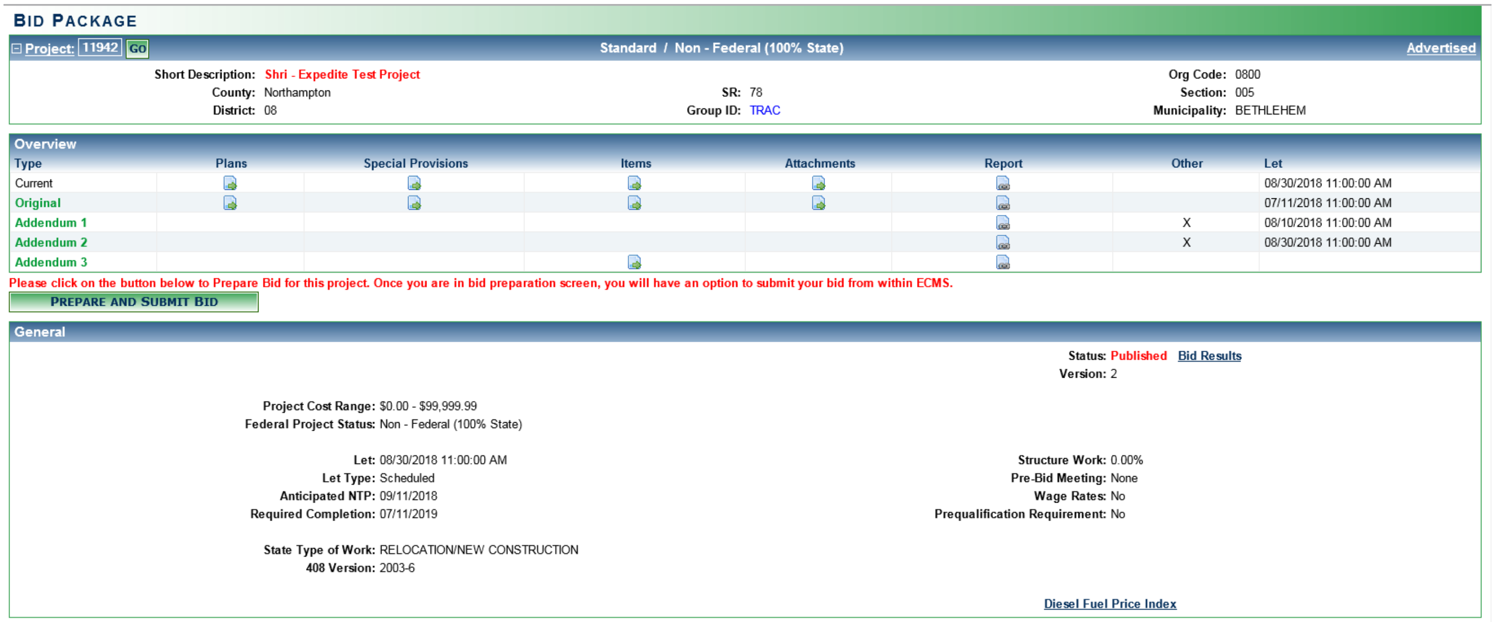
2. From the Bid Package screen in the **Overview** sub-portal area click the hyperlink under the **Reports** column the user wants to see.



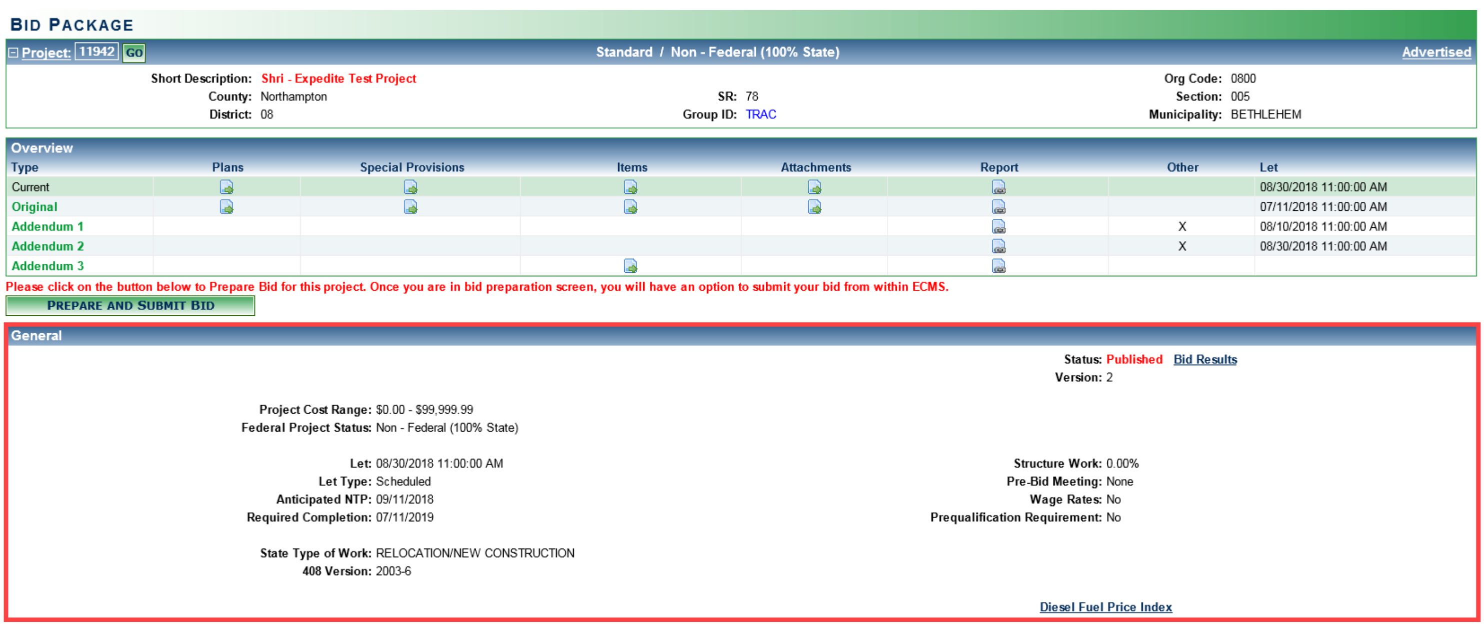
3. Users will now view the **Proposal Report** .pdf file on their computer.

General Information

1. Navigate to the Bid Package screen.

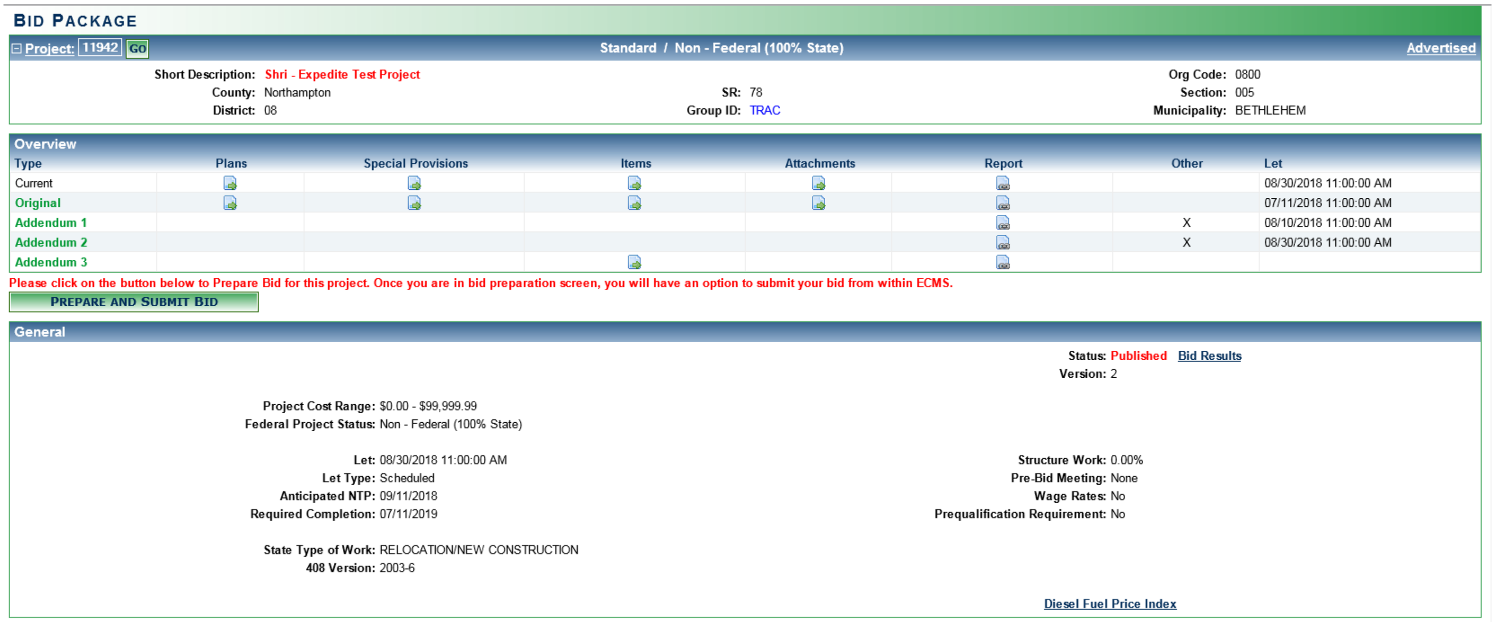


2. View the **General** information, view the **let date and additional information**.

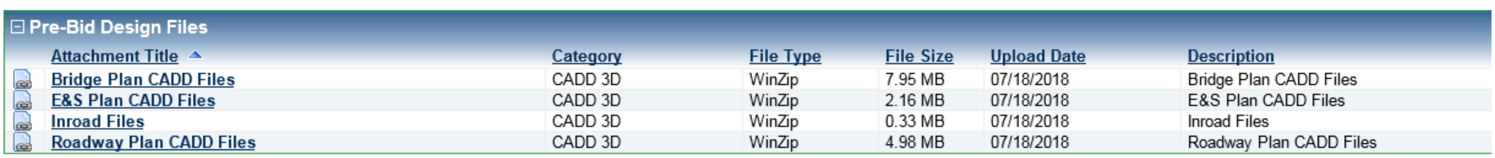


Pre-Bid Design Files

1. Navigate to the Bid Package screen.



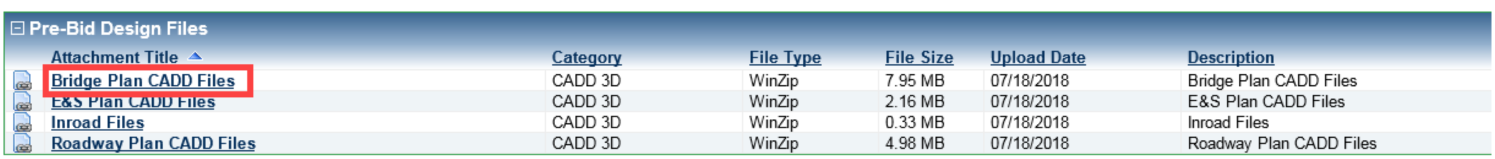
2. Scroll down to see the Pre-bid and Design Files.



Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
Bridge Plan CADD Files	CADD 3D	WinZip	7.95 MB	07/18/2018	Bridge Plan CADD Files
E&S Plan CADD Files	CADD 3D	WinZip	2.16 MB	07/18/2018	E&S Plan CADD Files
Inroad Files	CADD 3D	WinZip	0.33 MB	07/18/2018	Inroad Files
Roadway Plan CADD Files	CADD 3D	WinZip	4.98 MB	07/18/2018	Roadway Plan CADD Files

3. The user will click on the **file** hyperlink they wish to view.

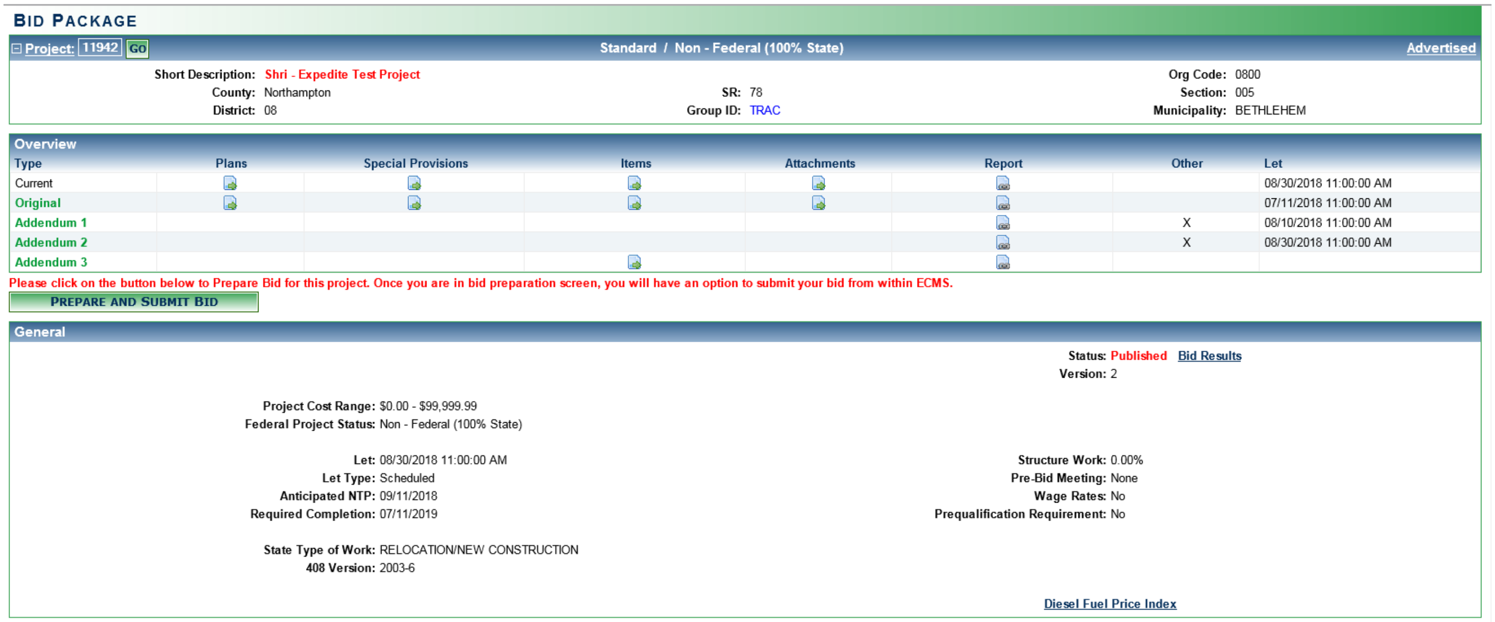


Pre-Bid Design Files

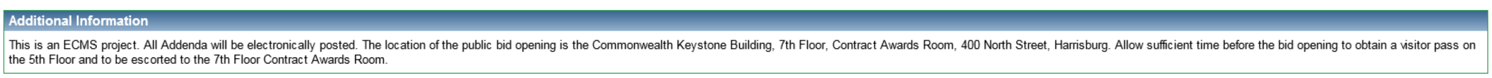
Attachment Title	Category	File Type	File Size	Upload Date	Description
Bridge Plan CADD Files	CADD 3D	WinZip	7.95 MB	07/18/2018	Bridge Plan CADD Files
E&S Plan CADD Files	CADD 3D	WinZip	2.16 MB	07/18/2018	E&S Plan CADD Files
Inroad Files	CADD 3D	WinZip	0.33 MB	07/18/2018	Inroad Files
Roadway Plan CADD Files	CADD 3D	WinZip	4.98 MB	07/18/2018	Roadway Plan CADD Files

Additional Information

1. Navigate to the Bid Package screen.

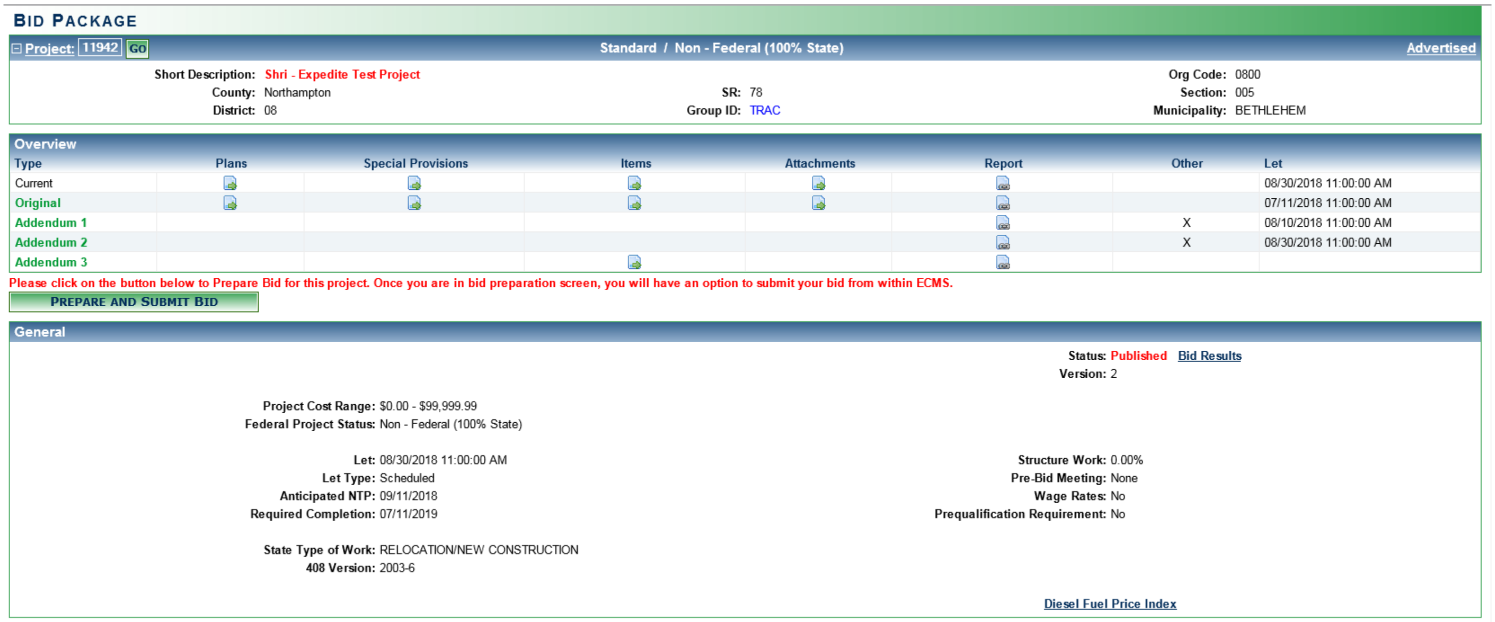


2. Scroll down to see the Additional Information.

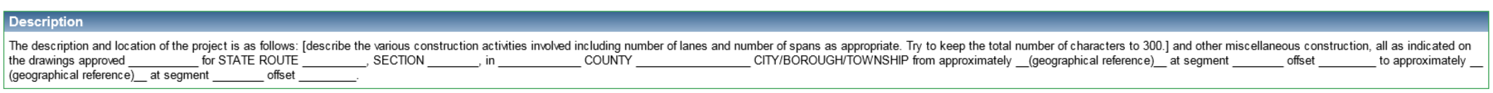


Description

1. Navigate to the Bid Package screen.

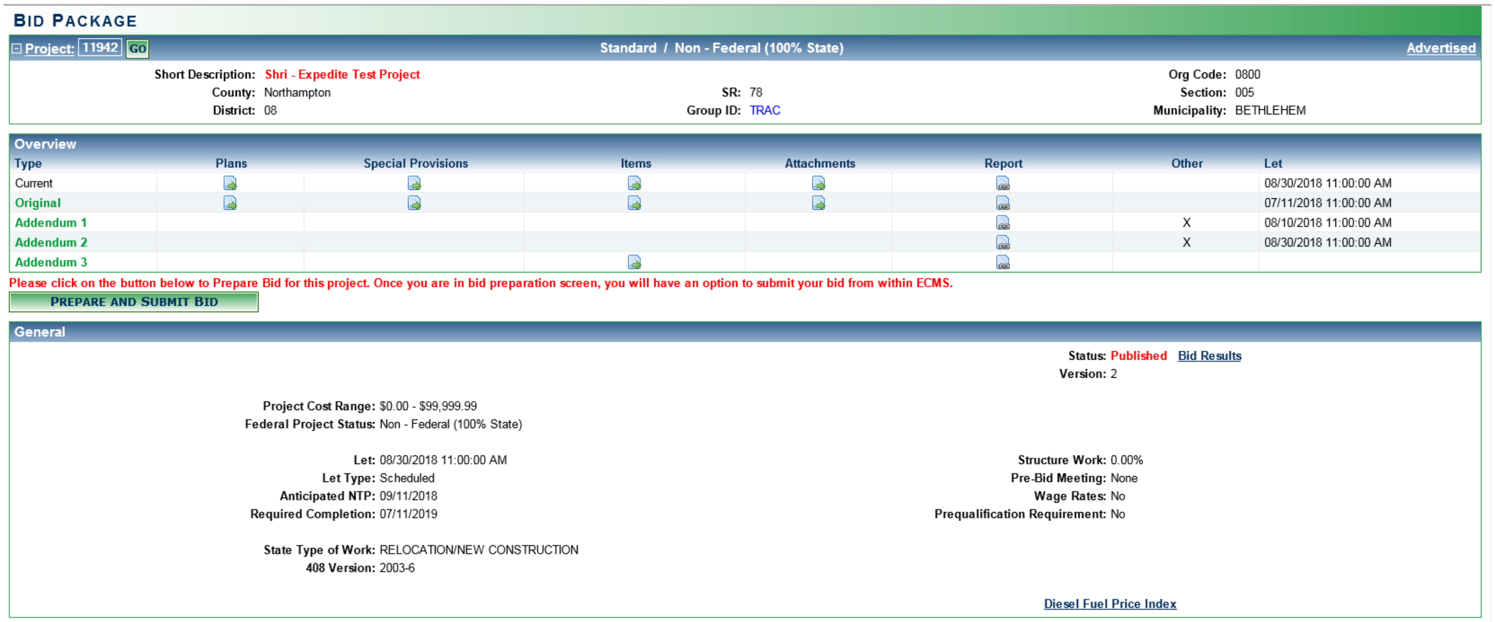


2. Scroll down to see the Description.

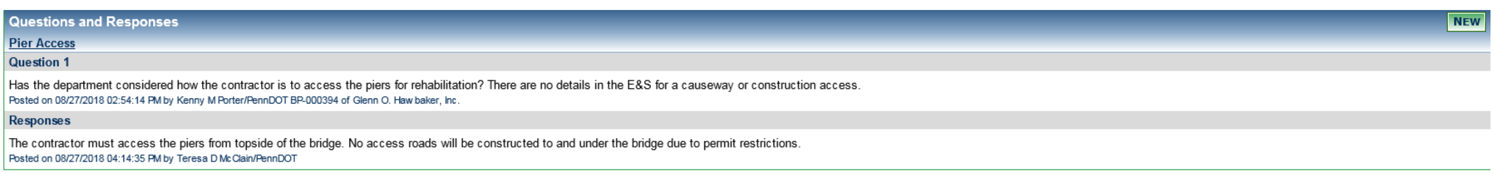


Questions and Responses

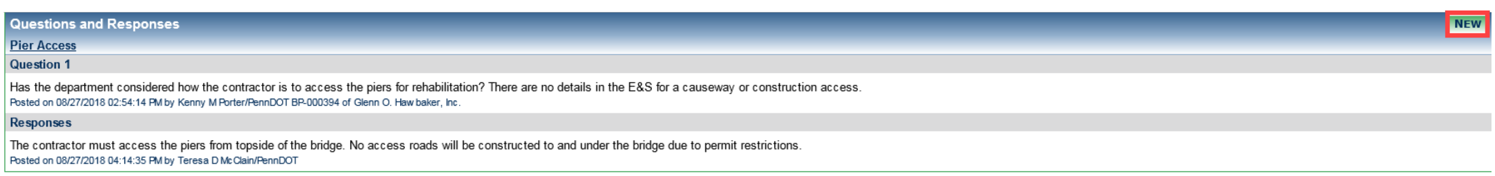
1. Navigate to the Bid Package screen.



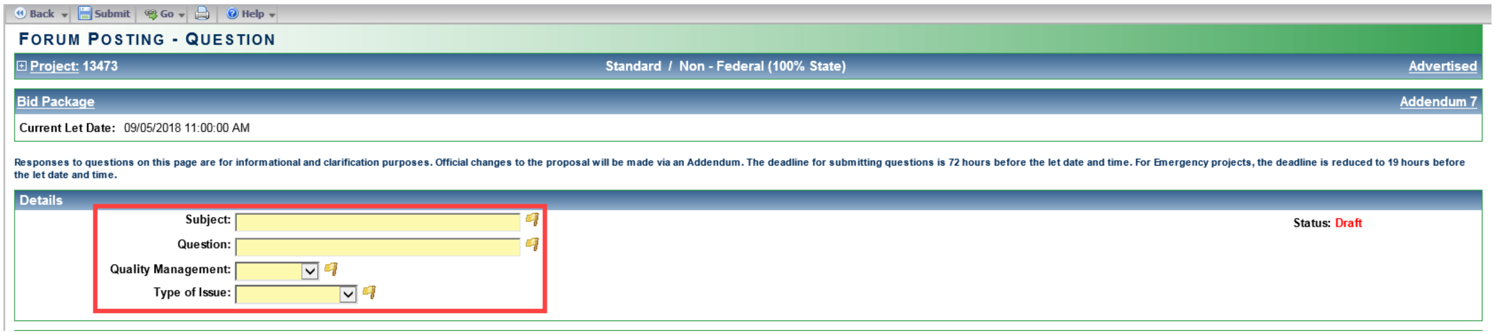
2. Scroll down to see the Questions and Responses.



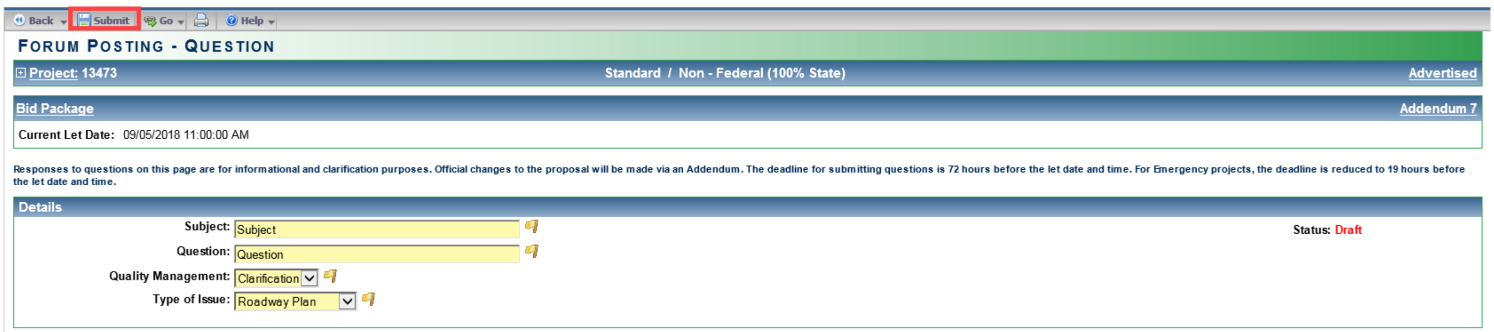
3. The user can select **New** if they want to add a question.



4. Users enters in the **Subject**, **Question**, **Quality Management** and **Type of Issue** and submits to the Department to review.



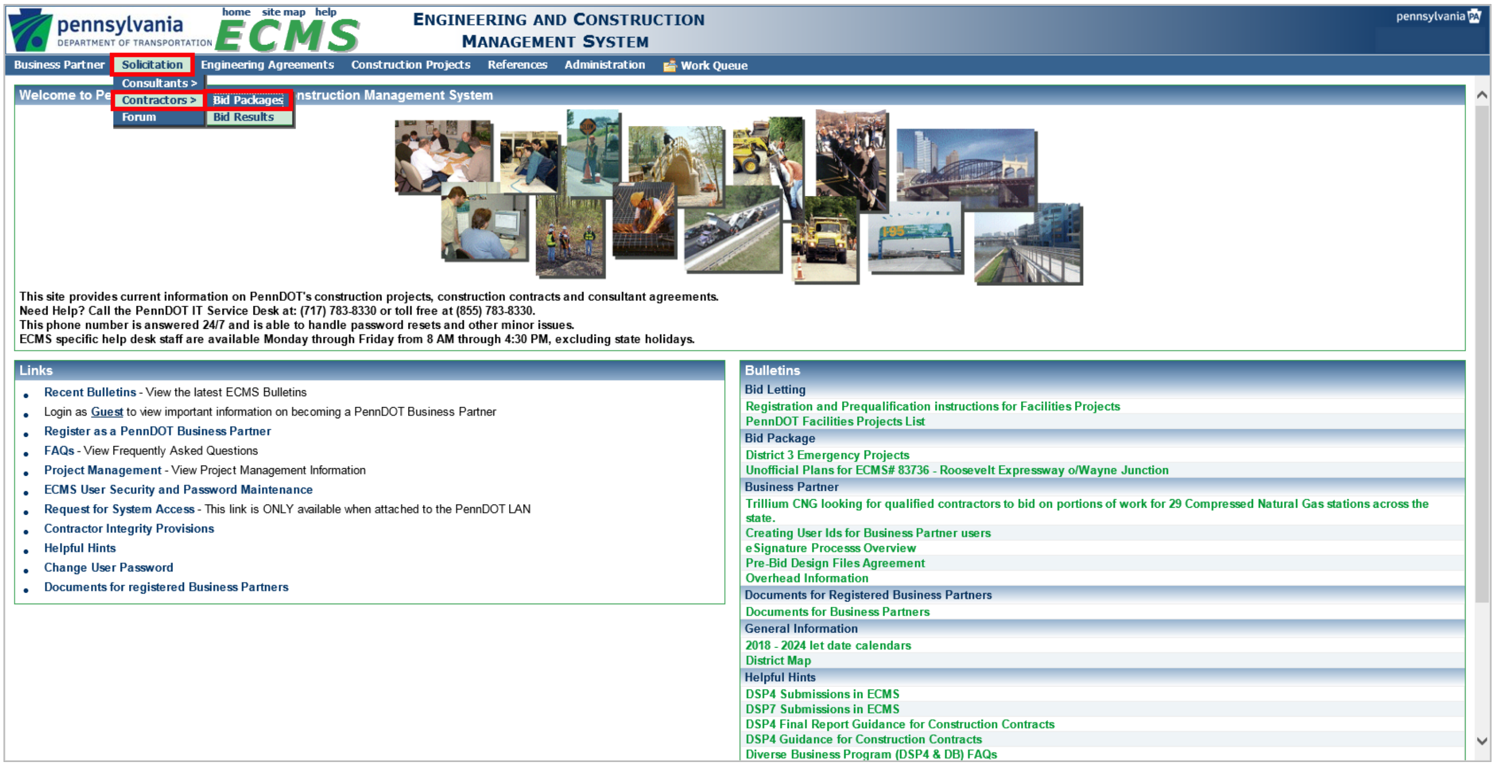
5. Click **Submit**.



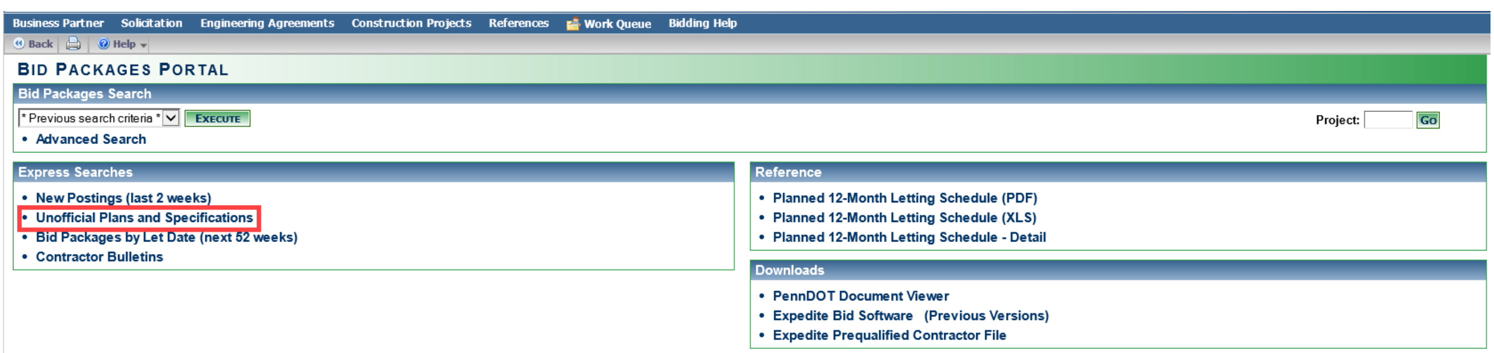
View Unofficial Plans and Specifications

Note: These plans are not yet officially published as part of a bid package.

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



2. Click the **Unofficial Plans and Specifications** hyperlink under the **Express Search** heading.



3. Click the project **Type** hyperlink on the **Unofficial Plans and Specifications** page.

UNOFFICIAL PLANS AND SPECIFICATIONS

Note: No claims will be entertained based on these Unofficial Plans

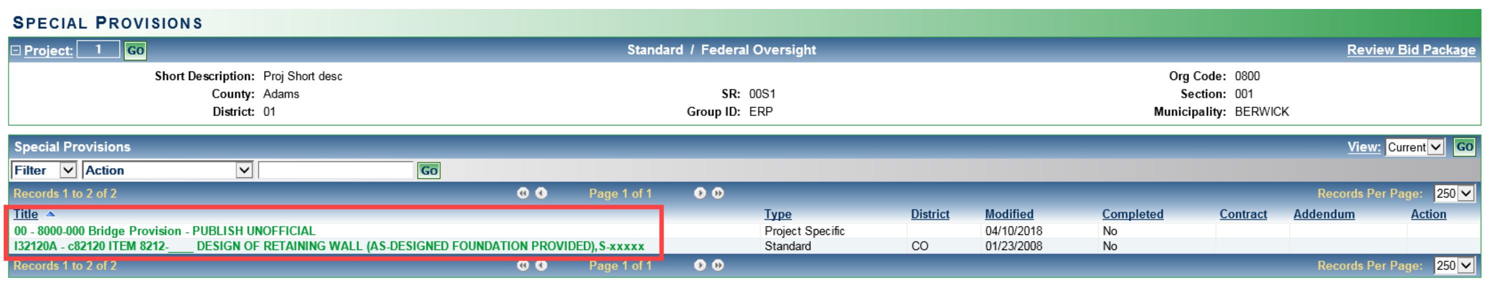
Comments on these unofficial plans may be provided to the Department by emailing RA-pdECMSQuestions@pa.gov. Ensure that the ECMS project number is included in the subject line. Although the Department will not be responding to these comments, the comments may be considered in the development of the final plans.

Filter | District | Go

Records 1 to 38 of 38 | Page 1 of 1 | Records Per Page: 100

Project	District	County	Cost Range ($1,000)	Type Of Work	Antic Let	Type
1	01	Adams	200-500	TEST TYPE 2	05/04/2017	Special Provisions
70917	01	Forest	1,000-2,500	RECONSTRUCTION		Plans
62168	02	Centre	0-0	TEST TYPE	07/15/2008	Plans
5485	03	Columbia	0-0	BRIDGE REMOVAL		Special Provisions
50436	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50437	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50438	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50439	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50440	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
80488	04	Cumberland	10,000-12,500	RELOCATION/NEW CONSTRUCTION	10/23/2008	Special Provisions
62964	04	Lackawanna	0-0	BOX CULVERTS		Plans
						Unofficial Plan Sets
79984	04	Luzerne	0-0	AIRPORT RUNWAY-TAXIWAY AND APRON PAVING		Special Provisions
						Plans
62655	05	Berks	0-0	RESURFACING/OVERLAYS		Plans
						Unofficial Plan Sets
47036	05	Carbon	0-0	MISCELLANEOUS		Special Provisions
91624	05	Monroe	0-0	BRIDGE RECONSTRUCTION		Special Provisions
64474	05	Northampton	0-0	STEEL STRUCTURES		Plans
47975	06	Bucks	0-0	BRIDGE OVER ACTIVE RR TRACKS	10/11/2007	Plans
33717	06	Bucks	0-0	TEST TYPE		Plans
33719	06	Bucks	0-0	TEST TYPE		Plans
						Unofficial Plan Sets
11423	08	Bradford	2,500-5,000	CONCRETE PAVEMENT REHABILITATION		Plans
11074	08	Carbon	0-0	TEST TYPE	11/11/2003	Special Provisions
47780	08	Dauphin	1,000-2,500	TEST TYPE		Plans
20026	08	Lancaster	200-500	TEST TYPE	07/23/2018	Plans
47110	08	Venango	125,000-1,000,000,000	MISCELLANEOUS REHABILITATION WORK	05/23/2018	Plans
50628	08	York	0-0	BRIDGE REPLACEMENT	01/31/2008	Special Provisions
61314	08	York	0-0	BOX CULVERTS		Plans
70025	09	Bedford	0-0	AIRPORT RUNWAY-TAXIWAY AND APRON PAVING		Plans
48025	09	Cambria	0-0	BOX CULVERTS		Plans

4. On the page that opens users will click the **Title** they want to open.



SPECIAL PROVISIONS

Project: 1 GO | Standard / Federal Oversight | Review Bid Package

Short Description: Proj Short desc | Org Code: 0800
County: Adams | SR: 00S1 | Section: 001
District: 01 | Group ID: ERP | Municipality: BERWICK

Special Provisions | View: Current GO

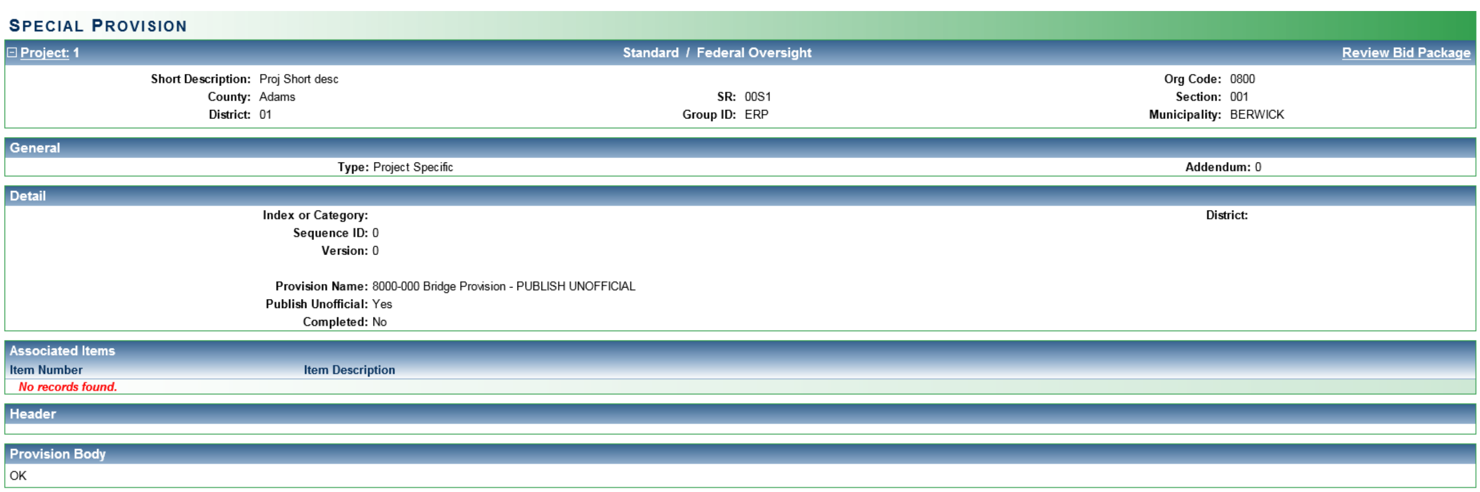
Filter | Action | Go

Records 1 to 2 of 2 | Page 1 of 1 | Records Per Page: 250

Title	Type	District	Modified	Completed	Contract	Addendum	Action
00 - 8000-000 Bridge Provision - PUBLISH UNOFFICIAL	Project Specific		04/10/2018	No			
I32120A - c82120 ITEM 8212-____ DESIGN OF RETAINING WALL (AS-DESIGNED FOUNDATION PROVIDED),S-xxxxx	Standard	CO	01/23/2008	No			

Records 1 to 2 of 2 | Page 1 of 1 | Records Per Page: 250

5. View the Item in ECMS.



SPECIAL PROVISION

Project: 1 | Standard / Federal Oversight | Review Bid Package

Short Description: Proj Short desc | Org Code: 0800
County: Adams | SR: 00S1 | Section: 001
District: 01 | Group ID: ERP | Municipality: BERWICK

General

Type: Project Specific | Addendum: 0

Detail

Index or Category: | District:
Sequence ID: 0
Version: 0

Provision Name: 8000-000 Bridge Provision - PUBLISH UNOFFICIAL
Publish Unofficial: Yes
Completed: No

Associated Items

Item Number	Item Description
No records found.	

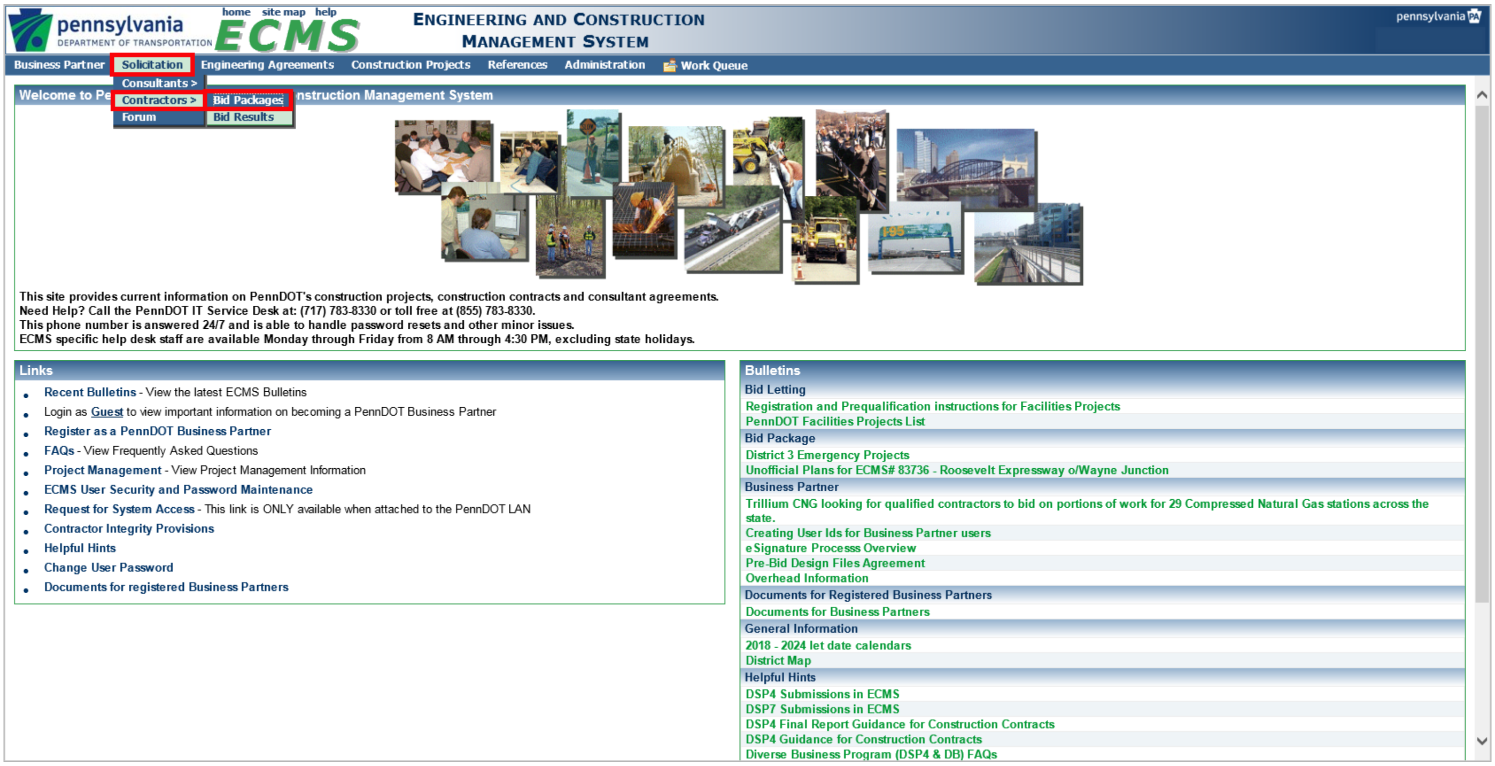
Header

Provision Body

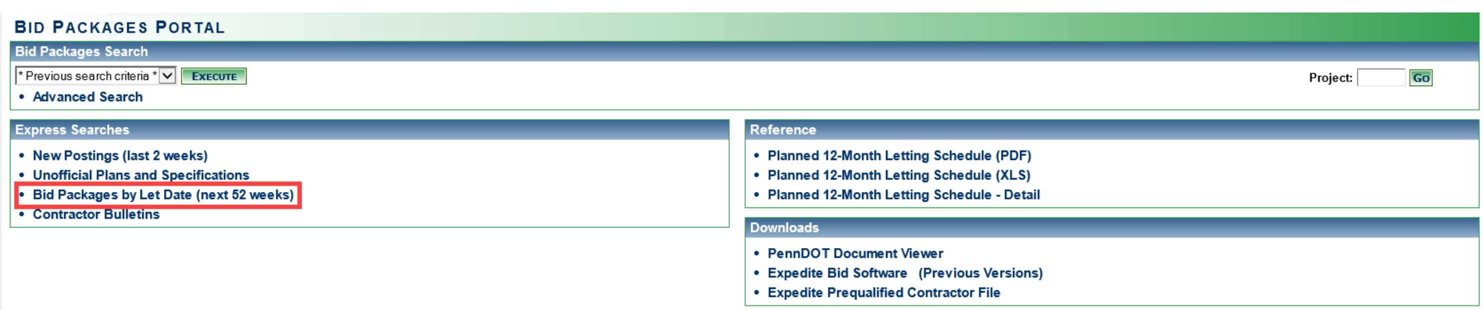
OK

View Project List of Planholders

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**



2. Click the **Bid Packages by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.



3. Click the **LOP** (List of Planholders) **icon**.

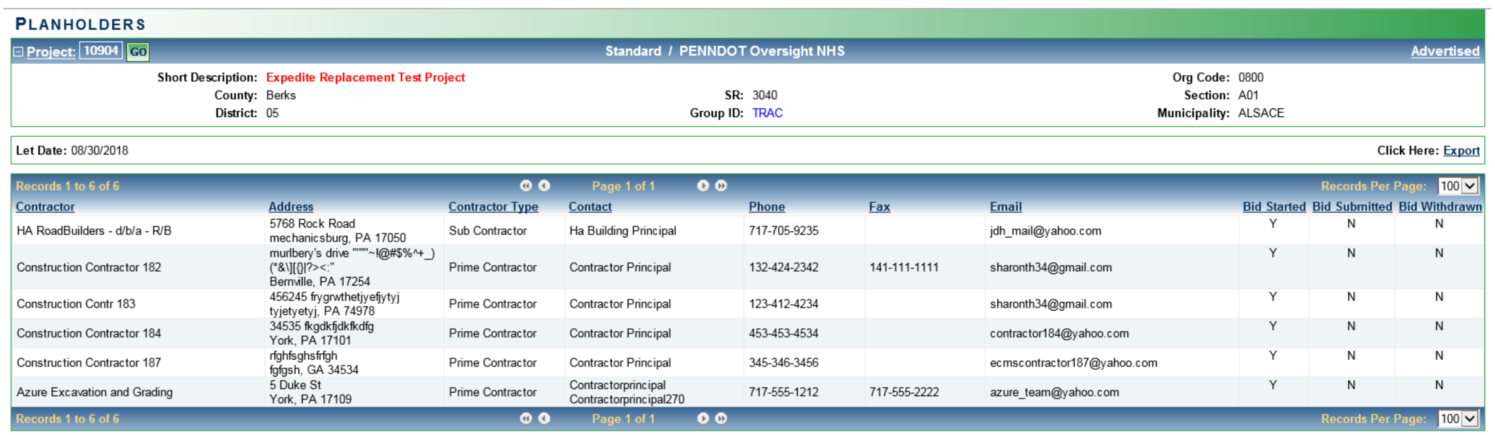
BID PACKAGES RESULTS

Filter | Bid Submitted Using | Go | EXPORT RESULTS TO EXCEL

Records 1 to 33 of 33 | Page 1 of 1 | Records Per Page: 100

Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range ($1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	10904	Standard	05	Berks	3040	A01	TRAC	200-500	PRESTRESSED CONCRETE ADJACENT BOX BEAMS	ECMS	0%		
08/30/2018 11:00 AM	11942	Standard	08	Northampton	78	005	TRAC	0-100	RELOCATION/NEW CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	13510	Standard	06	Bucks	95	TPR	TRAC	0-100	MISCELLANEOUS	ECMS	4%		
08/30/2018 11:00 AM	46988	Standard	08	Indiana	56	406	—	0-100	AIRPORT ROADWAY CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	47354	Standard	08	Franklin	75	002	TRAC	10000-12500	BOX CULVERTS	ECMS	100%		
08/30/2018 11:00 AM Moved: 08/21/2018 11:00:00 AM	91214	Standard	04	Luzerne	239	F17	—	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
08/30/2018 11:00 AM	99311	Standard	03	Cambria	6	138	—	0-100	CONCRETE PAVEMENT REHABILITATION	ECMS	100%		
08/30/2018 11:00 AM	106457	Standard	03	Union	11	132	—	2500-5000	RESURFACING/OVERLAYS	ECMS	100%		
08/31/2018 11:00 AM	154	Standard	01	Crawford	1013	B02	—	0-100	PRESTRESSED CONCRETE SPREAD BOX BEAMS	ECMS	24%		
08/31/2018 11:00 AM	6084	Standard	03	Lycoming	0		BRIDGES	0-100	BRIDGE REPLACEMENT	ECMS	0%		
08/31/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
08/31/2018 11:00 AM	61668	Standard	08	Cumberland	34	017	RIVERS	0-100	BOX CULVERTS	ECMS	29%		
09/01/2018 11:00 AM Moved: 08/31/2018 11:00:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
09/03/2018 11:00 AM	50634	Standard	06	Adams	2038	M04	—	0-100	BRIDGE RECONSTRUCTION	ECMS	24%		
09/04/2018 11:00 AM	47339	Standard	09	Bedford	4009	06P	111	200-500	BRIDGE PAINTING	ECMS	40%		
09/05/2018 11:00 AM	13473	Standard	08	Bucks	0213	M02	TRAC	0-100	TEST TYPE	ECMS	4%		
09/05/2018 11:00 AM	13595	Standard	06	Bucks	2025	M02	TRAC	0-100	MISCELLANEOUS	ECMS	16%		
09/05/2018 11:00 AM	47623	Standard	08	Luzerne	0093	308		0-100	BRIDGE PAINTING	Expedite	4%		
09/05/2018 11:00 AM Moved: 08/22/2018 11:00:00 AM	91214	Standard	04	Luzerne	239	F17	—	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
09/06/2018 11:00 AM	50479	Standard	04	Wyoming	6	709	SHANIA	0-100	BOX CULVERTS	ECMS	0%		
09/07/2018 11:00 AM	46982	Standard	08	Clarion	0068	306	—	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	13555	Standard	06	Bucks	2006	02S	TRAC	0-100	RECONSTRUCTION	ECMS	0%		
09/10/2018 11:00 AM	15912	Standard	08	Dauphin	63	M03	—	0-100	AIRPORT MISCELLANEOUS	ECMS	24%		
09/10/2018 11:00 AM	20953	Standard	08	York	0238	001	R19.4/Kantner	0-100	TEST TYPE	ECMS	15%		
09/10/2018 11:00 AM	21143	Standard	08	York	392	001	—	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	21210	Standard	08	Adams	74	023	CWarfield	500-1000	WIDENING/RESURFACING (NO ADDITIONAL LANES)	ECMS	99%		
09/11/2018 11:00 AM	26509	Standard	08	Allegheny	0065	04C		100-200	BRIDGE PAINTING	Expedite	7%		
09/13/2018 11:00 AM	59031	Standard	01	Crawford	0000	T03	4444	0-100	BRIDGE REMOVAL	ECMS	0%		
09/14/2018 11:00 AM	57833	Standard	08	Erie	0005	03S	—	0-100	BRIDGE PAINTING	ECMS	24%		
09/21/2018 11:00 AM	32533	Standard	02	Elk			Available	0-100	BRIDGE REMOVAL	Expedite	24%		
09/23/2018 11:00 AM	30147	Standard	12	Greene	188	B10	—	0-100	BOX CULVERTS	ECMS	5%		
09/24/2018 11:00 AM	11483	Standard	08	Bradford	MySR	SEC	TRAC	100-200	CONCRETE PAVEMENT REHABILITATION	ECMS	83%		
10/03/2018 11:00 AM Moved: 09/23/2018 11:00:00 AM	30147	Standard	12	Greene	188	B10	—	0-100	BOX CULVERTS	ECMS	5%		

4. List of Planholders is now displayed.



PLANHOLDERS

Project: 10904 GO | Standard / PENNDOT Oversight NHS | Advertised

Short Description: Expedite Replacement Test Project
County: Berks
District: 05
SR: 3040
Group ID: TRAC
Org Code: 0800
Section: A01
Municipality: ALSACE

Let Date: 08/30/2018 | Click Here: Export

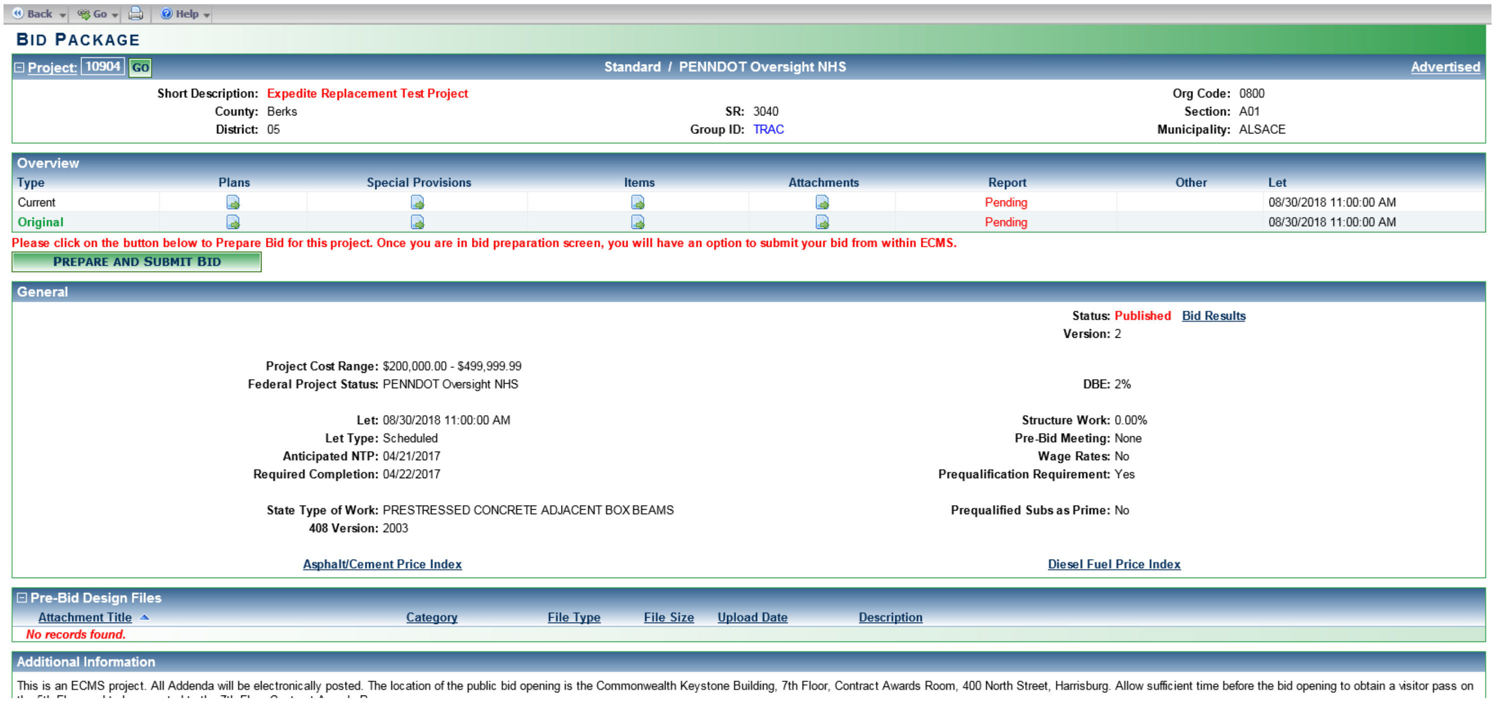
Records 1 to 6 of 6 | Page 1 of 1 | Records Per Page: 100

Contractor	Address	Contractor Type	Contact	Phone	Fax	Email	Bid Started	Bid Submitted	Bid Withdrawn
HA RoadBuilders - d/b/a - R/B	5768 Rock Road mechanicsburg, PA 17050	Sub Contractor	Ha Building Principal	717-705-9235		jdh_mail@yahoo.com	Y	N	N
Construction Contractor 182	murlbery's drive """'~!@#$%^+_) (*&\][{}|?><:" Bernville, PA 17254	Prime Contractor	Contractor Principal	132-424-2342	141-111-1111	sharonth34@gmail.com	Y	N	N
Construction Contr 183	456245 frygrwthetjyefjytyj tyjetyetyj, PA 74978	Prime Contractor	Contractor Principal	123-412-4234		sharonth34@gmail.com	Y	N	N
Construction Contractor 184	34535 fkgdkfjdkfkdfg York, PA 17101	Prime Contractor	Contractor Principal	453-453-4534		contractor184@yahoo.com	Y	N	N
Construction Contractor 187	rfghfsghsfrfgh fgfgsh, GA 34534	Prime Contractor	Contractor Principal	345-346-3456		ecmscontractor187@yahoo.com	Y	N	N
Azure Excavation and Grading	5 Duke St York, PA 17109	Prime Contractor	Contractorprincipal Contractorprincipal270	717-555-1212	717-555-2222	azure_team@yahoo.com	Y	N	N

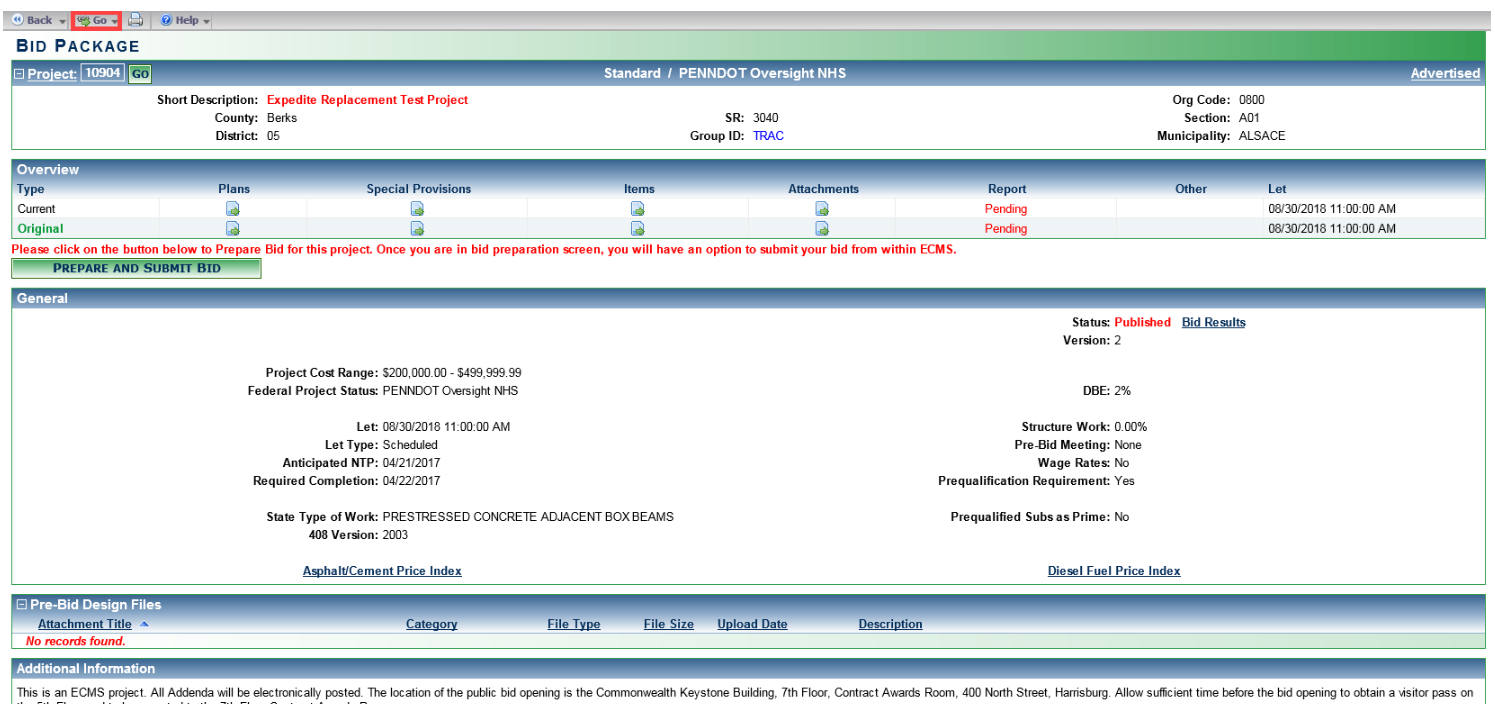
Records 1 to 6 of 6 | Page 1 of 1 | Records Per Page: 100

Go Dropdown

1. Navigate to the Bid Package screen.



2. Click the **Go** dropdown on the tool bar.

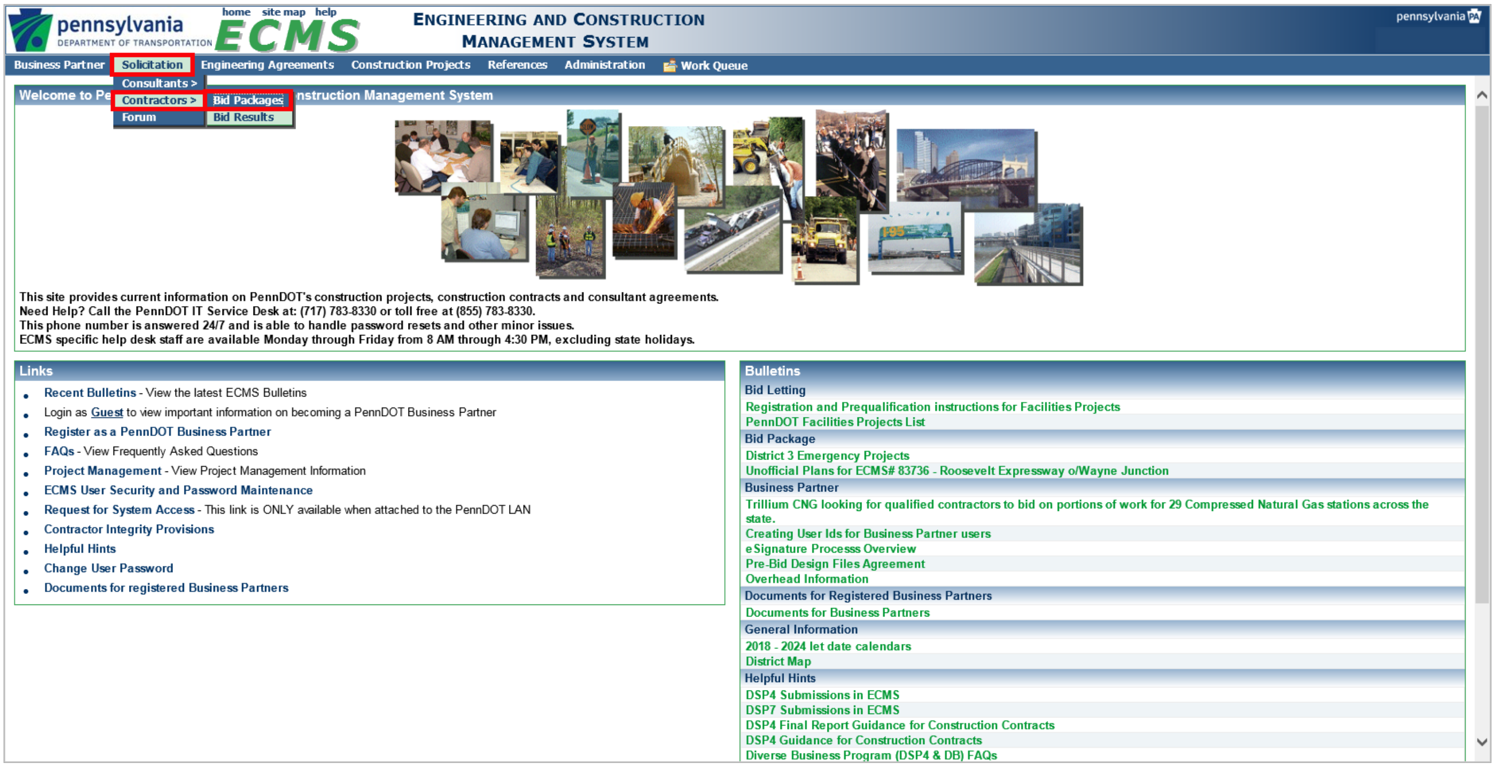


3. The user will click the item they wish to view.

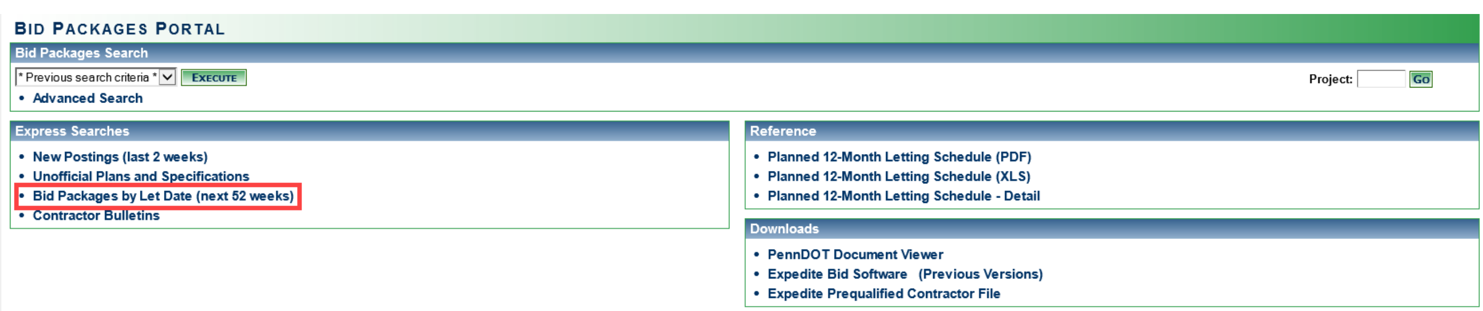
Viewing Project Letting Dates

Bid Package Results Page

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.



2. Click the **Bid Package by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.



3. View the **Let Date** on the left side of the Bid Packages Results screen.

Bid Packages Results

Filter | Bid Submitted Using | Go | Export Results to Excel

Records 1 to 33 of 33 | Page 1 of 1 | Records Per Page: 100

Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range ($1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	10904	Standard	05	Berks	3040	A01	TRAC	200-500	PRESTRESSED CONCRETE ADJACENT BOX BEAMS	ECMS	0%		
08/30/2018 11:00 AM	11942	Standard	08	Northampton	78	005	TRAC	0-100	RELOCATION/NEW CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	13510	Standard	06	Bucks	95	TPR	TRAC	0-100	MISCELLANEOUS	ECMS	4%		
08/30/2018 11:00 AM	46988	Standard	08	Indiana	56	406	—	0-100	AIRPORT ROADWAY CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	47354	Standard	08	Franklin	75	002	TRAC	10000-12500	BOX CULVERTS	ECMS	100%		
08/30/2018 11:00 AM Moved: 08/21/2018 11:00:00 AM	91214	Standard	04	Luzerne	239	F17	—	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
08/30/2018 11:00 AM	99311	Standard	03	Cambria	6	138	—	0-100	CONCRETE PAVEMENT REHABILITATION	ECMS	100%		
08/30/2018 11:00 AM	106457	Standard	03	Union	11	132	—	2500-5000	RESURFACING/OVERLAYS	ECMS	100%		
08/31/2018 11:00 AM	154	Standard	01	Crawford	1013	B02	—	0-100	PRESTRESSED CONCRETE SPREAD BOX BEAMS	ECMS	24%		
08/31/2018 11:00 AM	6084	Standard	03	Lycoming	0		BRIDGES	0-100	BRIDGE REPLACEMENT	ECMS	0%		
08/31/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
08/31/2018 11:00 AM	61668	Standard	08	Cumberland	34	017	RIVERS	0-100	BOX CULVERTS	ECMS	29%		
09/01/2018 11:00 AM Moved: 08/31/2018 11:00:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
09/03/2018 11:00 AM	50634	Standard	06	Adams	2038	M04	—	0-100	BRIDGE RECONSTRUCTION	ECMS	24%		
09/04/2018 11:00 AM	47339	Standard	09	Bedford	4009	06P	111	200-500	BRIDGE PAINTING	ECMS	40%		
09/05/2018 11:00 AM	13473	Standard	08	Bucks	0213	M02	TRAC	0-100	TEST TYPE	ECMS	4%		
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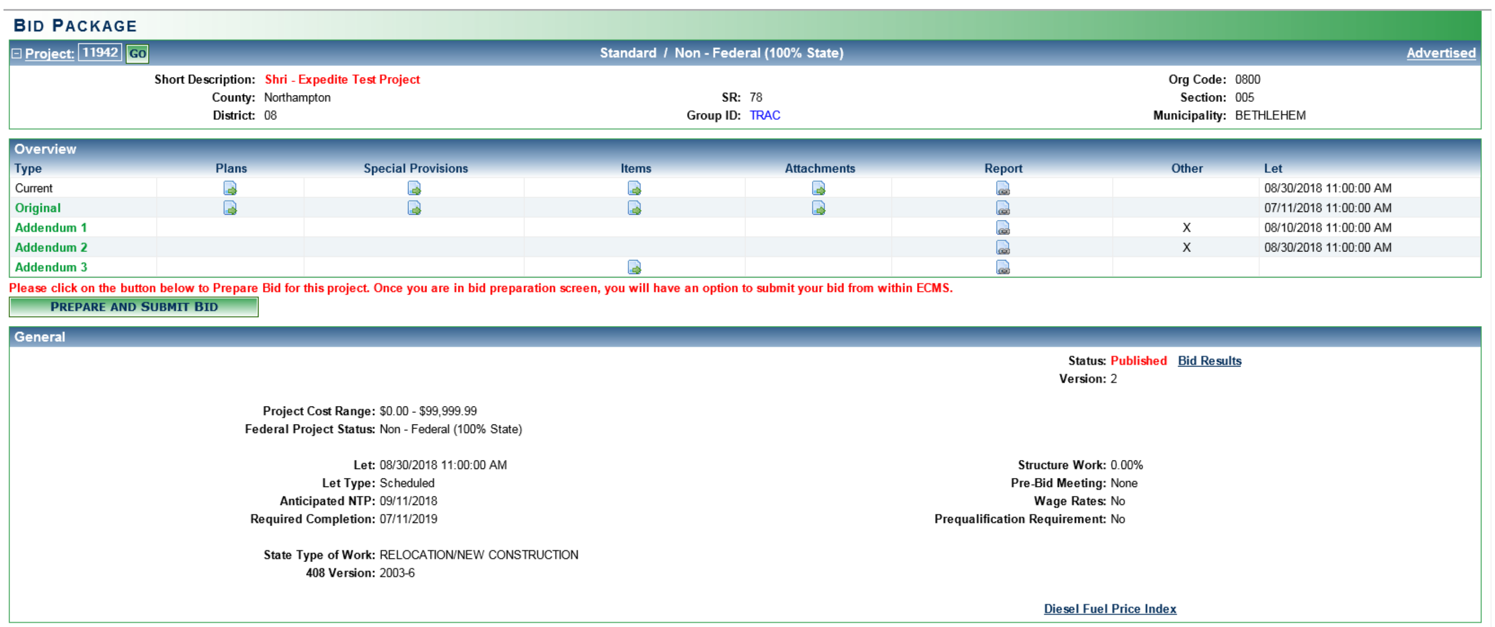
09/05/2018 11:00 AM Moved: 08/22/2018 11:00:00 AM	91214	Standard	04	Luzerne	239	F17	—	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
09/06/2018 11:00 AM	50479	Standard	04	Wyoming	6	709	SHANIA	0-100	BOX CULVERTS	ECMS	0%		
09/07/2018 11:00 AM	46982	Standard	08	Clarion	0068	306	—	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	13555	Standard	06	Bucks	2006	02S	TRAC	0-100	RECONSTRUCTION	ECMS	0%		
09/10/2018 11:00 AM	15912	Standard	08	Dauphin	63	M03	—	0-100	AIRPORT MISCELLANEOUS	ECMS	24%		
09/10/2018 11:00 AM	20953	Standard	08	York	0238	001	R19.4/Kantner	0-100	TEST TYPE	ECMS	15%		
09/10/2018 11:00 AM	21143	Standard	08	York	392	001	—	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	21210	Standard	08	Adams	74	023	CWarfield	500-1000	WIDENING/RESURFACING (NO ADDITIONAL LANES)	ECMS	99%		
09/11/2018 11:00 AM	26509	Standard	08	Allegheny	0065	04C		100-200	BRIDGE PAINTING	Expedite	7%		
09/13/2018 11:00 AM	59031	Standard	01	Crawford	0000	T03	4444	0-100	BRIDGE REMOVAL	ECMS	0%		
09/14/2018 11:00 AM	57833	Standard	08	Erie	0005	03S	—	0-100	BRIDGE PAINTING	ECMS	24%		
09/21/2018 11:00 AM	32533	Standard	02	Elk			Available	0-100	BRIDGE REMOVAL	Expedite	24%		
09/23/2018 11:00 AM	30147	Standard	12	Greene	188	B10	—	0-100	BOX CULVERTS	ECMS	5%		
09/24/2018 11:00 AM	11483	Standard	08	Bradford	MySR	SEC	TRAC	100-200	CONCRETE PAVEMENT REHABILITATION	ECMS	83%		
10/03/2018 11:00 AM Moved: 09/23/2018 11:00:00 AM	30147	Standard	12	Greene	188	B10	—	0-100	BOX CULVERTS	ECMS	5%		

Bid Package Page

1. Navigate to the Bid Package screen.



Bid Package

Project: 11942 Go | Standard / Non - Federal (100% State) | Advertised

Short Description: Shri - Expedite Test Project | Org Code: 0800
County: Northampton | SR: 78 | Section: 005
District: 08 | Group ID: TRAC | Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: Published Bid Results
Version: 2

Project Cost Range: $0.00 - $99,999.99
Federal Project Status: Non - Federal (100% State)

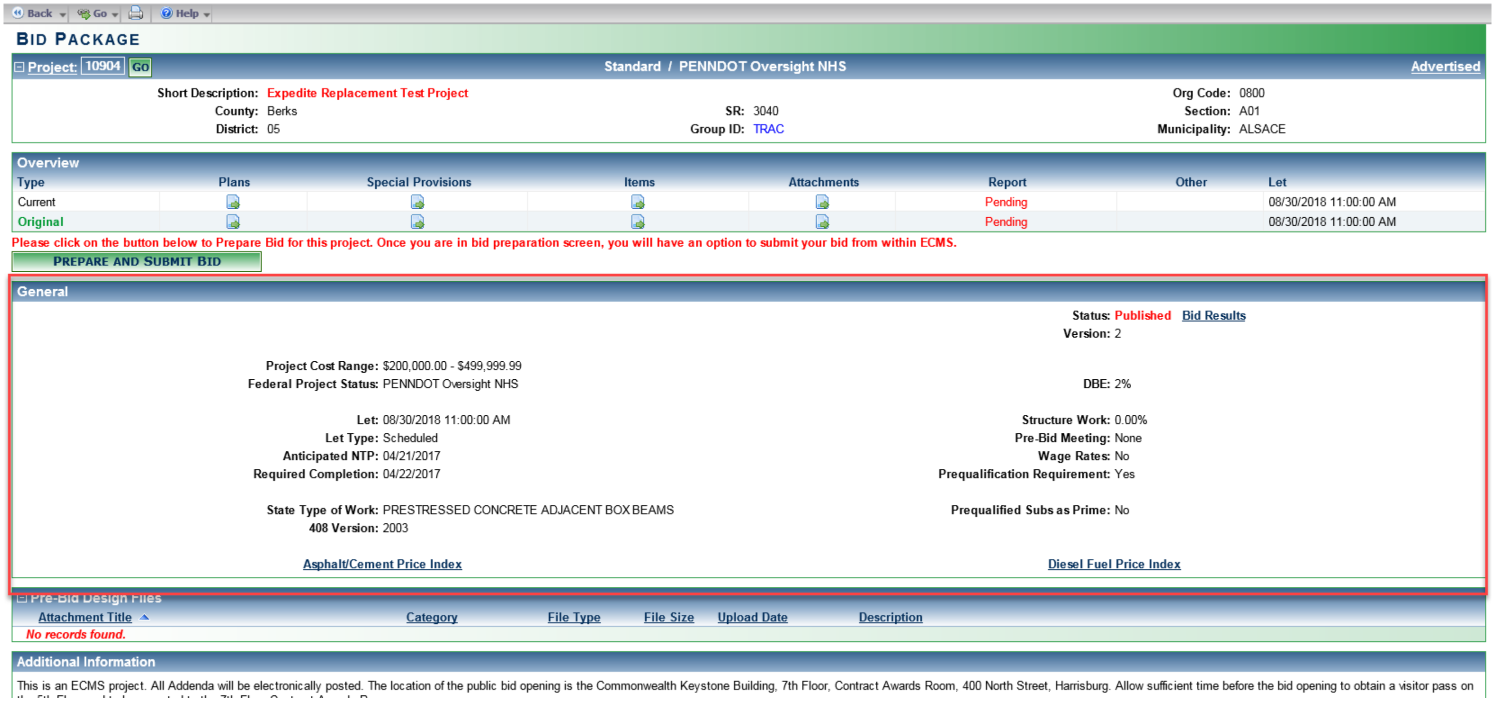
Let: 08/30/2018 11:00:00 AM
Let Type: Scheduled
Anticipated NTP: 09/11/2018
Required Completion: 07/11/2019

Structure Work: 0.00%
Pre-Bid Meeting: None
Wage Rates: No
Prequalification Requirement: No

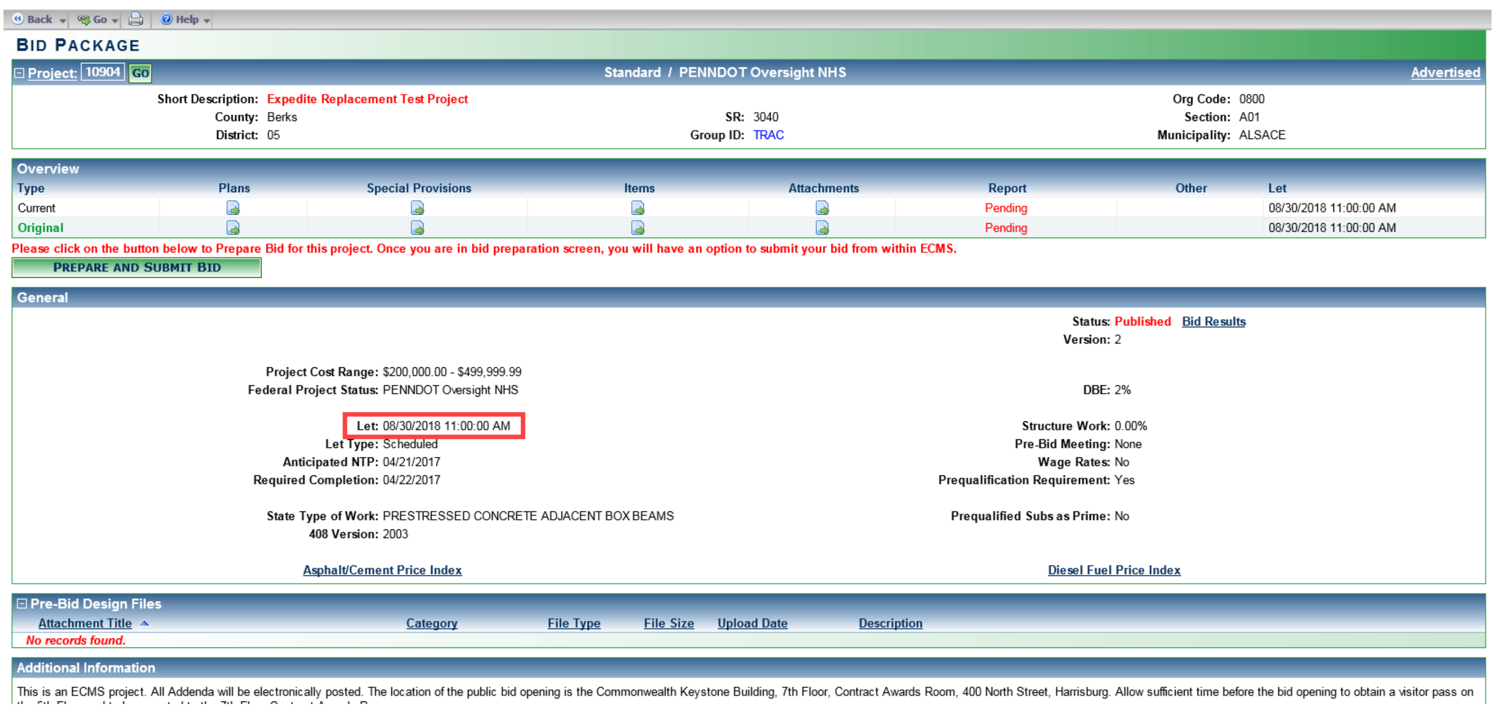
State Type of Work: RELOCATION/NEW CONSTRUCTION
408 Version: 2003-6

Diesel Fuel Price Index

2. View the **General information**.



3. View the **Let date**.



Chapter 7: Bidding

- Bidding Overview
- Bidder Checklist
- Prepare Bid for Submission from within ECMS
- Joint Venture Partners / Subcontractors
- Assign Items to Joint Venture Partners
- Assign Items to Subcontractors
- DBE Commitment Process (DSP 7, Federally Funded Projects Only)
- Analyze Bid
- Submit Bid
- Withdraw Bid
- Clear Bid

Bidding Overview

All bidding is done within ECMS. Contractors work through the bidder checklist to complete and submit their bids. The bidder checklist is comprised of five main sub-portals: Prepare Bid for Submission from within ECMS, Joint Venture Partners / Subcontractors, Assign Items to Joint Venture Partners, Assign Items to Subcontractors, and DBE Commitment Process.

The Prepare Bid for Submission from within ECMS sub-portal is where the prime contractor enters their unit prices for contract items. They also enter the number of days for any applicable A+Bx items and select the pavement type for an applicable C-Factor item. There is also an option to import the unit prices for the contract items from an external .csv file.

The Joint Venture Partners / Subcontractors sub-portal is where the prime contractor identifies whether the bid will be a joint bid with another contractor or contractors. A bidder can assign subcontractors to its bid in order to reduce its bidding capacity requirements. Subcontractors can also be assigned to the various parties of the joint venture in order to reduce their bidding capacity requirements.

The Assign Items to Joint Venture Partners sub-portal is where the prime contractor selects what type of joint venture the bid will be, either a percent joint venture or a line item joint venture. In the case of a percent joint venture, ECMS will automatically split the quantities across the joint venture parties. In the case of a line item joint venture, the prime must assign the quantity of applicable items to each joint venture partner.

The Assign Items to Subcontractors sub-portal is where the prime contractor identifies which contract items will be assigned to which subcontractors and enters the subcontractors' quantity and unit prices for those contract items.

The DBE Commitment Process sub-portal is only available for DSP 7 (federal-aid projects). It is where prime contractors have the option to identify the DBE subcontractors they intend to use at the time they submit their bid. This information is not required at the time of bid submission; however, all bidders will only have five days after the bid opening to enter their DBE commitments.

Bidding help is available in the ECMS menu bar. There are 3 links within the Bidding Help menu: Bidding Help Manual, Bid Items Export/Import Guidelines, and Sample Bid Items Export/Import CSV File. The Bidding Help Manual is an export of this chapter from Pub 637. Bid Items Export/Import Guidelines is a quick start document explaining how the export and import process works. Sample Bid Items Export/Import CSV File is a blank csv file that shows the format and headers of the csv file.

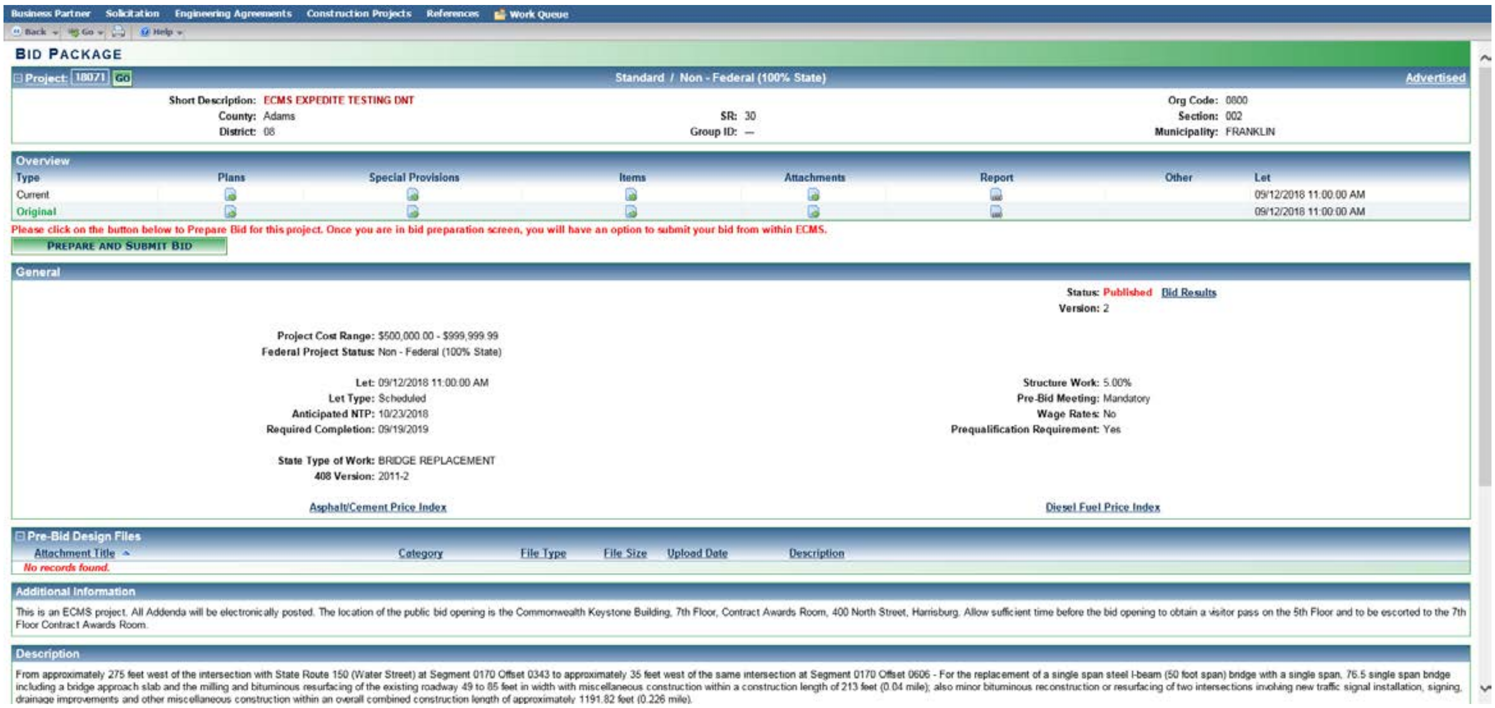
Step	User ECMS Security Role
Contractor enters unit prices for bid items	Contractor • Contractor Principal • Contractor Other Officers
Contractor enters its subcontractors, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor enters joint venture type and parties, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor enters subcontractors and assigns them to joint venture parties, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor assigns bid items to joint venture partners, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor assigns bid items to subcontractors, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor enters DBE commitment information, if applicable	Contractor • Contractor Principal • Contractor Other Officers
Contractor analyzes and submits bid	Contractor • Contractor Principal • Contractor Other Officers
If needed, bid can be withdrawn and cleared and/or resubmitted	Contractor • Contractor Principal • Contractor Other Officers

Bidder Checklist

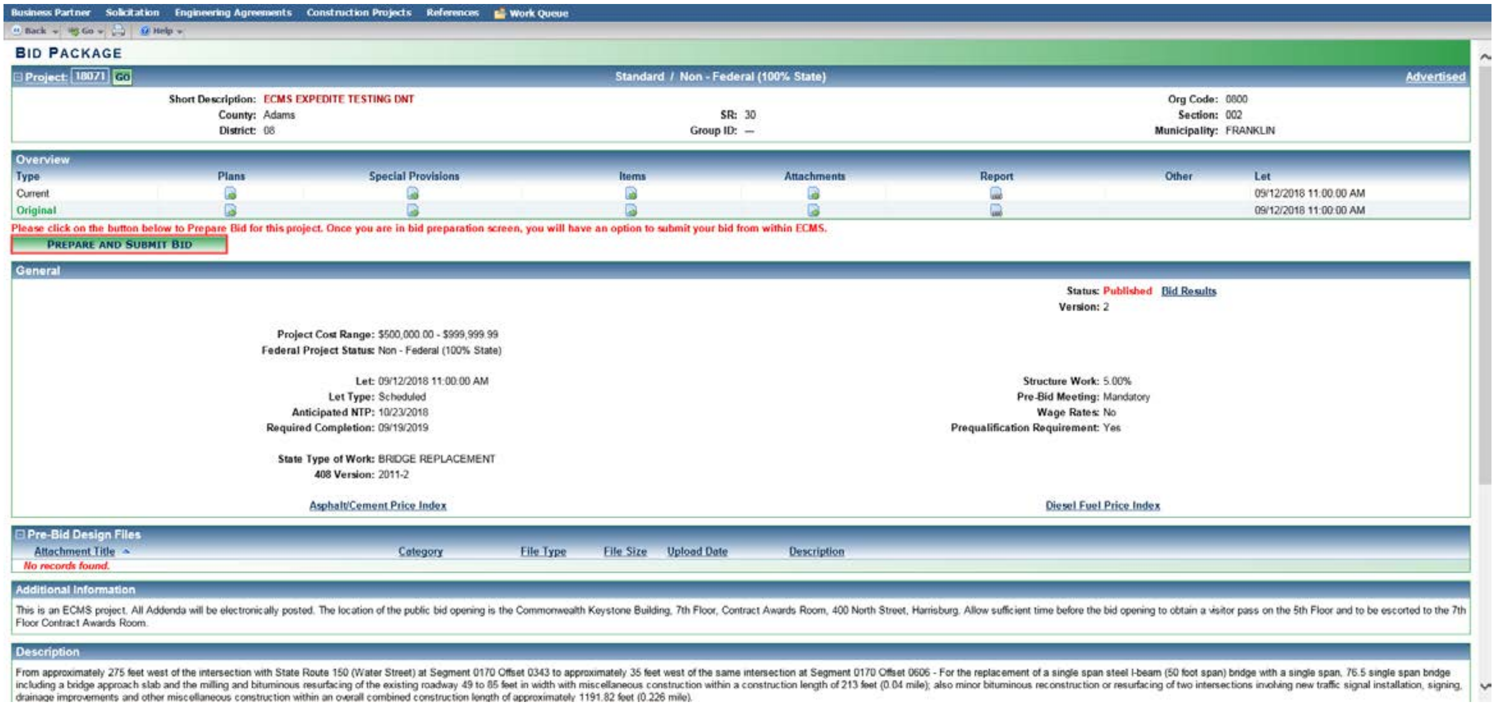
The Bidder Checklist is the main bidding hub in ECMS. From the Bidder Checklist screen, a bidder can go into the associated sub-portals and complete their bid. The Bidder Checklist is accessible from the Bid Package screen.

Accessing the Bidder Checklist

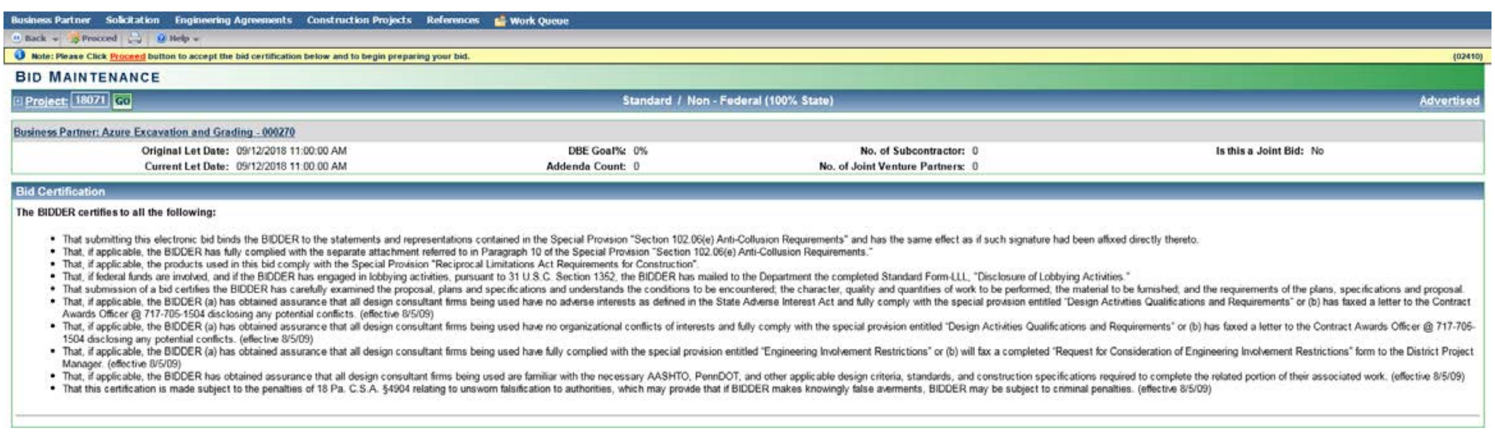
1. Navigate to the Bid Package screen.



2. Click on the button that says **Prepare and Submit Bid**.

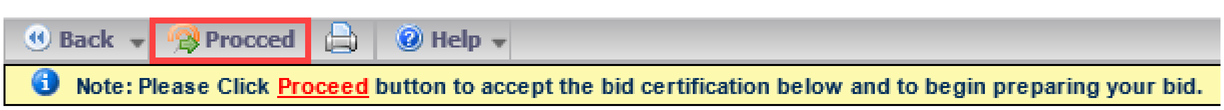


3. The Bid Maintenance screen will appear.

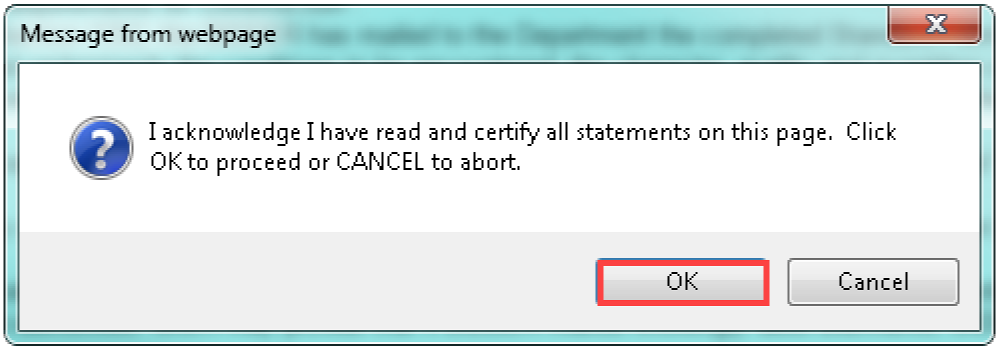


The Bid Maintenance screen lists the Bid Certification text a bidder must read and certify to begin building their bid in ECMS. The Bid Certification screen only appears the first time a contactor clicks the Prepare and Submit Bid button on the Bid Package screen. After they proceed through the certification, they will not see that screen for the remainder of that bid.

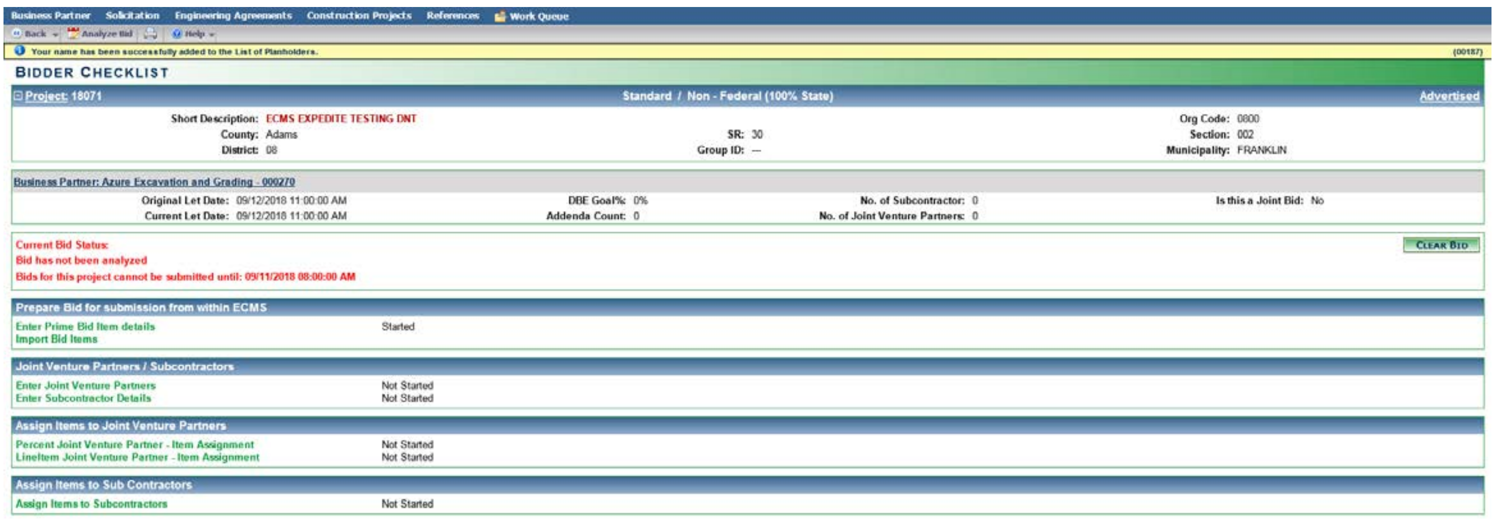
4. Click the **Proceed** button.



5. A pop-up window will appear asking the contractor to acknowledge that they have read and certify the text on the Bid Maintenance screen. Click **OK** to continue.

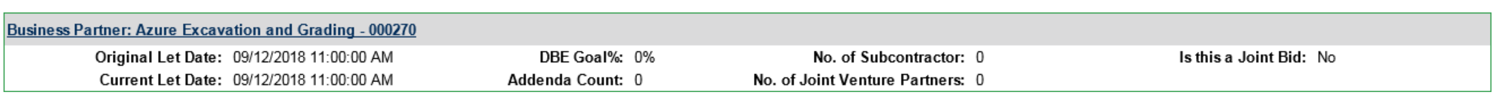


6. The Bidder Checklist screen will be displayed.



Bid Information Sub-Portal

The Bid Information sub-portal displays summary information about the bid, such as original and current let date, minority goal percentage, addenda count, number of subcontractors, number of joint venture partners, and whether the bid is a joint bid.



Current Bid Status Sub-Portal

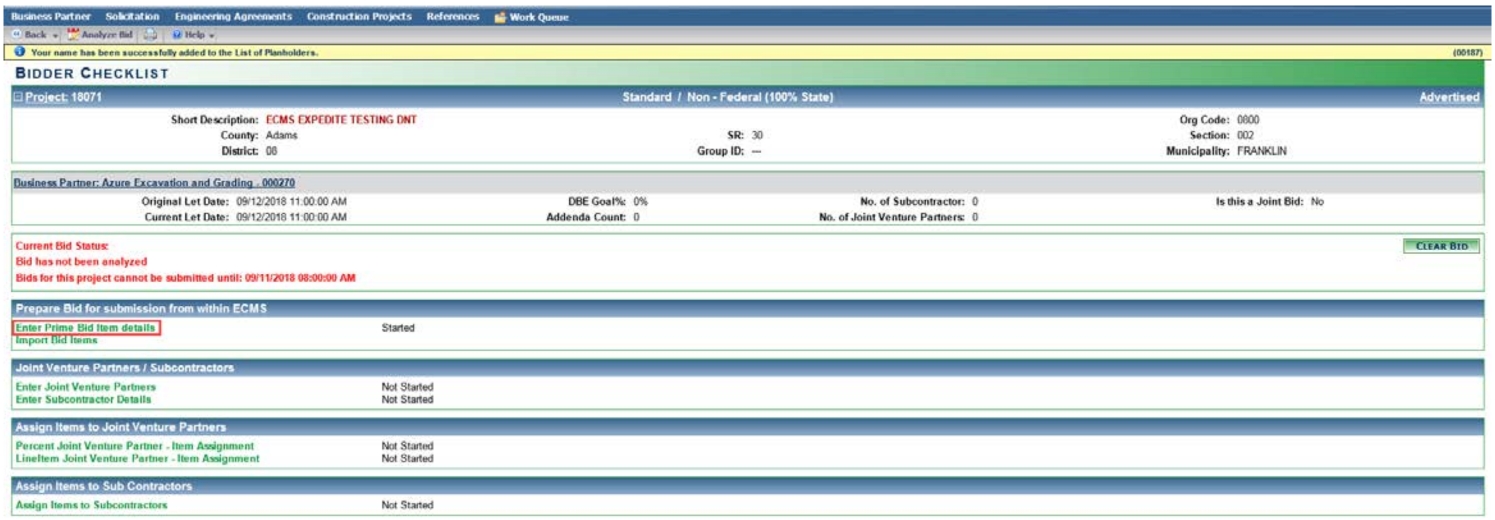
The Current Bid Status sub-portal displays information about the status of the bid, such as whether the bid has been analyzed for errors, when the bid was submitted, and when the bid was withdrawn, if applicable.

Prepare Bid for Submission from within ECMS

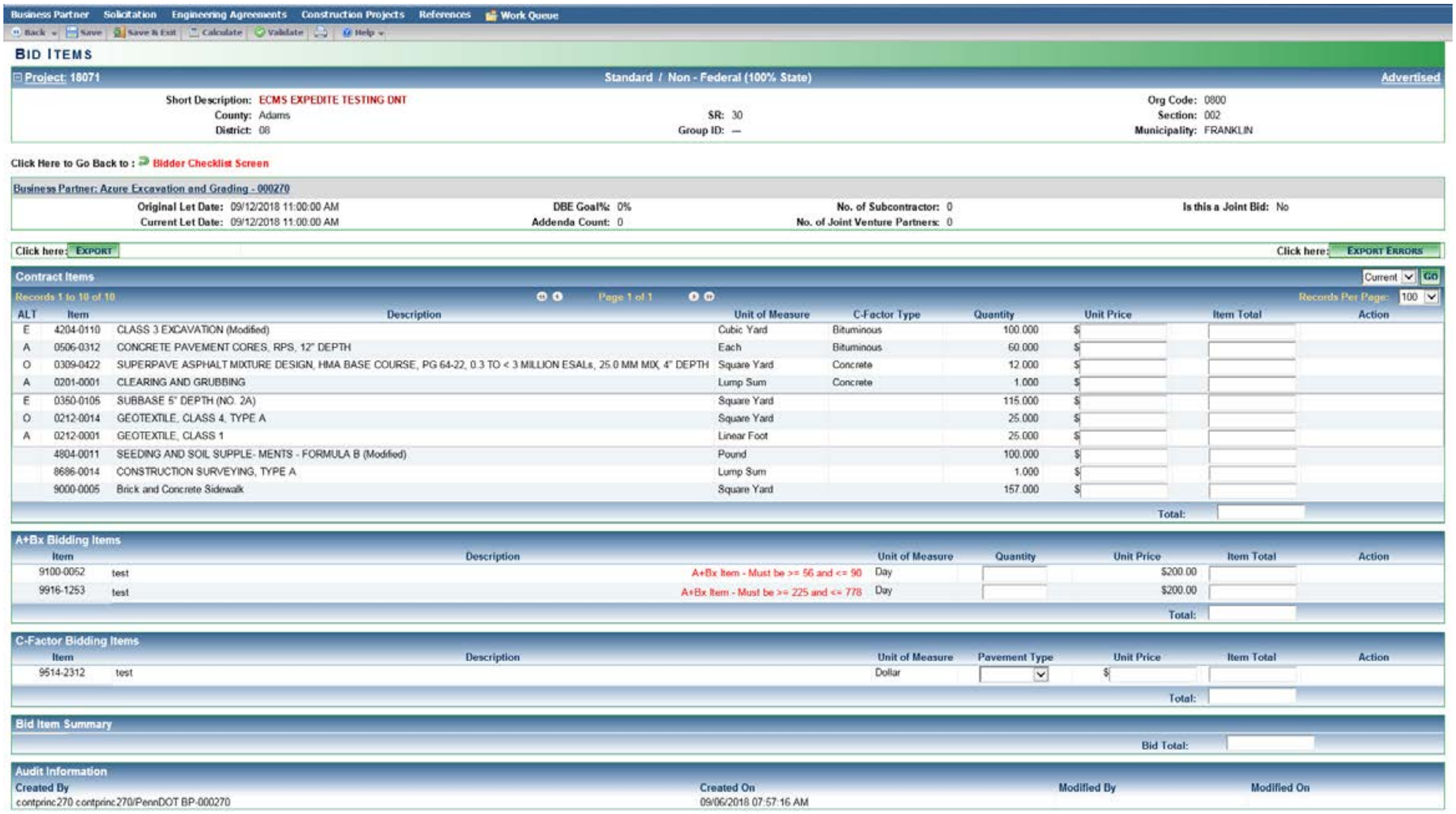
The Prepare Bid for Submission from within ECMS sub-portal displays the Enter Prime Bid Item Details and Import Bid Item Unit Prices hyperlinks. These links are where the prime contractor enters or imports their unit prices for bid items.

Enter Prime Bid Item Details

1. Click the hyperlink **Enter Prime Bid Item Details** in the **Prepare Bid for Submission from within ECMS** sub-portal on the Bidder Checklist screen.

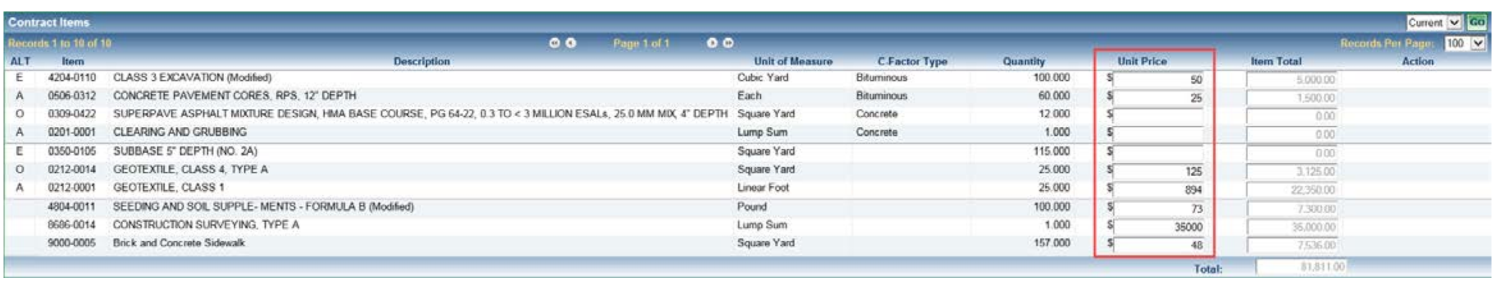


2. The Bid Items screen is displayed.



The Bid Items screen is comprised of four sub-portals: Contract Items, A+Bx Items, C-Factor Bidding Items, and Bid Item Summary.

3. Enter the unit prices for the contract items in the Contract Items sub-portal. The Item Total and Contract Items Total fields will dynamically calculate upon values being entered in the Unit Price fields.



4. Enter the number of days for any A+Bx items in the A+Bx Bidding Items sub-portal. The A+Bx items indicate the minimum and maximum number of days allowable as defined in the special provisions.

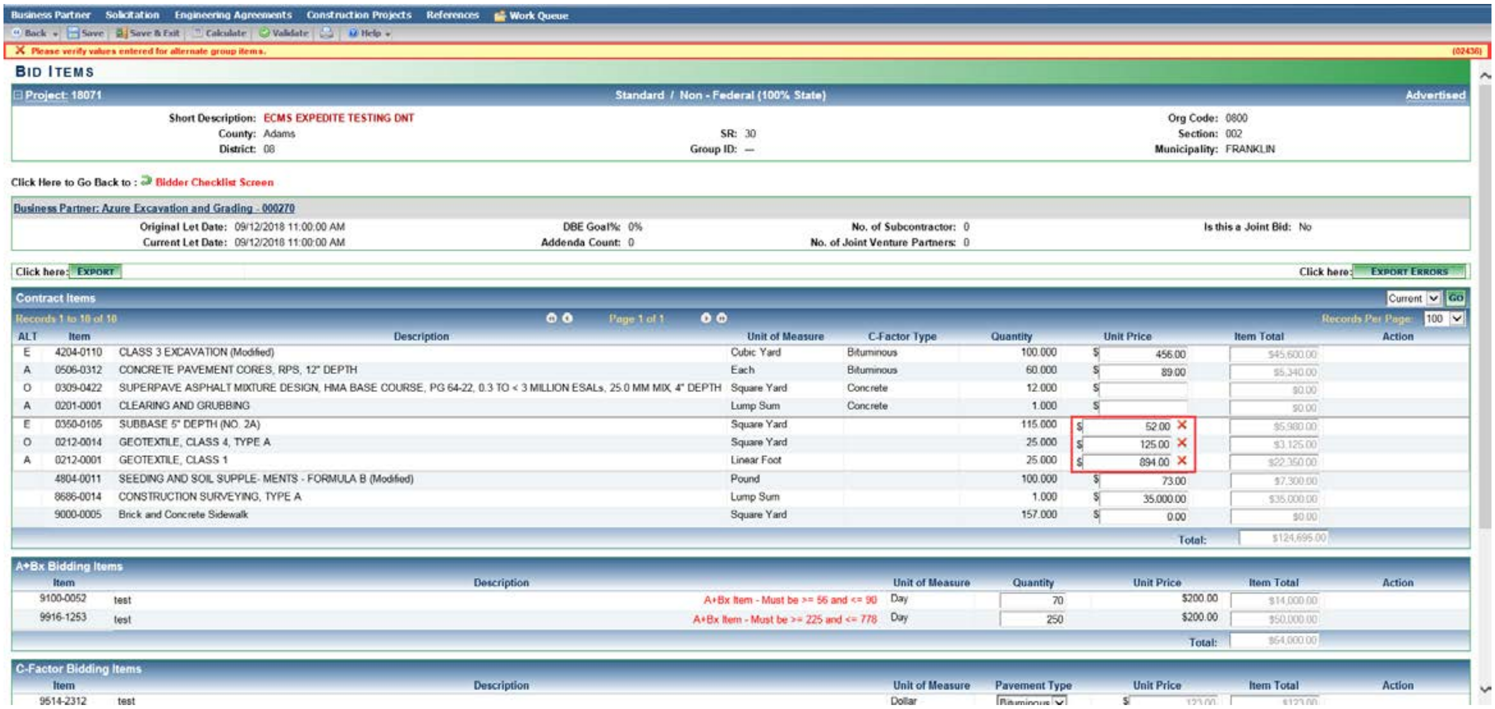
5. Select the Pavement Type for the C-Factor item in the C-Factor Bidding Items sub-portal. The C-Factor item will auto-populate the applicable unit price based on what is selected from the drop-down menu, either Bituminous or Concrete, as defined in the special provisions.

The Bid Item Summary sub-portal will update automatically as you enter your bid information.

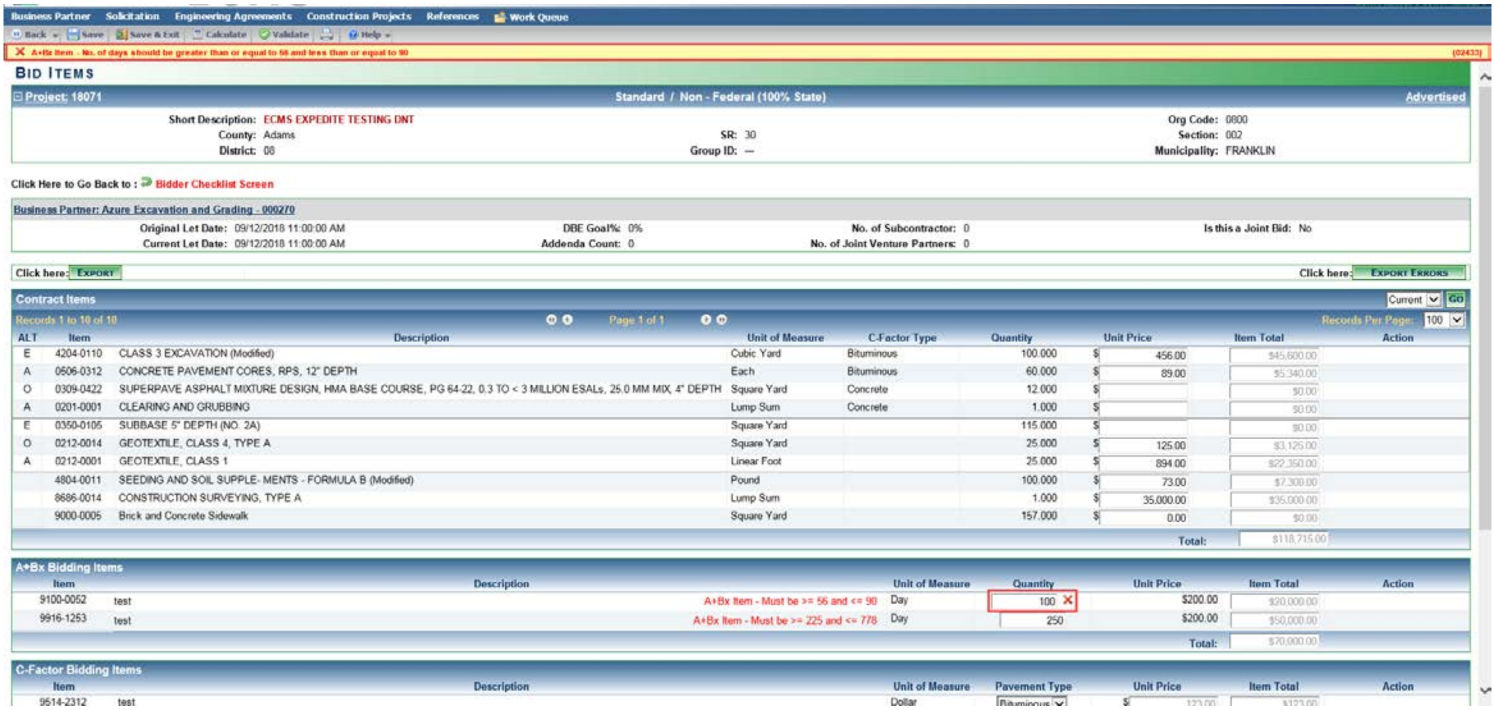
In the Bid Items screen tool bar is the Validate button. The Validate button runs a set of screen validations to look for errors in the information entered in the Bid Items screen.

The screen validations can be run manually at any point by clicking the **Validate** button, but they will also run automatically each time a user clicks the **Save** or **Save & Exit** buttons. The Validate function will return any errors it finds in the message bar, along with placing a “**X**” next to the applicable field.

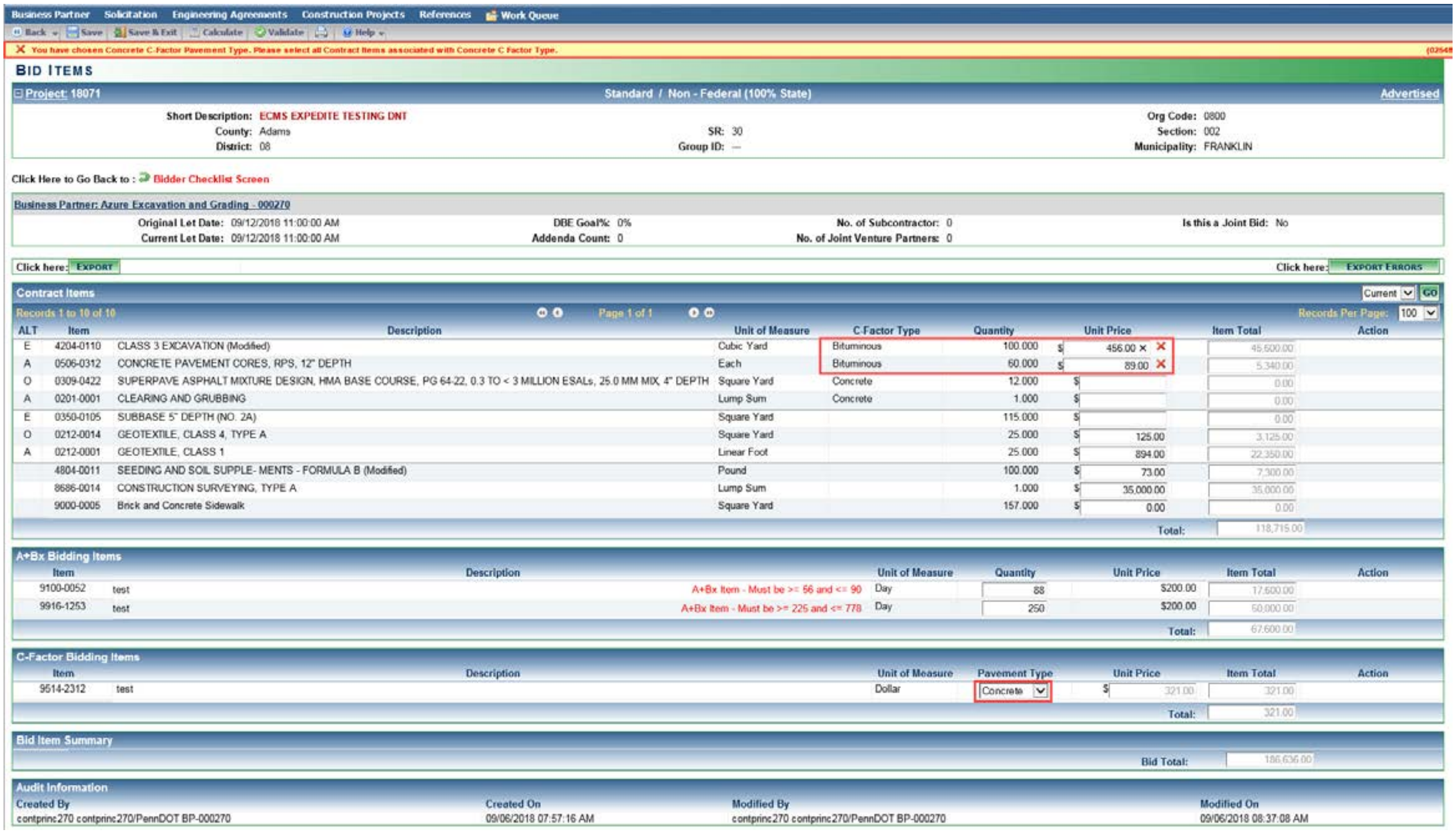
In the **Contract Items** sub-portal, if too many alternate grouping items are bid, or if there are differing unit prices for multiple occurrences of the same item, a **screen validation error** will run.



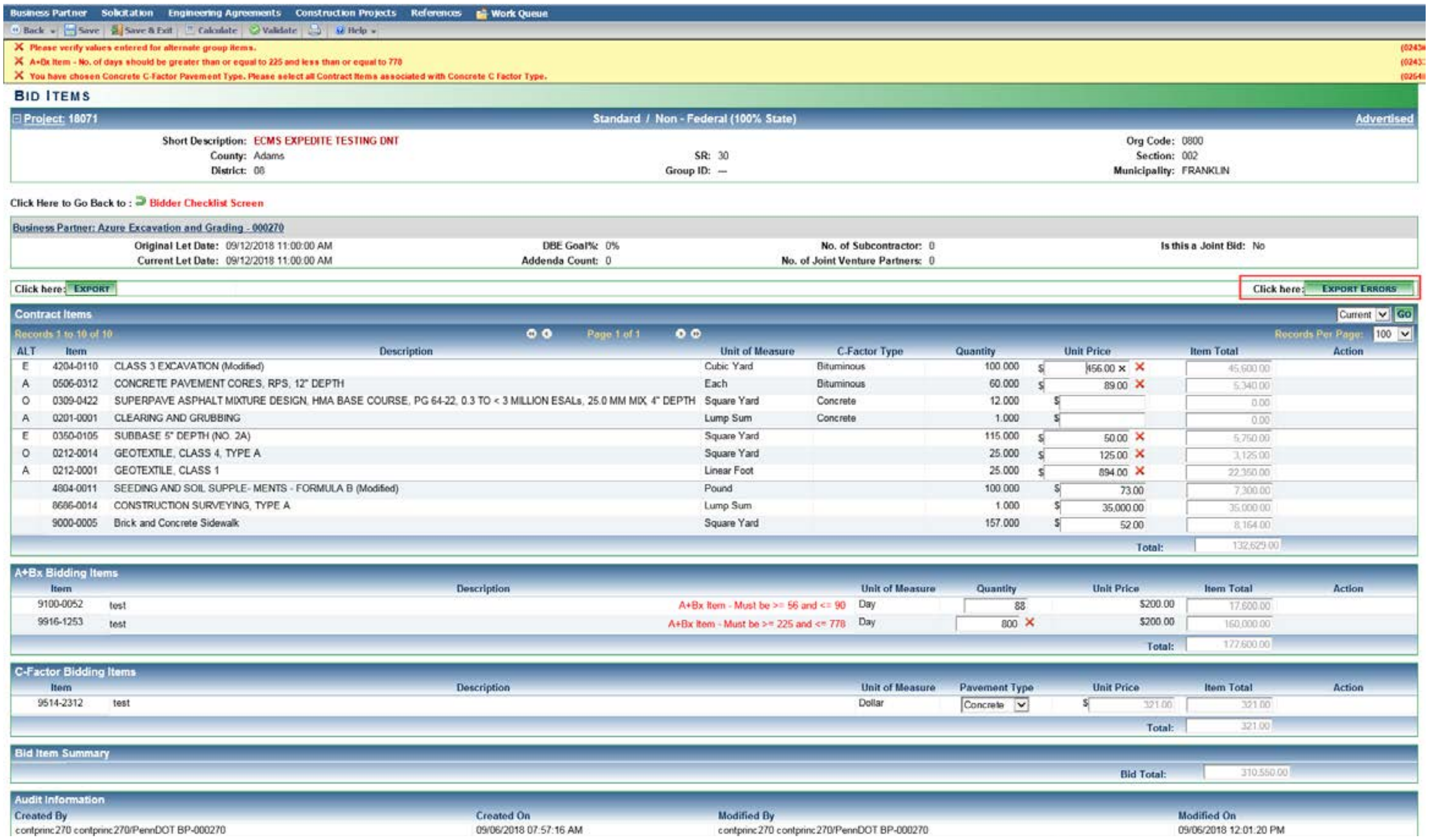
In the **A+Bx Bidding Items** sub-portal, if a value is entered that is outside of the allowable range, a **screen validation error** will run.



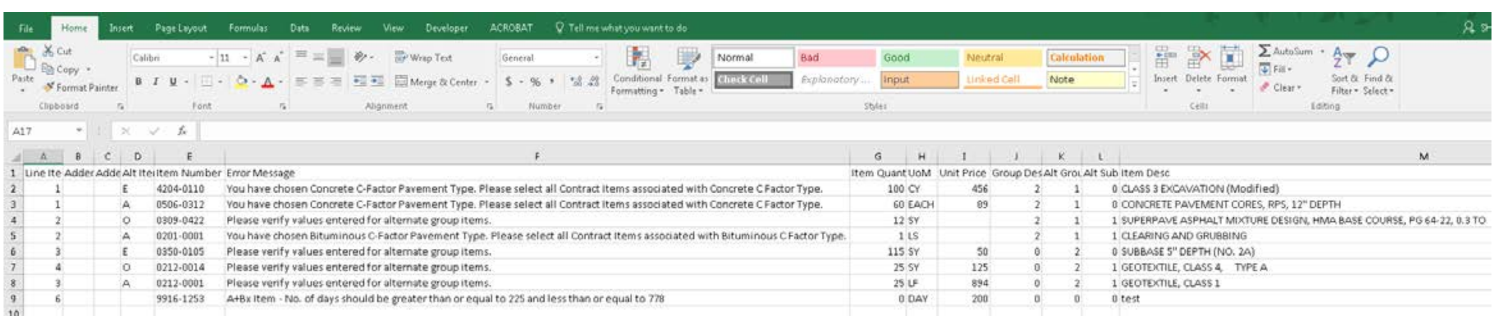
In the **C-Factor Bidding Items** sub-portal, if the C-Factor type selected is different than the C-Factor type of the items bid in the Contract Items sub-portal, a **screen validation error** will run.



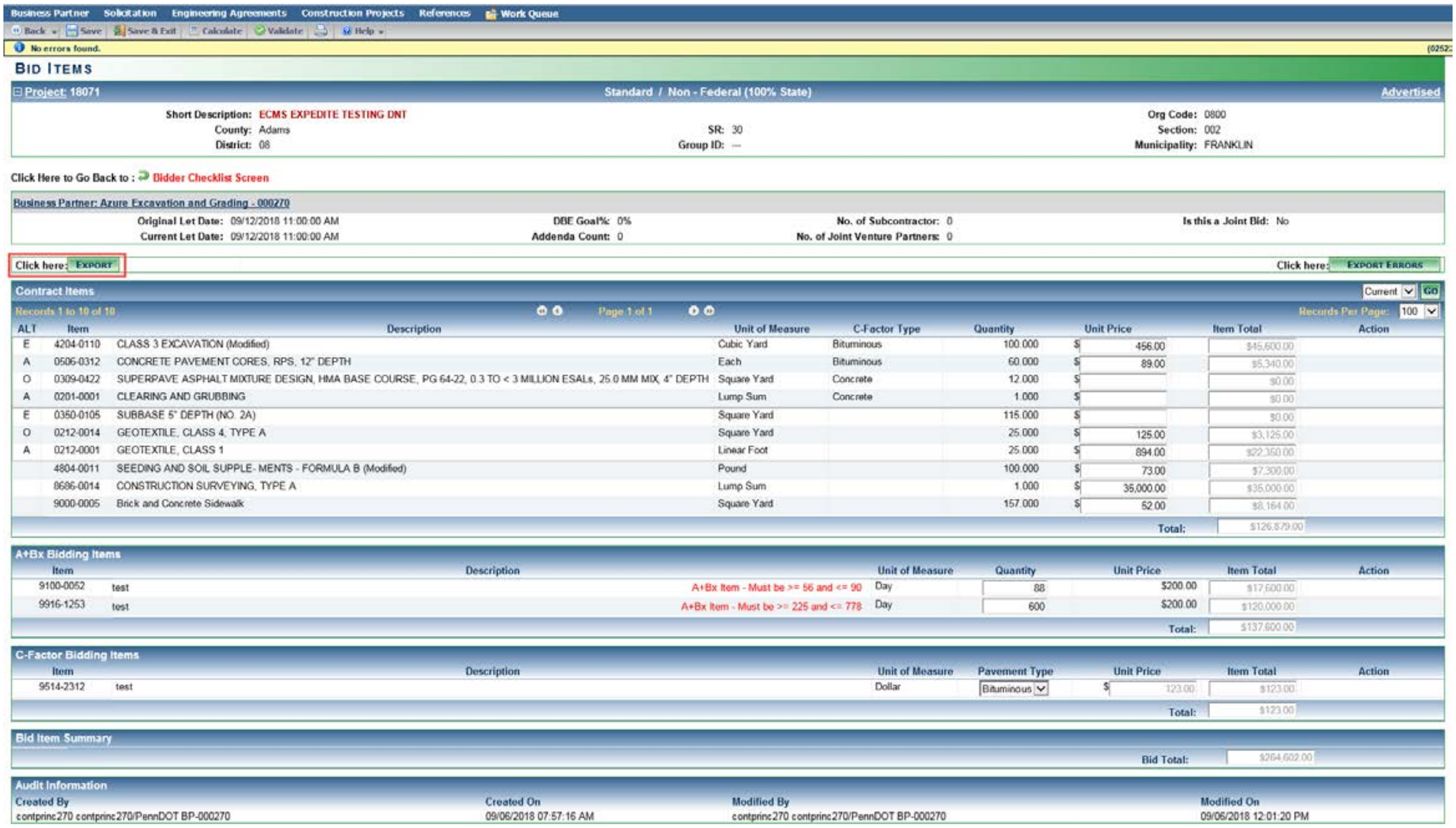
After the Validate function has run, the errors that are displayed in the message bar can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Bid Items screen.



The error report can then be viewed.



The information in the Contract Items sub-portal can also be exported into a .csv file for use in external bid management software. Export the contract items by clicking the **Export** button in the Bid Items screen.



ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	$ 456.00	$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	$ 89.00	$5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	$	$0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	$	$0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	$	$0.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	$ 125.00	$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	$ 894.00	$22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	$ 73.00	$7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	$ 35,000.00	$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	$ 52.00	$8,164.00	
						Total:	$126,879.00	

A+Bx Bidding Items

Item	Description		Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	A+Bx Item - Must be >= 56 and <= 90	Day	88	$200.00	$17,600.00	
9916-1253	test	A+Bx Item - Must be >= 225 and <= 778	Day	600	$200.00	$120,000.00	
					Total:	$137,600.00	

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	Bituminous	$ 123.00	$123.00	
				Total:	$123.00	

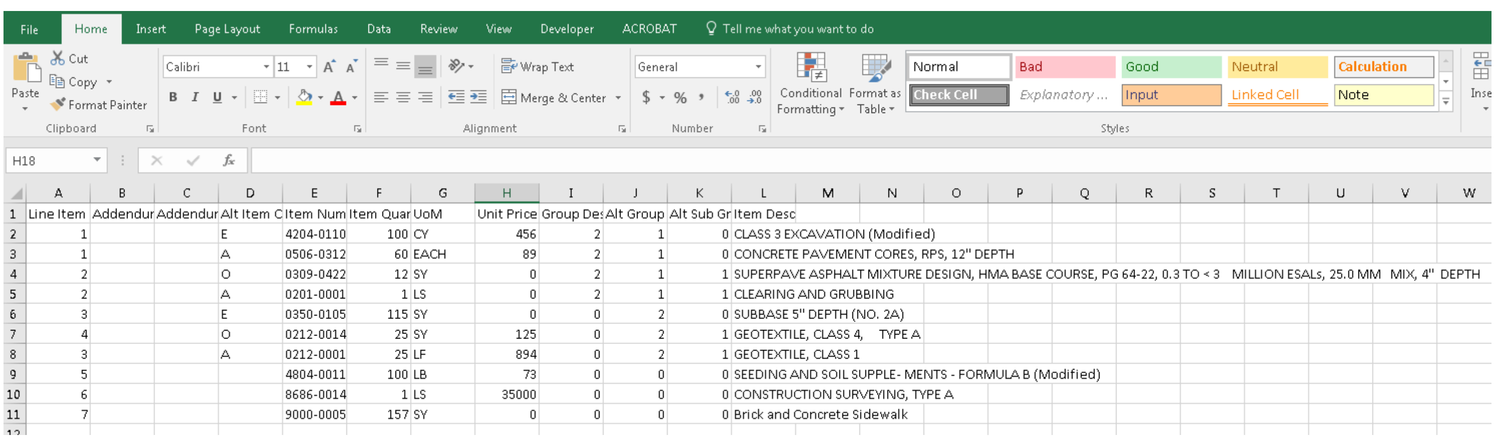
Bid Item Summary

Bid Total: $264,602.00

Audit Information

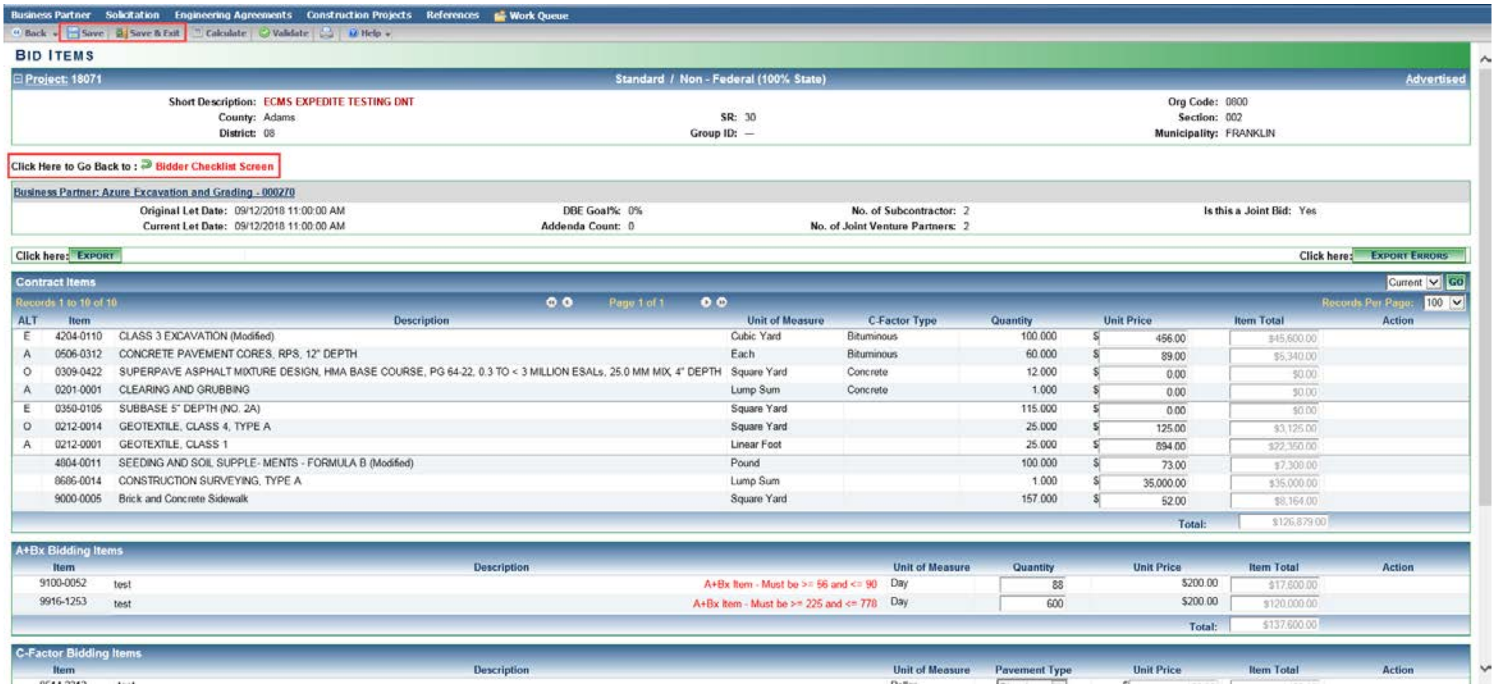
Created By	Created On	Modified By	Modified On
contprinc270 contprinc270/PennDOT BP-000270	09/06/2018 07:57:16 AM	contprinc270 contprinc270/PennDOT BP-000270	09/06/2018 12:01:20 PM

The export can then be viewed.



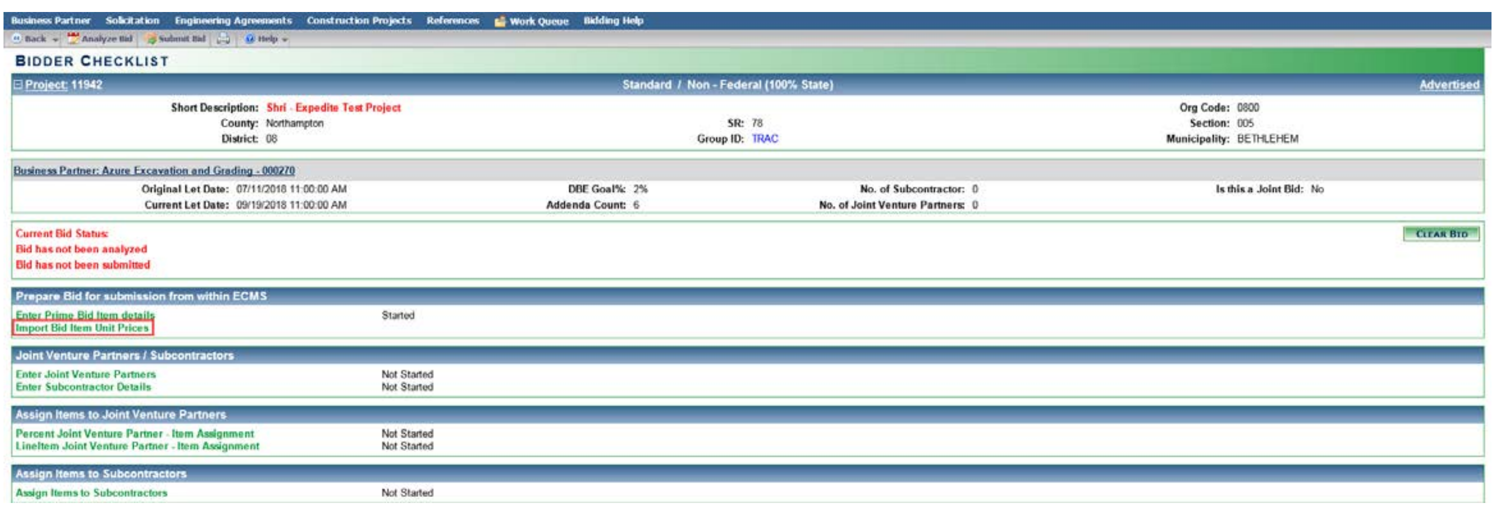
	A	B	C	D	E	F	G	H	I	J	K	L
1	Line Item	Addendur	Addendur	Alt Item C	Item Num	Item Quar	UoM	Unit Price	Group De:	Alt Group	Alt Sub Gr	Item Desc
2	1			E	4204-0110	100	CY	456	2	1	0	CLASS 3 EXCAVATION (Modified)
3	1			A	0506-0312	60	EACH	89	2	1	0	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH
4	2			O	0309-0422	12	SY	0	2	1	1	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 25.0 MM MIX, 4" DEPTH
5	2			A	0201-0001	1	LS	0	2	1	1	CLEARING AND GRUBBING
6	3			E	0350-0105	115	SY	0	0	2	0	SUBBASE 5" DEPTH (NO. 2A)
7	4			O	0212-0014	25	SY	125	0	2	1	GEOTEXTILE, CLASS 4, TYPE A
8	3			A	0212-0001	25	LF	894	0	2	1	GEOTEXTILE, CLASS 1
9	5				4804-0011	100	LB	73	0	0	0	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)
10	6				8686-0014	1	LS	35000	0	0	0	CONSTRUCTION SURVEYING, TYPE A
11	7				9000-0005	157	SY	0	0	0	0	Brick and Concrete Sidewalk

6. Click **Save** and then click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist, or click **Save & Exit**.

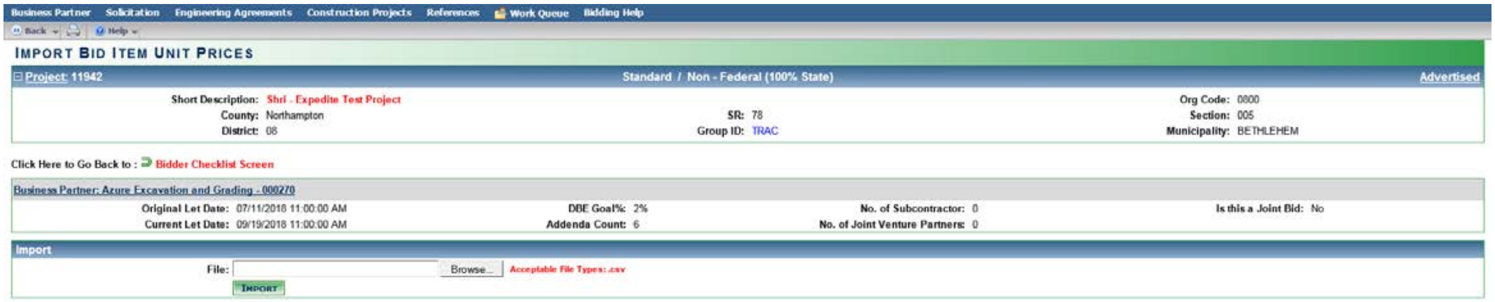


Import Bid Item Unit Prices

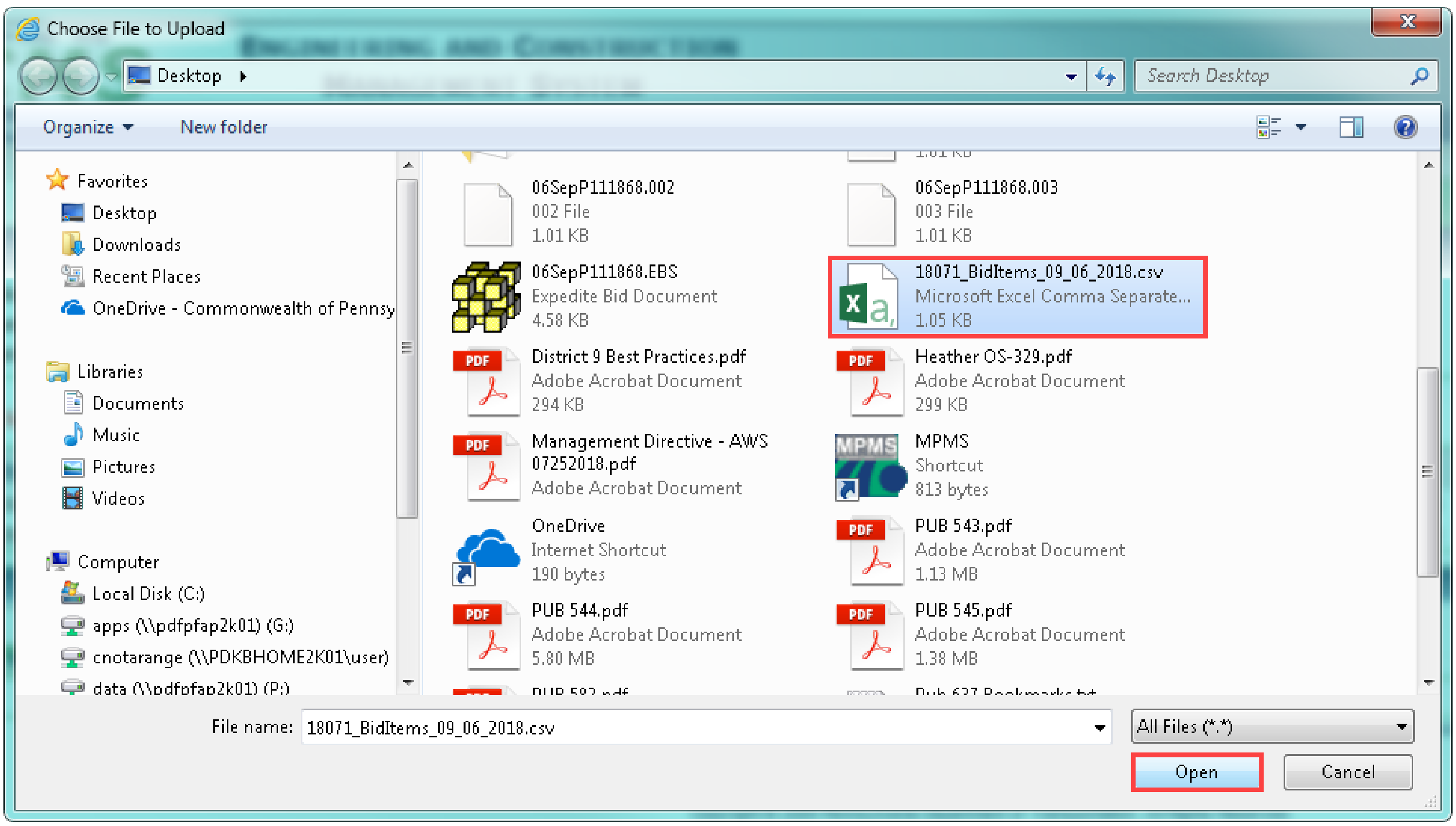
1. Click the **Import Bid Item Unit Prices** hyperlink in the **Prepare Bid for Submission from within ECMS sub-portal** on the Bidder Checklist screen.



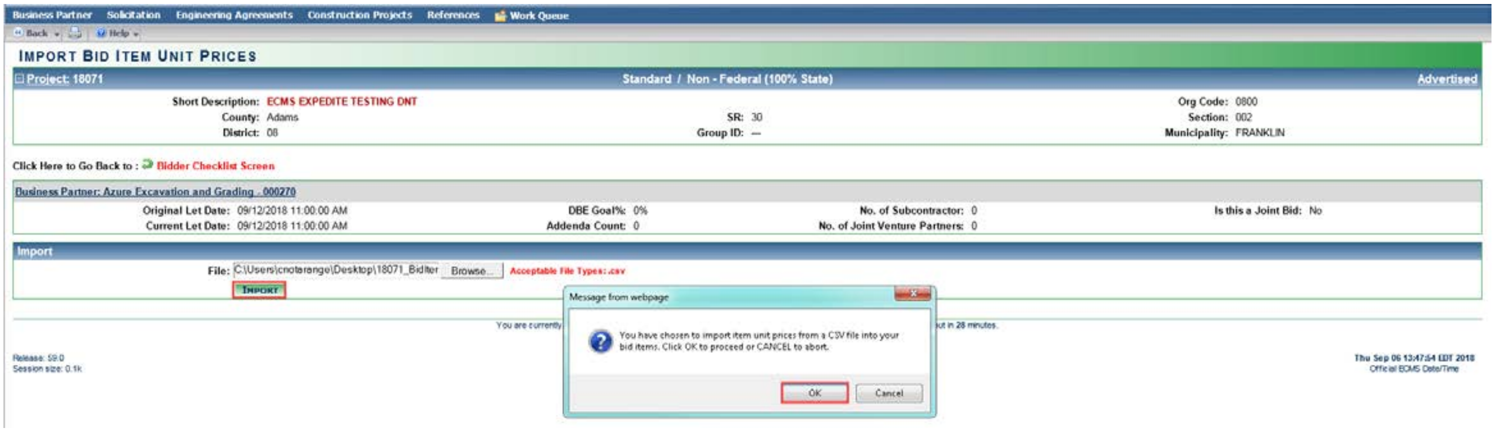
2. The Import Bid Item Unit Prices screen is displayed.



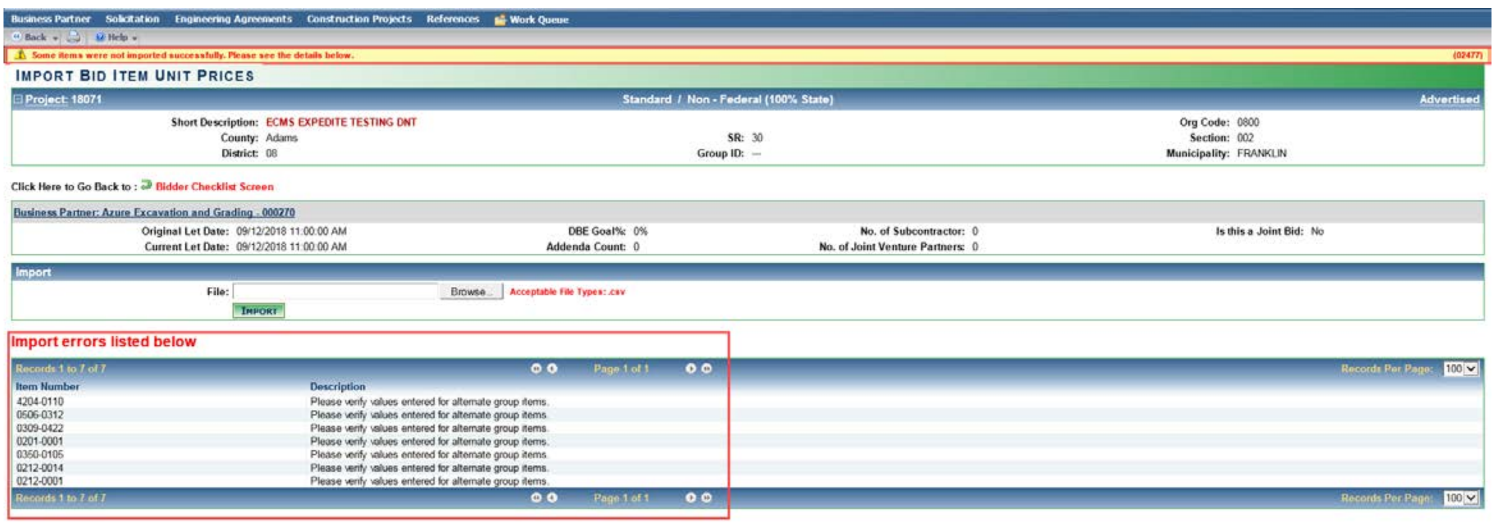
3. Click the **Browse** button and navigate to and select the .csv file that was exported previously.



4. Click **Import** and then click **OK** in the pop-up window that appears.



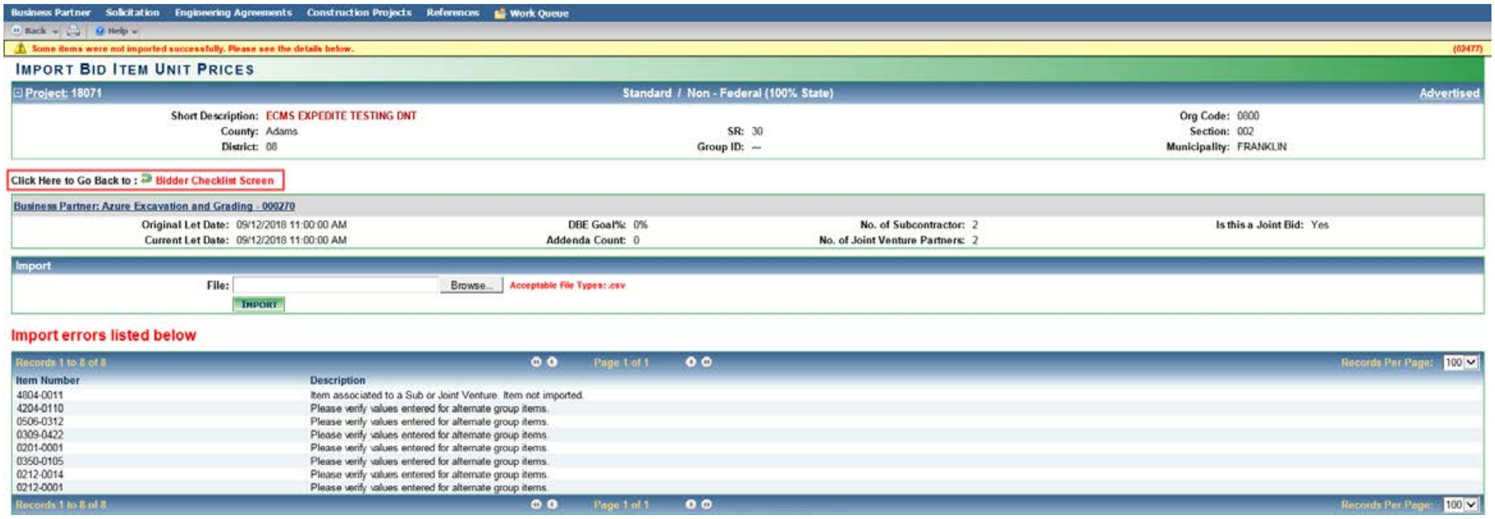
A message will appear in the message bar indicating whether the import was successful or not. If the import was not successful, additional details will be provided at the bottom of the Import Bid Item Unit Prices screen.



The import file must be in the same format as the export file (.csv). The columns, including the headers, must match exactly between the import and export file, with the same columns in the same order. Column H (Unit Price) is the only column that should be updated with new values.

Note: During the last 15 minutes of the bid submission window (between 10:45am – 11:00am for an 11:00am bid opening) there will also be an “Import and Submit” button available on the Import Bid Item Unit Prices screen. Please see Appendix A for more information regarding Import and Submit.

5. After importing, click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist.



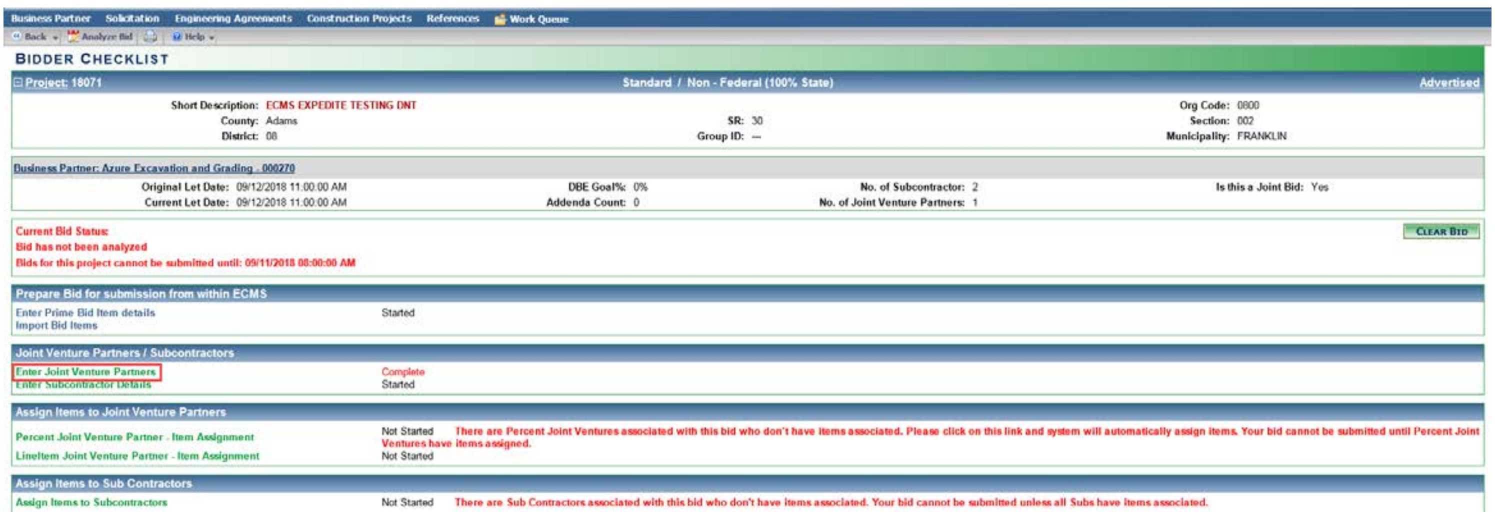
Joint Venture Partners / Subcontractors

The Joint Venture Partners / Subcontractors sub-portal displays the Enter Joint Venture Partners and Enter Subcontractor Details hyperlinks. These links are where the prime contractor declares the joint venture type along with the joint venture parties. The prime contractor can also declare subcontractors that will be used in the bid. Additionally, subcontractors can be assigned to individual parties in the joint venture, if applicable.

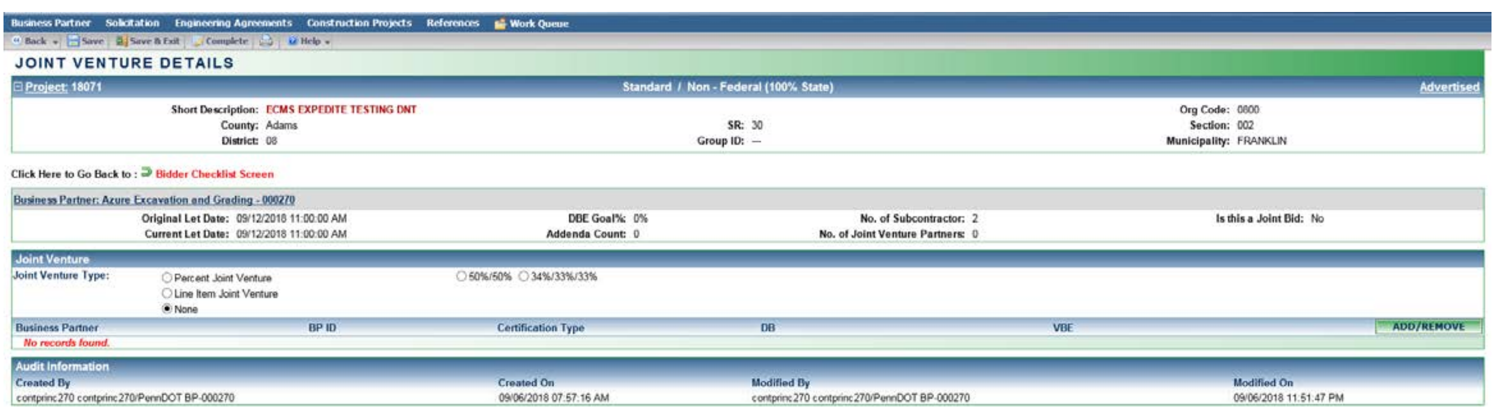
Note: Unit prices for all contract items must be entered in the Contract Items sub-portal before Joint Venture Partners or Subcontractors can be entered.

Enter Joint Venture Partners

1. Click the **Enter Joint Venture Partners** hyperlink in the **Joint Venture Partners / Subcontractors** sub-portal on the Bidder Checklist screen.



2. The Joint Venture Details screen is displayed.

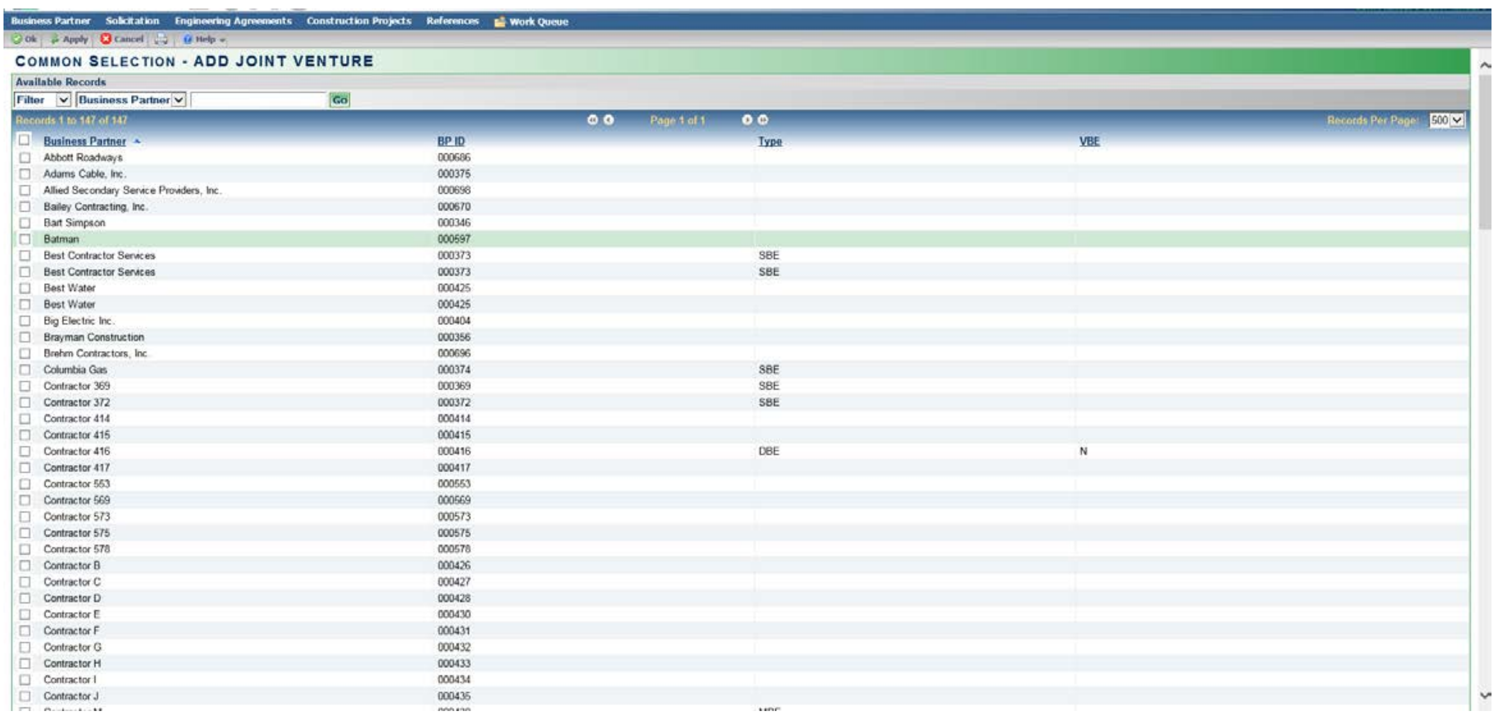


The Joint Venture Details screen is comprised of the Joint Venture sub-portal.

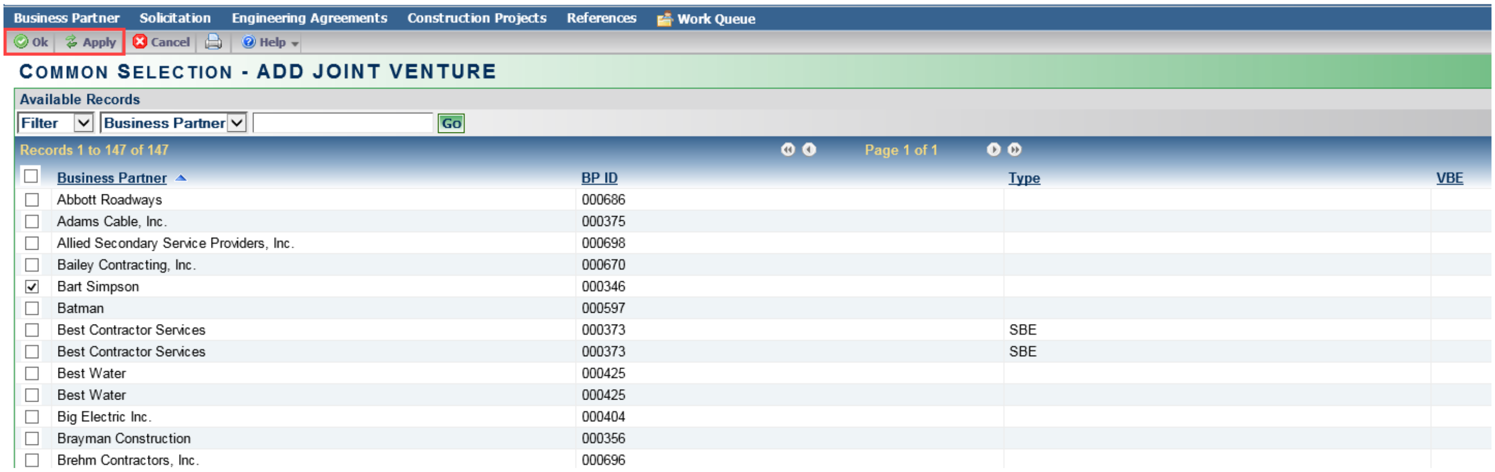
3. Select the **type of joint venture** for the bid.
   - If Percent Joint Venture is selected, the percentage breakdown must also be selected. There are only 2 available options for the percentage breakdown, **50%/50%** or **34%/33%/33%**.

4. Once the type of joint venture is selected, click the **Add/Remove** button to select the joint venture parties.

5. The Common Selection – Add Joint Venture screen is displayed.



6. Select the **joint venture party** or **parties** and click **Apply**, then click **Ok**.



Note: The maximum number of joint venture parties that can be added for any joint venture type is two.

7. Back on the Joint Venture Details screen, click the **Complete** button, and then click the link to go back to the **Bidder Checklist Screen**.

Enter Subcontractor Details

Note: Declaring subcontractors to reduce capacity is only permitted on Standard Projects requiring prequalification and on Emergency Projects requiring prequalification.

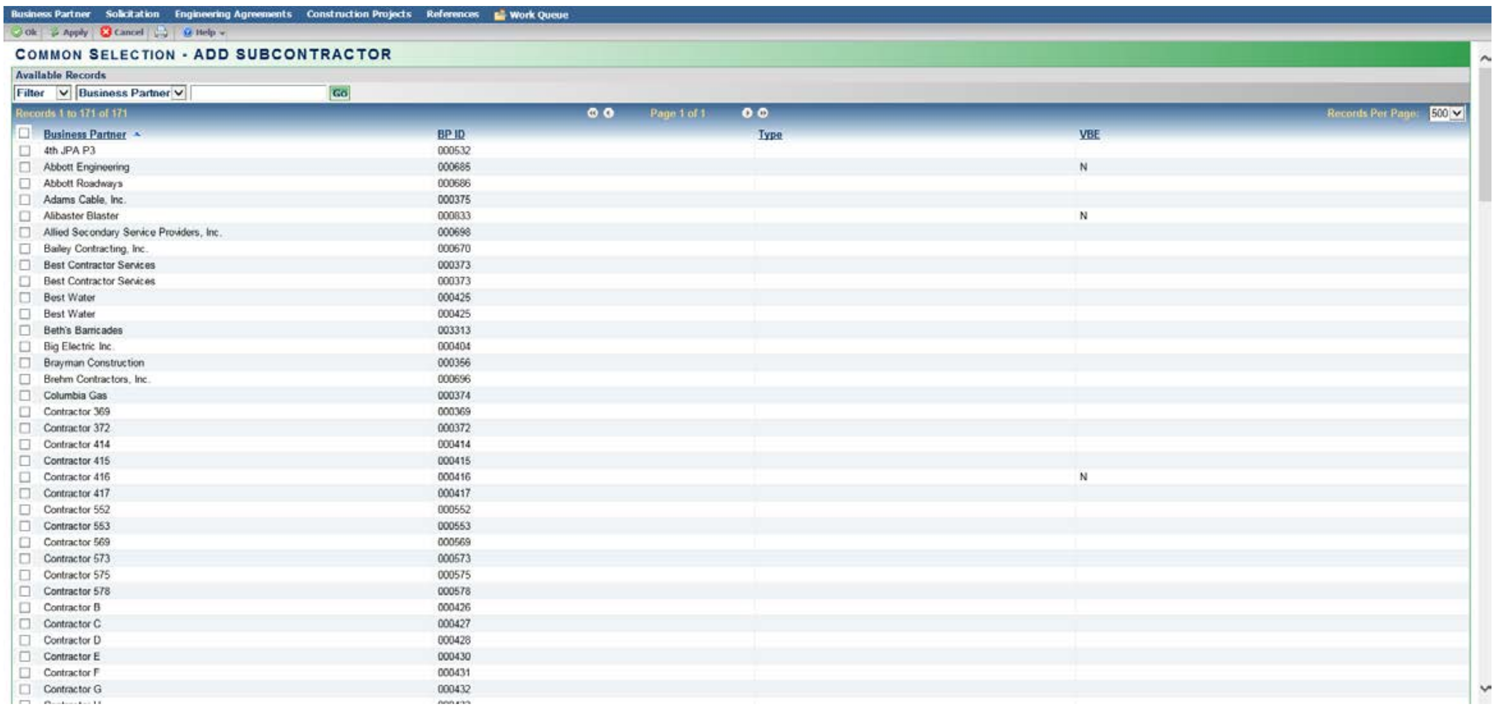
1. Click the **Enter Subcontractor Details** hyperlink in the **Joint Venture Partners / Subcontractors** sub-portal on the Bidder Checklist screen.

2. The Enter Subcontractor Details screen is displayed.

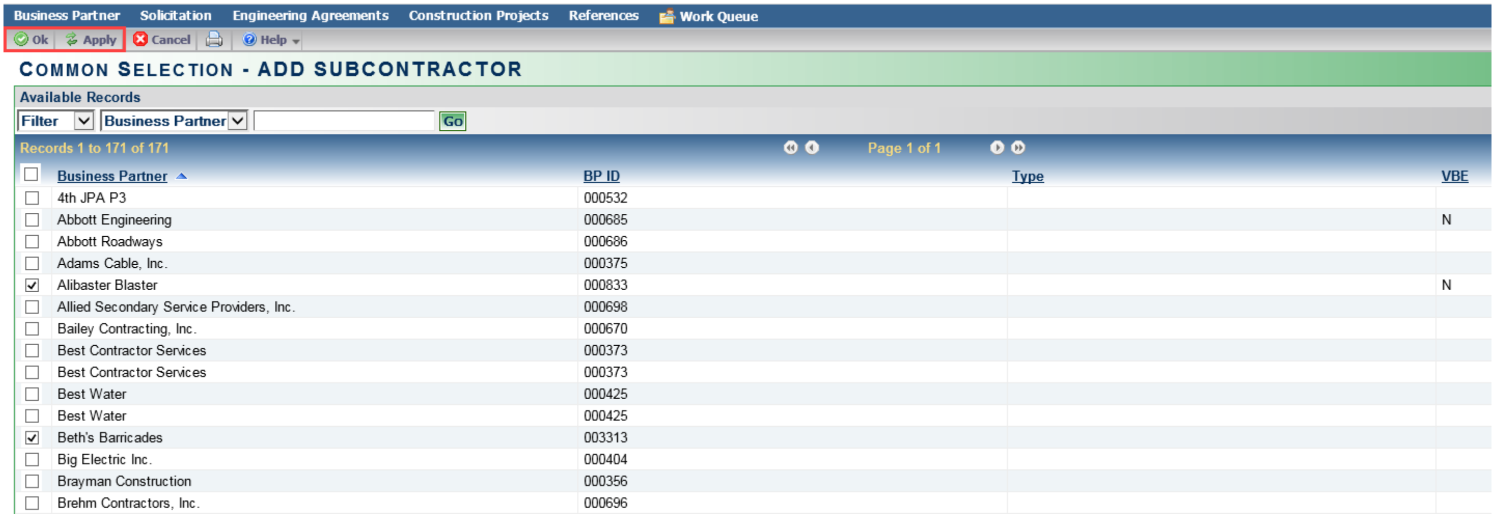
The Enter Subcontractor Details screen is comprised of the Subcontractors Assigned to Prime sub-portal. If the bid is a joint venture, there will be additional sub-portals to assign subcontractors to each party of the joint venture.

3. Click the **Add/Remove** button to select the subcontractors for the prime bidder.

4. The Common Selection – Add Subcontractor screen is displayed.

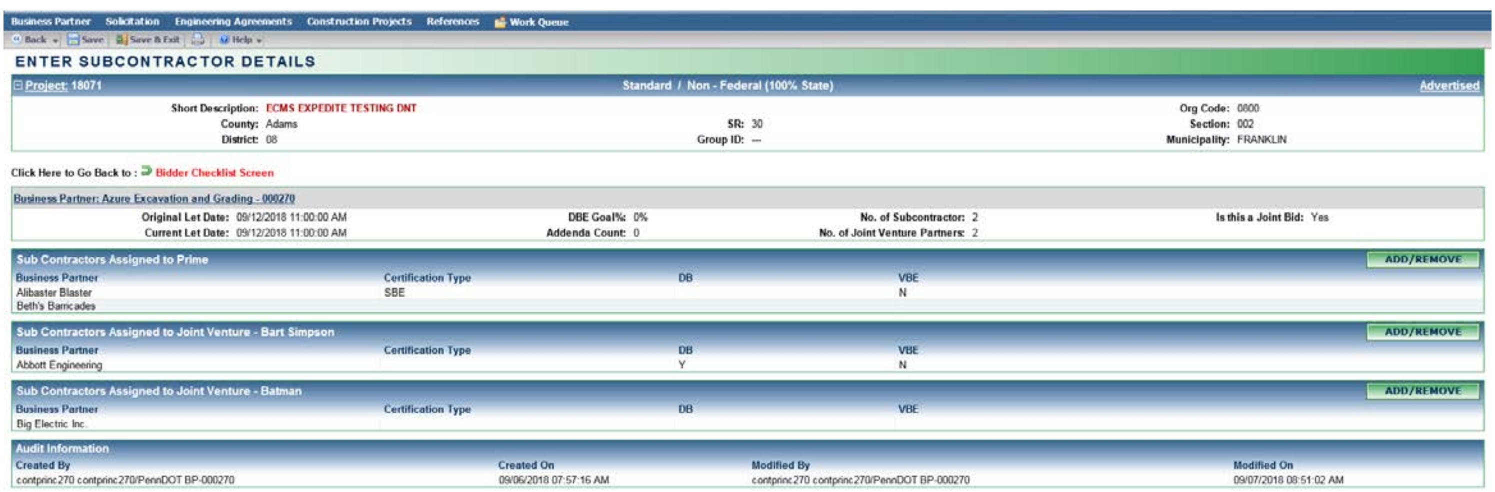


5. Select the **subcontractor(s)** and click **Apply**, then click **Ok**.

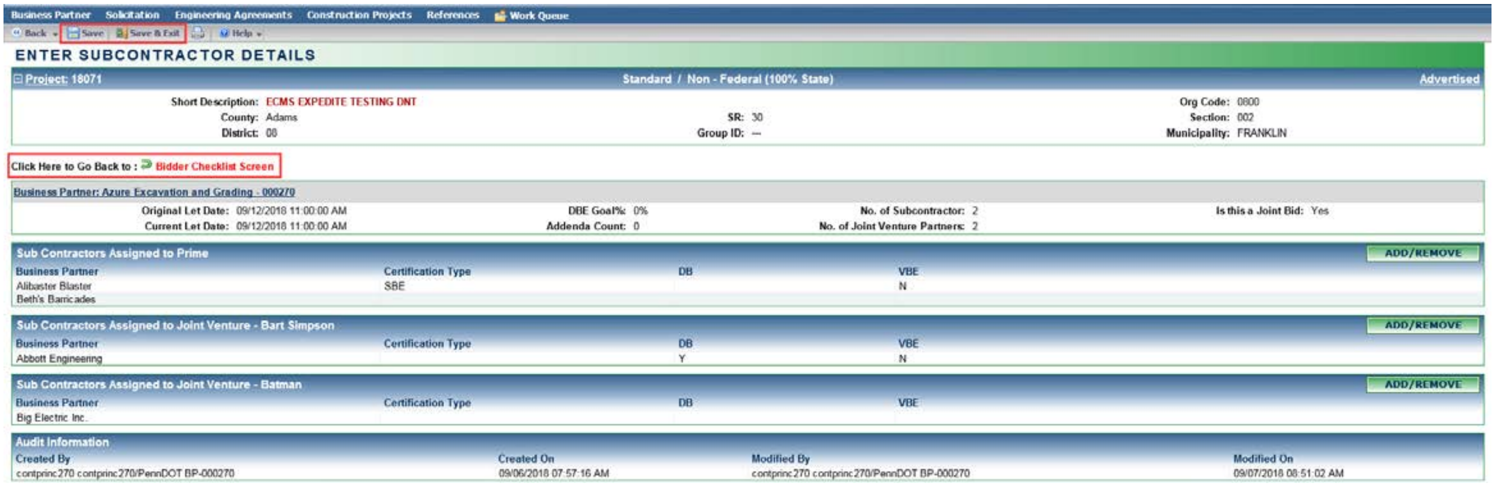


Note: There is no limit to the number of subcontractors that can be added; however, bidders will be notified when the total amount that is proposed to be sublet exceeds 50% of their total bid. These potential errors are flagged as soft stops and will not prevent these bids from being submitted.

6. Back on the Enter Subcontractor Details screen, repeat steps 3 through 5 for any applicable Subcontractors Assigned to Joint Venture sub-portals.



7. When all subcontractors have been assigned, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to Bidder Checklist, or click **Save & Exit**.



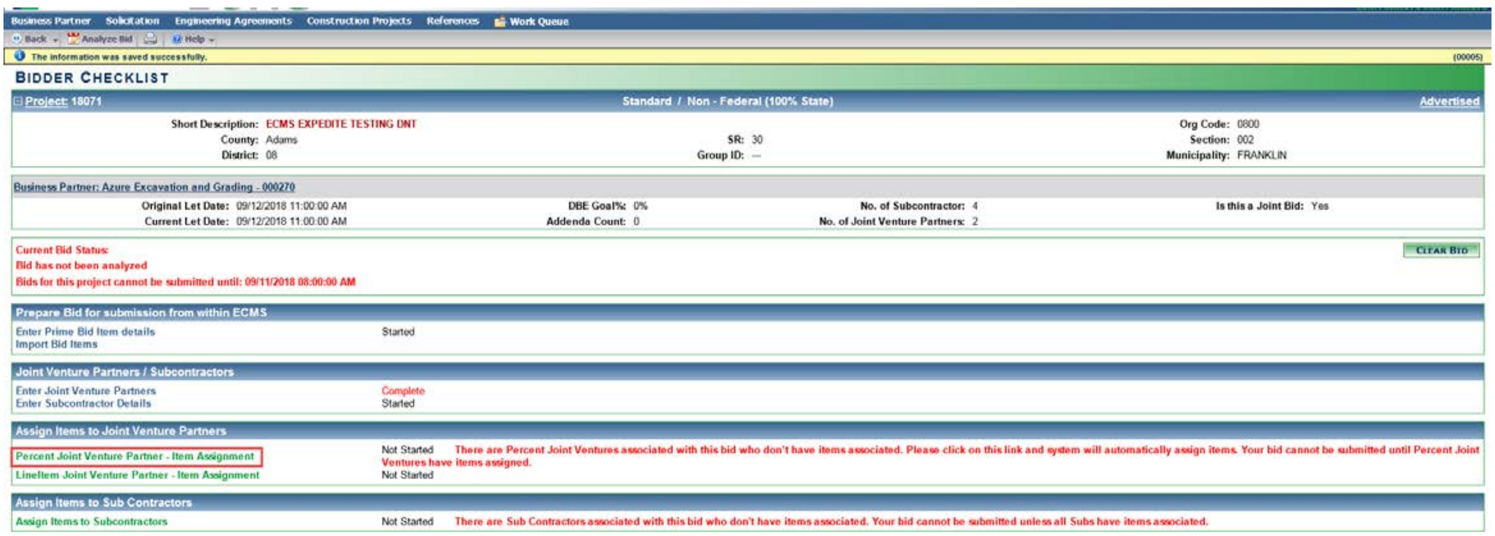
Assign Items to Joint Venture Partners

The Assign Items to Joint Venture Partners sub-portal displays the Percent Joint Venture Partner – Item Assignment and Line Item Joint Venture Partner – Item Assignment hyperlinks. These links are where the prime contractor assigns the contract items to the joint venture parties.

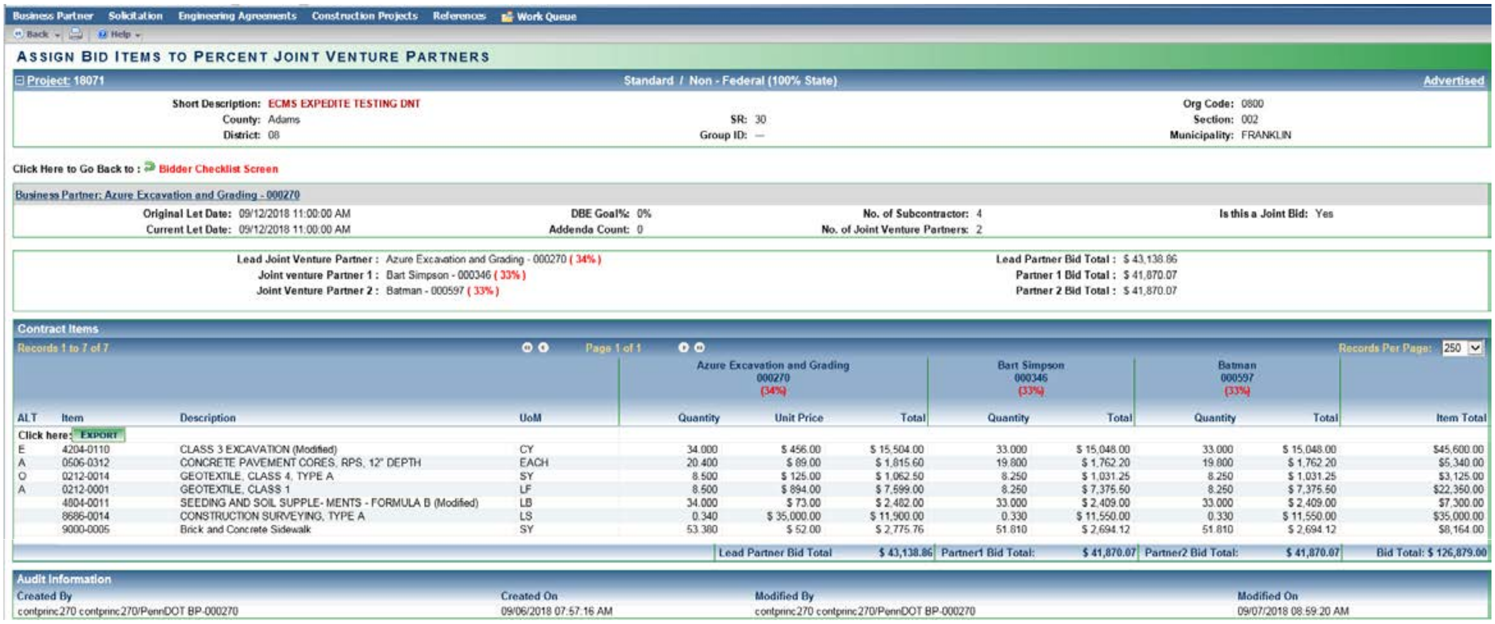
Percent Joint Venture Partner – Item Assignment

If a percent joint venture is set up in the Joint Venture Partners / Subcontractors sub-portal, you must then click on the Percent Joint Venture Partner – Item Assignment hyperlink in the Assign Items to Joint Venture Partners sub-portal. ECMS will automatically split the contract item quantities across the joint venture parties.

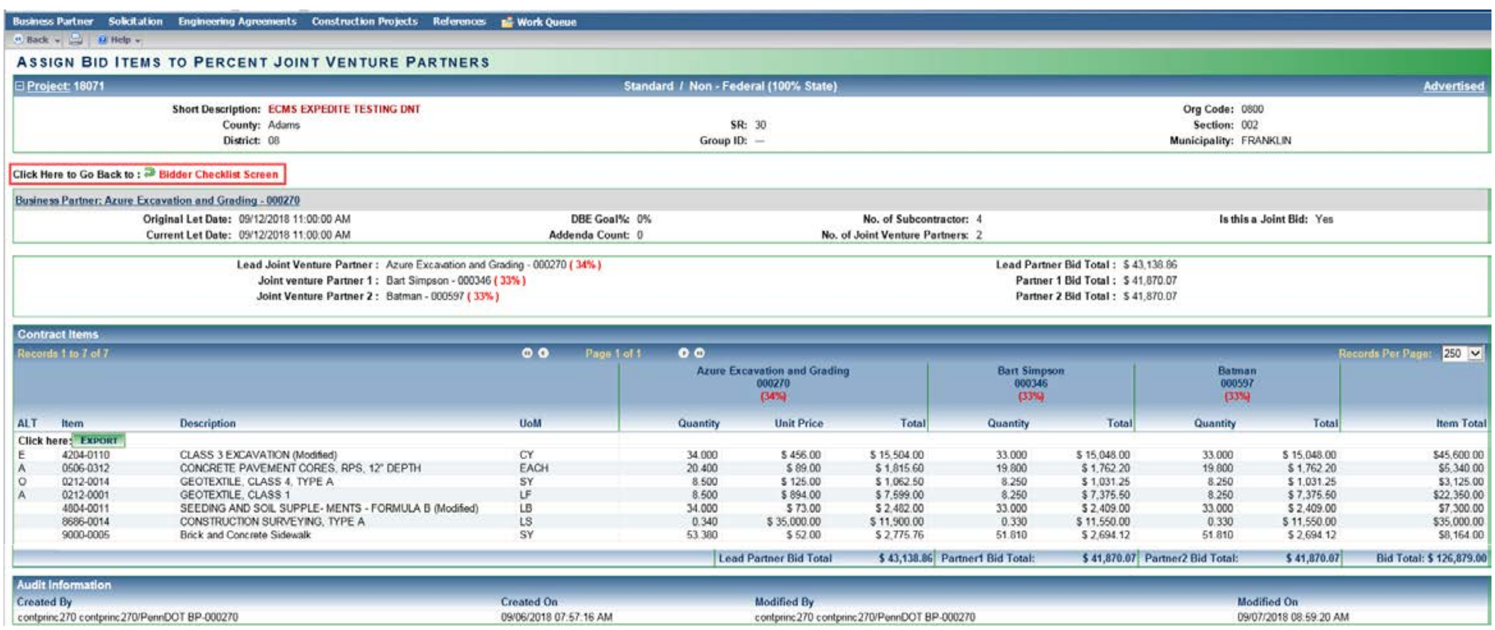
1. Click the **Percent Joint Venture Partner – Item Assignment** hyperlink in the **Assign Items to Joint Venture Partners** sub-portal on the Bidder Checklist screen.



2. The Assign Bid Items to Percent Joint Venture Partners screen is displayed.



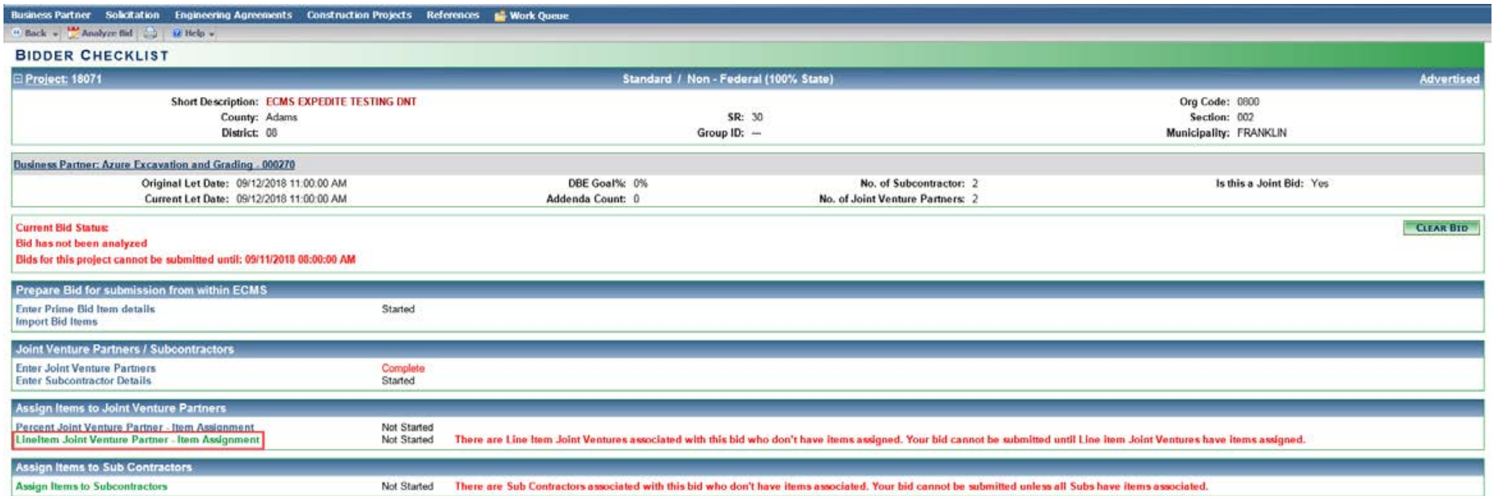
3. No editing can be done on the Assign Bid Items to Percent Joint Venture Partners screen. Click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist screen.



Line Item Joint Venture Partner – Item Assignment

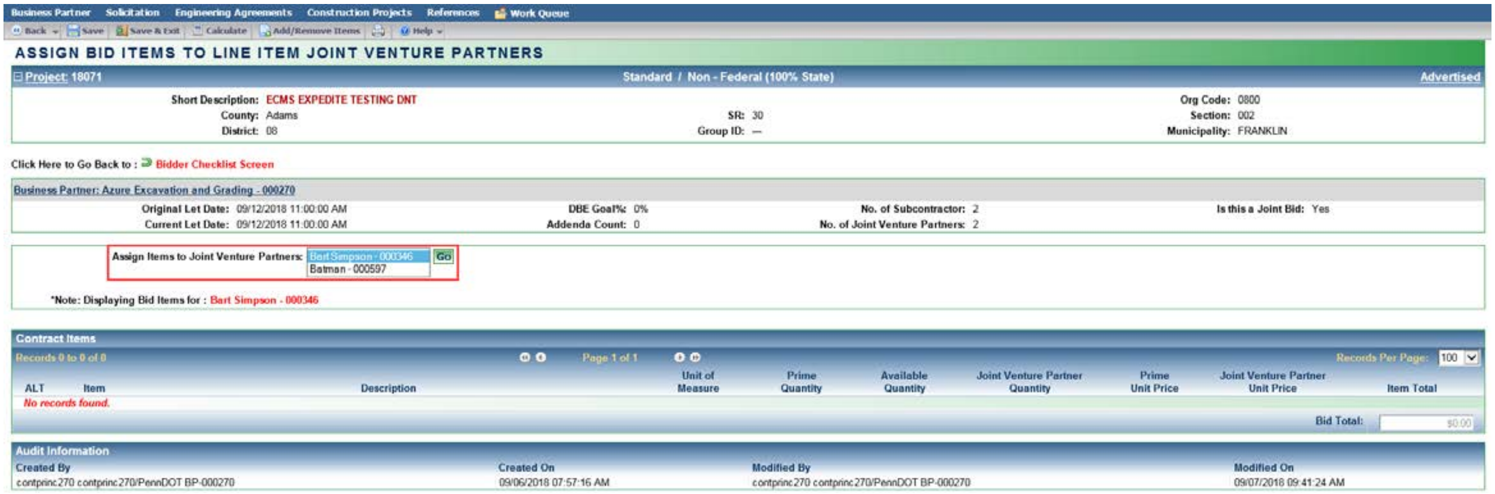
If a line item joint venture is set up in the Joint Venture Partners / Subcontractors sub-portal, you must then click on the Line Item Joint Venture Partner – Item Assignment hyperlink in the Assign Items to Joint Venture Partners sub-portal.

1. Click the **Line Item Joint Venture Partner – Item Assignment** hyperlink in the **Assign Items to Joint Venture Partners** sub-portal on the Bidder Checklist screen.



2. The Assign Bid Items to Line Item Joint Venture Partners screen is displayed.

3. Select the **joint venture partner** you want to assign contract items to from the **Assign Items to Joint Venture Partners dropdown menu**.

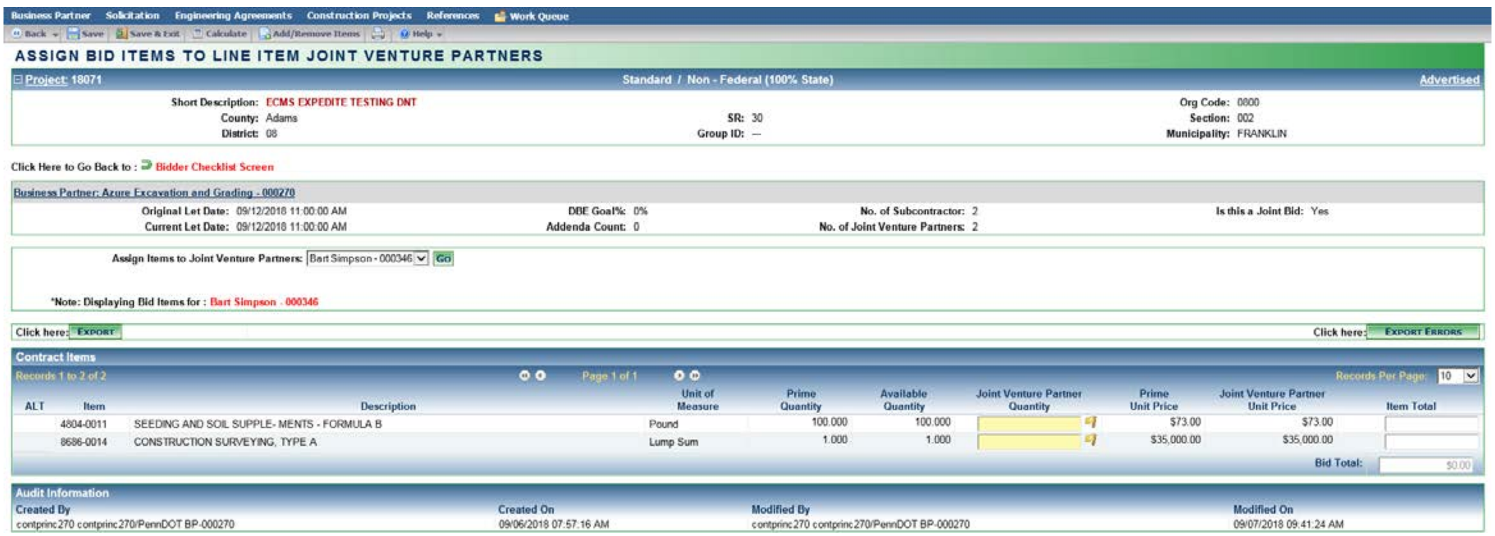


4. Click the **Add/Remove Items** button on the tool bar.

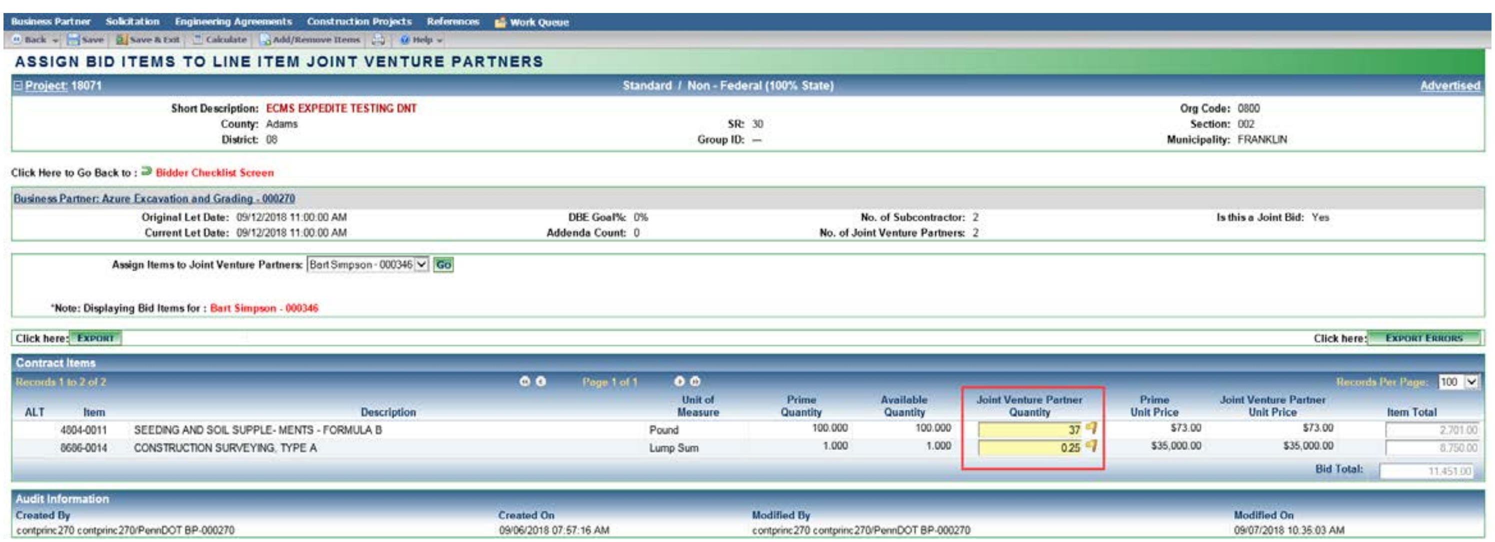
5. The Common Selection – Bid Items screen is displayed.

6. Select the **contract items** to assign to the joint venture party and click **Apply**, then click **Ok**.

7. The Assign Bid Items to Line Item Joint Venture Partners screen is displayed, but now the selected items are shown for the joint venture party.

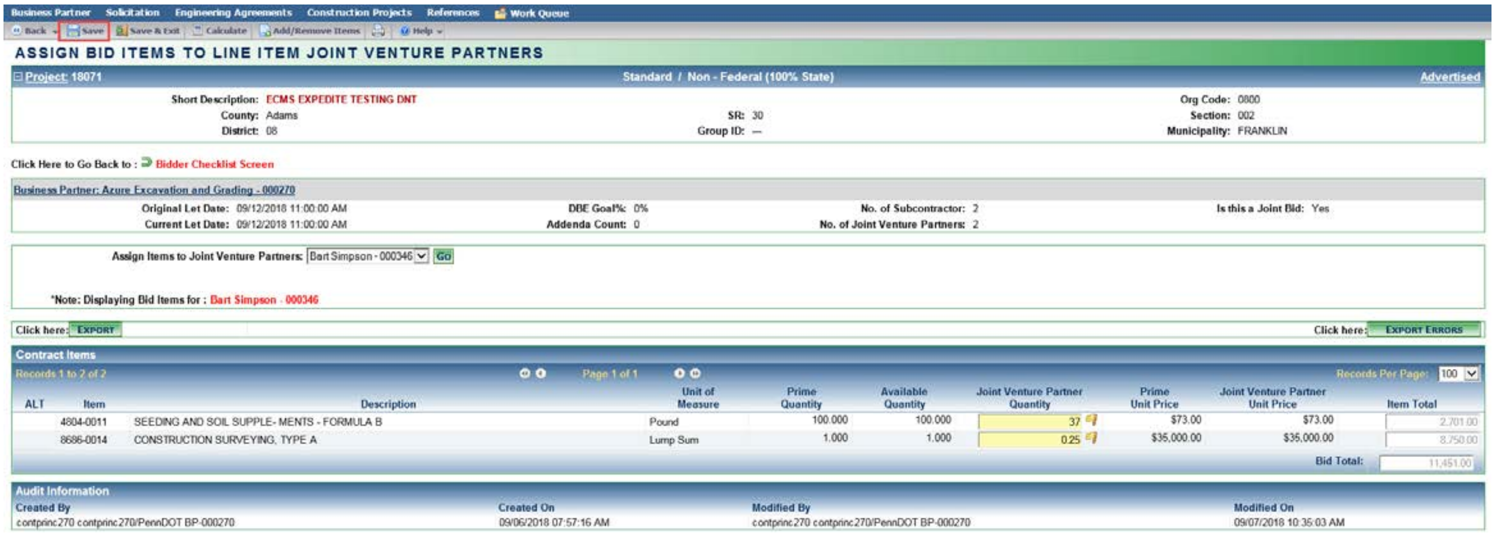


8. Enter the **quantity of each contract item** that is assigned to that joint venture partner.



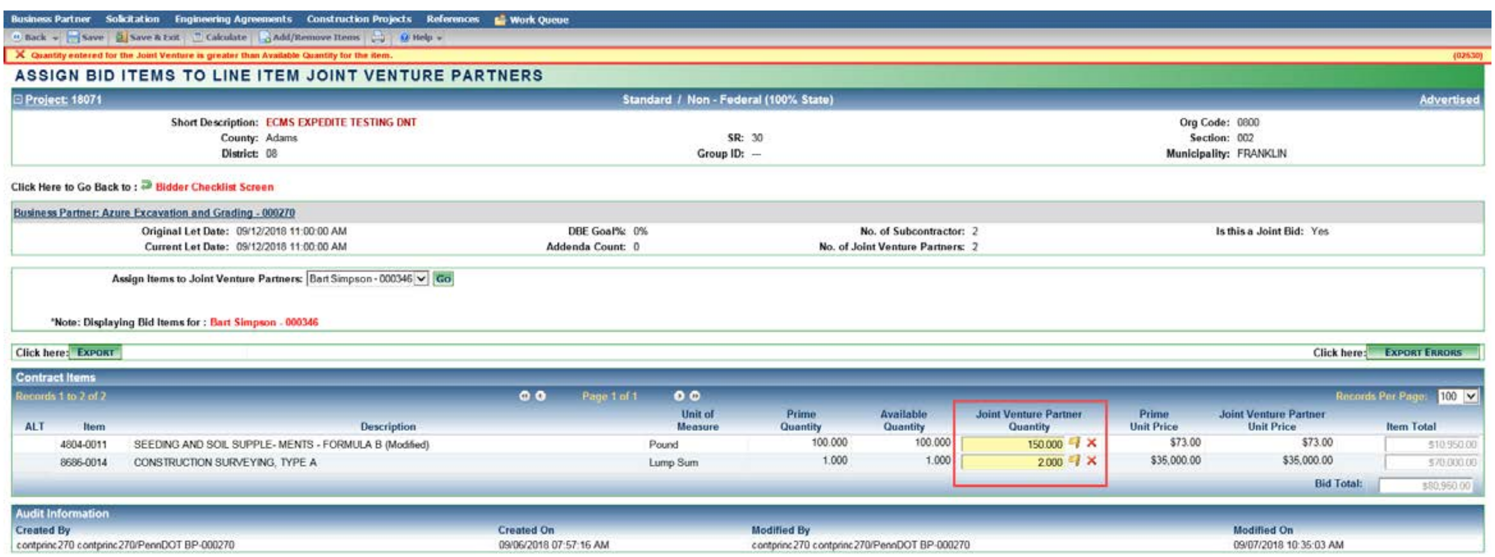
Note: If a contract item is assigned to more than one joint venture party, the quantity of that item that is available to be assigned to the active joint venture party is indicated in the Available Quantity column.

9. Click the **Save** button to save the item quantity assignments.

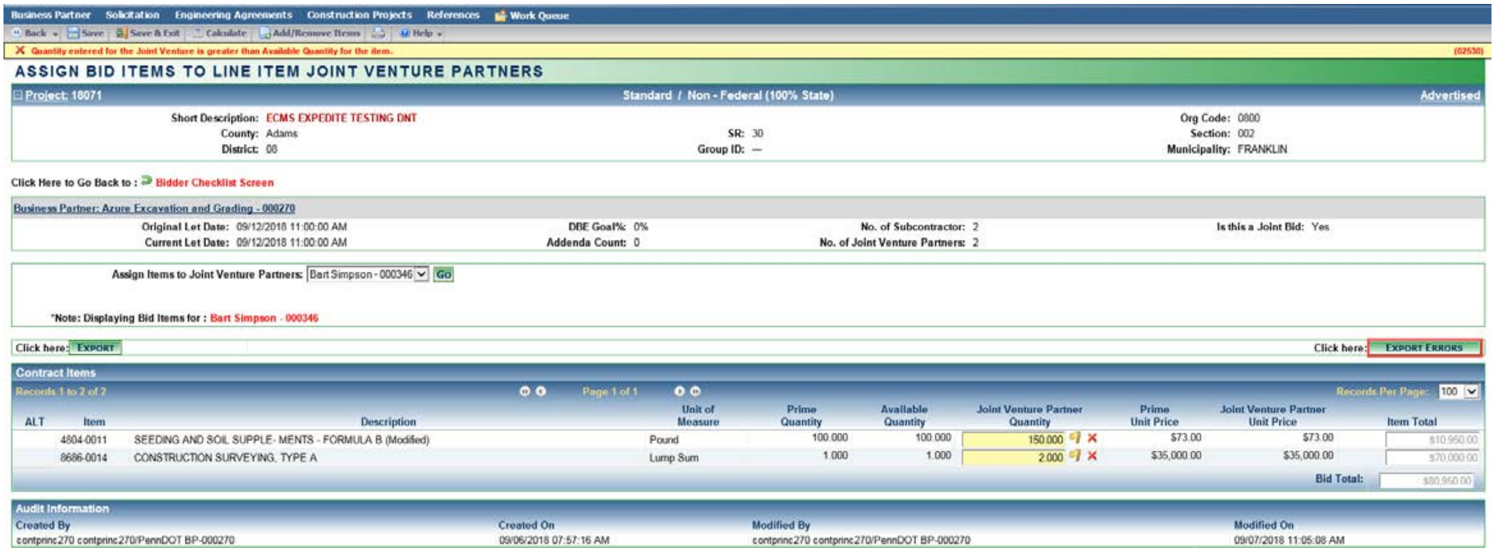


10. Repeat steps three through nine for the second joint venture partner, if one exists in the bid.

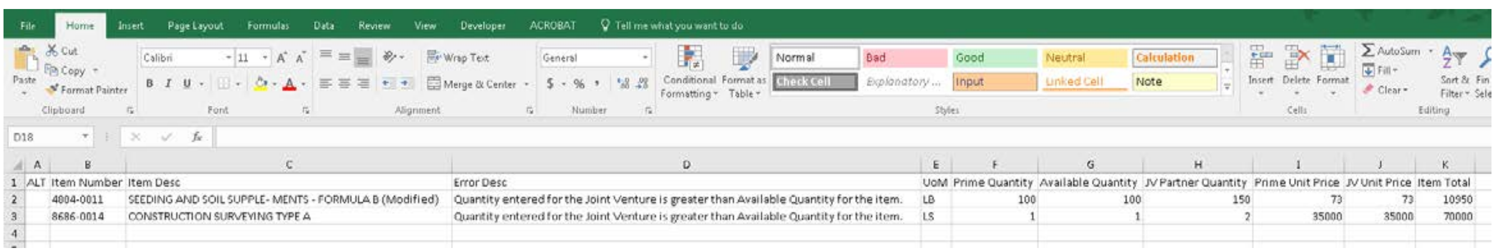
11. If the Joint Venture Partner Quantity amount entered for a contract item is greater than the Available Quantity, a screen validation error will run when trying to save the screen. The error will appear in the message bar and a "X" will appear next to the applicable field.



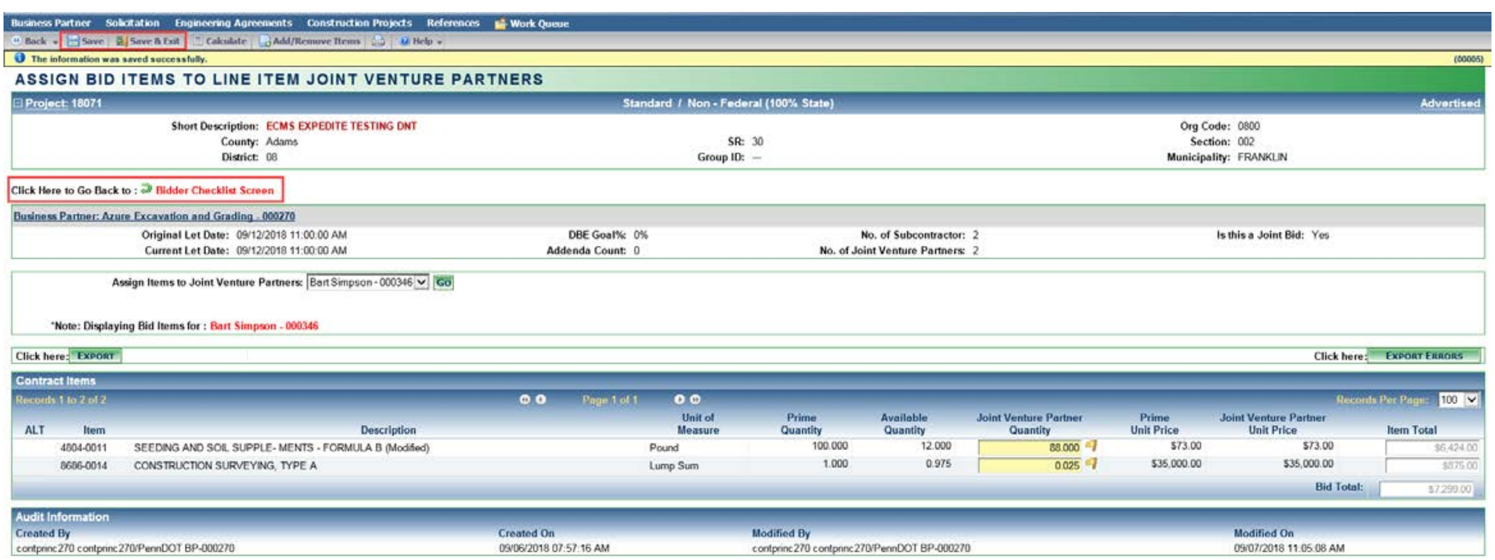
12. The error messages can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Assign Bid Items to Line Item Joint Venture Partners screen.



13. The error report can then be viewed.



14. After the contract item assignments have been completed, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist, or click **Save & Exit**.

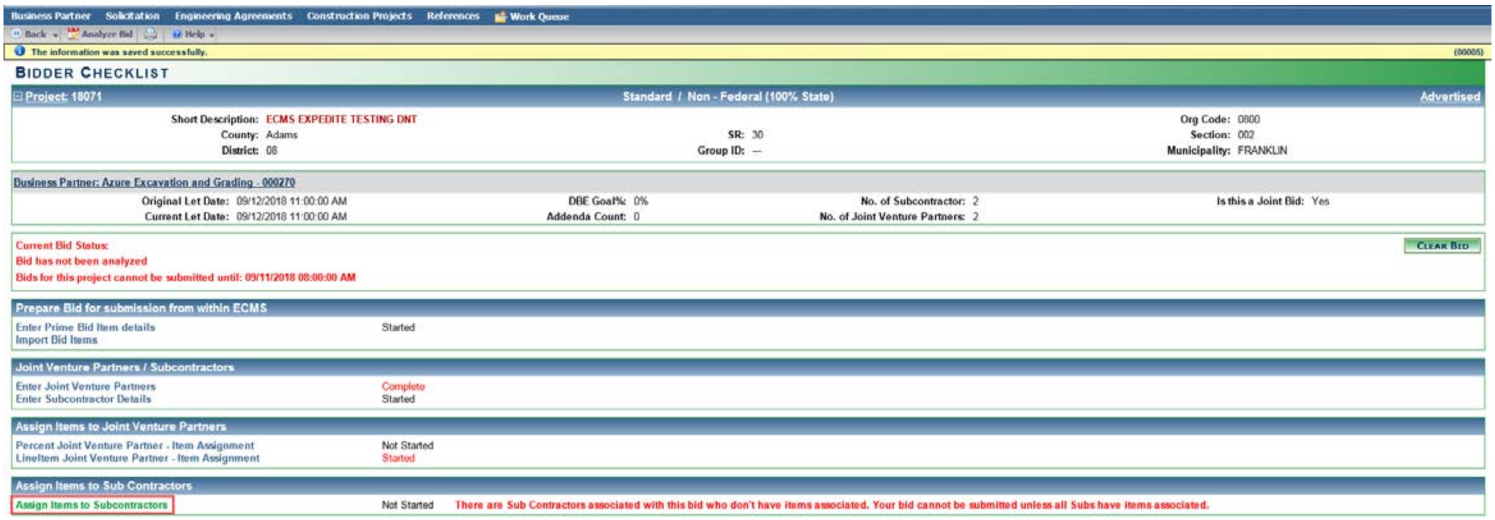


Assign Items to Subcontractors

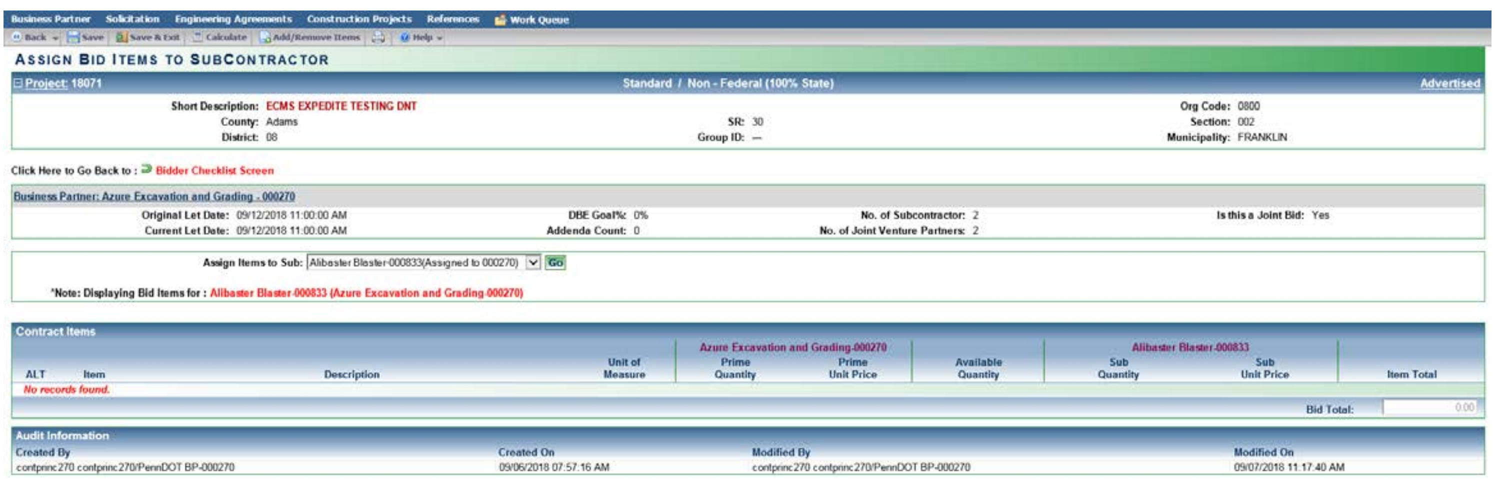
The Assign Items to Subcontractors sub-portal displays the Assign Items to Subcontractor hyperlink. That is where the prime contractor assigns the contract items to the subcontractors listed in the bid.

Assign Items to Subcontractors

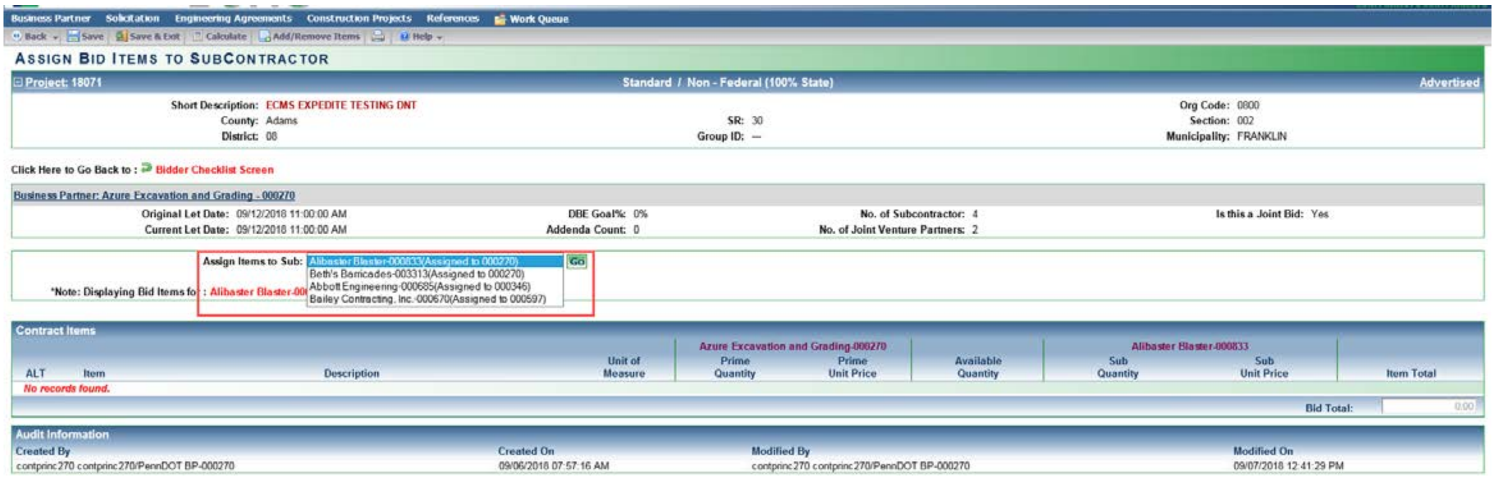
1. Click the **Assign Items to Subcontractors** hyperlink in the **Assign Items to Subcontractors** sub-portal on the Bidder Checklist screen.



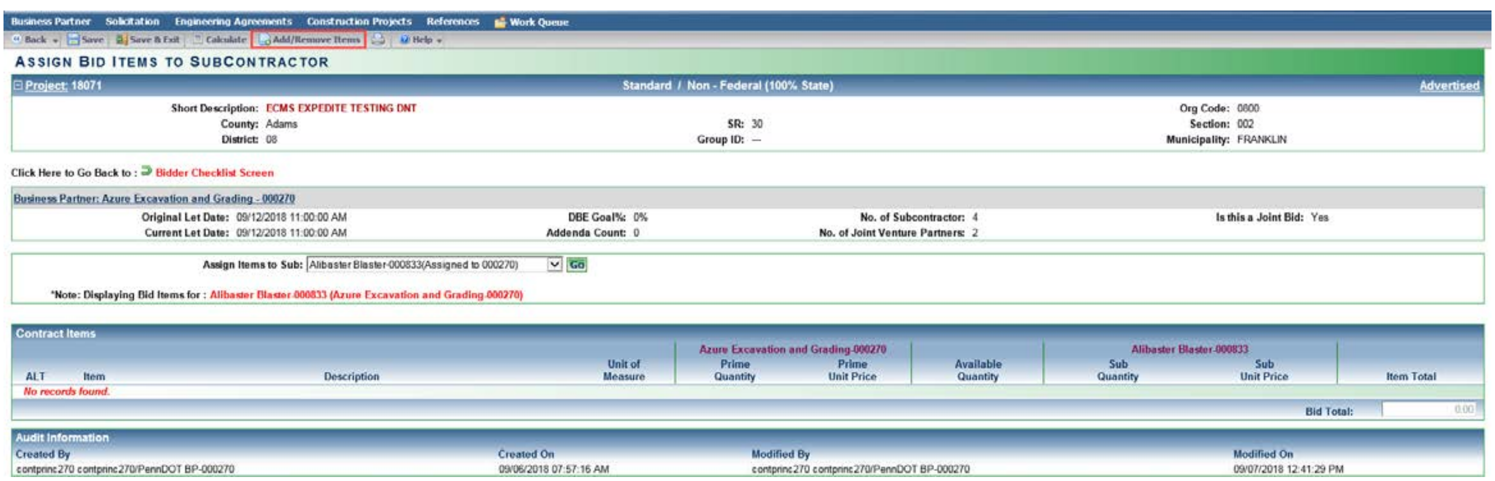
2. The Assign Bid Items to Subcontractor screen is displayed.



3. Select the **subcontractor** you want to assign contract items to from the **Assign Items to Sub dropdown menu**.



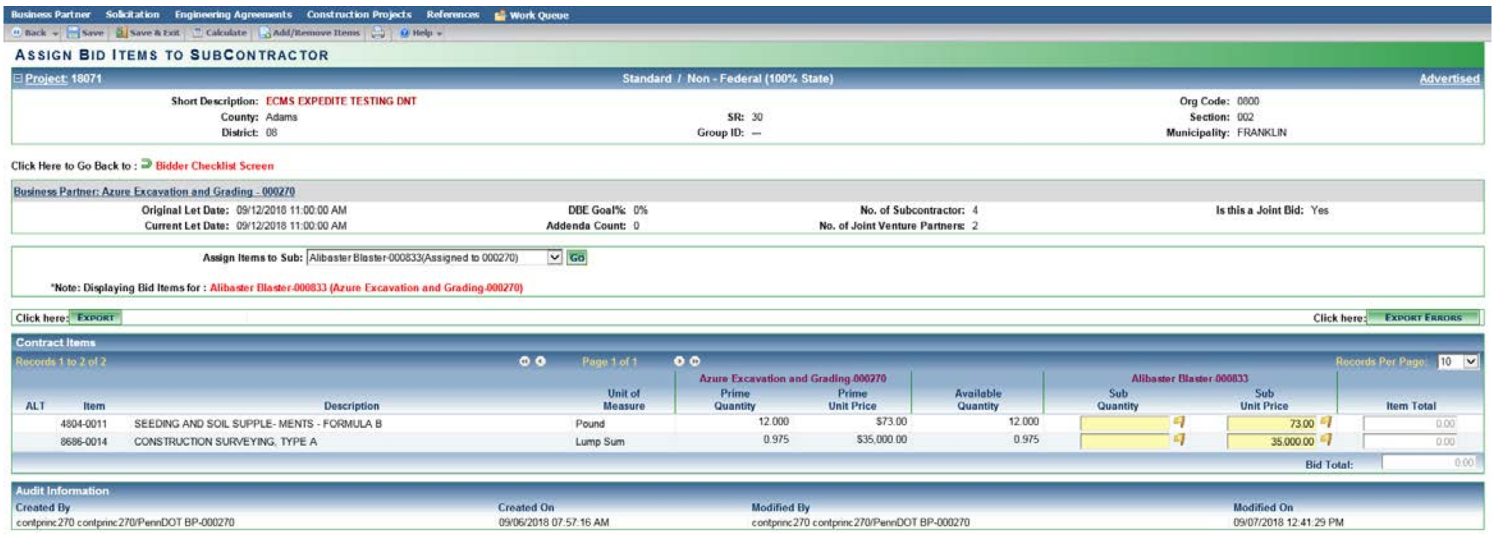
4. Click the **Add/Remove Items** button on the tool bar.



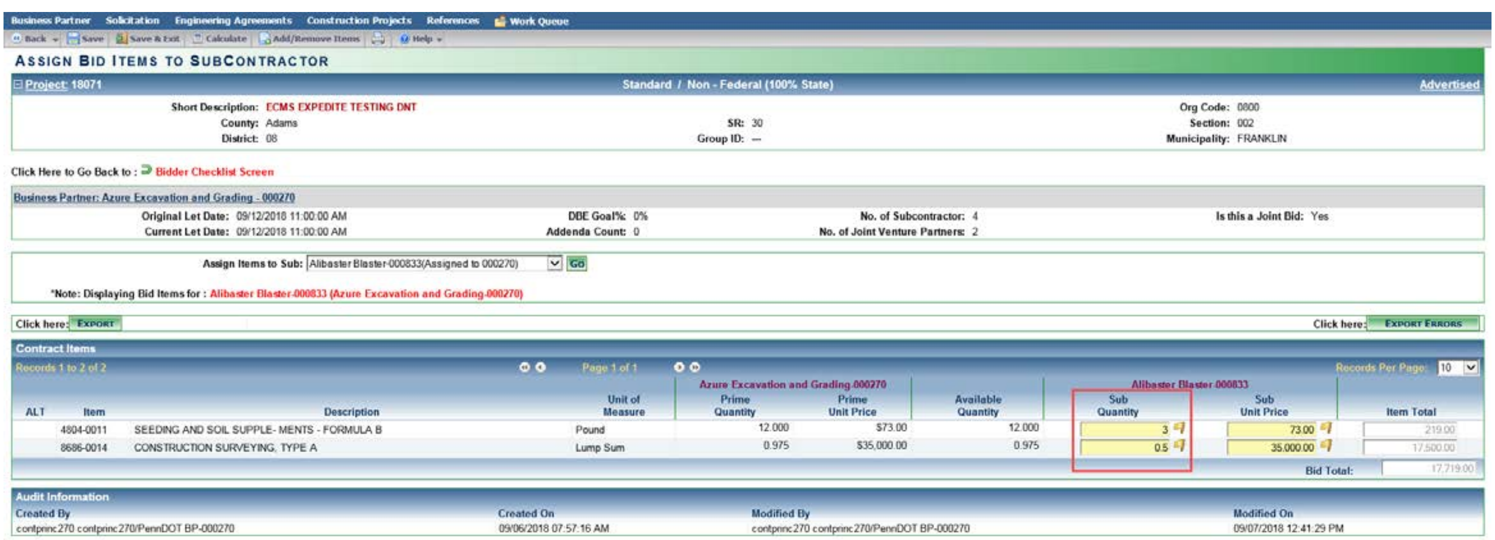
5. The Common Selection – Bid Items screen is displayed.

6. Select the **contract items** to assign to the subcontractor and click **Apply**, then click **Ok**.

7. The Assign Bid Items to Subcontractor screen is displayed, but now the selected items are shown for the subcontractor.

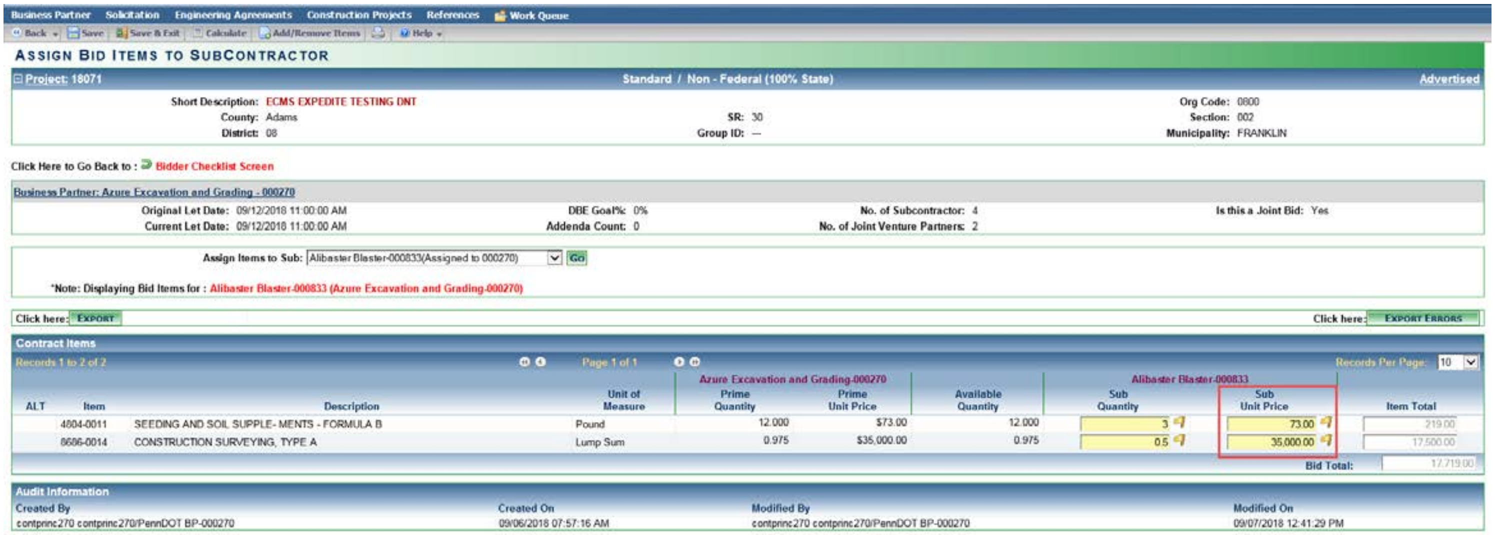


8. Enter the **quantity of each contract item** that is assigned to that subcontractor.



Note: If a contract item is assigned to more than one subcontractor, the quantity of that item that is available to be assigned to the active subcontractor is indicated in the Available Quantity column.

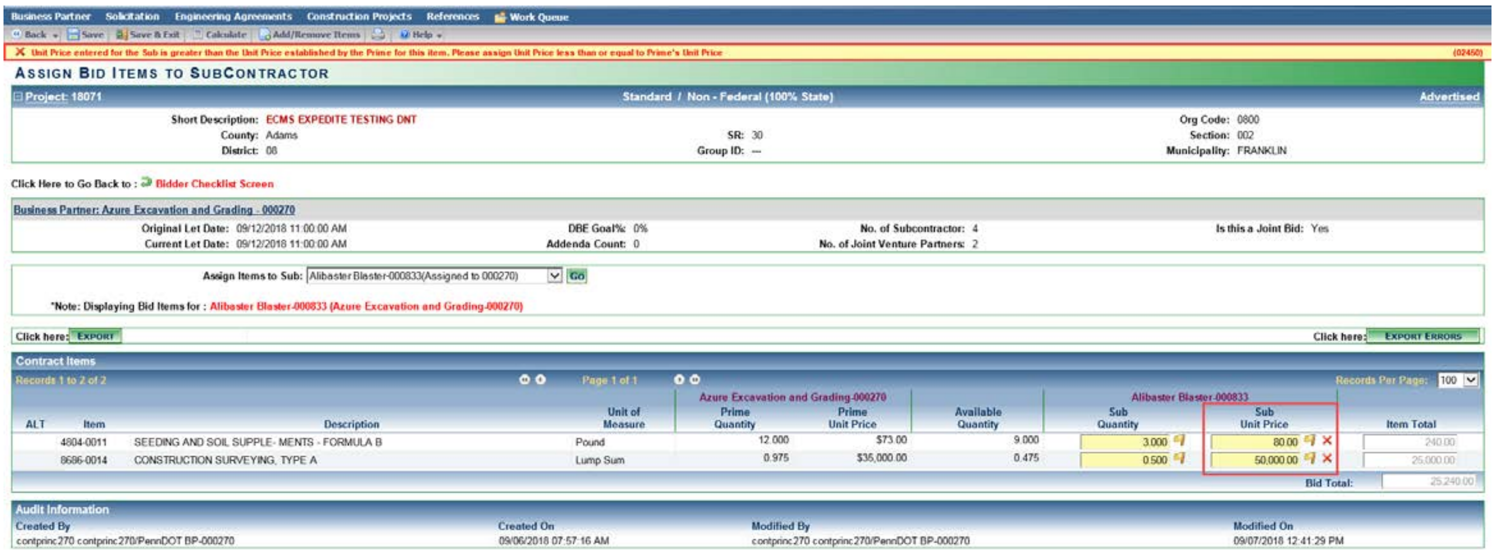
9. If needed, edit the **Sub Unit Price field** for the contract items assigned to the active subcontractor.



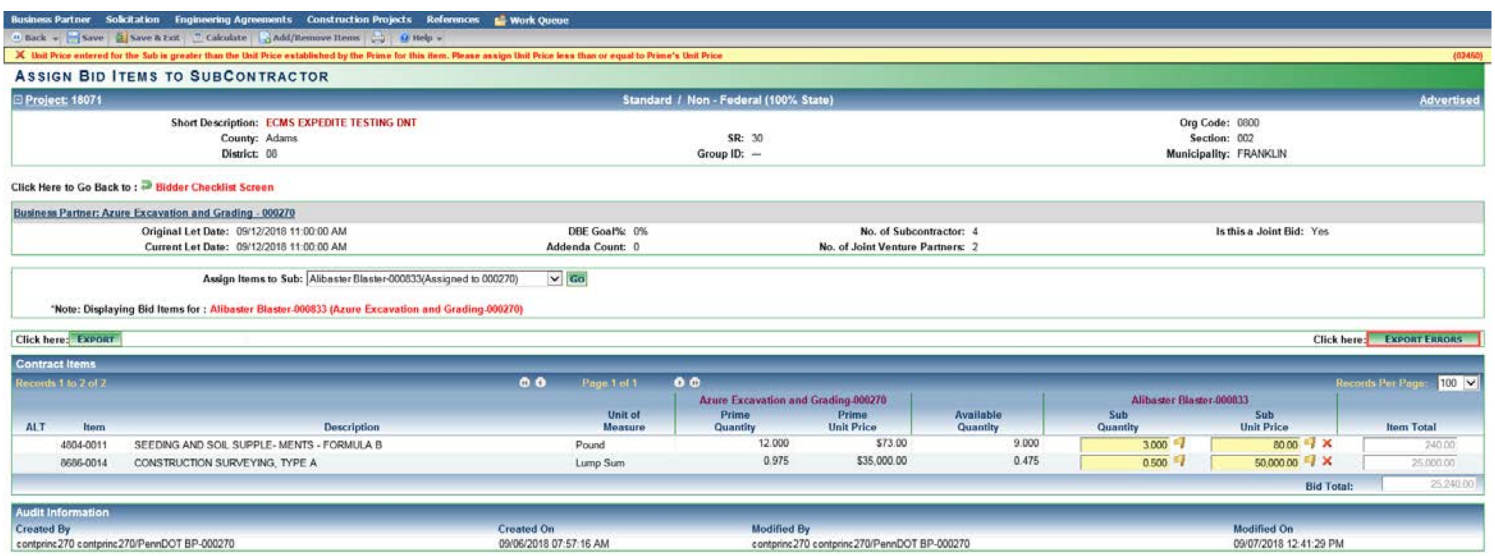
Note: The Sub Unit Price field automatically populates with the same value as the prime bidder's unit price for that specific contract item. It can be edited to be lower than the prime bidder's unit price, but it cannot be higher than the prime bidder's unit price.

10. Repeat steps three through nine for the remaining subcontractors in the bid.

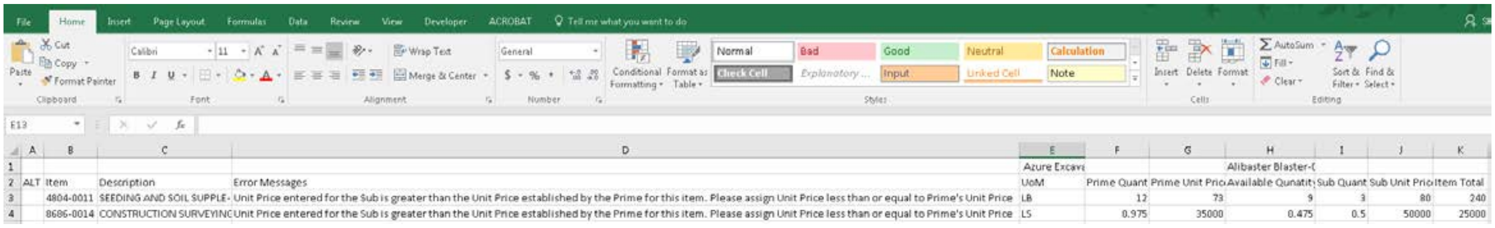
11. If the Sub Unit Price amount entered for a contract item is greater than the prime bidder's unit price, a screen validation error will run when trying to save the screen. The error will appear in the message bar and a "**X**' will appear next to the applicable field.



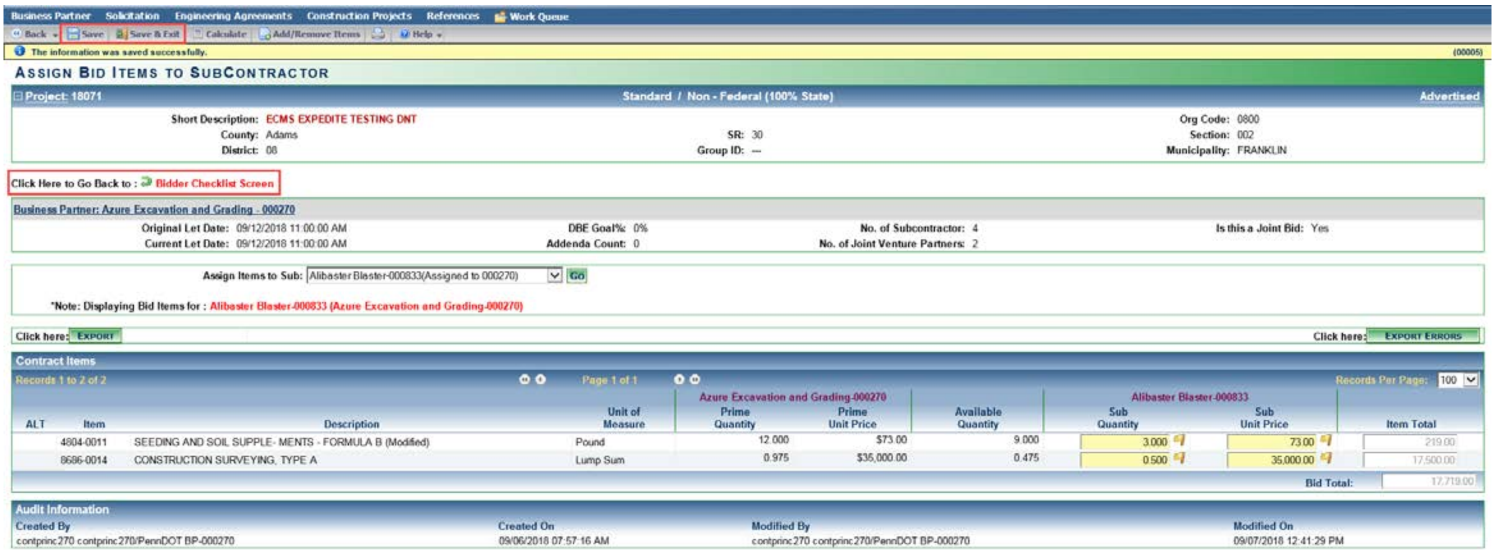
12. The error messages can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Assign Bid Items to Subcontractor screen.



13. The error report can then be viewed.



14. After the contract item assignments have been completed, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist, or click **Save & Exit**.

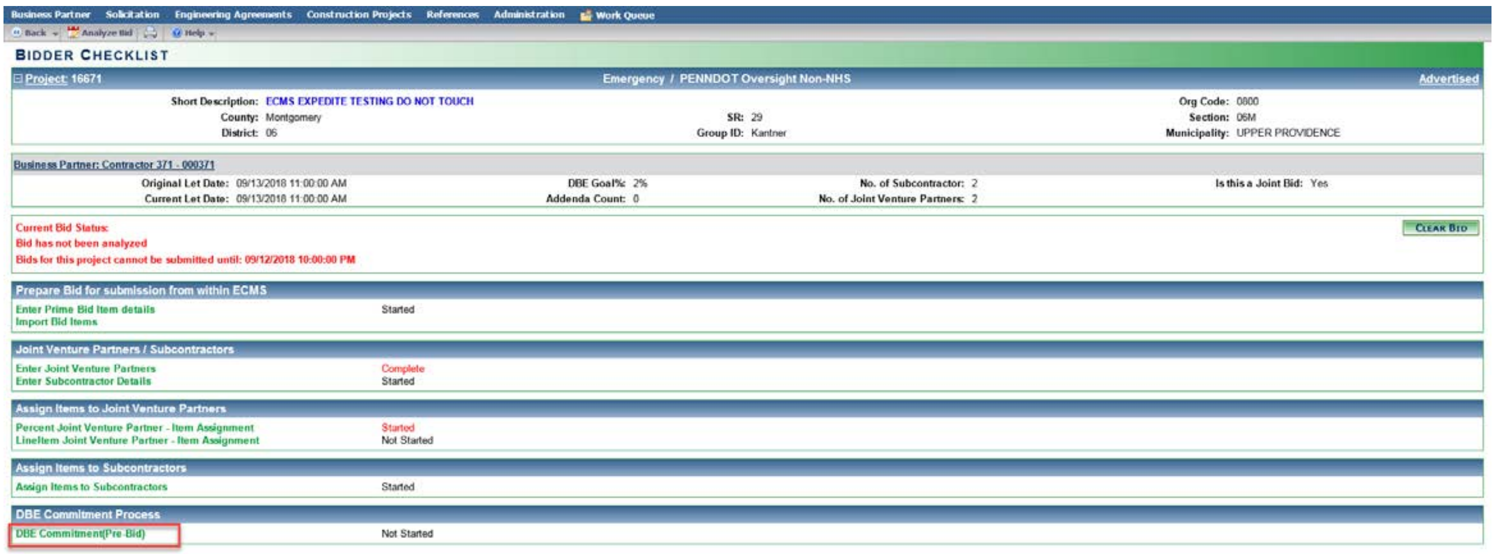


DBE Commitment Process (DSP 7, Federally Funded Projects Only)

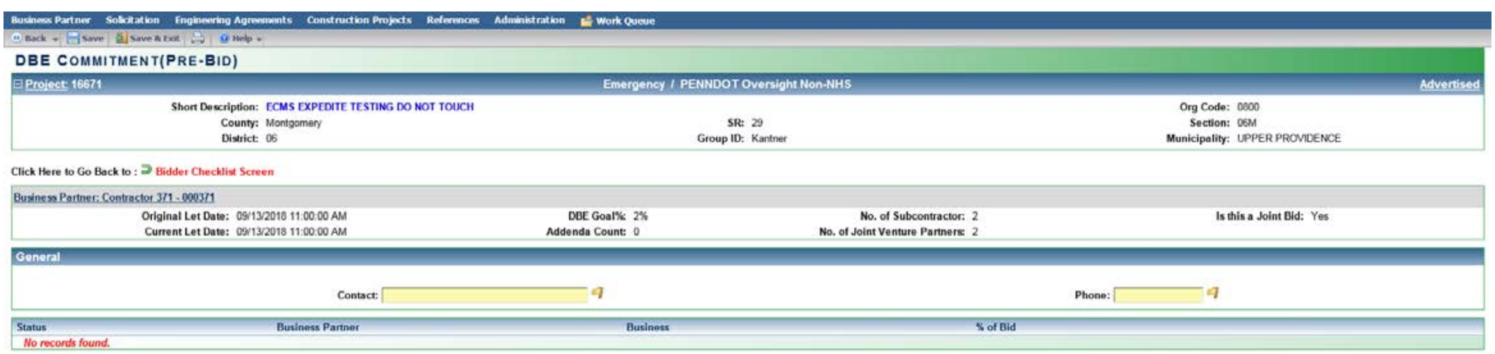
The DBE Commitment Process sub-portal displays the DBE Commitment (Pre-Bid) hyperlink. That is where the prime bidder can declare DBE subcontractors to be included with their bid submission.

DBE Commitment (Pre-Bid)

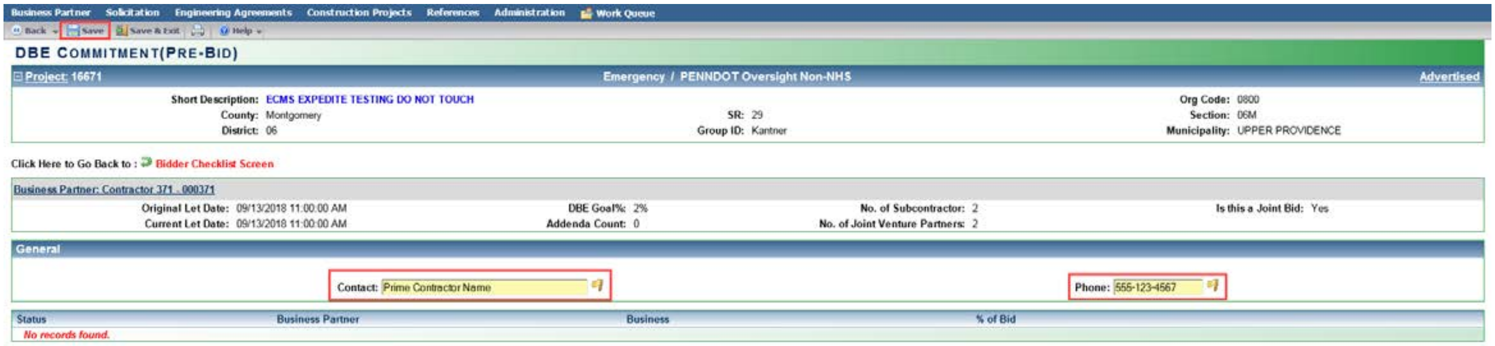
1. Click the **DBE Commitment (Pre-Bid)** hyperlink in the **DBE Commitment Process** sub-portal on the Bidder Checklist screen.



2. The DBE Commitment (Pre-Bid) screen is displayed.

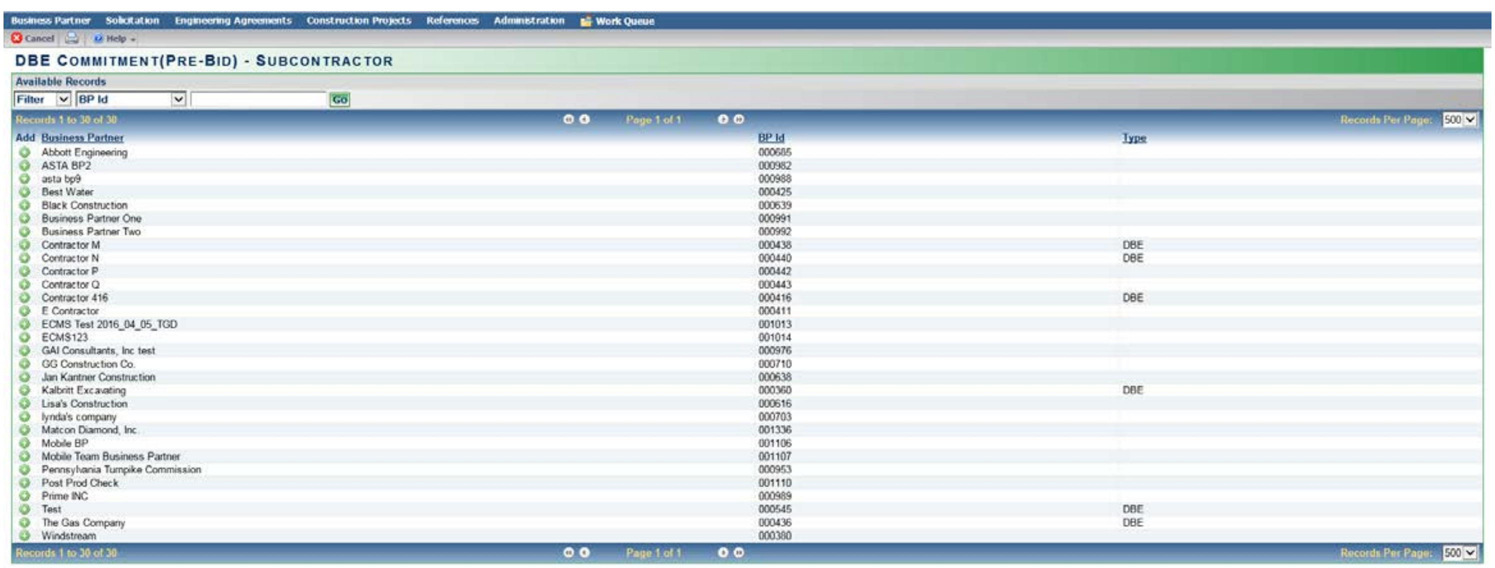


3. Enter the prime contractor's **contact name** and **phone number** and click **Save**.

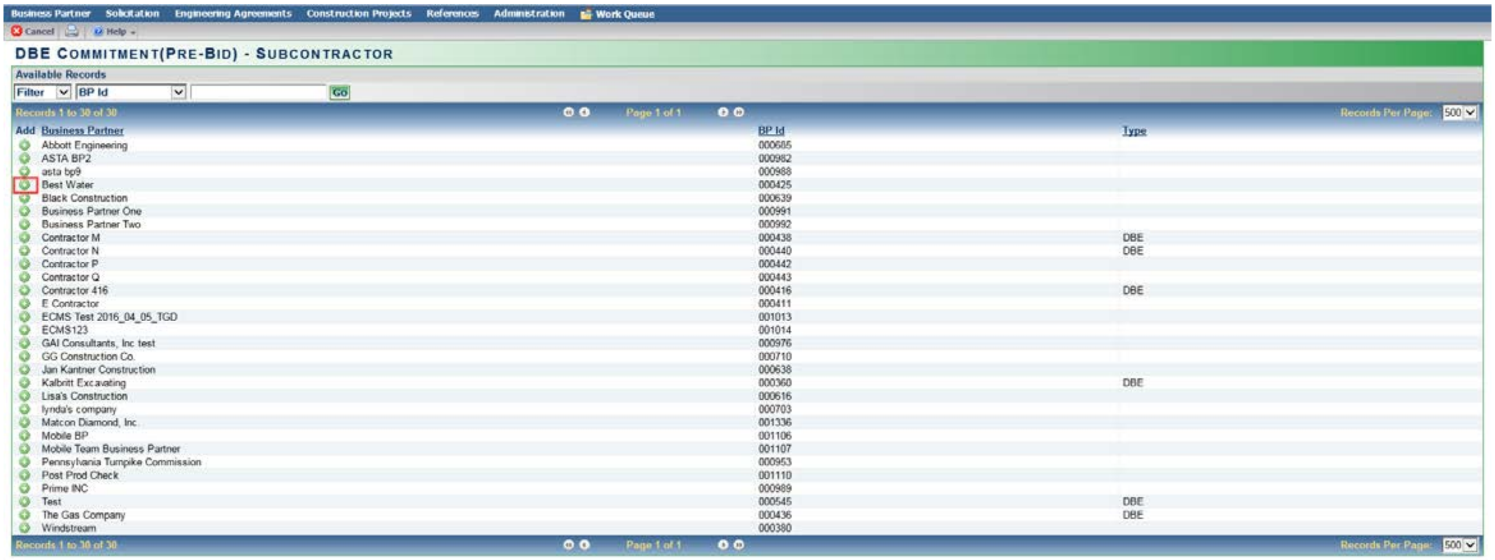


4. After the prime contractor's contact information is saved, click the **New** button.

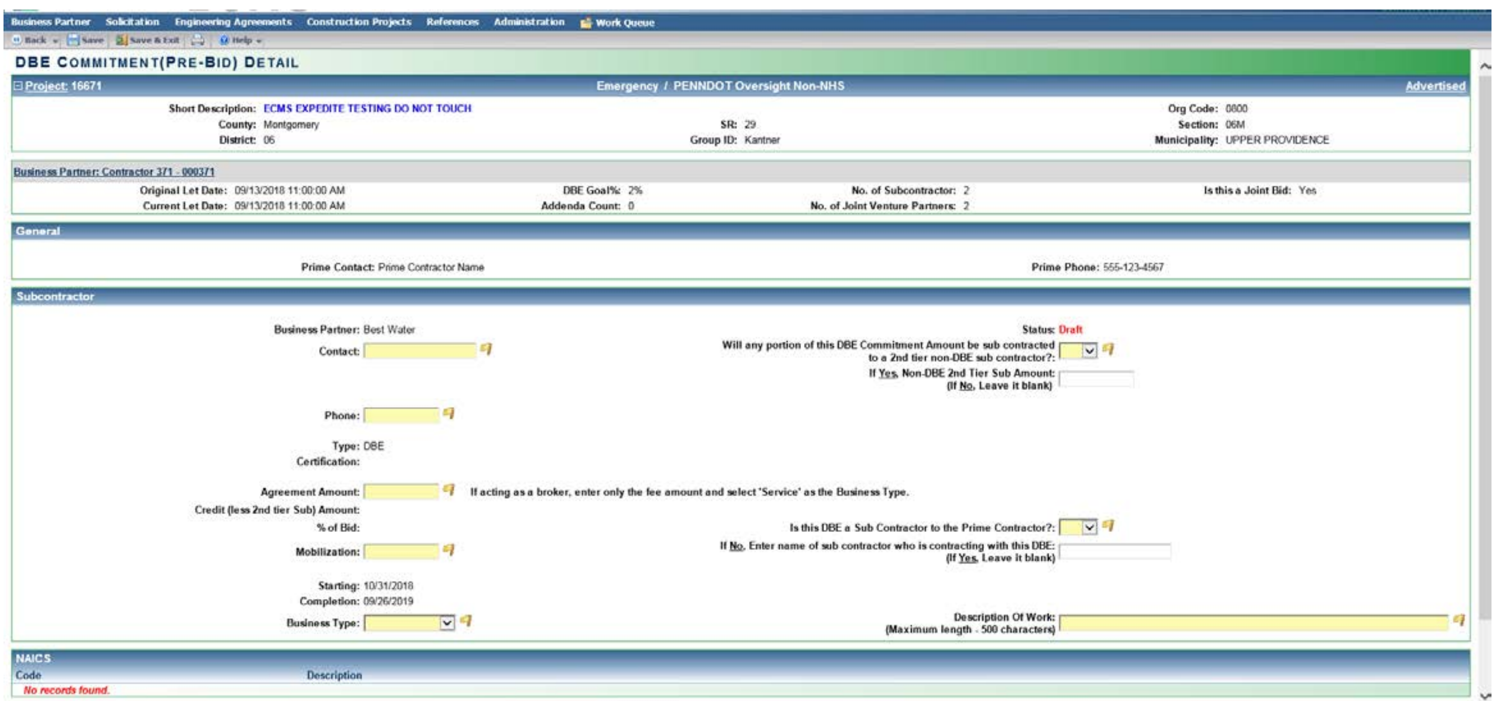
5. The DBE Commitment (Pre-Bid) – Subcontractor screen is displayed.



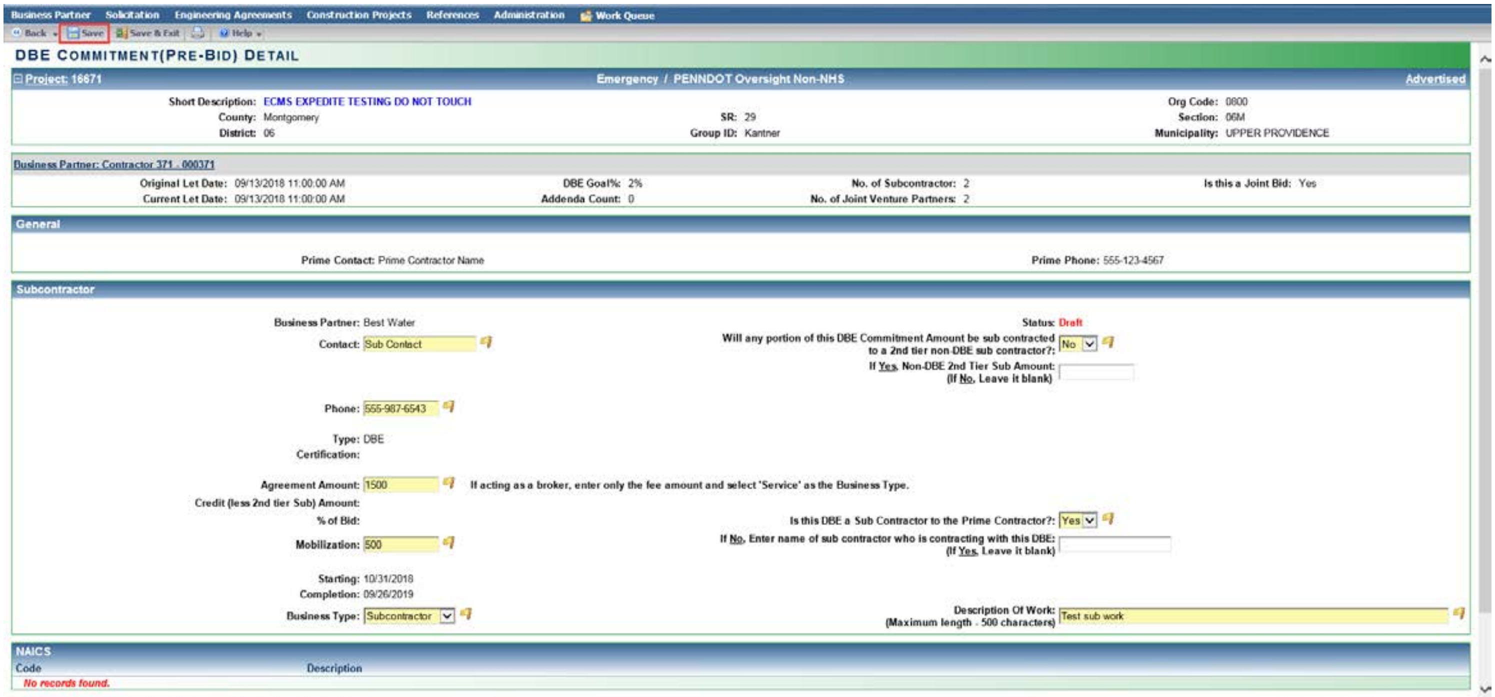
6. Select the **subcontractor** you want to add by clicking the **green plus** button to the immediate left of their name.



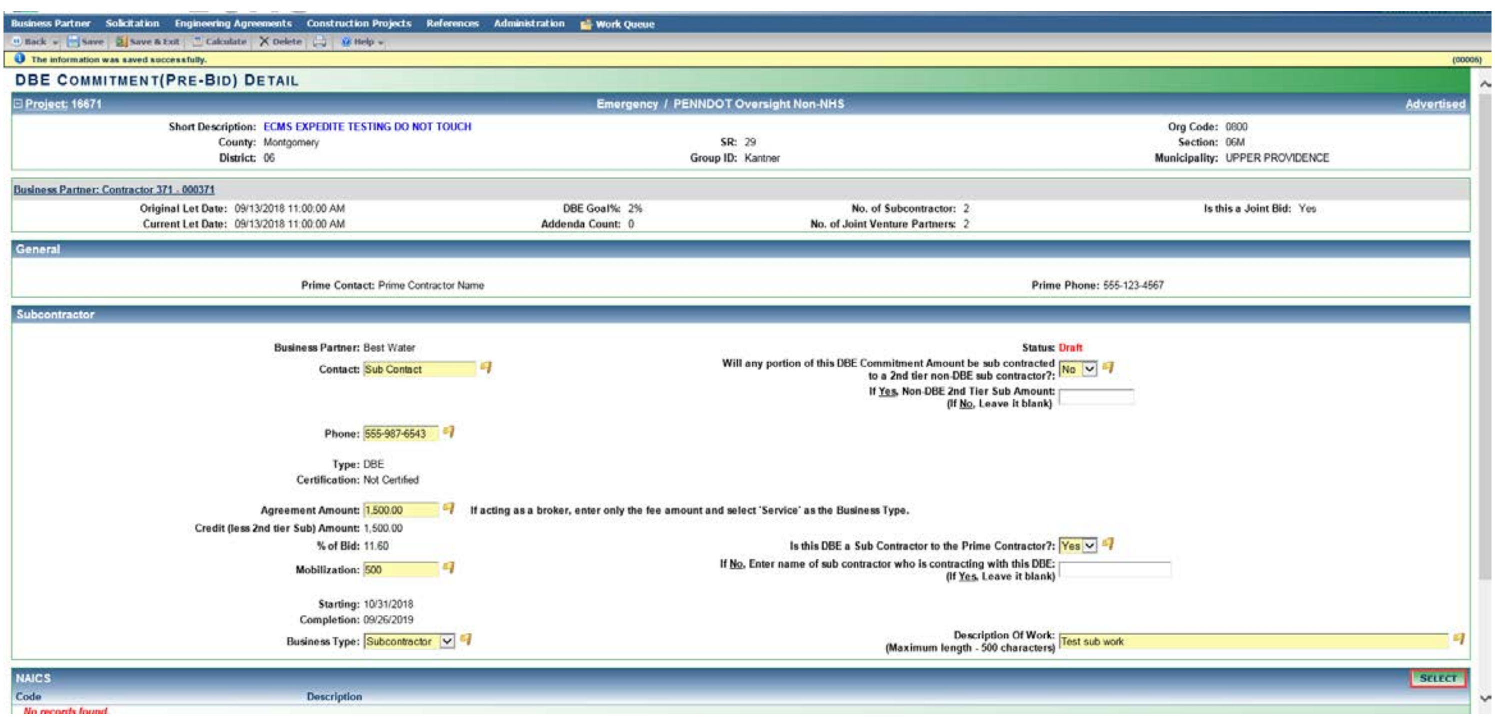
7. The DBE Commitment (Pre-Bid) Detail screen is displayed.



8. Complete the **fields** in the **Subcontractor** sub-portal on the DBE Commitment (Pre-Bid) Detail screen, then click the **Save** button.



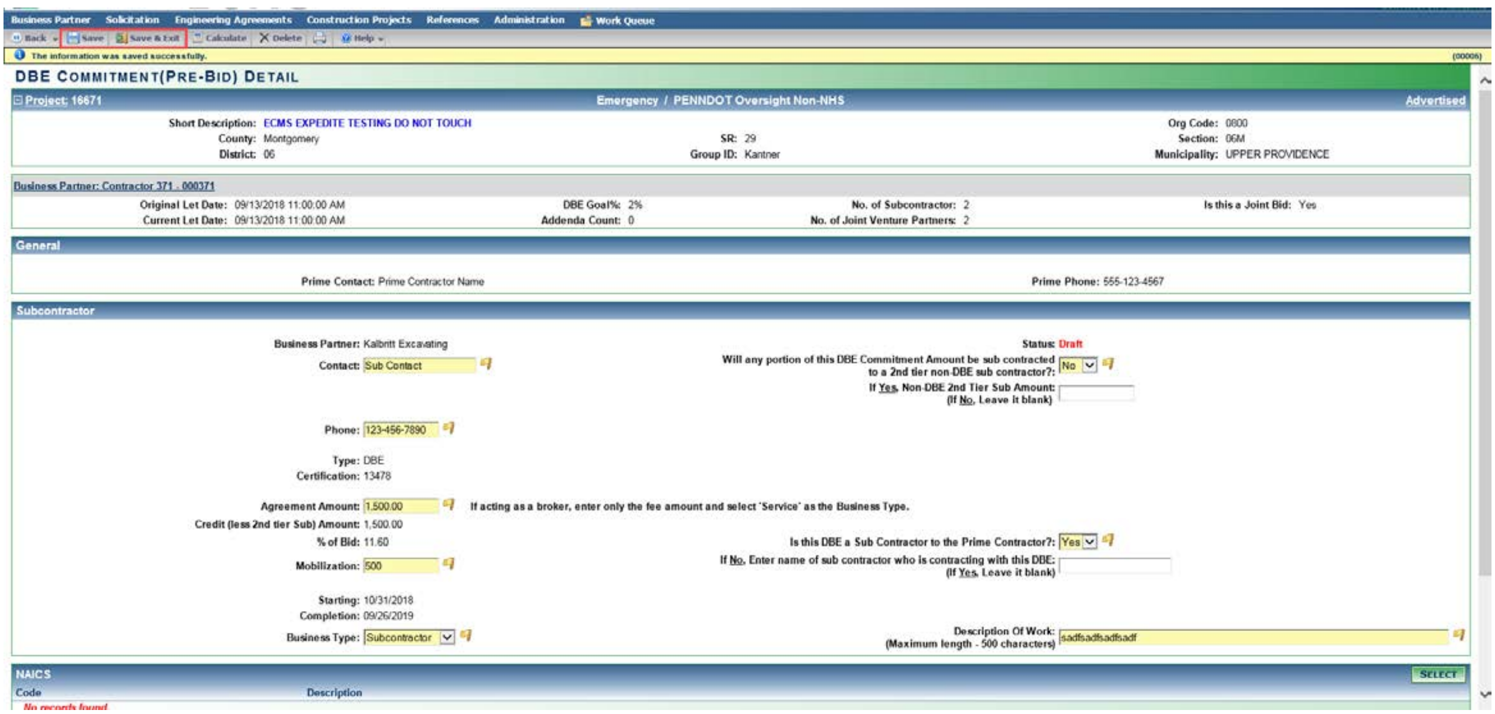
9. Click the **Select** button in the **NAICS** sub-portal on the DBE Commitment (Pre-Bid) Detail screen.



10. The Common Selection – DBE Commitment (Pre-Bid) – NAICS screen is displayed.

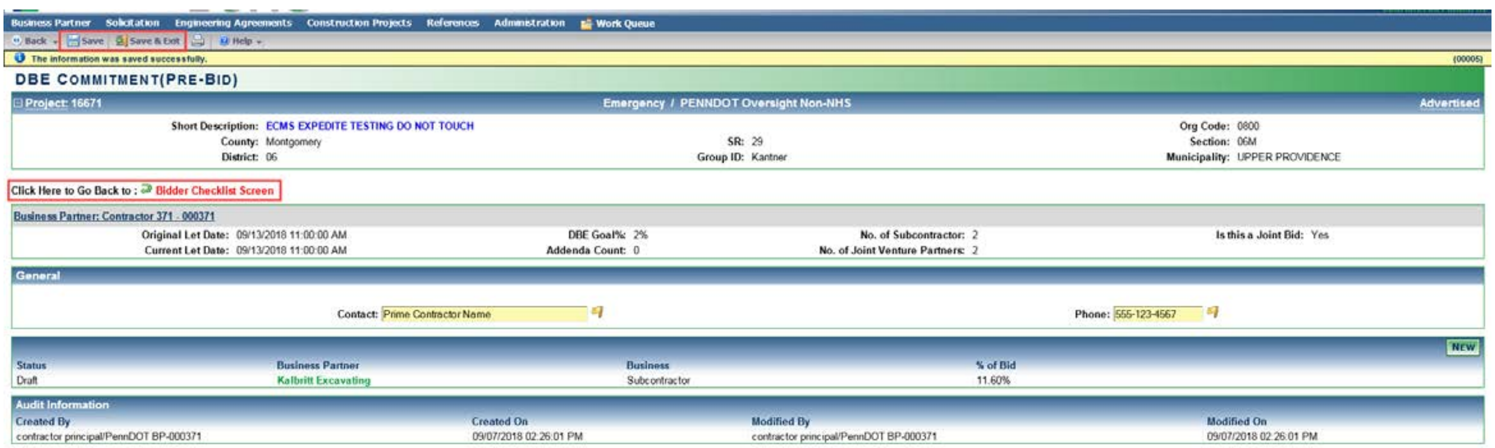
11. Select the **NAICS codes** and click **Apply**, then click **Ok**.

12. Back on the DBE Commitment (Pre-Bid) Detail screen, click **Save**, or click **Save & Exit** to go back to the DBE Commitment (Pre-Bid) screen.



13. The DBE Commitment (Pre-Bid) screen is displayed.

14. Repeat steps four through twelve to add any additional DBE commitments to the bid. When all DBE commitments have been added, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist, or click **Save & Exit**.



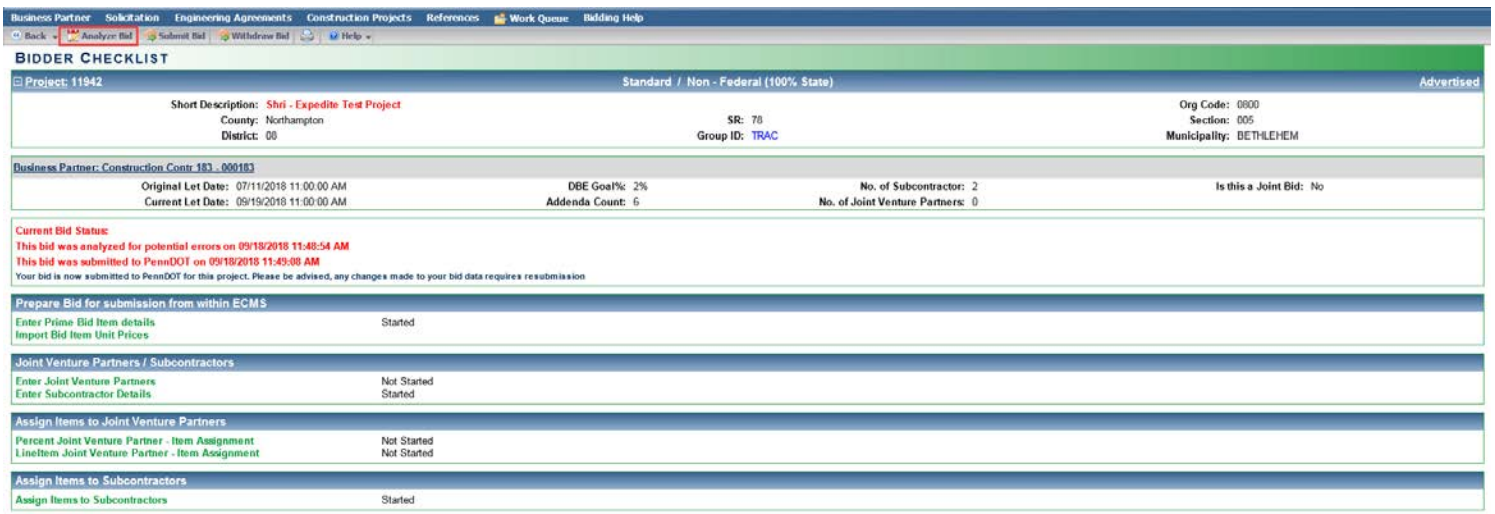
Analyze Bid

The Analyze Bid button is in the tool bar on the Bidder Checklist screen. The Analyze Bid function can be used at any point while entering a bid in ECMS but will be unavailable for the last 15 minutes of the bid submission window (Thursday 10:45 AM for a standard Thursday 11:00 AM bid opening).

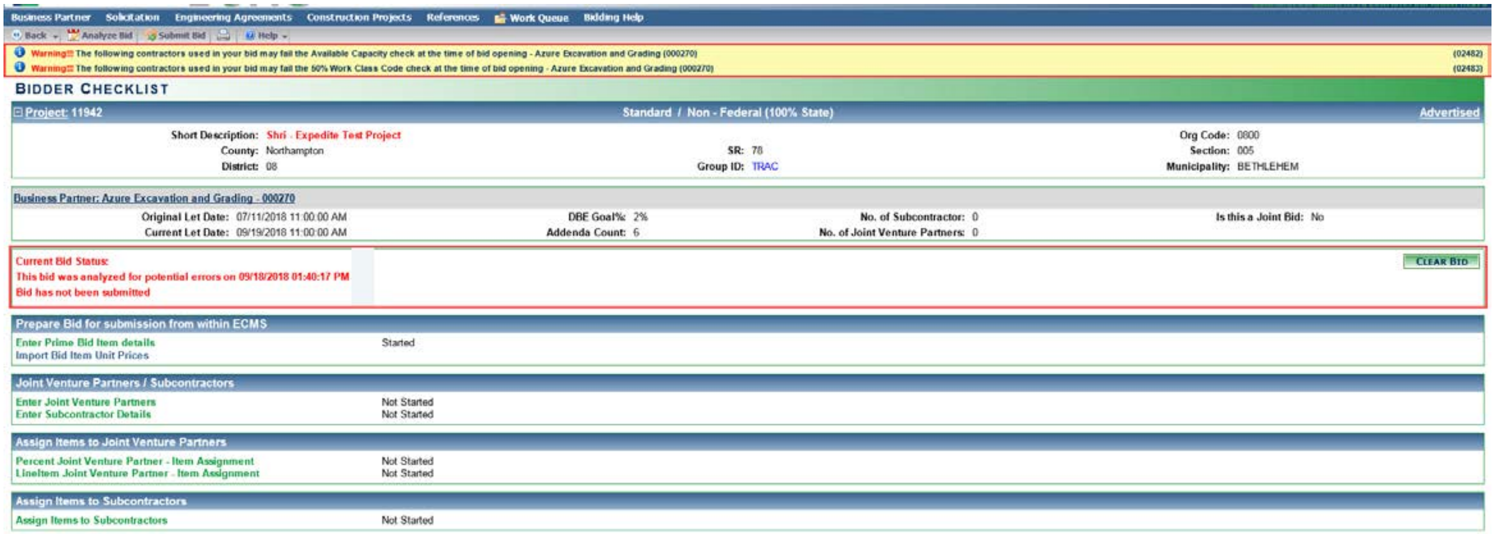
When Analyze Bid is clicked, ECMS performs two checks: a 50% work class code check, and a financial capacity check. The 50% work class code check verifies that the prime contractor/joint venture partner(s) are prequalified to do a minimum of 50% of the work assigned. The financial capacity check verifies the prime contractor/joint venture partner(s) have sufficient financial capacity to bid the project.

Note: Subcontractors must be prequalified for 100% of the work assigned. The Analyze Bid function does NOT check that subcontractors are prequalified for their assigned work. The prime contractor must ensure that they are using properly prequalified subcontractors for their assigned work.

1. Click the **Analyze Bid** button in the tool bar on the Bidder Checklist screen.



2. The results of the analyze bid function are displayed in the message bar. The **Current Bid Status** sub-portal is also updated showing the latest date and time that Analyze Bid was run.

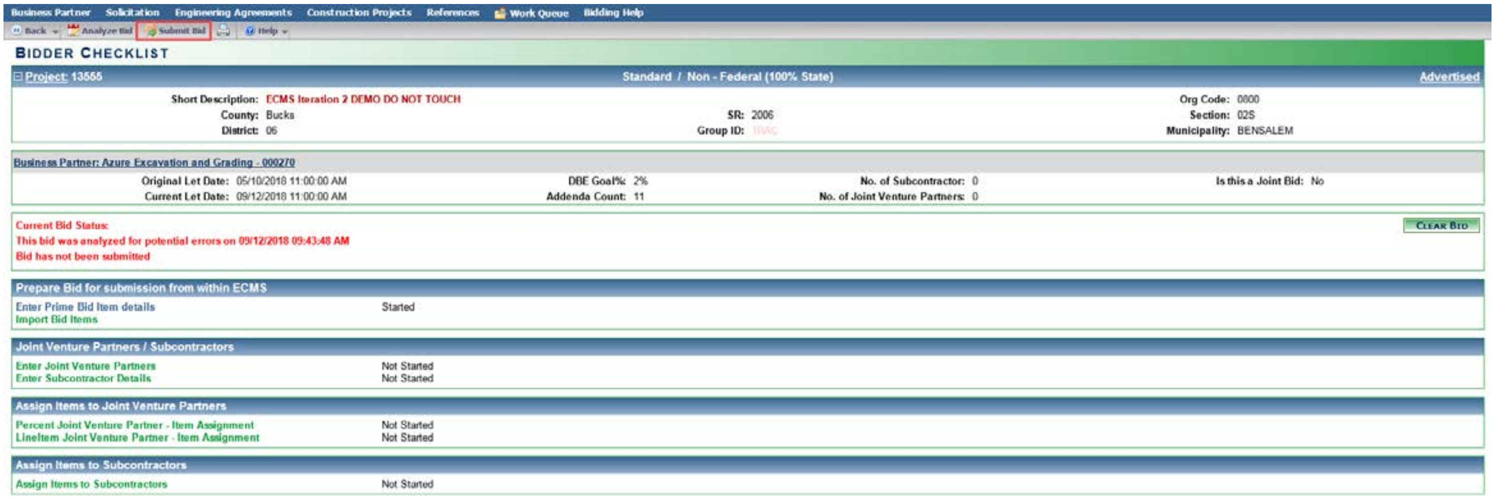


Note: Potential errors flagged by the analyze bid function are soft stops and will not prevent a bid from being submitted.

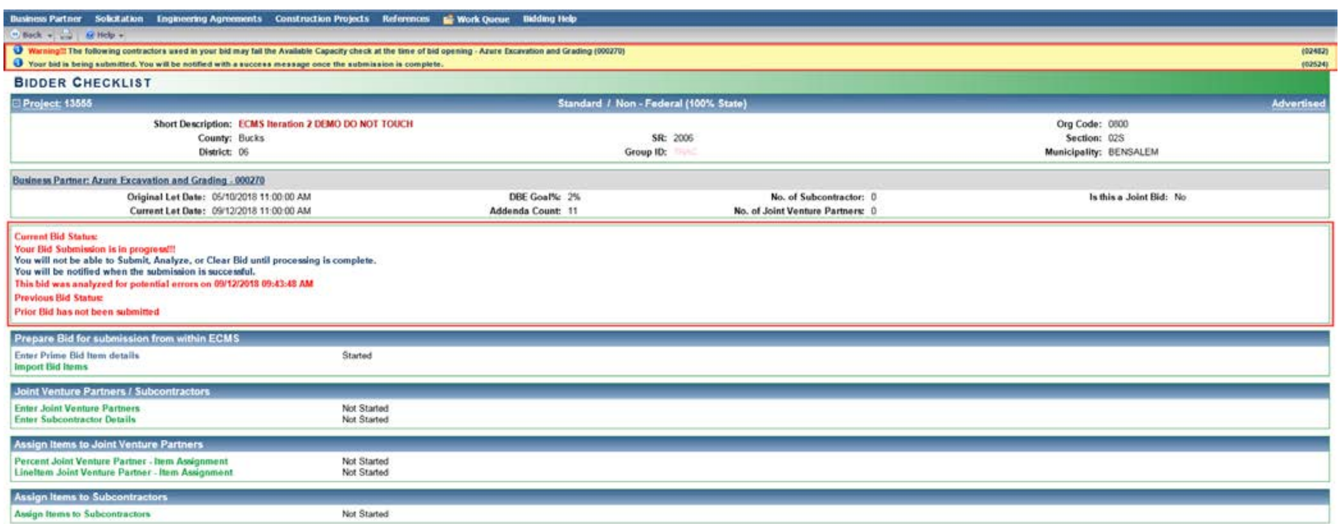
Submit Bid

The Submit Bid button is in the tool bar on the Bidder Checklist screen. This is the final step in submitting a bid for a project.

1. Click the **Submit Bid** button in the tool bar on the Bidder Checklist screen.

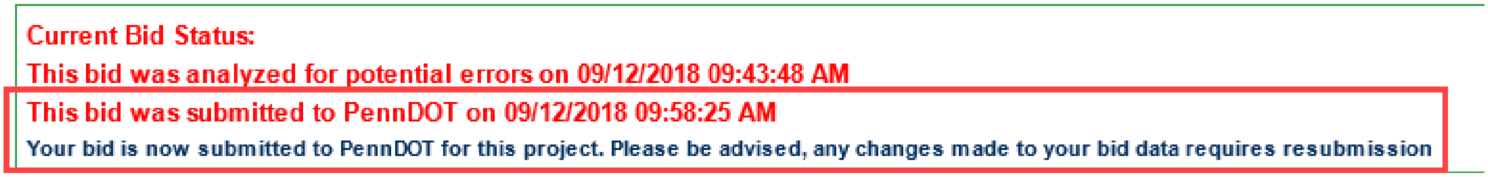


2. The Bidder Checklist screen is refreshed with the status of the bid submission. The **message bar** and **Current Bid Status** sub-portal will display the updated status.



Note: The Bidder Checklist screen will be refreshed automatically every 30 seconds while the bid submission is in progress.

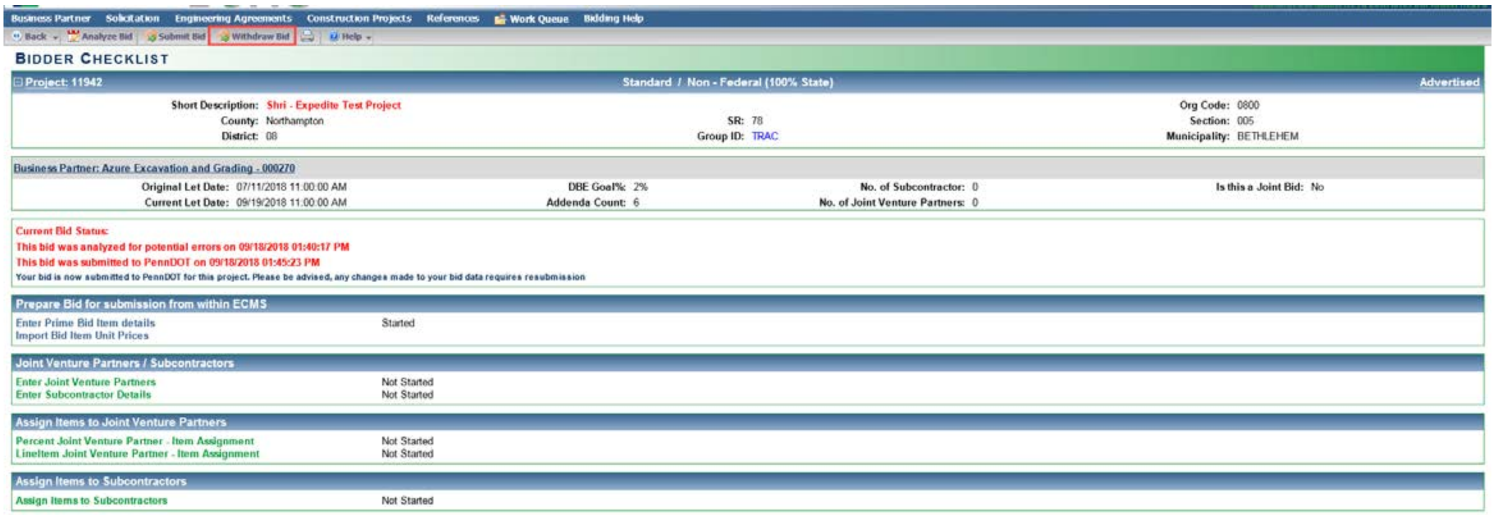
3. The bid has been submitted. The Current Bid Status sub-portal will be updated to show the date and time the bid was submitted to PennDOT.



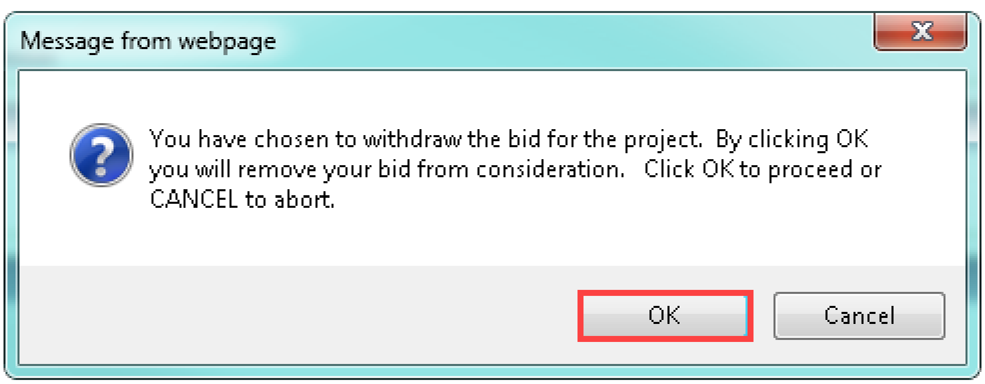
Withdraw Bid

The Withdraw Bid button is in the tool bar on the Bidder Checklist screen. It is used to withdraw a bid that had previously been submitted to PennDOT. When a bid is withdrawn, it is no longer in the queue to be opened. After it is withdrawn, the bid can either be further refined and then re-submitted, or it can be cleared.

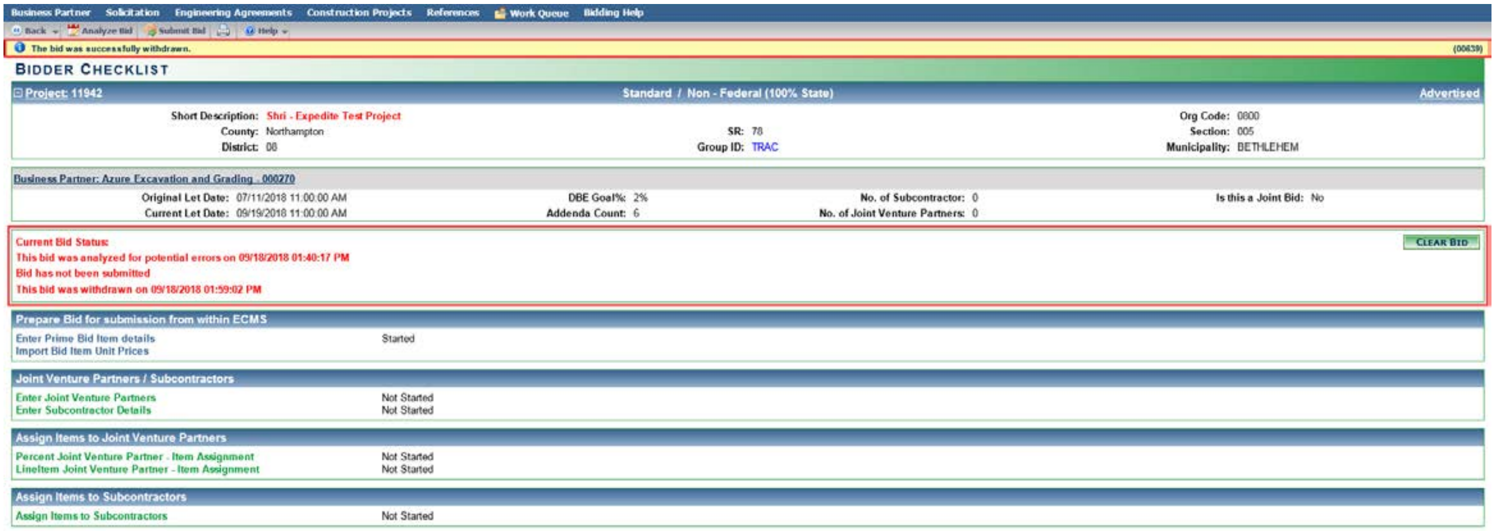
1. Click the **Withdraw Bid** button in the tool bar on the Bidder Checklist screen.



2. A pop-up message will appear. Click **OK** to withdraw the bid.



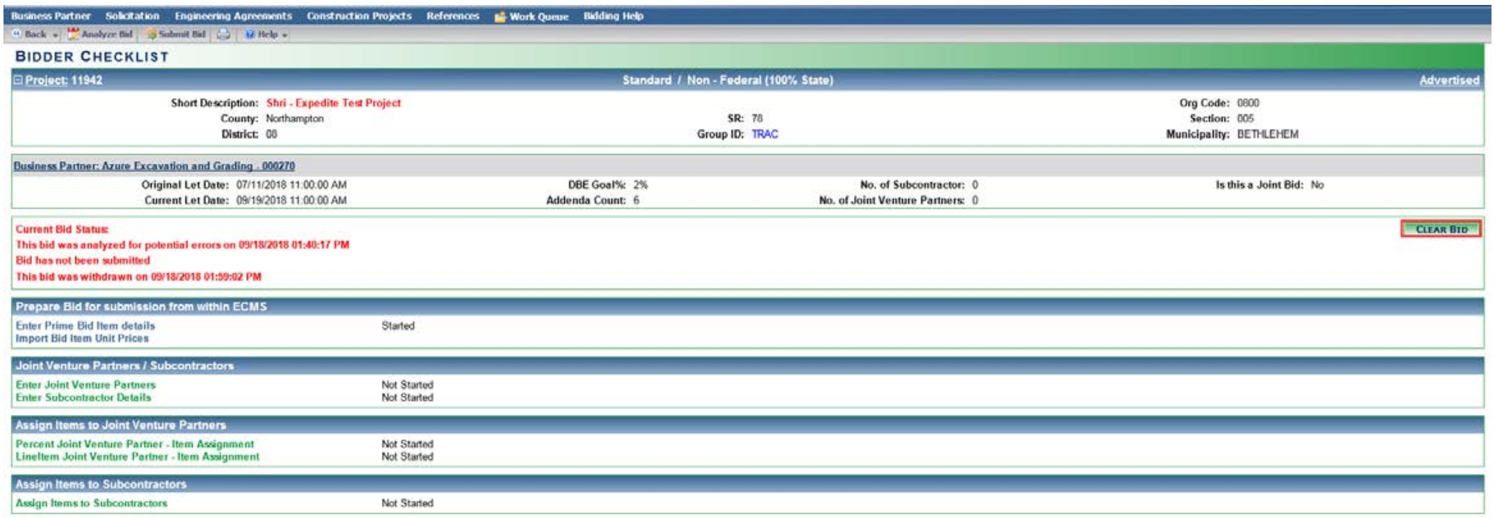
3. The Bid is withdrawn. The **message bar** and **Current Bid Status** sub-portal in the Bidder Checklist screen reflect the withdrawn status.



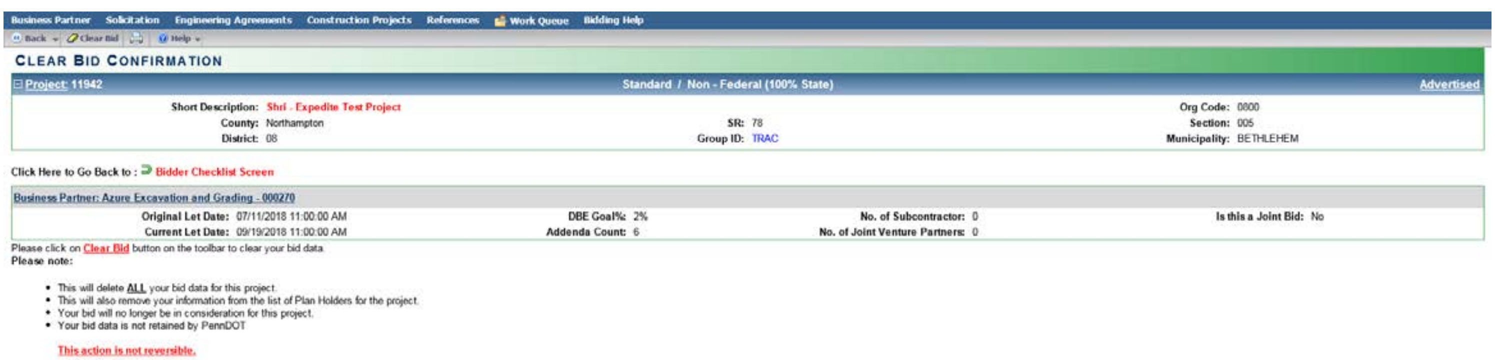
Clear Bid

The Clear Bid button is in the Current Bid Status sub-portal on the Bidder Checklist screen. The Clear Bid function can be used at any point while entering a bid in ECMS. Utilizing the Clear Bid function will irrevocably erase all bid data for the project. If you wish to bid the project after utilizing the Clear Bid function, you will need to complete a new bid.

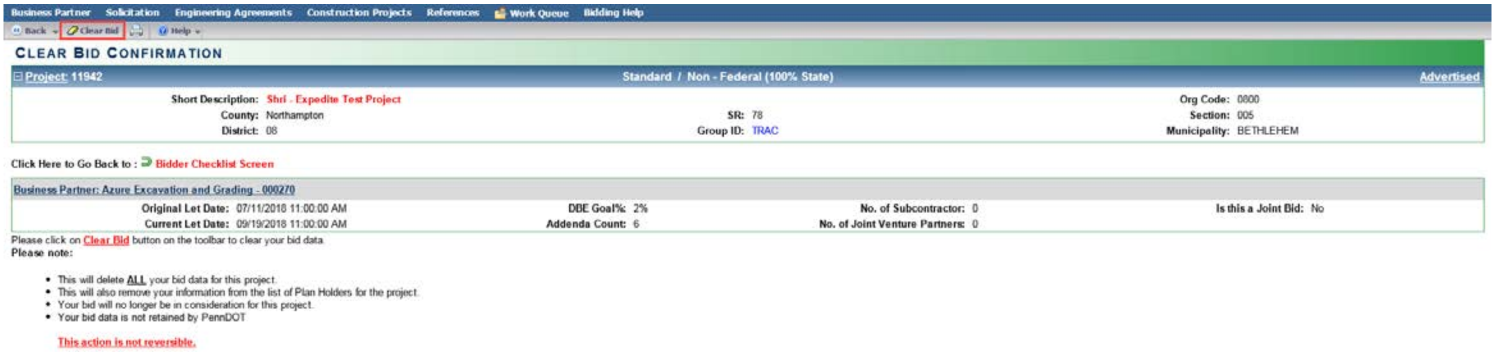
1. Click the **Clear Bid** button in the **Current Bid Status** sub-portal on the Bidder Checklist screen.



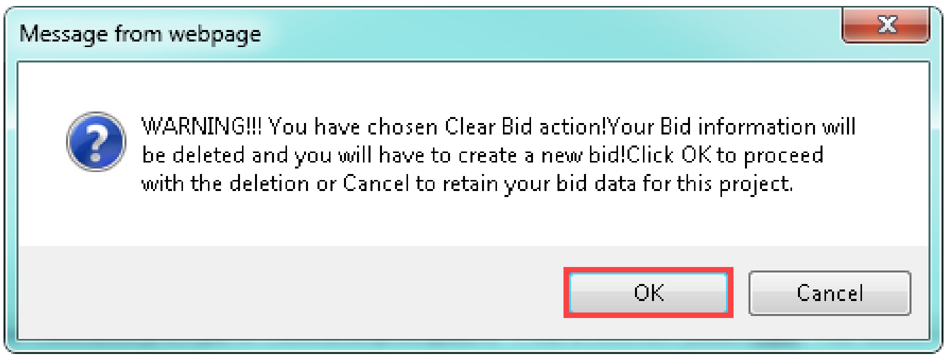
2. The Clear Bid Confirmation screen is displayed.



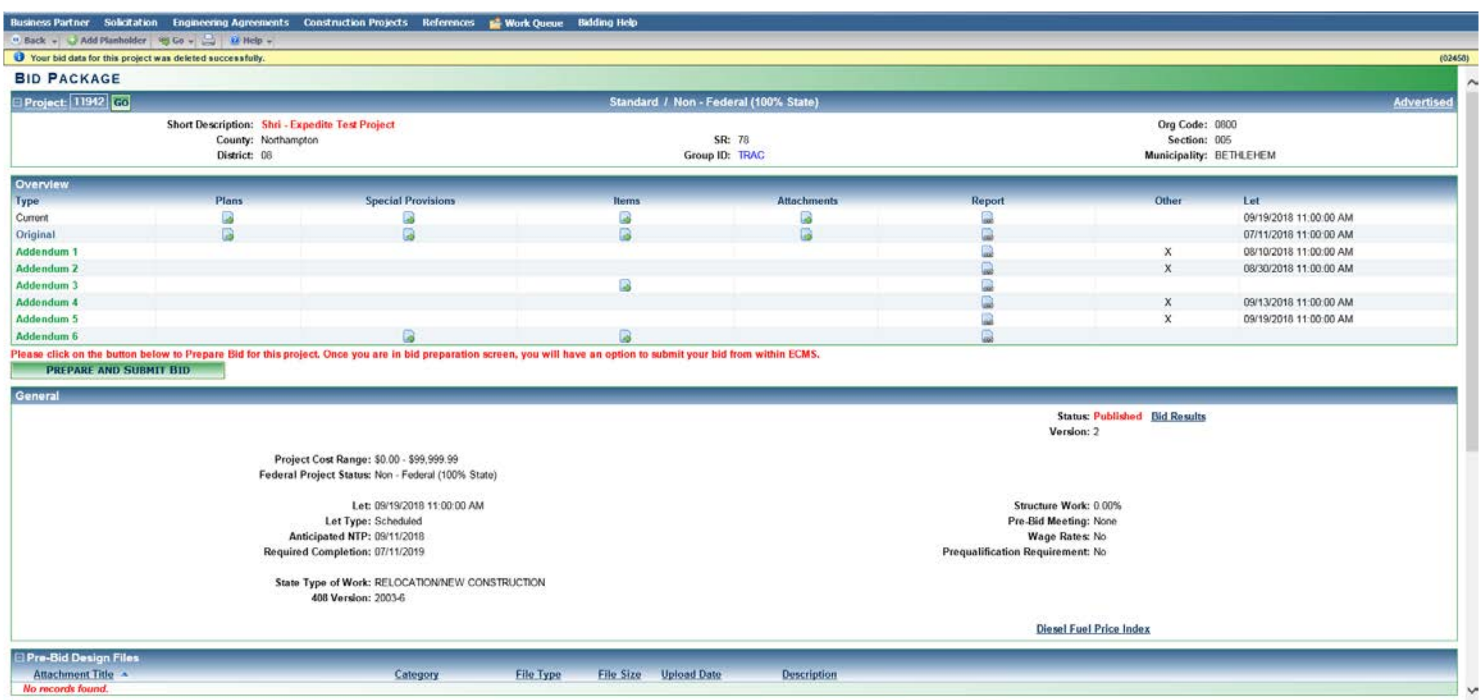
3. Click the **Clear Bid** button on the tool bar.



4. A pop-up message will appear. Click **OK** in the pop-up message to delete the bid.



5. The bid is deleted and you are returned to the Bid Package screen.



Chapter 8: DBE/DB Solicitations and Commitments

- DBE/DB Solicitations and Commitments Overview
- Create DB Solicitation
- Entering DB Minority Participation and Commitment in ECMS
- Edit DB Commitments
- DB Acknowledges Minority Participation Commitment
- Final Steps for the Prime Contractor
- Entering DBE Minority Participation and Commitments in ECMS
- Edit DBE Commitments
- DBE Acknowledges Minority Participation and Commitment
- Final Steps for the Prime Contractor

DBE/DB Solicitations and Commitments Overview

The Prime Contractor is required to fulfill the following DBE/DB submissions electronically:

- For Non-Federally funded projects, DSP 4 applies. The apparent low bidder (Prime) must submit Diverse Business (DB) Solicitation information and all DB Commitments in ECMS. DB Commitments must be acknowledged by the respective subcontractors, suppliers, or services listed and submitted for PennDOT Review by the Prime by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening or the bid will be rejected. Should the apparent low bidder fail to meet the requirement set in DSP 4, the next lowest bidder will have 7 calendar days after notification to meet the requirements of DSP 4.

- For Federally Funded projects, DSP 7 applies. **All bidders** must submit Disadvantaged Business Enterprise Commitments in ECMS. Each DBE Commitment must be acknowledged and submitted for PennDOT Review by the Prime by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening. Should the apparent low bidder fail to meet the requirements set in DSP 7 the bid will be rejected, and the next lowest bidder will be evaluated.

The following table outlines the steps, user and functions that comprise the DB Solicitations process for Non-Federal projects:

Step	**User ECMS Security Role**
Prime Contractor notified of Apparent Low Bidder Award.	PennDOT
Complete Minority Solicitation screen in ECMS for each DB solicited.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit Solicitation(s) to PennDOT by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Solicitation information is reviewed and used as supporting documentation for the Minority Participation and Commitments in ECMS.	Bureau of Project Delivery Reviewer
DB Solicitation is approved.	Bureau of Project Delivery Reviewer

The following table outlines the steps, user and functions that comprise the DB Commitments process for Non-Federal projects:

Step	User ECMS Security Role
Complete the Minority Participant and Commitment in ECMS; add each DB business partner and the associated work items they will perform.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit DB Commitment for acknowledgement to each DB.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
DB business partner(s) acknowledge Commitment(s)	DB Business Partner(s) • Contractor Principal
Submit DB Commitment(s) to PennDOT (cannot submit until DB has acknowledged), by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Review DB Commitment.	Bureau of Project Delivery Reviewer
Approve DB Commitment.	Bureau of Project Delivery Reviewer

The following table outlines the steps, user and functions that comprise the DBE Commitment process for Federal projects:

Step	User ECMS Security Role
Prime Contractor notified of Apparent Low Bidder Award.	PennDOT
All Contractors enter the Minority Participation and Commitments in ECMS.	All Contractors • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Complete the Minority Participation and Commitment in ECMS; add each DBE business partner and associated work items they will perform that will be utilized toward meeting the DBE goal.	All Contractors • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit DBE Commitment for acknowledgement to each DBE.	All Contractors • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
DBE business partner(s) acknowledge Commitment(s).	DBE Business Partner(s) • Contractor Principal
Submit Commitment(s) to PennDOT (cannot submit until DBE has acknowledged), by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening	All Contractors • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Review DBE Commitments	Bureau of Project Delivery Reviewer
Approve DBE Commitments	Bureau of Project Delivery Reviewer

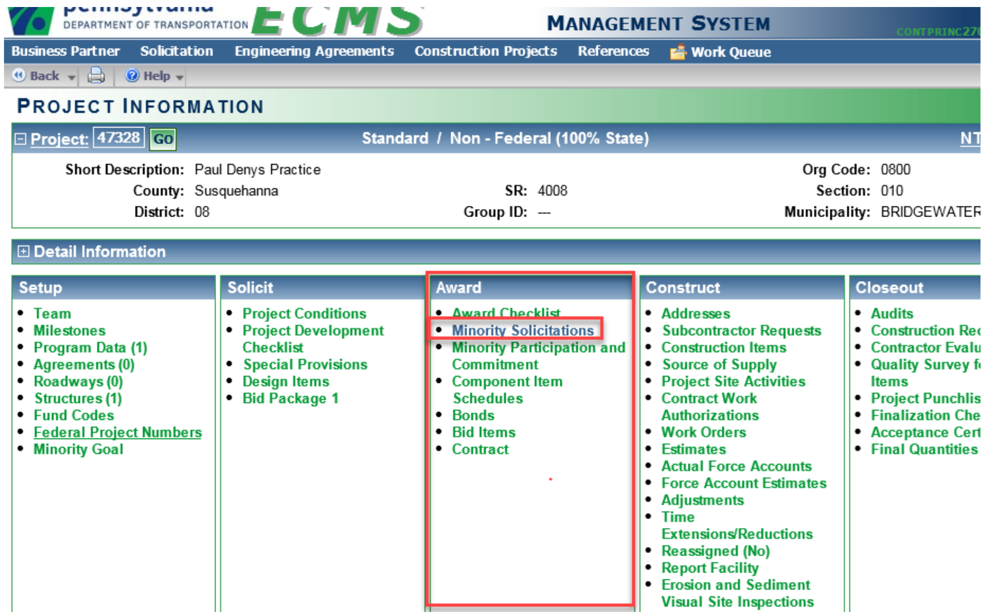
Create DB Solicitation

- The apparent low bidder (Prime) must submit their DB Solicitation information electronically in ECMS, Minority Solicitation, by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.
- Once the deadline has passed, the “Submit” function on the Minority Solicitation screen is disabled.
- The Minority Solicitation screen is reviewed online by the Bureau of Project Delivery Reviewer and is used as supporting documentation for the DB, Minority Participation and Commitment.
- The Minority Solicitation screen can be accessed from either the work queue, Contractor Checklist, or from the Project Information screen.
- If the apparent low bidder fails to submit the information by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening the bid will be rejected. The new apparent low will then have until 3:00 P.M. prevailing local time within 7 calendar days from notification to submit the above information for review.

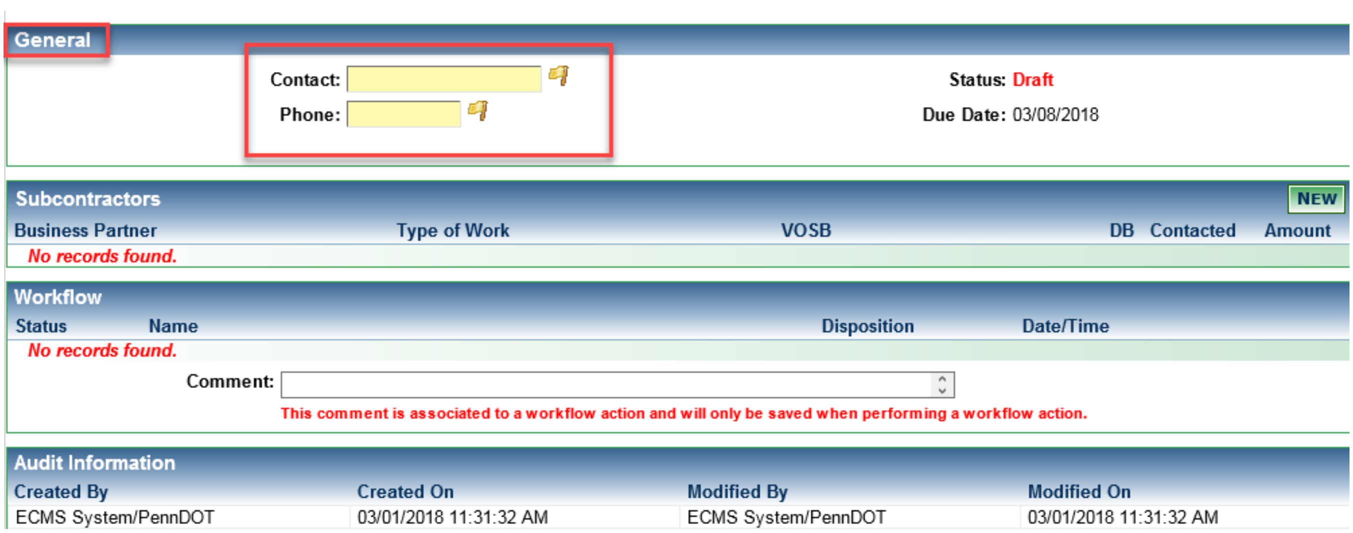
1. The Prime can edit the Solicitation information up until the deadline. If a mistake is made the Prime can go to workflow and click on “Correct”, after corrections are made go back to workflow and “submit” again. From the menu bar, select **Construction Projects** and then click **Projects**.

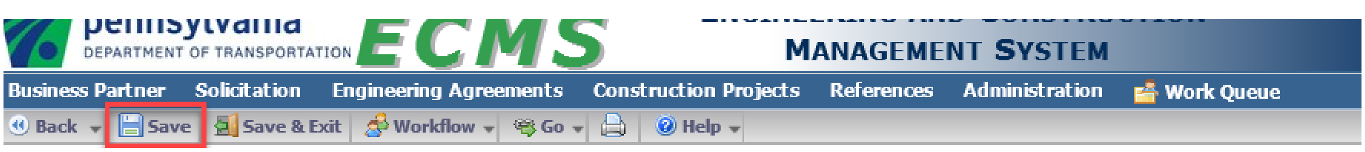
2. Enter the Project Number, select **GO**.

3. On the Project Information screen, under the Award header, select **Minority Solicitation**.

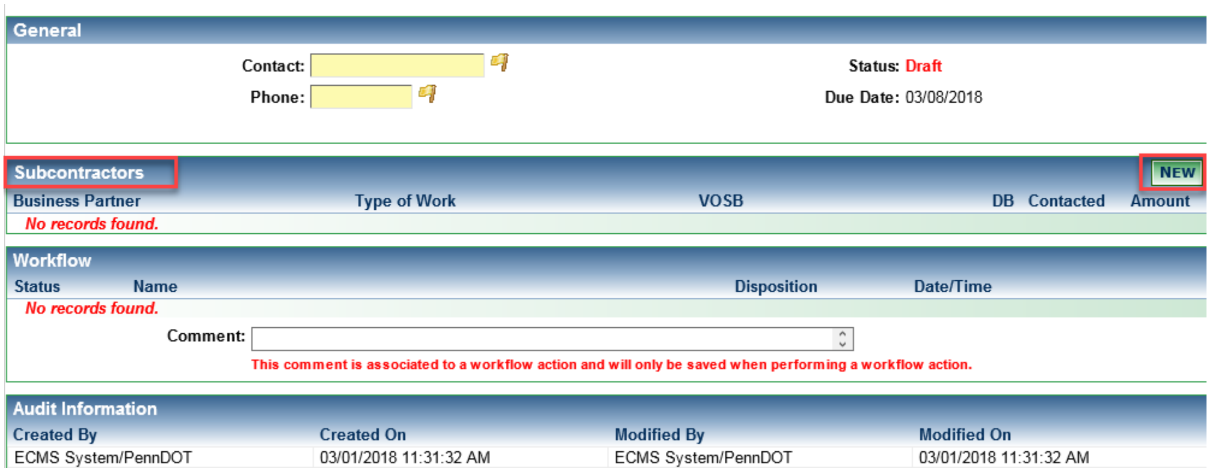


4. On the Minority Solicitation screen, in the General sub-portal, complete the required fields with the Prime's **Contact, Phone,** then click **Save** on the tool bar.





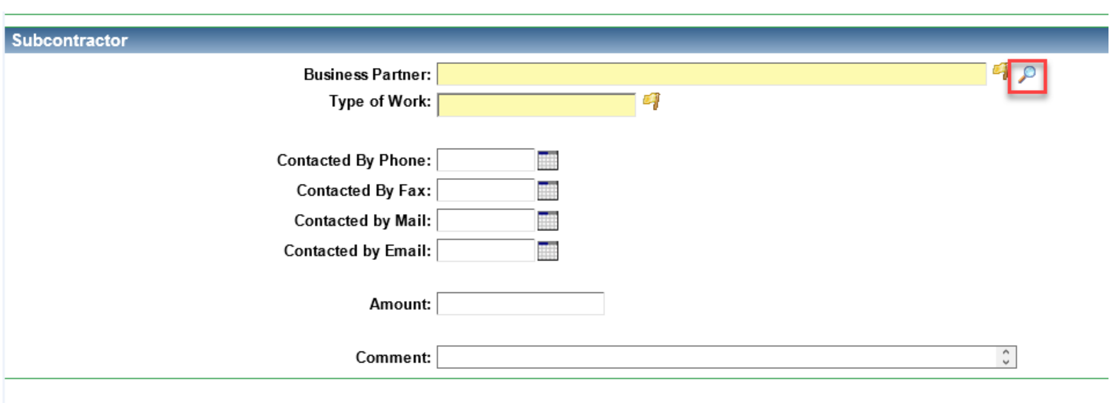
5. Add solicitations by selecting **NEW** from the Subcontractors sub-portal.



6. Select a DB subcontractor by clicking the **magnifying glass** and complete all fields on this screen that apply.

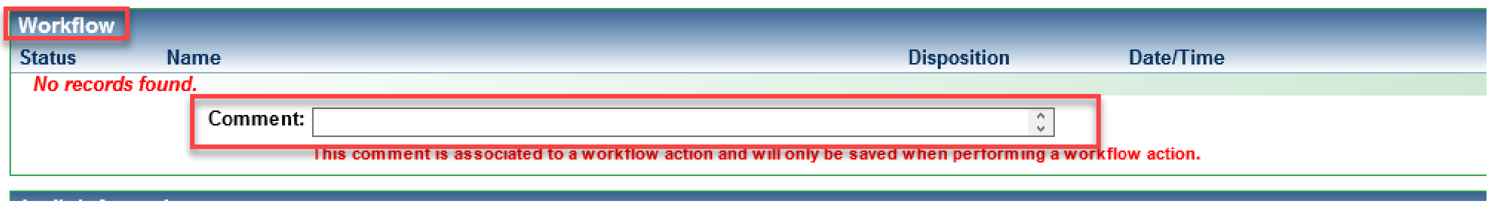
- If solicitation is made but no quote is received, enter $0 in the amount field.
- If a quote is received but you are going to self-perform this work item(s), enter a statement in the comment section.
- If a quote is received but you are going to utilize a Non-DB for this work item(s) you must submit the quotes of the DB and Non-DB subcontractors to minorityparticipation@pa.gov. Also, enter a statement in the comment section that states Good Faith Effort (GFE) documents have been submitted via email.

Note: If multiple DB quotes for the same work item(s) are received and you are going to utilize at least one of the DB subcontractors, additional documentation is not required.

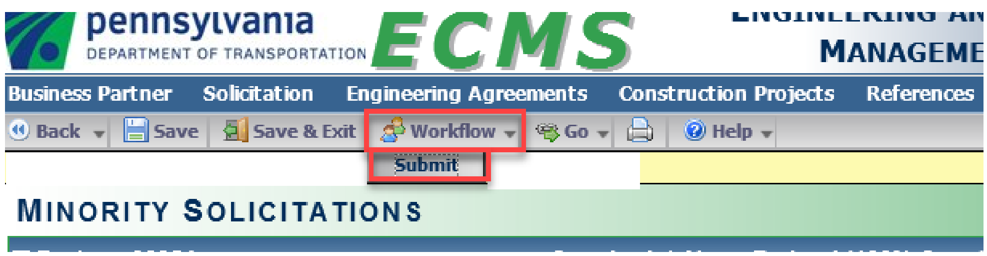


7. In the tool bar select **Save and Exit** to go back to the Minority Solicitation screen or **Save and New** to enter additional DB subcontractors.

8. If you need to add comments, do so in the Workflow sub-portal at the bottom of the screen prior to submitting.



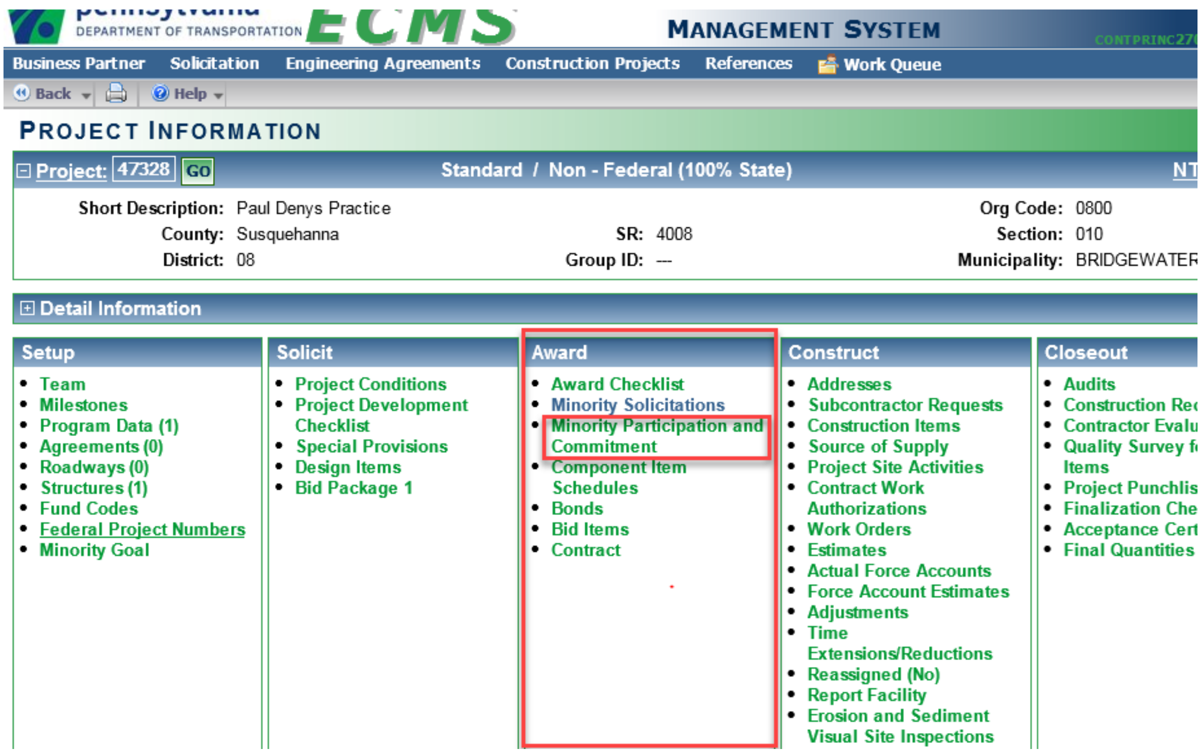
9. When information for all solicitations are complete, from the tool bar select **Workflow**, **Submit**.



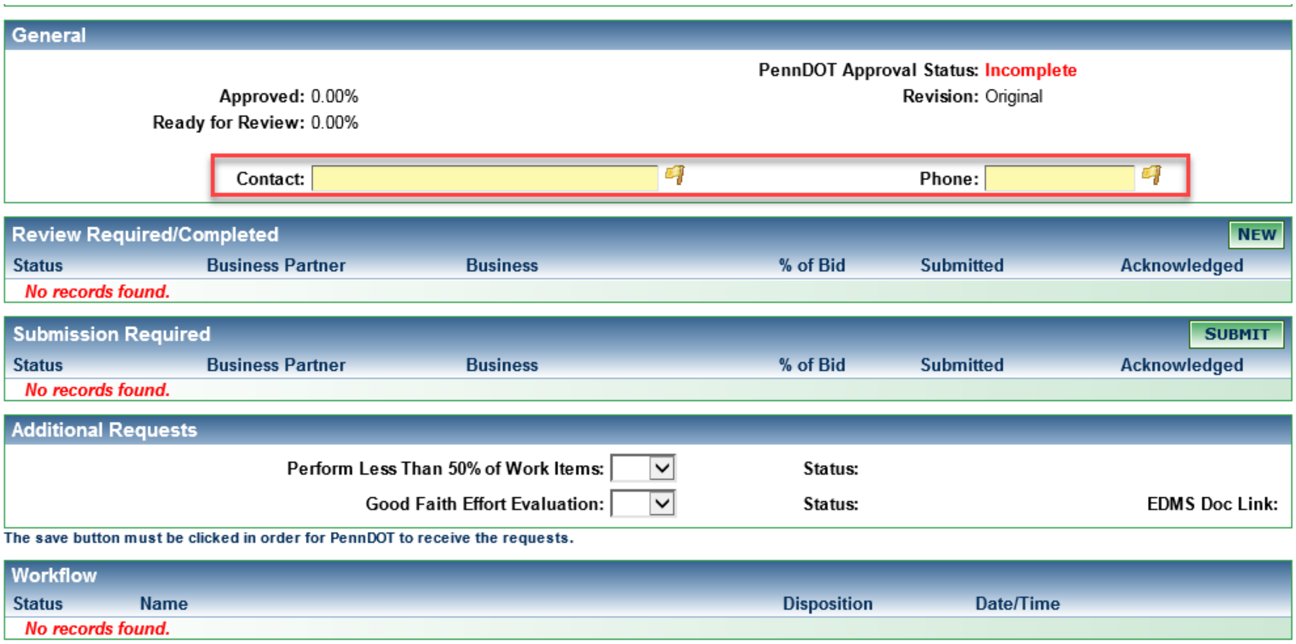
Entering DB Minority Participation and Commitment in ECMS

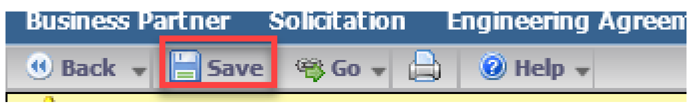
- The apparent low bidder (Prime) must submit their required DB commitment information electronically in ECMS, Minority Participation and Commitment by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.
- The DB subcontractors must acknowledge the commitments for the Prime to submit the required information for PennDOT Review.
- Once the deadline has passed, the “Submit” function on the Minority Participation and Commitment screen is disabled.
- The Minority Participant and Commitments can be accessed from either the work queue, the Project Information screen, or the Contractor Checklist.
- If the apparent low bidder fails to submit the information mentioned above by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening, the bid will be rejected. The next lowest bidder will then have until 3:00 P.M. prevailing local time within 7 calendar days from notification to submit the above information for review.
- To enter Minority Solicitation, see previous section.
- The bidder is responsible for ensuring everything is submitted in a timely manner.

1. From the Project Information screen, under the Award section, select **Minority Participation and Commitment**.

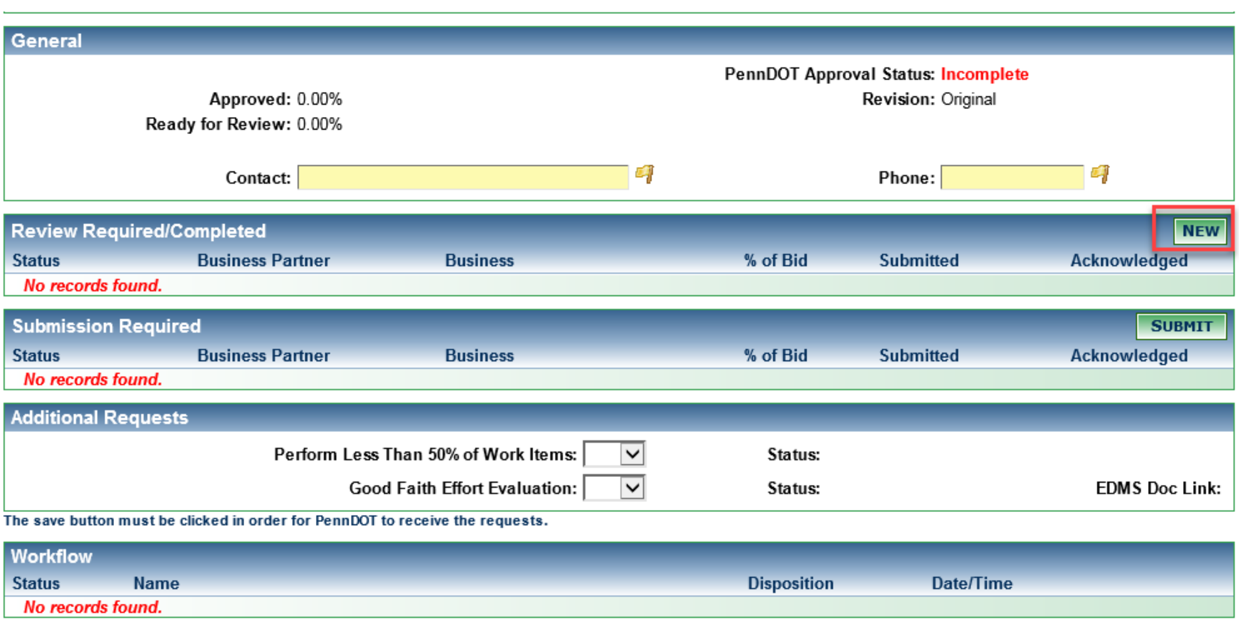


2. On the Minority Participation and Commitment Screen, under the **General** sub-portal, complete the required fields with the Prime’s **Contact** and **Phone**. Then click **Save** from the tool bar.

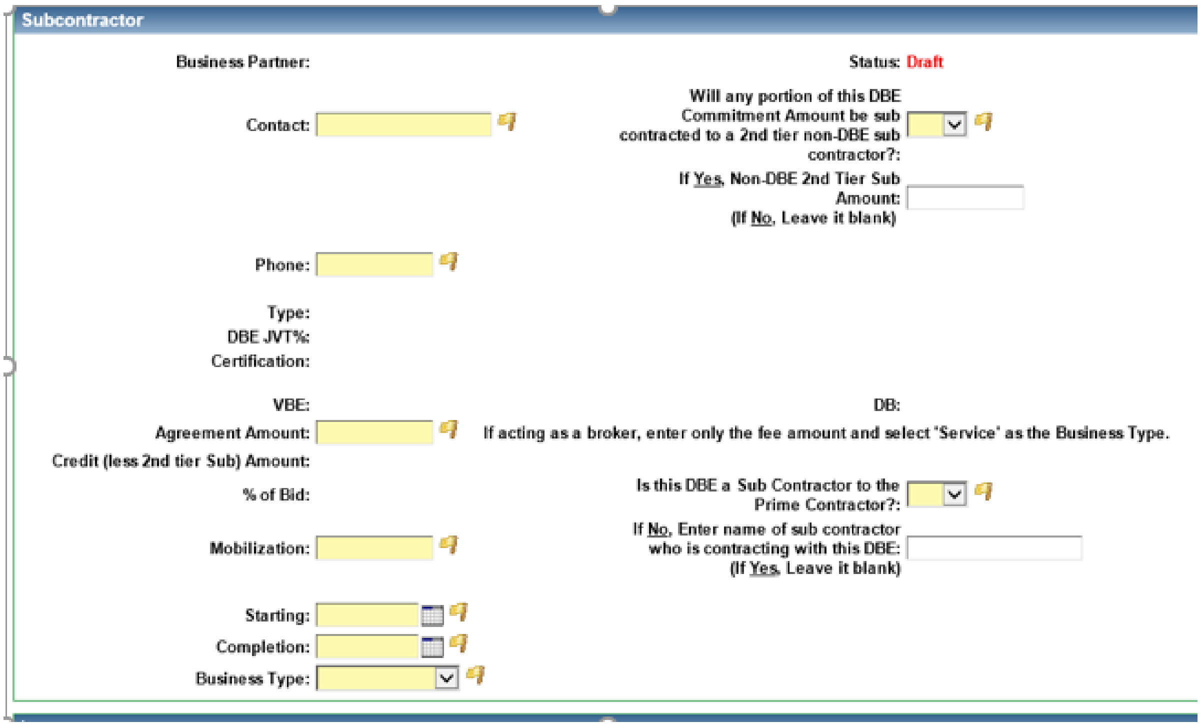




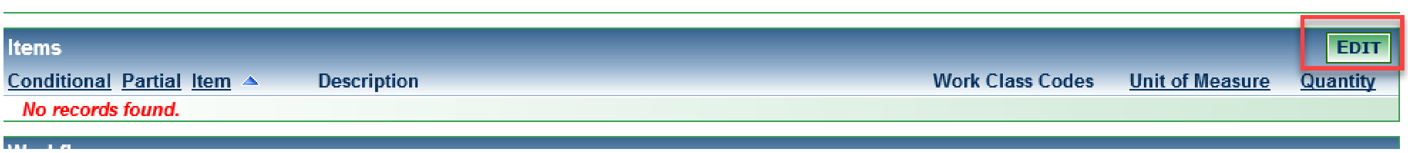
3. To add commitments, click the **NEW** button in the **Review Required/Completed** sub-portal.



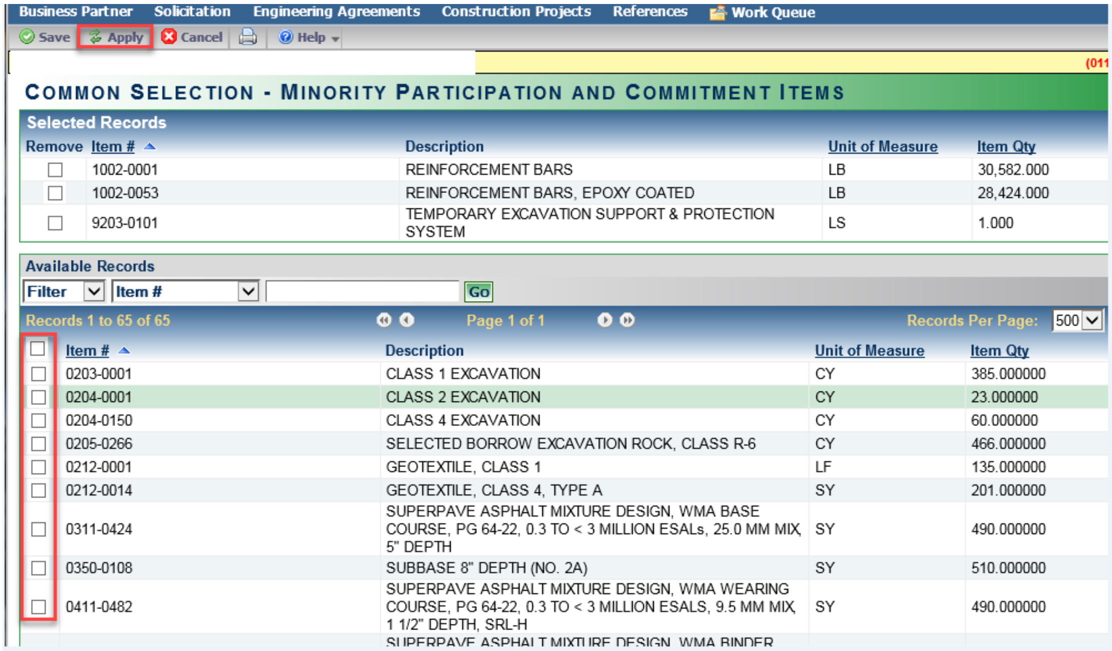
4. After selecting a subcontractor, you need to complete all the required fields, then **Save**. After the Save, additional areas will be available to add more information. Complete the required fields.



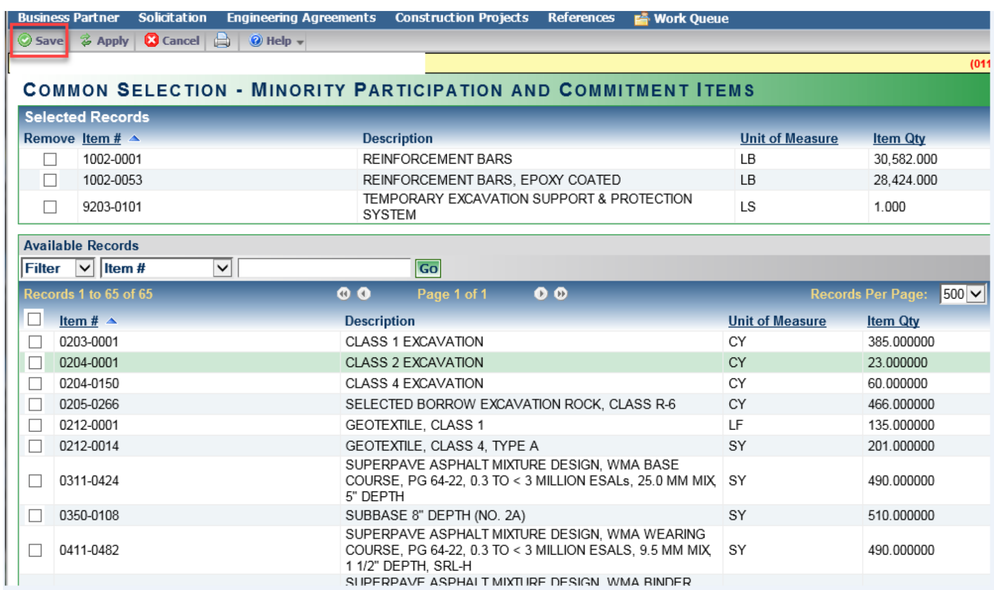
5. Adding Work Items, click **Edit** in the Items sub-portal.



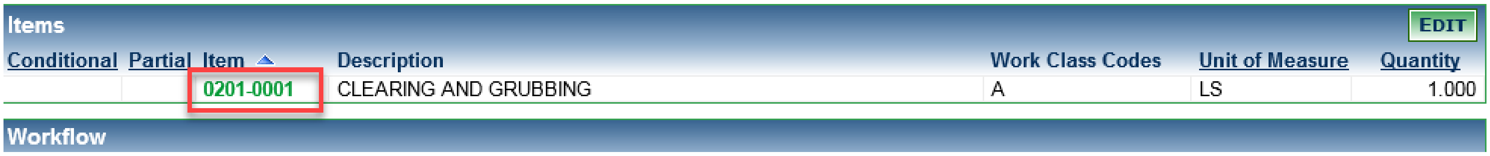
a. Select all applicable items that this subcontractor will be performing/supplying and click **Apply**.



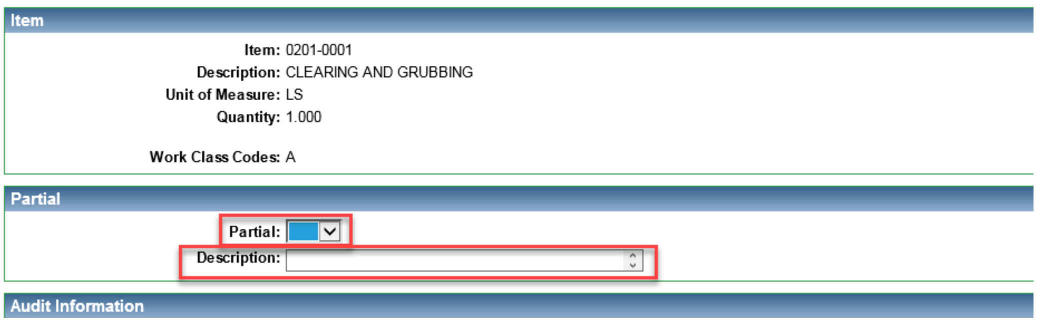
b. Verify the Selected Records and click **Save**



6. Items are now added to the subcontractor's commitment. If the subcontractor is partially performing a function (flagging, trucking, supplying, etc.) for a work item, click on the **Item Number** hyperlink and the Minority Participation and Commitment Item screen will open.

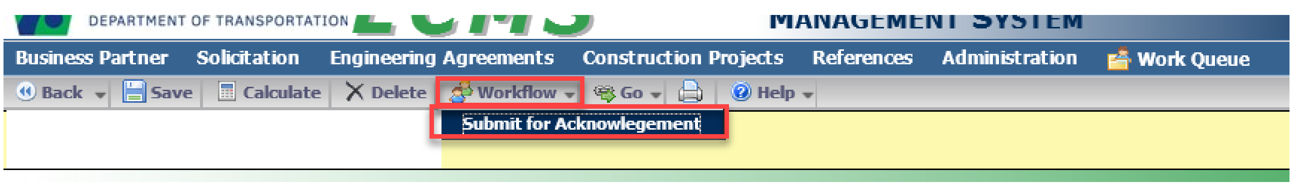


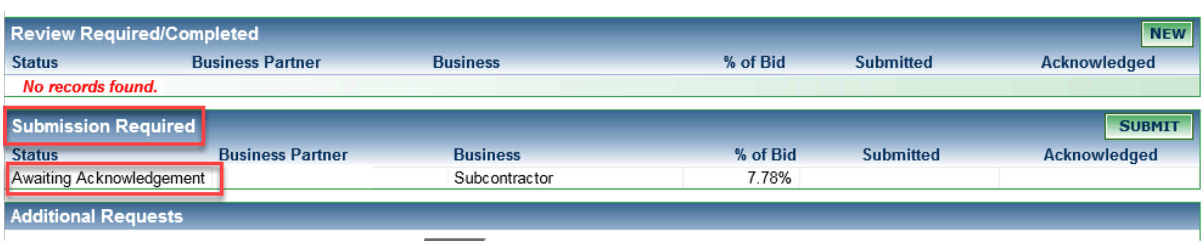
   a. Click on the **Partial** dropdown arrow and select **Yes**.
   b. Enter a brief **description** of the function being performed.



   c. From the tool bar select **Save and Exit**.

7. Verify all items are complete and correct for the subcontractor's commitment. From the tool bar, select **Workflow**, **Submit for Acknowledgement**. This will send it to the DB to acknowledge the commitment. On the Minority and Participation screen the Submission Required sub-portal should now show "**Awaiting Acknowledgement**".





8. To edit, see the Edit the DB Commitment section.

Edit DB Commitments

The Contractor can edit the Commitments if it’s prior to the deadline; see the following scenarios below. Please note All Commitments must be in PennDOT Review by 3:00 P.M. prevailing local time 7 calendar days of being named the apparent low bidder.

1. Before the Subcontractor Acknowledges the Commitment.

    a. Select the Commitment that needs to be corrected.
    b. Correct any fields, click **Save**.
    c. Open the **Items** links to edit and/or click **Edit** to make corrections. Click **Save/Exit** from the tool bar.
    d. Status should still be “Awaiting Acknowledgment”, if not, then **Workflow/Submit for Acknowledgement**.

2. After the Subcontractor Acknowledges the Commitment.

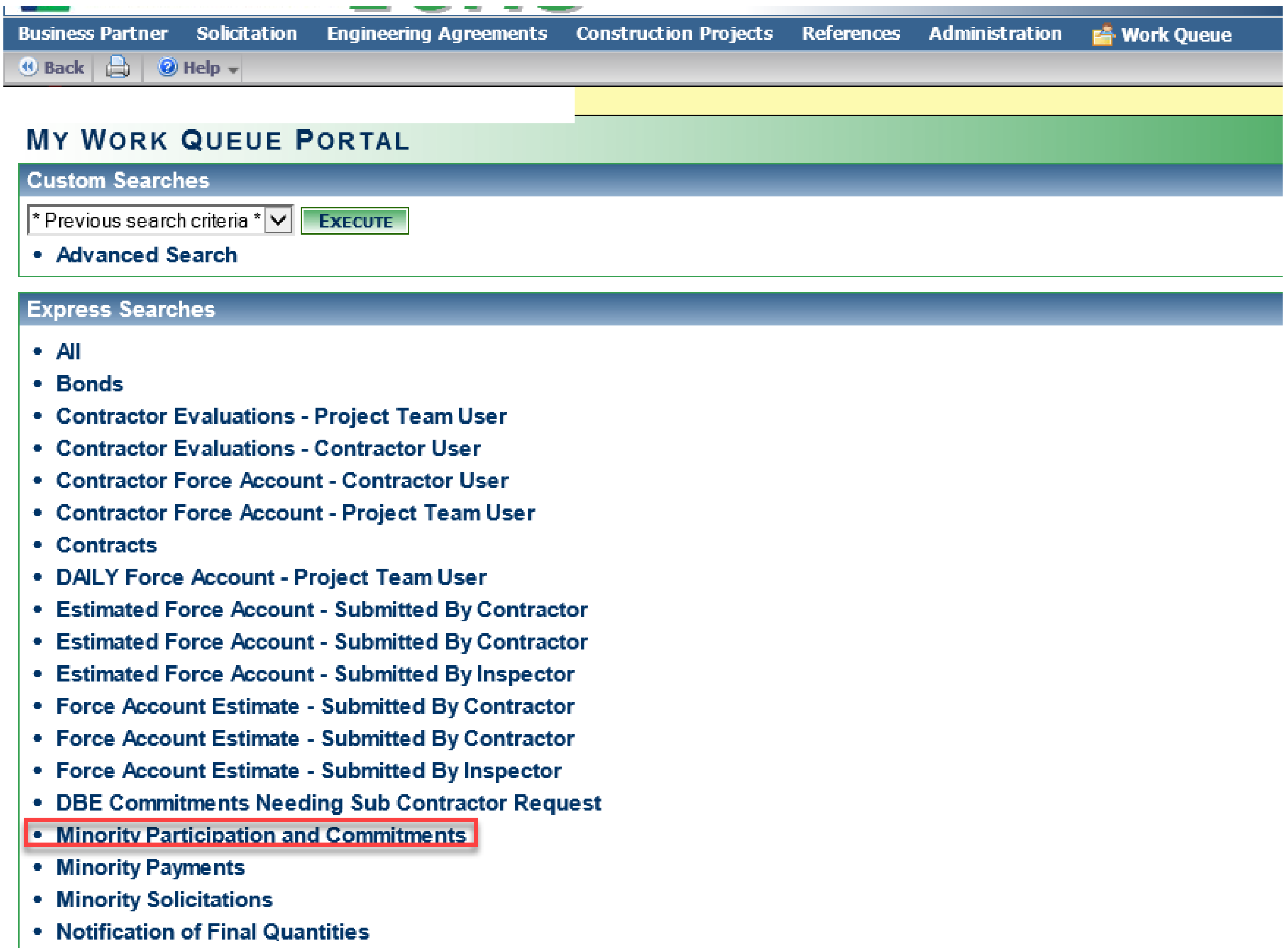
    a. Open the incorrect commitment, then from the tool bar select **Workflow**/**Delete**.
    b. Recreate the commitment as shown in the Entering Minority Participation and Commitment, resubmit to DB.

DB Acknowledges Minority Participation Commitment

This acknowledgement is necessary for the Prime to submit the required information by the deadline mentioned above.

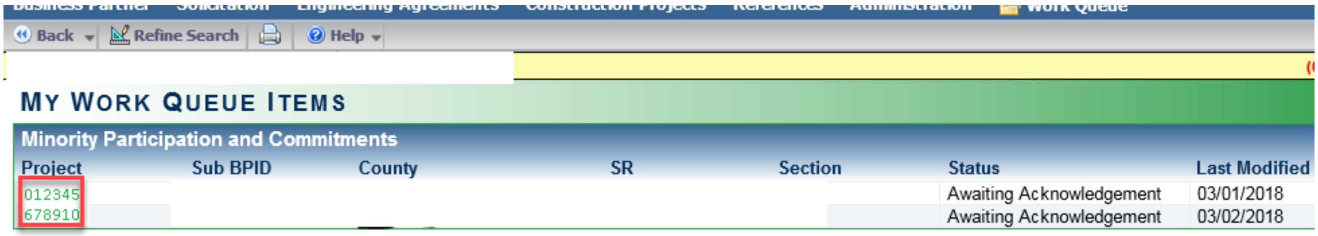
1. To acknowledge a commitment from a contractor, from the menu bar, select **Work Queue**.

2. From the Work Queue screen select **Minority Participation and Commitments**.



3. Chose the project you wish to acknowledge by clicking on the **Project Number** hyperlink.

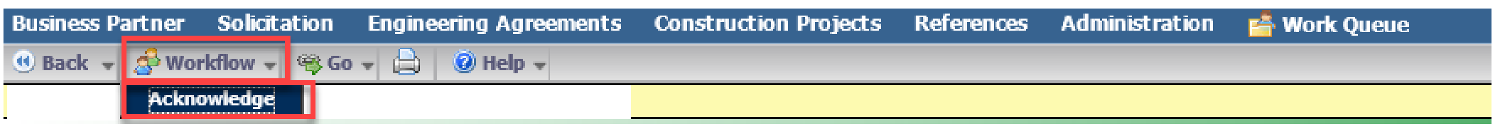
    - If you do not see any projects in the work queue, either (1) you have no projects to acknowledge or (2) you do not have the proper role associated to your user id to perform this function and you should contact your administrator.



4. Verify all the information the contractor has entered is correct.

    - If information is incorrect, discuss errors with the contractor so they can make any revisions necessary. After the revisions are saved, it should be available for acknowledgement.

    - If the information is correct, then from the tool bar select **Workflow**, **Acknowledge**.



5. Contact the Prime to inform them the commitment has been acknowledged. ECMS does not automatically email the Prime.

Final Steps for the Prime Contractor

- Please note Commitments are not considered submitted until you complete this section.

1. Once the DB subcontractor acknowledges their commitment, the status on the Minority Participation and Commitment screen should change to **Acknowledged**. You can either click **Submit** from the Submission Required sub-portal, as each acknowledgement comes in or you can wait for all of them and submit at one time.

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
Acknowledged		Regular Dealer	3.44%		03/01/2018
Awaiting Acknowledgement		Subcontractor	0.43%		
Awaiting Acknowledgement		Subcontractor	0.22%		

2. The submissions will be moved to the Review Required/Completed sub-portal with a status of **PennDOT Review**.

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
PennDOT Review		Service	0.23%	03/01/2018	03/01/2018
PennDOT Review		Service	0.37%	03/02/2018	03/02/2018

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
Awaiting Acknowledgement		Service	4.03%		

Entering DBE Minority Participation and Commitments in ECMS

- All bidders must submit their required DBE commitment information electronically in ECMS by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.
- Bidders can also enter their DBE information during the bidding process. See Chapter 7.
- The Apparent Low Bidder can access the Minority Participation and Commitment from the work queue, Contractor Checklist hyperlink, or from the Project Information screen, Minority Participation and Commitment hyperlink.
- All Other Bidders must use work queue from the menu bar and the select Minority Participation and Commitment All Other Bidders.
- The DBE subcontractors must acknowledge the commitments before the Prime can submit the required information for PennDOT Review.
- Once the deadline has passed, the “Submit” function on the Minority Participation and Commitment screen is disabled.
- Should the apparent low bidder fail to meet bid requirements, the next lowest-bidder will be evaluated. The information entered in the Minority Participation and Commitment All Other Bidders is automatically copied over. Unlike Non-Federally Funded projects, Federally Funded projects require all bidders to submit commitments by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.
- The bidder is responsible for ensuring everything is submitted in a timely manner.

Apparent Low Bidder Entering Commitments, Beginning Process

1. Navigate to the Project Information screen.

2. From the Award section, select **Minority Participation and Commitments**.

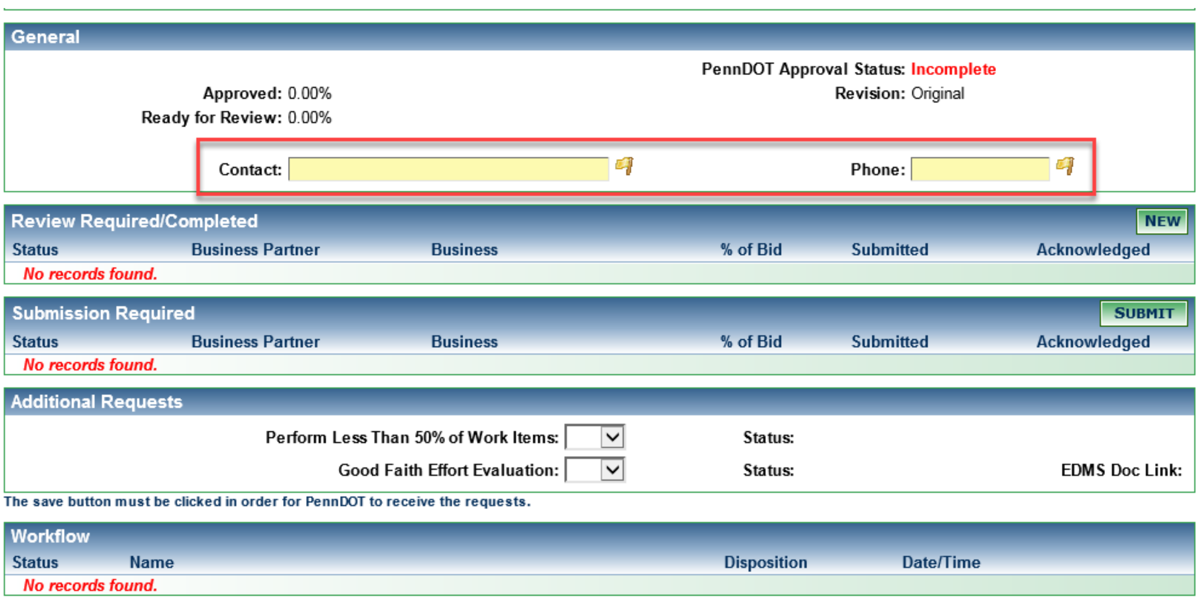
3. See Entering Minority Participation and Commitments for All Bidders.

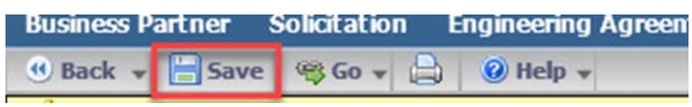
All Other Bidders Entering Commitments, Beginning Process

1. From the menu bar select **Work Queue**.
2. Select "**Minority Participation and Commitments for All Other Bidders**"
3. See Entering Minority Participation and Commitments for All Bidders

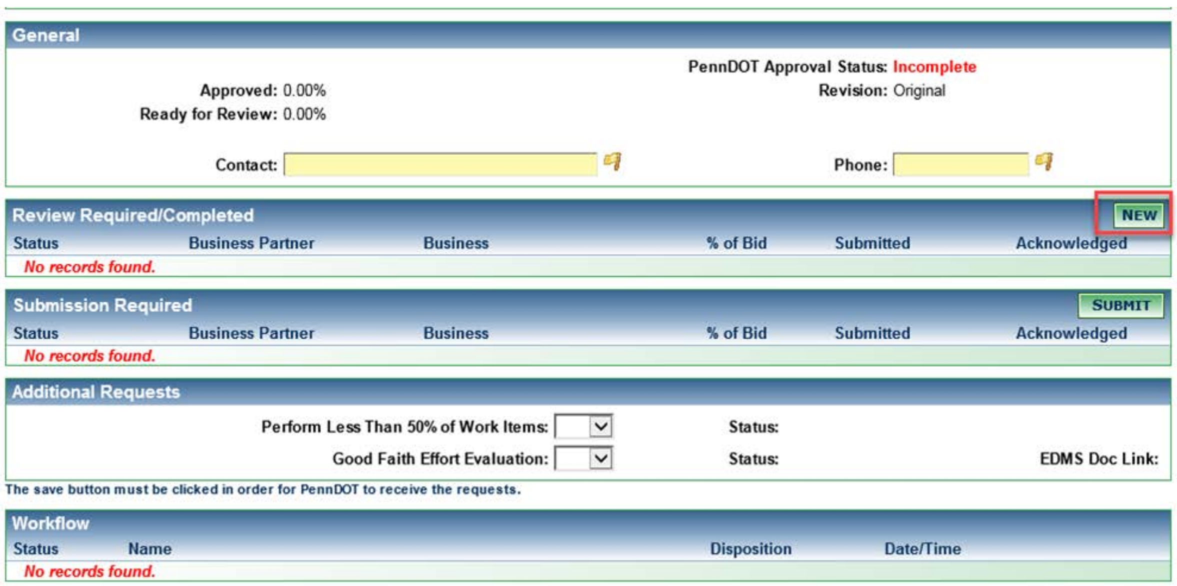
Entering Minority Participation and Commitments for All Bidders

1. On the Minority Participation and Commitment screen, in the **General** sub-portal, complete the required fields with the Prime's **Contact** and **Phone** and click **Save** from the tool bar.



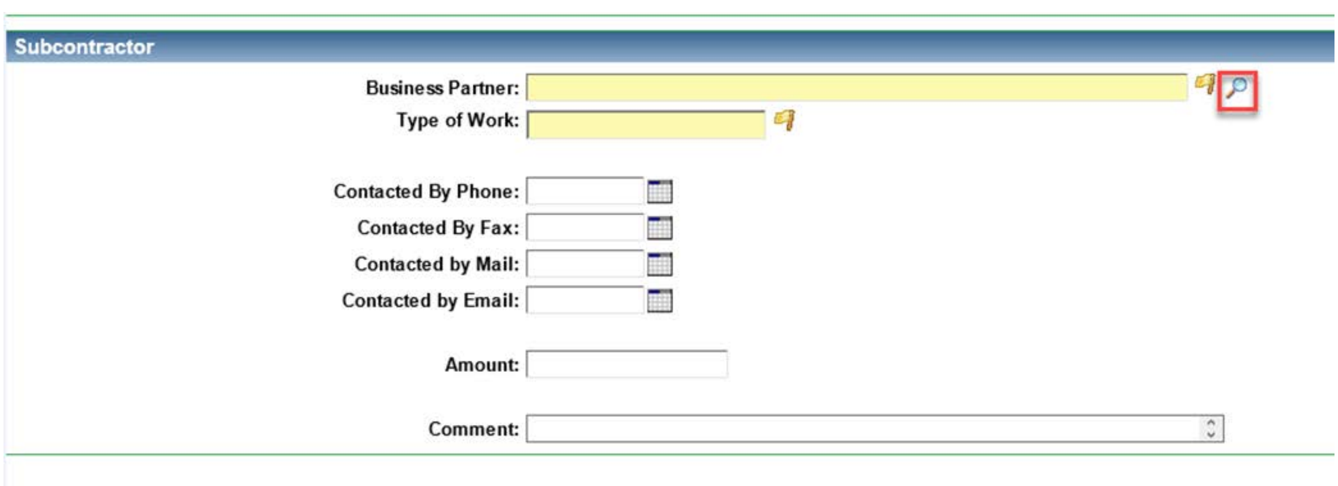


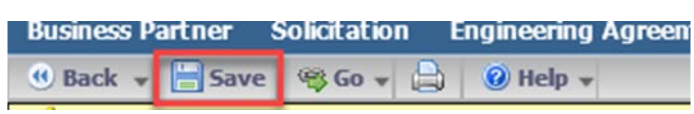
2. To add commitments, click on the **New** button in the **Review Required/Completed** sub-portal.



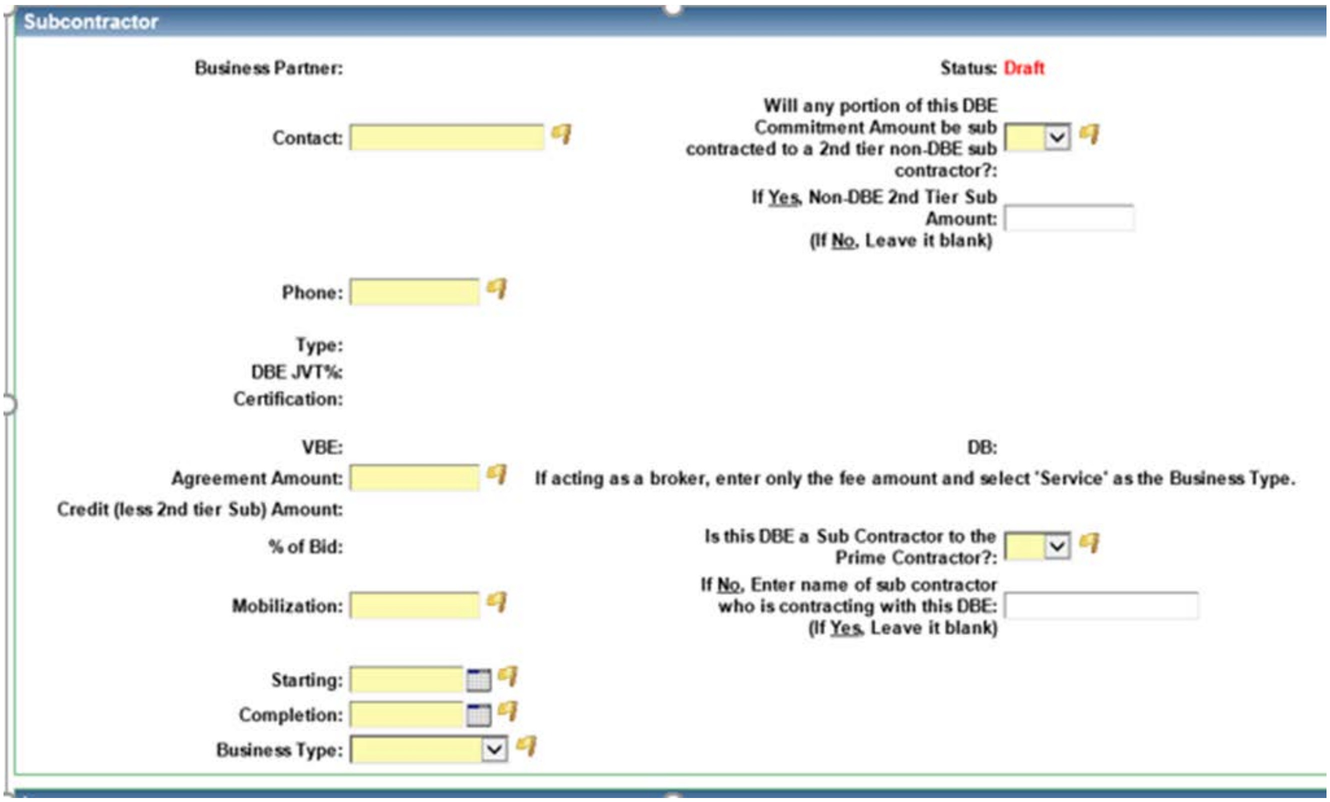
3. Then select a subcontractor by selecting the **Magnifying Glass**.

4. When you select a subcontractor, you will need to enter all the required fields, then click **Save** on the tool bar.

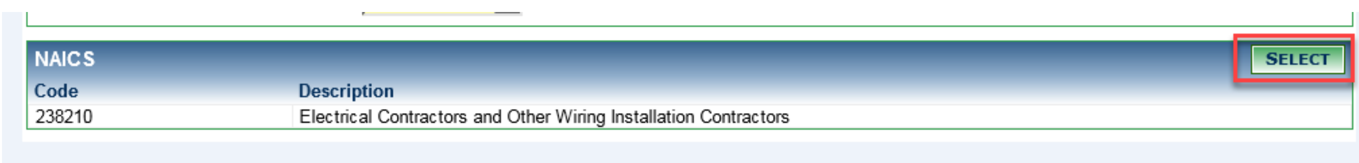




5. After you save, additional areas will be available to add more information.



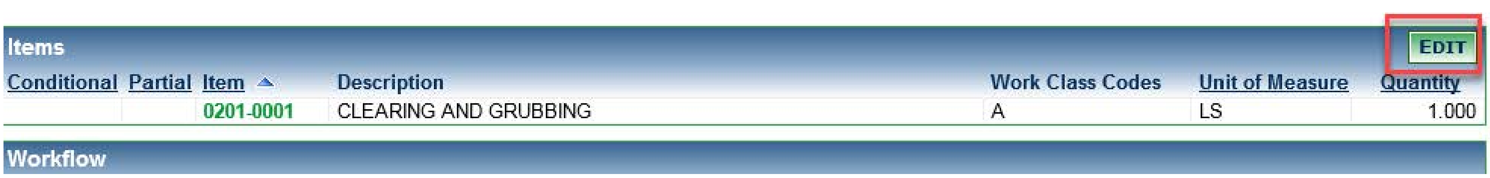
6. In the NAICS sub-portal, click on **Select** to add NAICS codes for subcontractor.



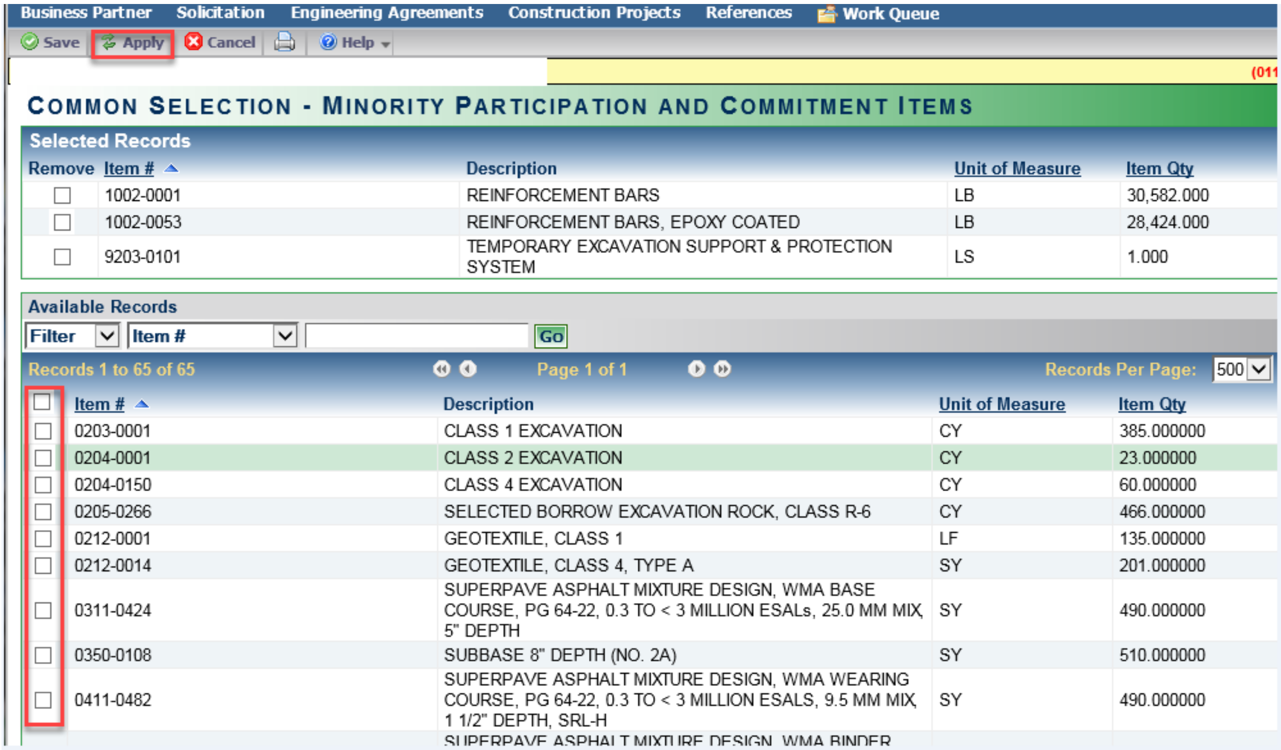
   a. Select the NAICS codes that apply to the work item(s) the DBE will be performing and click **Apply** from the tool bar.

b. Verify the Selected Records, then click **Ok** from the tool bar. This should return you to the subcontractor's Minority Participation and Commitment Detail screen.

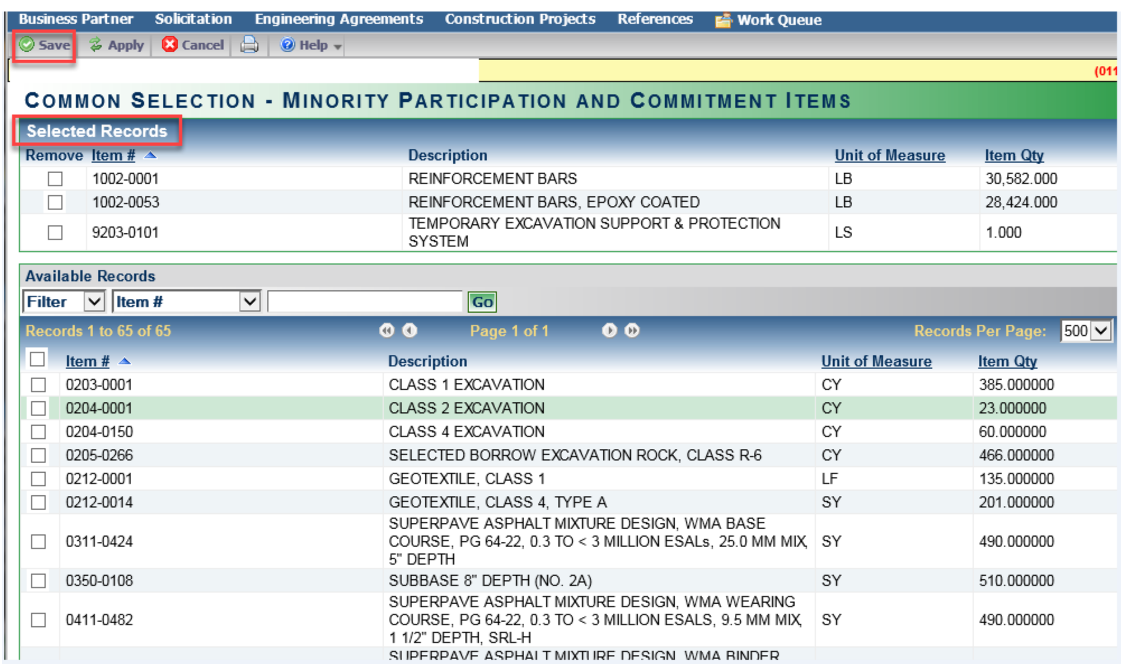
7. To add work items click **Edit** in the Items sub-portal.



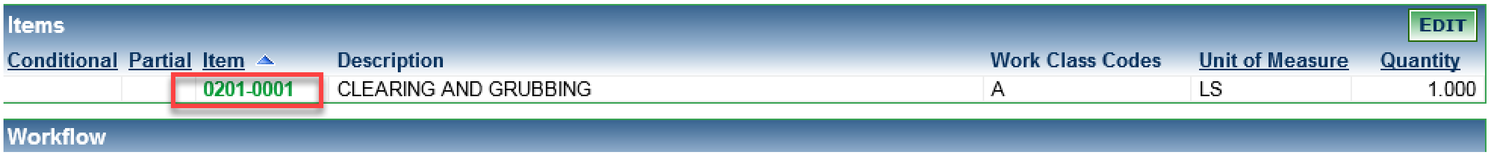
a. Select all **applicable Items** that this subcontractor will be performing/supplying, etc. and click **Apply** from the tool bar.



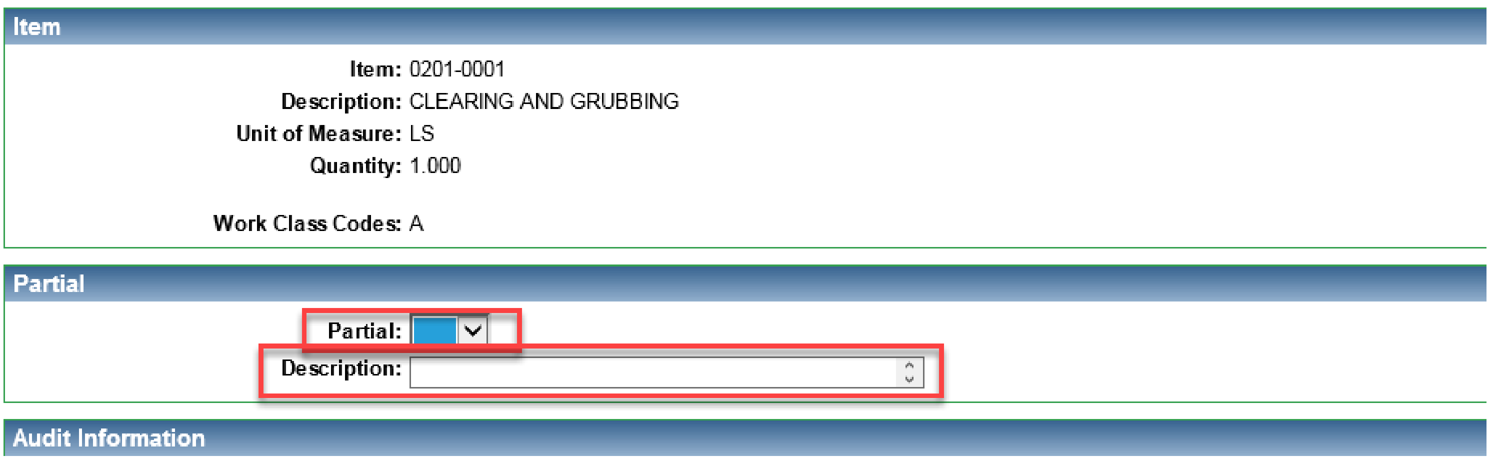
b. Verify the Selected Records and click **Save** from the tool bar.



8. Items are now added to the subcontractor's commitment. If the subcontractor is partially performing a function (flagging, trucking, supplying, etc.) for a work item, click on the **Item Number hyperlink** and the Minority Participation and Commitment Item screen will open.



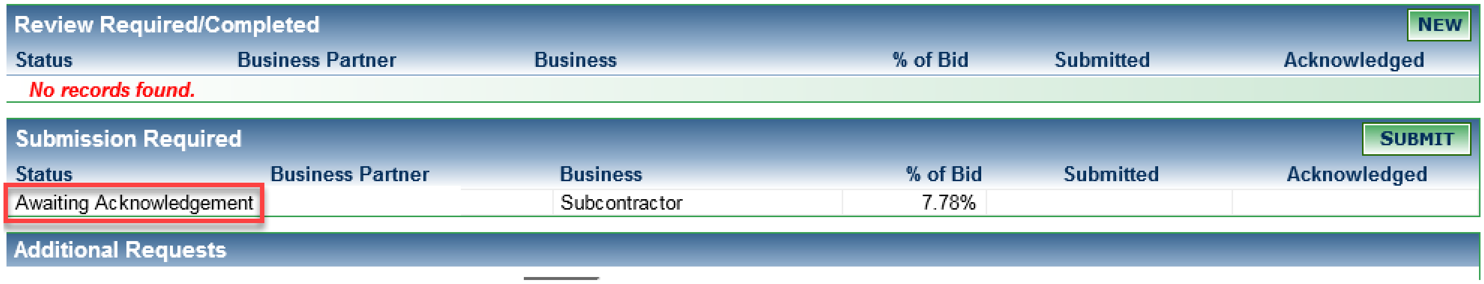
a. Click on the Partial dropdown arrow and select **Yes**.
b. Enter a brief description of the function being performed (example: flagging, trucking, supplying, etc.)



c. Click **Save and Exit** from the menu bar.

9. Verify all items are complete and correct for the subcontractor's commitment. From the tool bar select **Workflow** then **Submit for Acknowledgement**. This will send it to the DBE to acknowledge the commitment.

10. The status should now say **Awaiting Acknowledgement**.



Edit DBE Commitments

The Contractor can edit the Commitments if it's prior to the deadline; see the following scenarios below. Please note **<u>All Commitments</u>** must be in PennDOT Review by 3:00 P.M. prevailing local time 5 calendar days of Bid Opening.

1. Before the Subcontractor Acknowledges the Commitment.

   a. Select the Commitment that needs to be corrected.
   b. Correct any fields, click **Save**.
   c. Open the **Items** links to edit and/or click **Edit** to make corrections. Click **Save/Exit** from the tool bar.
   d. Status should still be "Awaiting Acknowledgment", if not, then **Workflow/Submit for Acknowledgement**.

2. After the Subcontractor Acknowledges the Commitment.

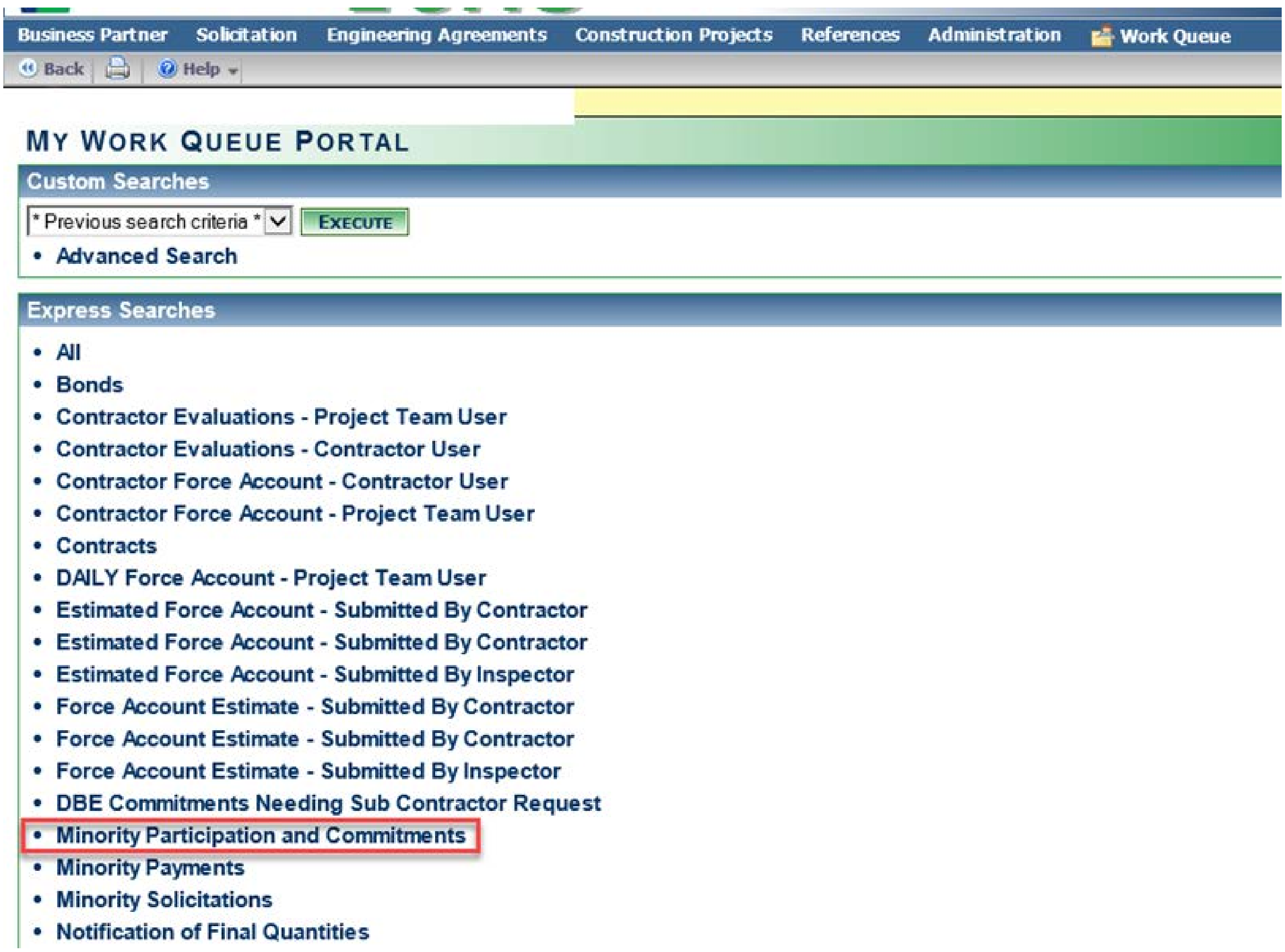
   a. Open the incorrect commitment, then from the tool bar select **Workflow**/**Delete**.
   b. Recreate the commitment as shown in the Entering Minority Participation and Commitment, resubmit to DBE.

DBE Acknowledges Minority Participation and Commitment

- This acknowledgement is necessary for the bidders to submit the required information by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.

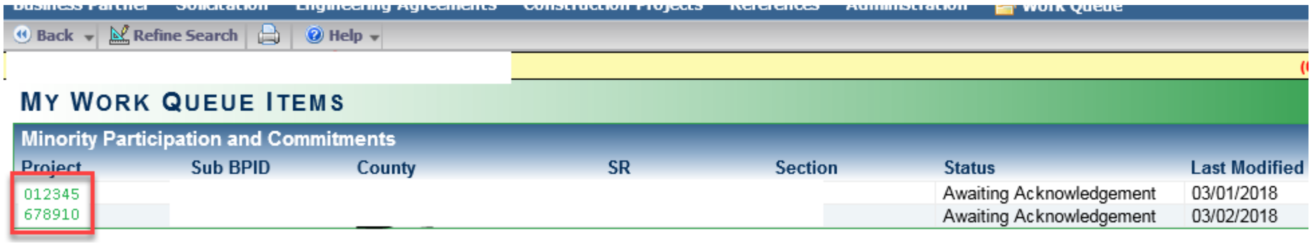
1. From the menu bar select **Work Queue**.

2. From the My Work Queue Portal, select **Minority Participation and Commitments**.



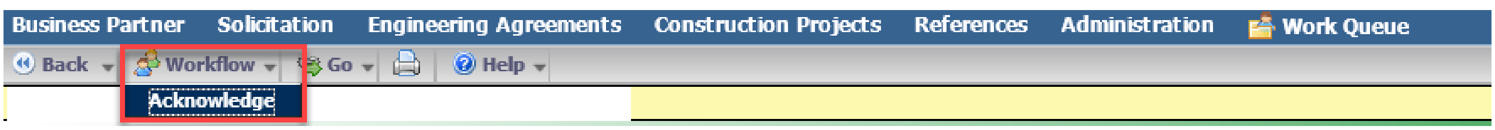
3. Chose the project you wish to acknowledge by clicking the **Project Number hyperlink**.

- If you do not see any projects in the work queue, either (1) you have no projects to acknowledge or (2) you do not have the proper role associated to your user id to perform this function and you should contact your administrator.



4. Verify all the information the prime contractor entered onto the screen is correct.

    a. If yes, click on **Workflow**, **Acknowledge** in the tool bar at the top of the page.
    b. If no, discuss with the prime contractor so they can make any revisions necessary. After the revisions are saved, it should be available for you to acknowledge.



5. ECMS does not automatically notify the contractor the commitment was acknowledged, inform the Contractor the commitments were acknowledged.

Final Steps for All Bidders

- Please note Commitments are not considered submitted until you complete this section.

1. Once the DBE acknowledges the commitment, the status will change to **Acknowledged**. You can either select **Submit** as each acknowledgement comes in or you can wait for all of them and submit at one time.

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
Acknowledged		Regular Dealer	3.44%		03/01/2018
Awaiting Acknowledgement		Subcontractor	0.43%		
Awaiting Acknowledgement		Subcontractor	0.22%		

2. After clicking submit, your submissions will be moved to the Review Required/Completed sub-portal with a status of **PennDOT Review**. Your commitments are only considered submitted if they have a status of **PennDOT Review**.

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
PennDOT Review		Service	0.23%	03/01/2018	03/01/2018
PennDOT Review		Service	0.37%	03/02/2018	03/02/2018

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
Awaiting Acknowledgement		Service	4.03%		

Chapter 9: Contractor Checklist

- Contractor Checklist Overview
- All Projects
- Federally Funded Projects
- Non-Federally Funded Projects

Contractor Checklist Overview

The Contractor Checklist provides a centralized location for the prime contractor to upload their completed Public Works Employment Verification form, Good Faith Effort documentation if applicable, and their minority solicitations and commitments.

The Public Works Employment Verification form is required on all projects.

For Federally funded projects, the DBE Commitments hyperlink will take the contractor to the Minority Participation and Commitment screen. If a contractor is not able to meet the minority goal on a project, they can upload their Good Faith Effort documentation on the Contractor Checklist.

For Non-Federally funded projects, the Contractor Checklist contains hyperlinks for DB Commitment and Minority Solicitation.

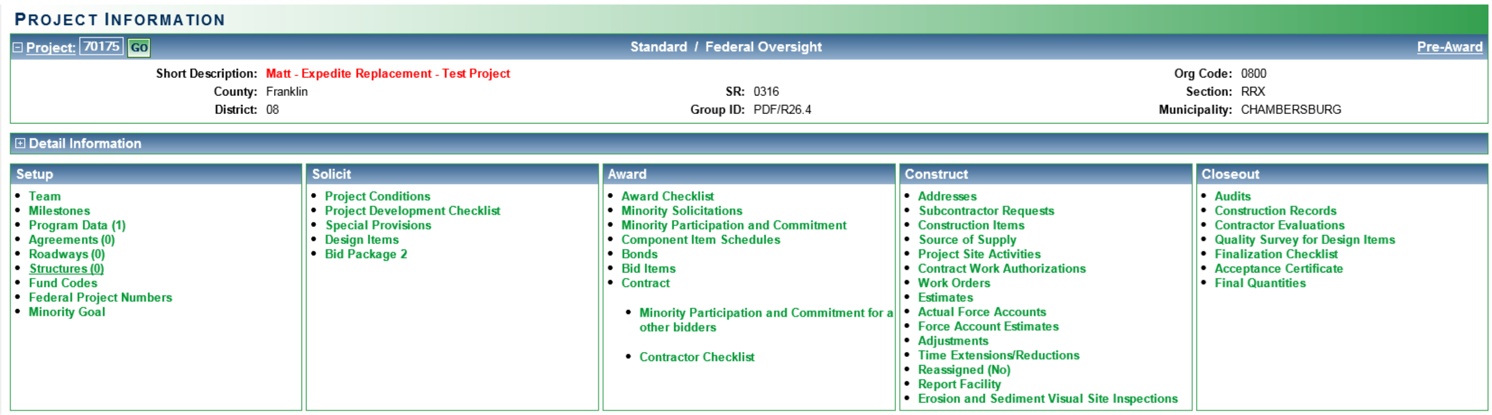
The following table outlines the steps, user and functions that comprise the Contractor Checklist process:

Step	**User** **ECMS Security Role**
All Projects	
Upload Public Works Employment Verification form.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Federally-funded projects	
Submit DBE Commitment. If applicable, submit Good Faith Effort documentation.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Non-Federally funded projects	
Submit DB Commitment and Minority Solicitation.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

All Projects

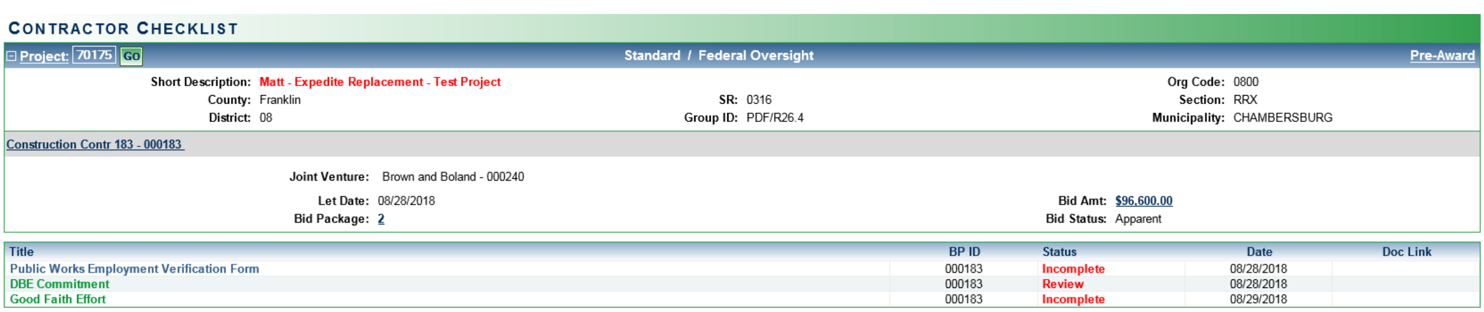
Navigate to Contractor Checklist

1. Navigate to the Project Information page.



2. Click **Contractor Checklist**.

3. View the Contractor Checklist screen.

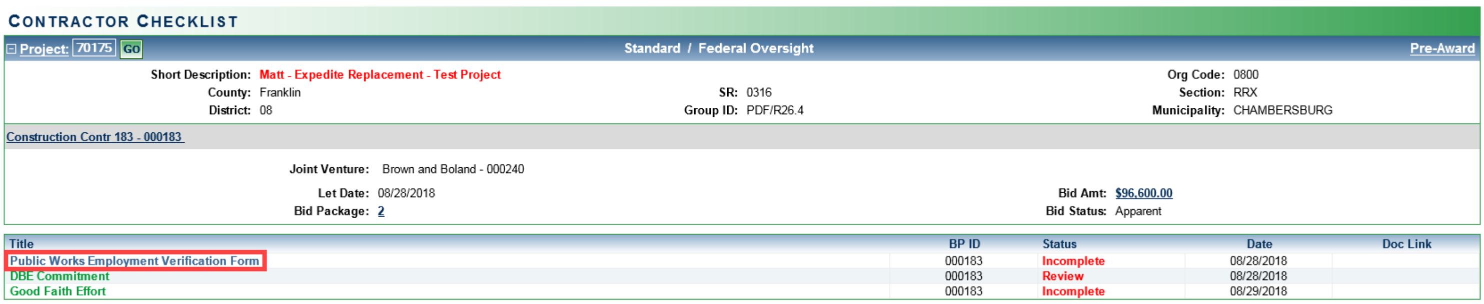


Public Works Employment Verification Form

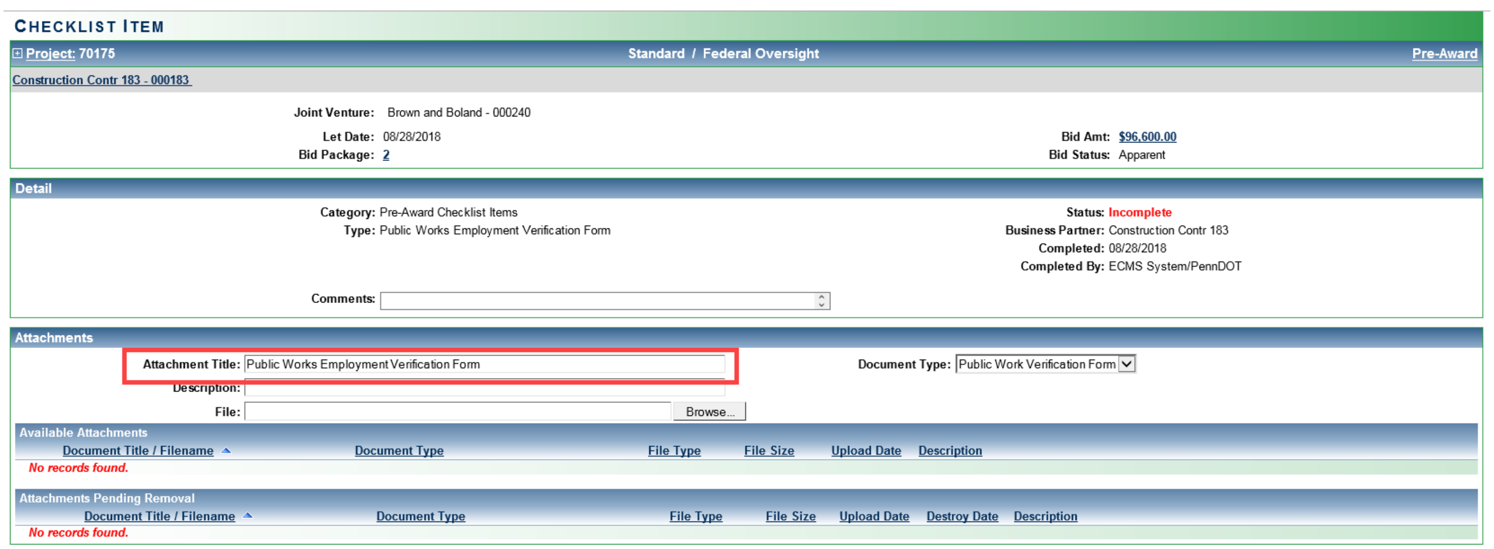
The apparent low bidder is required to submit a Public Works Employment Verification Form by 3:00 P.M. prevailing local time within 7 calendar days of bid opening. Should the apparent low bid be rejected the next lowest bidder will have until 3:00 P.M. prevailing local time 7 calendar days from notification to submit the Public Works Employment Verification Form.

Note: The blank Public Works Verification Form can be accessed from the ECMS File Cabinet.

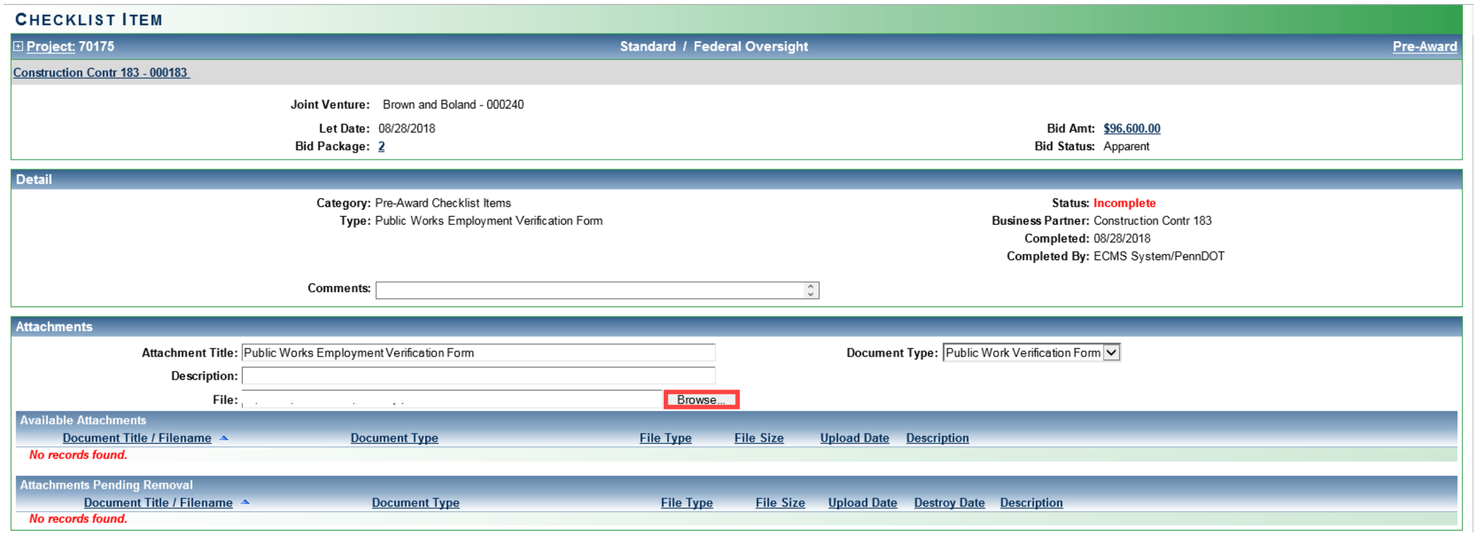
1. Click **Public Works Employment Verification Form** hyperlink.



2. In the Attachment Title: area leave in “**Public Works Employment Verification Form**”.



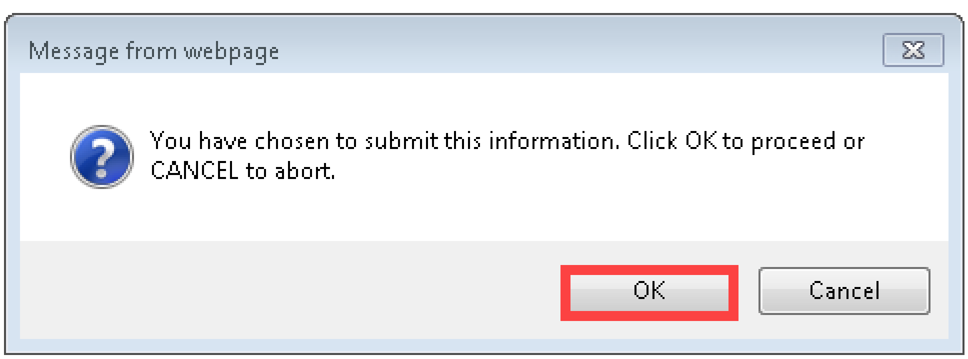
3. Select “**Browse**” and select your **completed** **Public Works Employment Verification Form** from your computer’s database.



4. Click **Save**.

5. Click Workflow and Submit.

6. Click **OK.**

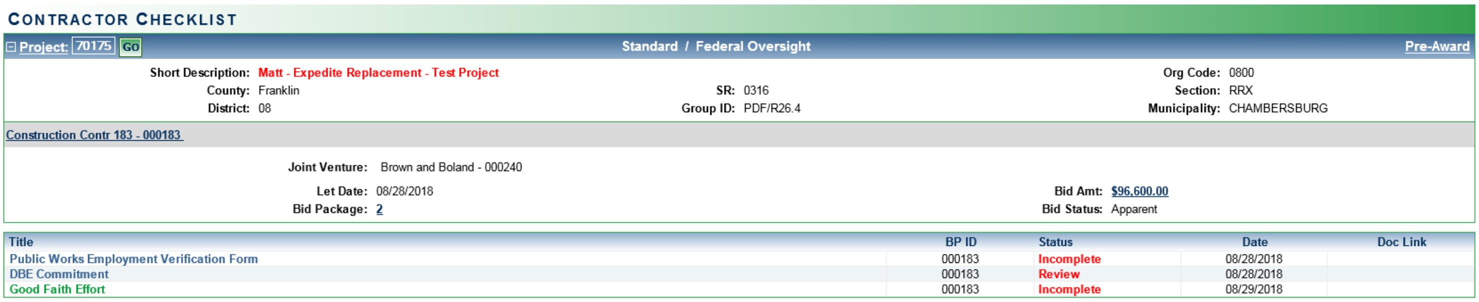


7. View Public Works Employment Verification Form to ensure it has been submitted.

Federally-Funded Projects

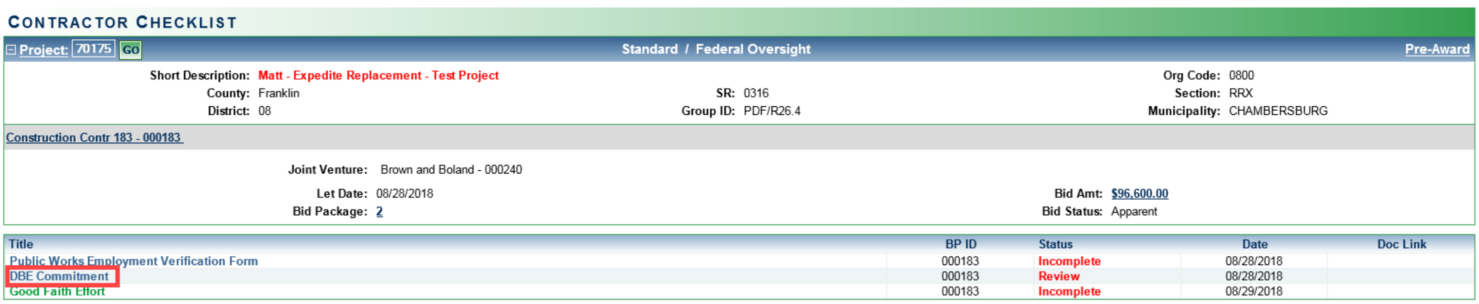
DBE Commitment

1. Navigate back to the Contractor Checklist screen.


CONTRACTOR CHECKLIST
Project: 70175 GO | Standard / Federal Oversight | Pre-Award
Short Description: Matt - Expedite Replacement - Test Project | Org Code: 0800
County: Franklin | SR: 0316 | Section: RRX
District: 08 | Group ID: PDF/R26.4 | Municipality: CHAMBERSBURG
Construction Contr 183 - 000183
Joint Venture: Brown and Boland - 000240
Let Date: 08/28/2018 | Bid Amt: $96,600.00
Bid Package: 2 | Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

2. Click **DBE Commitment**.


CONTRACTOR CHECKLIST
Project: 70175 GO | Standard / Federal Oversight | Pre-Award
Short Description: Matt - Expedite Replacement - Test Project | Org Code: 0800
County: Franklin | SR: 0316 | Section: RRX
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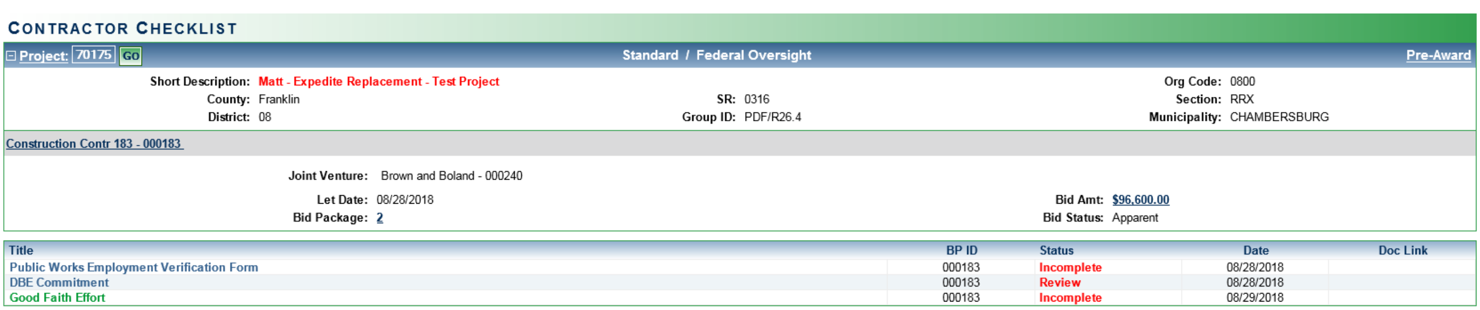
Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

3. Users will be taken to the Minority Participation and Commitment screen, see Chapter 8 for relevant requirements and on how to fill out this screen.

Good Faith Effort

Please Note: Use only if you are not going to meet the goal assigned for the project

1. Navigate back to the **Contractor Checklist** screen.


CONTRACTOR CHECKLIST
Project: 70175 GO | Standard / Federal Oversight | Pre-Award
Short Description: Matt - Expedite Replacement - Test Project | Org Code: 0800
County: Franklin | SR: 0316 | Section: RRX
District: 08 | Group ID: PDF/R26.4 | Municipality: CHAMBERSBURG
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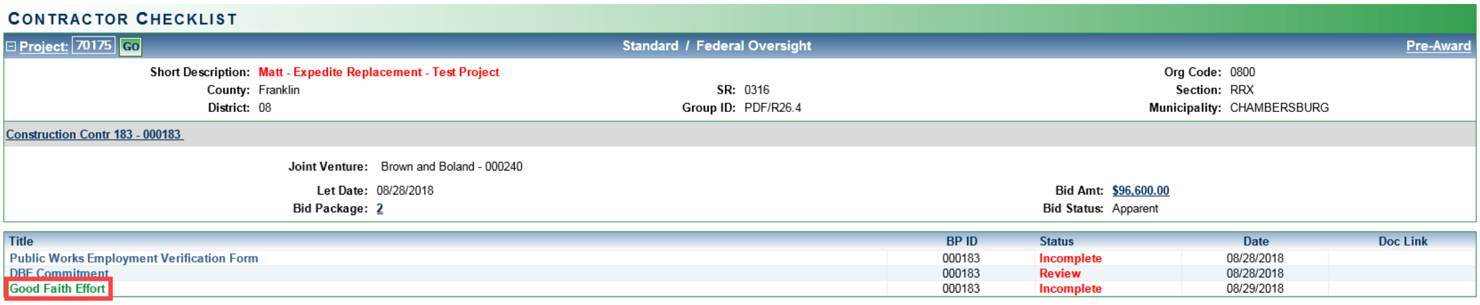
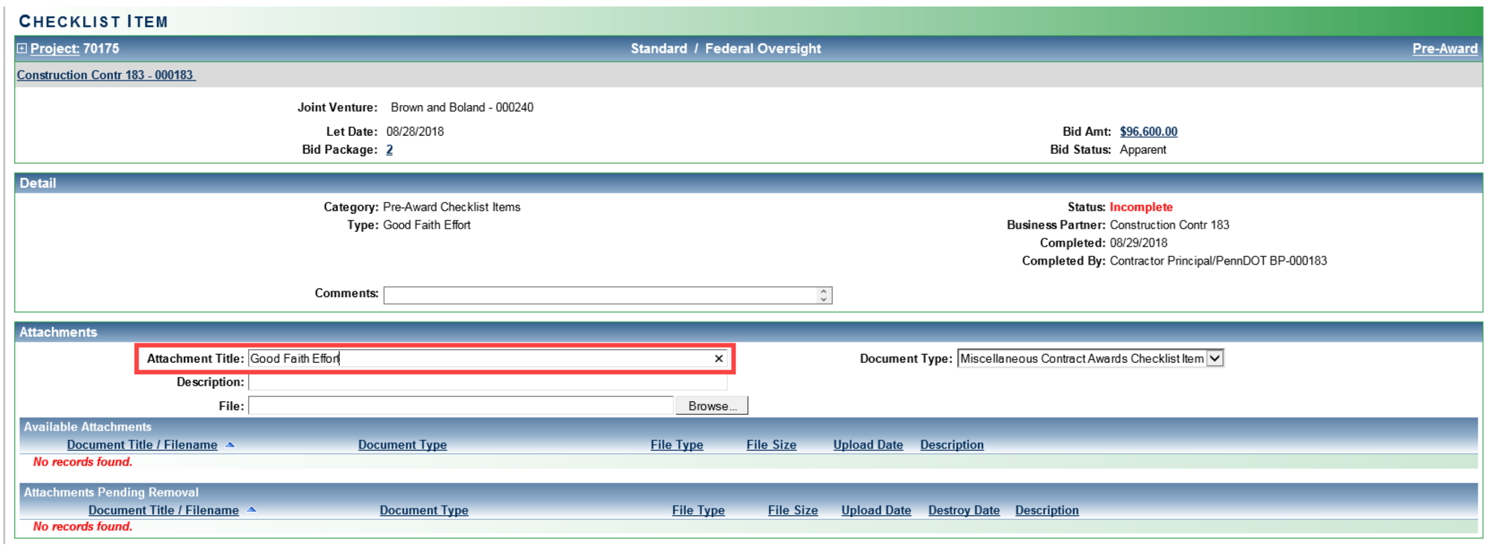
Joint Venture: Brown and Boland - 000240
Let Date: 08/28/2018 | Bid Amt: $96,600.00
Bid Package: 2 | Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

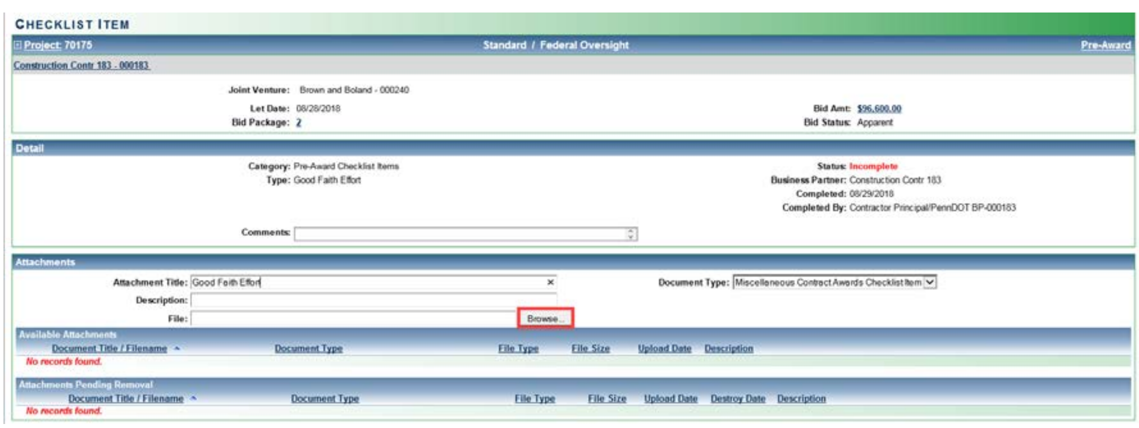
2. Click **Good Faith Effort**.



3. In the Attachment Title: area type in "**Good Faith Effort**"

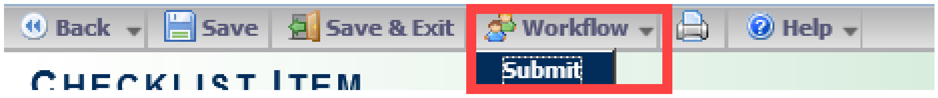


4. Select "Browse" and select the **Good Faith Effort documentation** from your database to upload.

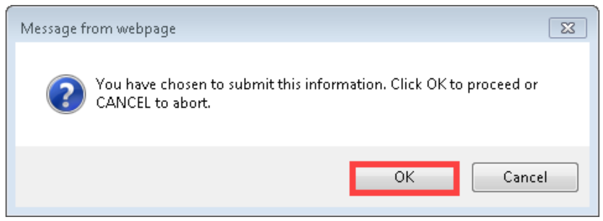


5. Click **Save**

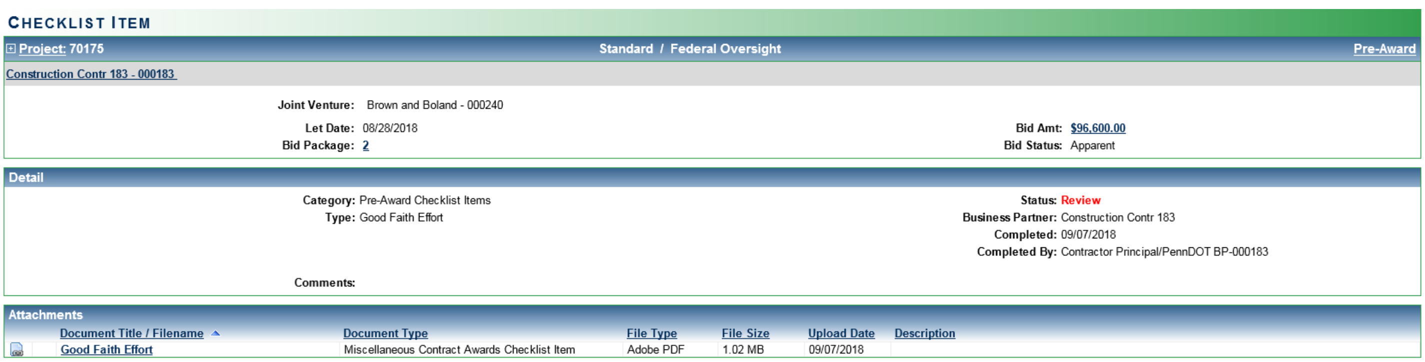
6. Click **Workflow** and **Submit**.



7. Click **OK**



8. View **Good Faith Effort** submission.



Non-Federally Funded Projects

DB Commitment and Minority Solicitation

The Contractor Checklist for Non-Federally Funded Projects will have a DB Commitment hyperlink and a Minority Solicitation hyperlink.

1. The DB Commitment link will redirect the user to the Minority Commitment and Participation screen.
2. The Minority Solicitation hyperlink will redirect the user to the Minority Solicitation screen.

Refer to Chapter 8 for relevant requirements and to see how to fill out these screens.

Chapter 10: Component Item Schedule

- Component Item Schedule Overview
- Create a Component Item Schedule for Contractor-Designed Component Items
- View and Update the Component Item Schedule for PennDOT-Designed Component Items

Component Item Schedule Overview

The Component Item Schedule (CIS) is part of the Contract Awards process and is accessed by the contractor from a hyperlink on the Project Information screen for a specific project. A component item schedule is required to be submitted for each lump sum item, if required, on a project before any items can be paid.

When the Component Item Schedule is submitted the status is changed to “Review” and becomes available to PennDOT as soon as it is submitted. Once submitted, it cannot be edited either by the Contractor or by PennDOT unless the status is reverted to “Draft”. PennDOT can change the status by clicking the “Correct” button to return it to Draft status. Once the schedule has been reverted to Draft status, it is available for the Contractor to make corrections and resubmit it for approval.

If no bid justification is required, the contractor may submit the component item schedule after the contract has been executed and/or the notice to proceed has been issued. If submitted when the project status is Pre-Construction, NTP Issued or Construction, the component item schedule is automatically approved by ECMS.

If PennDOT has provided a component item schedule, the CIS includes the PennDOT-designed component items, and the quantity and unit price fields are editable on the Component Item Detail screen. The contractor accesses the detail screen to enter the values in these fields

If it is a Contractor-designed component item schedule, the component items must be added by the contractor. If there are no pre-populated component items in the list, the contractor creates the component item schedule by clicking the ADD button which opens the detail screen with all data fields open for entry.

When the component item schedule is submitted, ECMS checks to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted. The Unit Price field allows up to 4 decimal places and the Quantity field allows up to 3 decimal places to help balance these values.

The Submit Component Item Schedule button is only available to the contractor when the component item schedule is in Draft status.

The following table outlines the steps, user and functions that comprise the Component Item Schedule process.

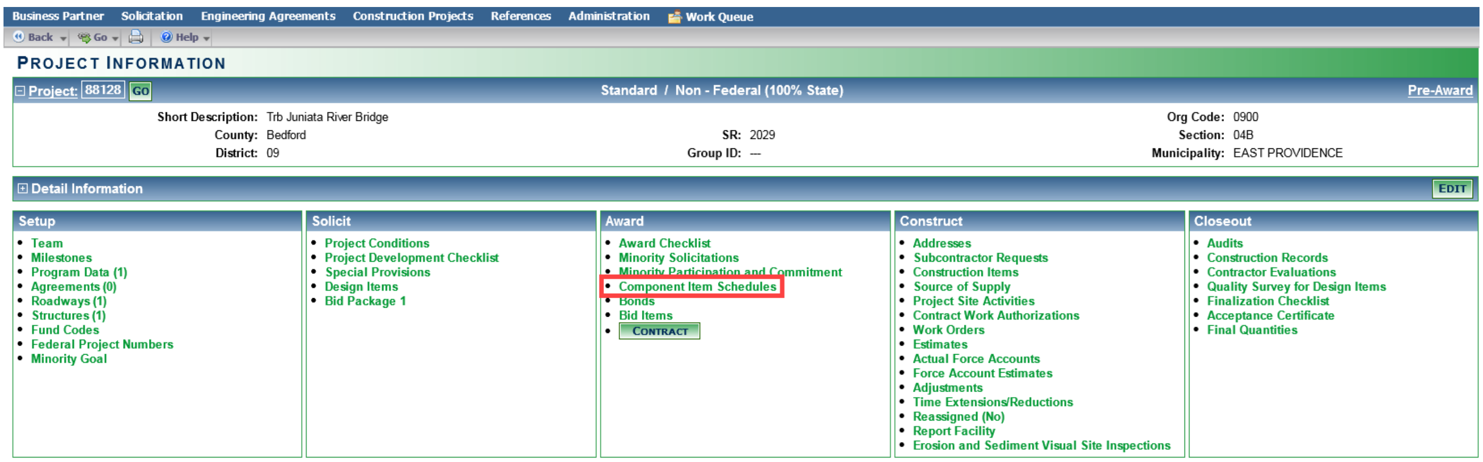
Step	User ECMS Security Role
Contractor is notified of apparent low bidder status.	Contractor • Contractor Principal • Contractor Other Officers
Contractor creates a component item schedule or views and edits the PennDOT component item schedule if one exists.	Contractor • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Contractor submits the Component Item Schedule(s) to PennDOT.	Contractor • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Component Item Schedule is approved. PennDOT can change status back to Draft using the "Correct" button for Contractor to edit and resubmit. Email notification is sent to contractor.	PennDOT
Edit and resubmit the Component Item Schedule if corrections are necessary.	Contractor • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Approve	PennDOT

Create a Component Item Schedule for Contractor – Designed Component Items

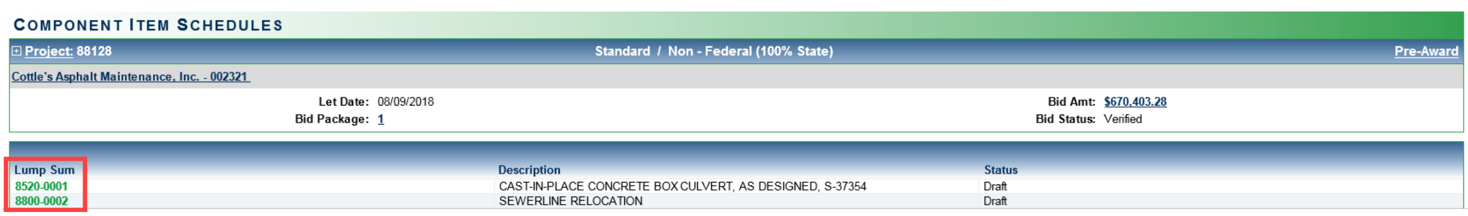
Where PennDOT requires a component item schedule to be submitted but has not provided a design for the component items, the contractor must enter component item information, including the unit price, for lump sum items.

When the component item schedule is submitted ECMS performs an audit to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted.

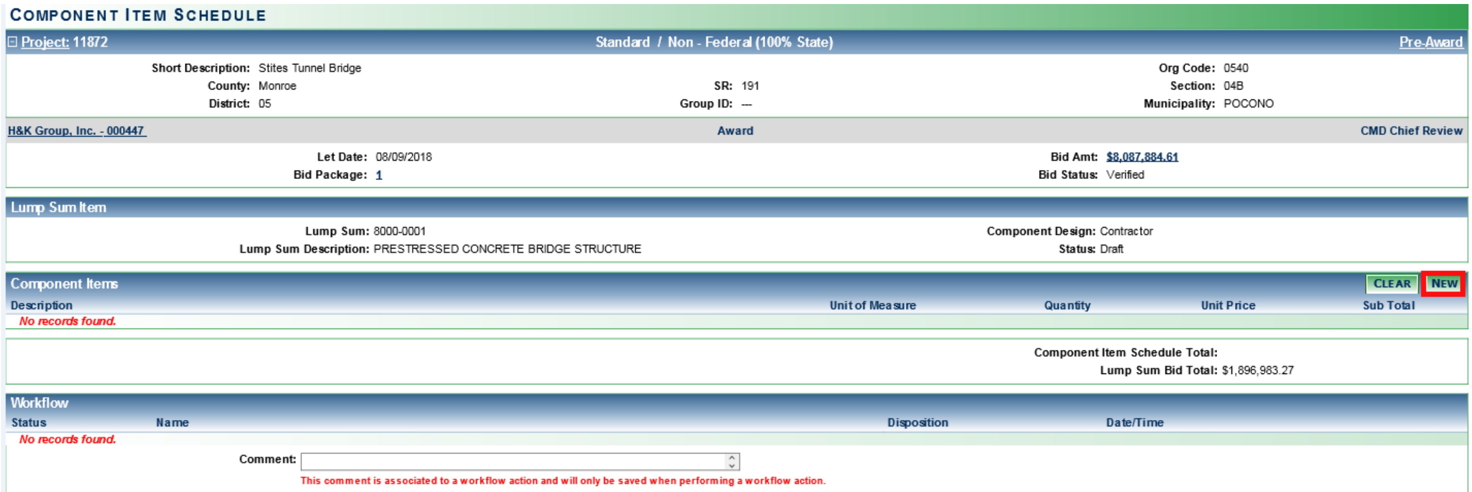
1. On the Project Information screen select **Component Item Schedules** under the **Award** header.



2. Click the **Lump Sum** hyperlink to take you to the Component Item Schedule page



3. Click the **New** button. The Component Item Schedule Detail screen is displayed in create mode.



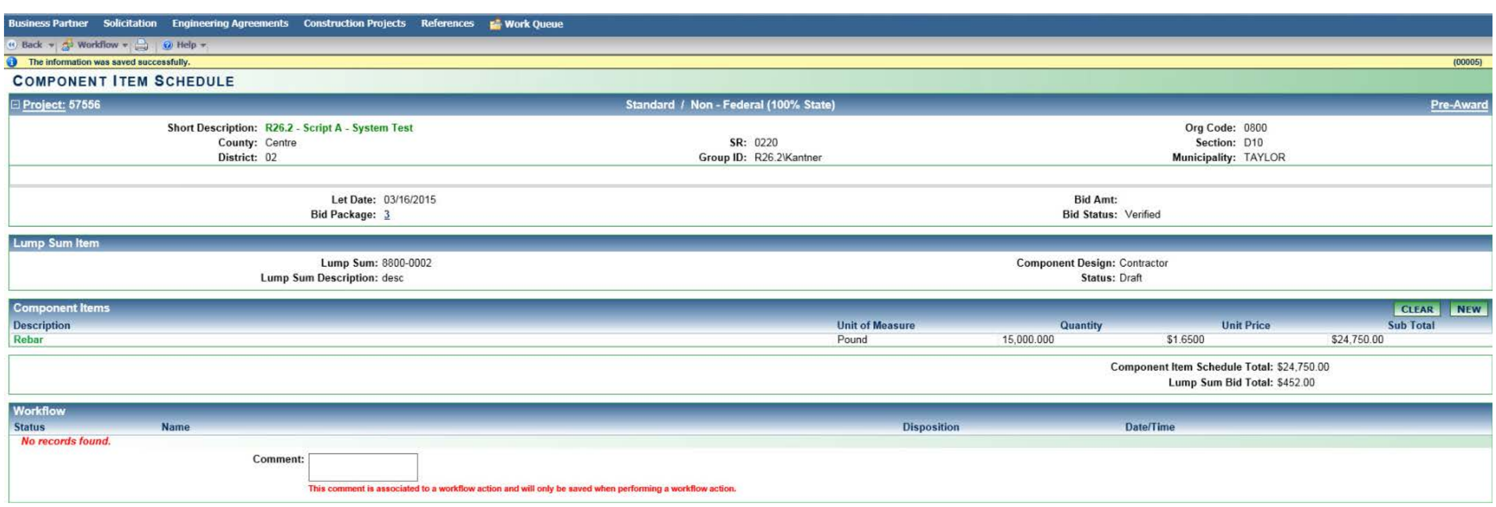
4. Enter a description of the component item in the **Description** field.

5. Enter a **Unit of Measure**.

6. Enter the quantity of the component item in the **Quantity** field. This is a required field that accepts up to 3 decimal places.

7. Enter the unit price for the component item in the **Unit Price** field. This is a required field that accepts up to 4 decimal places.

8. Click the **Save/Exit** button on the tool bar. The Component Item Schedule Detail screen is redisplayed.



The sum of the component item totals must match the price you bid for the lump sum item before ECMS allows you to submit the component item schedule.

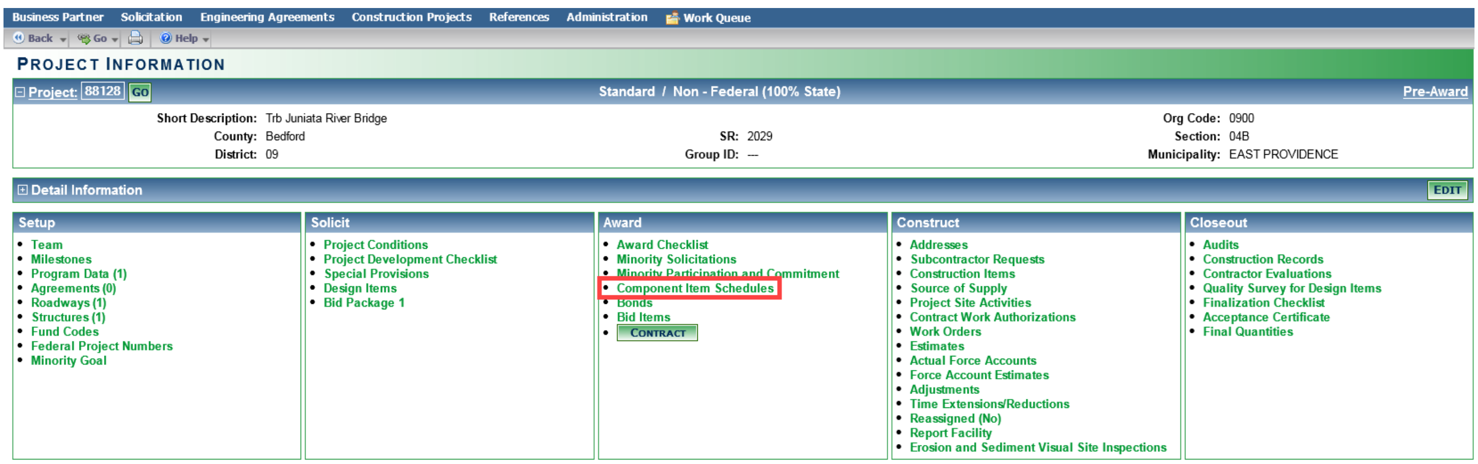
The Component Item Schedule Total and the Lump Sum Bid Total fields displayed on the Component Item Schedule screen show the total for all component items and the total that was bid on the lump sum item.

View and Update the Component Item Schedule for PennDOT-Designed Components

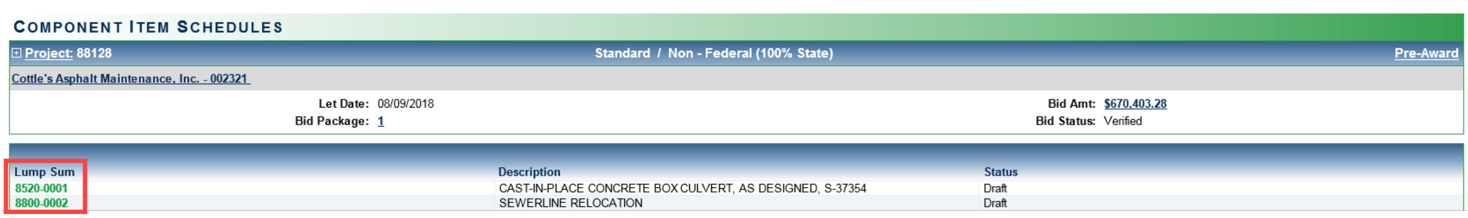
When PennDOT has provided the component item breakdown (that is, the item and/or sequence numbers, item description, and quantity for each component in the lump sum), you must enter unit prices for the components of a lump sum bid item.

When the component item schedule is submitted, the system performs an audit to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted.

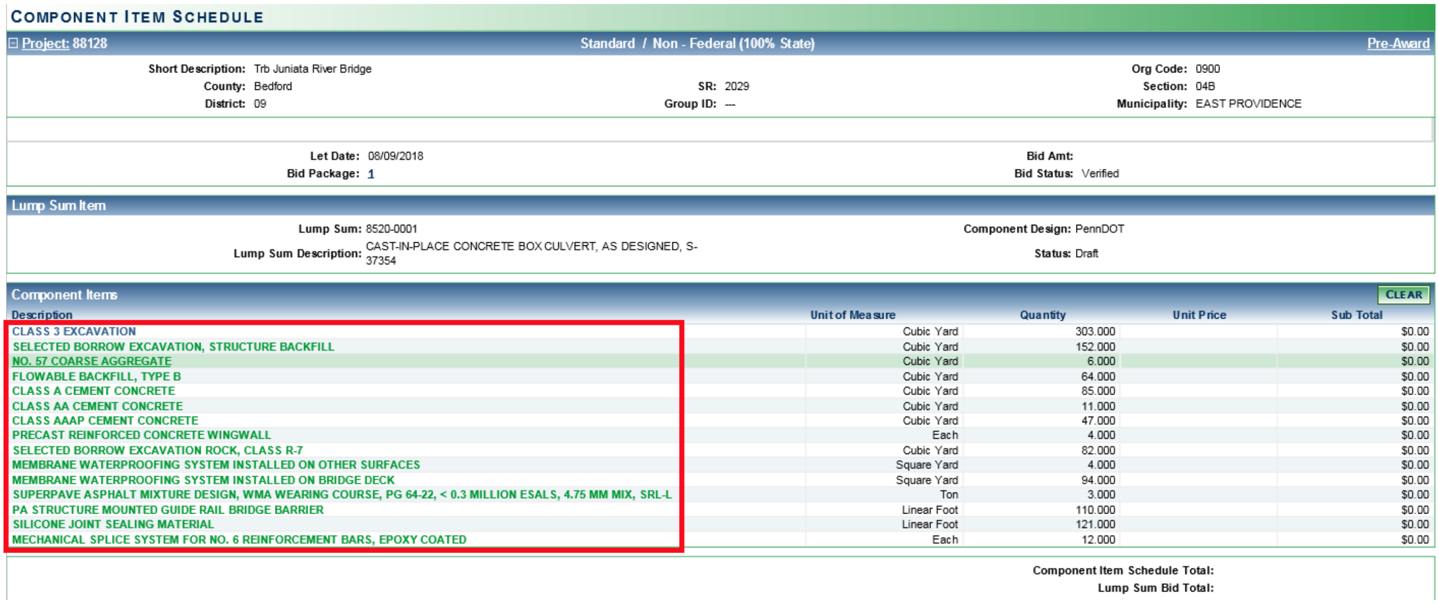
1. On the Project Information screen select **Component Item Schedules** under the **Award** header.



2. Click the **Lump Sum** hyperlink to take you to the Component Item Schedule page



3. The Component Item Schedule list is displayed showing all lump sum items for which a component item schedule is required to be submitted. Click the Component Items **Description** hyperlink under Component Items to enter quantity and price.



COMPONENT ITEM SCHEDULE

Project: 88128 | Standard / Non - Federal (100% State) | Pre-Award

Short Description: Trb Juniata River Bridge
County: Bedford
District: 09
SR: 2029
Group ID: ---
Org Code: 0900
Section: 04B
Municipality: EAST PROVIDENCE

Let Date: 08/09/2018
Bid Package: 1
Bid Amt:
Bid Status: Verified

Lump Sum Item

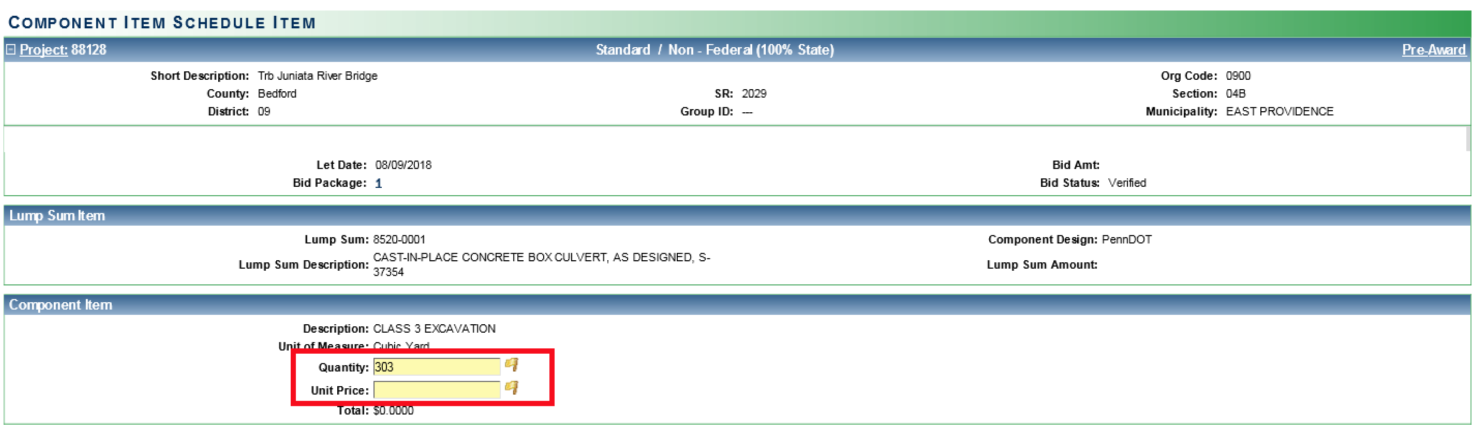
Lump Sum: 8520-0001
Lump Sum Description: CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354
Component Design: PennDOT
Status: Draft

Component Items CLEAR

Description	Unit of Measure	Quantity	Unit Price	Sub Total
CLASS 3 EXCAVATION	Cubic Yard	303.000		$0.00
SELECTED BORROW EXCAVATION, STRUCTURE BACKFILL	Cubic Yard	152.000		$0.00
NO. 57 COARSE AGGREGATE	Cubic Yard	6.000		$0.00
FLOWABLE BACKFILL, TYPE B	Cubic Yard	64.000		$0.00
CLASS A CEMENT CONCRETE	Cubic Yard	85.000		$0.00
CLASS AA CEMENT CONCRETE	Cubic Yard	11.000		$0.00
CLASS AAAP CEMENT CONCRETE	Cubic Yard	47.000		$0.00
PRECAST REINFORCED CONCRETE WINGWALL	Each	4.000		$0.00
SELECTED BORROW EXCAVATION ROCK, CLASS R-7	Cubic Yard	82.000		$0.00
MEMBRANE WATERPROOFING SYSTEM INSTALLED ON OTHER SURFACES	Square Yard	4.000		$0.00
MEMBRANE WATERPROOFING SYSTEM INSTALLED ON BRIDGE DECK	Square Yard	94.000		$0.00
SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, < 0.3 MILLION ESALS, 4.75 MM MIX, SRL-L	Ton	3.000		$0.00
PA STRUCTURE MOUNTED GUIDE RAIL BRIDGE BARRIER	Linear Foot	110.000		$0.00
SILICONE JOINT SEALING MATERIAL	Linear Foot	121.000		$0.00
MECHANICAL SPLICE SYSTEM FOR NO. 6 REINFORCEMENT BARS, EPOXY COATED	Each	12.000		$0.00

Component Item Schedule Total:
Lump Sum Bid Total:

4. Enter in the **Quantity** and **Unit Price** for that Component Item and select **Save**.



COMPONENT ITEM SCHEDULE ITEM

Project: 88128 | Standard / Non - Federal (100% State) | Pre-Award

Short Description: Trb Juniata River Bridge
County: Bedford
District: 09
SR: 2029
Group ID: ---
Org Code: 0900
Section: 04B
Municipality: EAST PROVIDENCE

Let Date: 08/09/2018
Bid Package: 1
Bid Amt:
Bid Status: Verified

Lump Sum Item

Lump Sum: 8520-0001
Lump Sum Description: CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354
Component Design: PennDOT
Lump Sum Amount:

Component Item

Description: CLASS 3 EXCAVATION
Unit of Measure: Cubic Yard
Quantity: 303
Unit Price:
Total: $0.0000

5. Repeat the above steps until you have finished entering unit prices for the remaining component items.

You must click the Save button before you click the Next button to navigate to the next component item in the list, or your data will be lost.

The sum of the component item totals must match the price you bid for the lump sum item displayed on the Component Item Schedule screen before ECMS allows you to submit the component item schedule. The Component Item Schedule Total and the Lump Sum Bid Total fields displayed on the Component Item Schedule screen show the total for all component items and the total that was bid on the lump sum item.

Chapter 11: Contract Awards

- Contract Award and Execution Overview
- Sign Contract - Contractor
- Contract Execution

Contract Award and Execution Overview

The Contract is part of the Contract Award and Execution Process and is accessed by the contractor from a hyperlink on the Project Information screen for a specific project in ECMS.

The contract is generated when the project is awarded. The workflow process then begins for contract execution. The contract is then submitted to the prime contractor including all project and contractor information referenced by hyperlinks to the appropriate ECMS screen or EDMS documents. When the last required signature is obtained, the contract status is updated to “Ready to Execute” and ECMS sends an email notification to the Bureau of Project Delivery, Contract Management Section that a contract is ready for execution.

If there are no outstanding errors, Contract Management Division executes the contract

When the contract is executed, ECMS creates the Contract in PDF form, including bid package items, special provisions and attachments, along with DBE/DB, surety and insurance information.

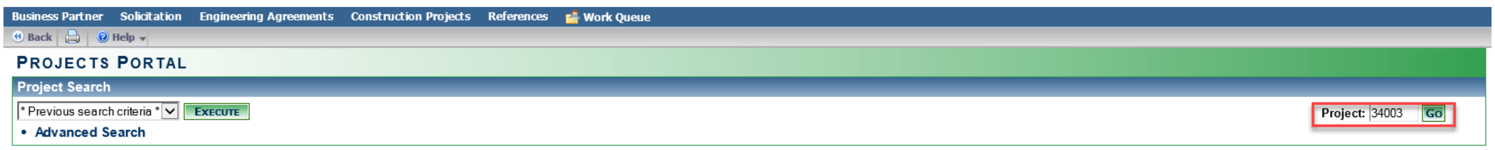
The following table outlines the steps and user(s) comprising the Contract Award and Execution process.

Step	User ECMS Security Role
Contract generated and awarded. Workflow process begins toward contract execution.	PennDOT
An e-mail notification is sent to the prime contractor informing them of the award.	PennDOT
Contract is electronically submitted to the prime contractor for review and acceptance (i.e. signature). Status is changed to “Contractor Review”.	PennDOT
Prime contractor reviews and signs contract.	Prime Contractor • Contractor Principal
PennDOT BOD CMD ensures required insurance and payment and performance bonds have been accepted, reviews and signs contract. Workflow continues.	Bureau of Project Delivery Contract Management Division
When all users in the workflow have reviewed and accepted the contract, the contract review status is changed to “Ready to Execute”. ECMS sends an email notification informing PennDOT that the contract is ready for execution.	ECMS
PennDOT BOD CMD ensures no outstanding errors or project conditions exist. Contract is executed.	Bureau of Project Delivery Contract Management Division
ECMS creates the Contract in PDF format, including bid package items, special provisions and attachments, along with DBE/DB, surety and insurance information.	ECMS

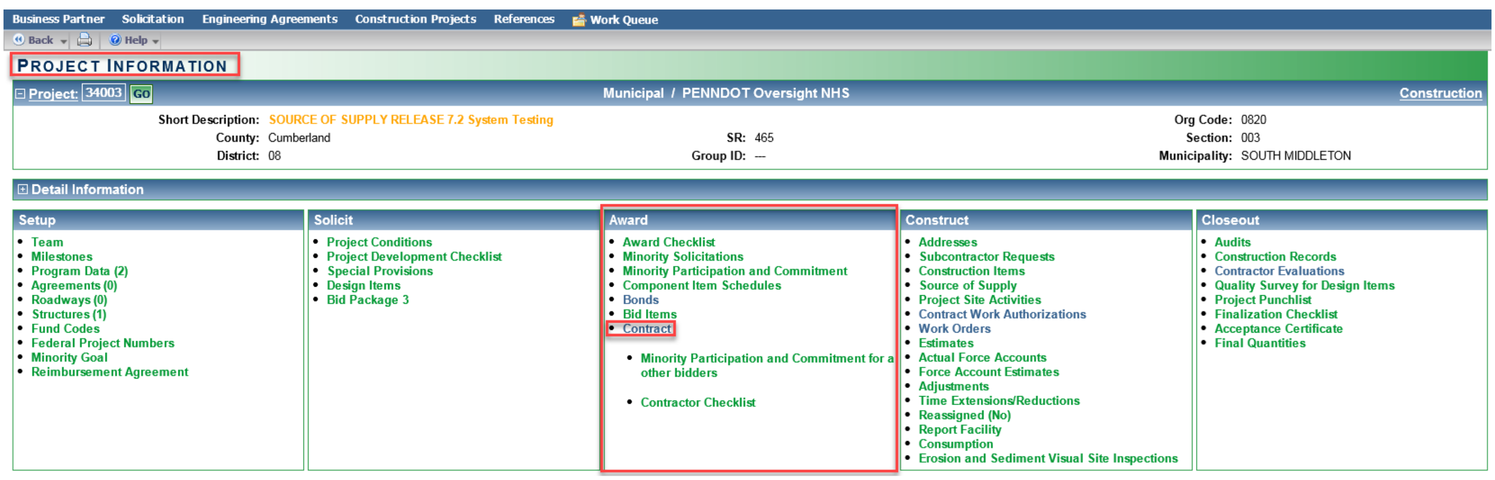
Sign Contract - Contractor

1. From the Menu Bar select **Construction Projects**, then **Projects**.

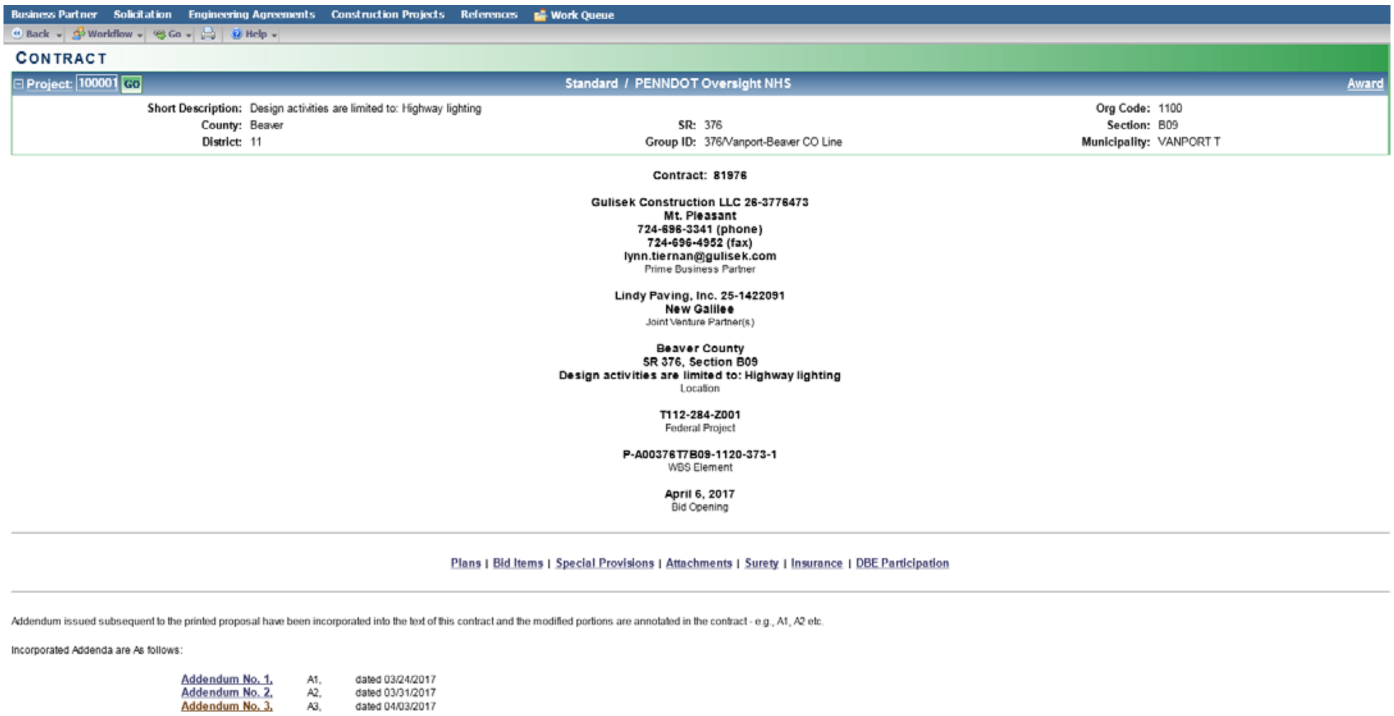
2. Enter the **Project Number** and select **GO**.



3. On the **Project Information** portal, under the **Award** section select **Contract**.
   Note: The following screen is subject to change, but the process will remain the same.

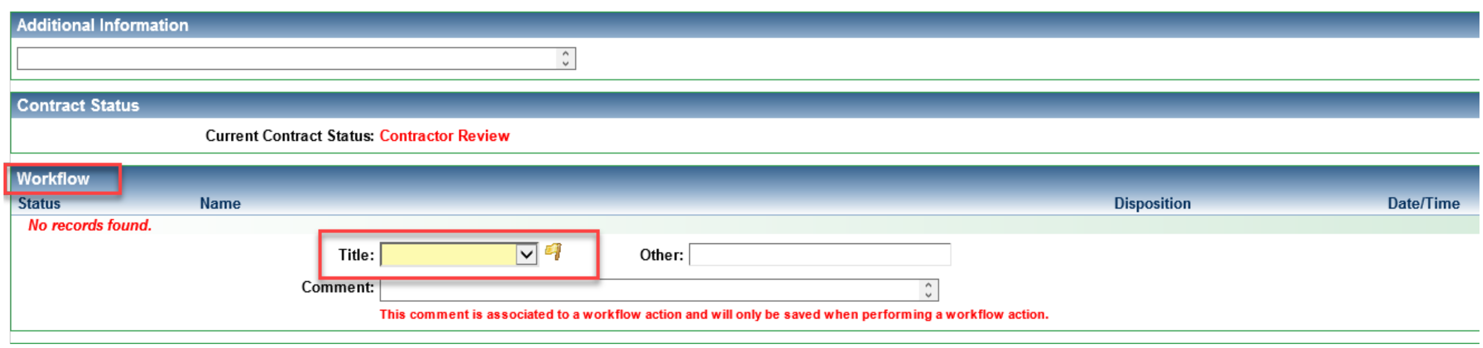


4. The Contract screen is displayed, showing Project Information, as well as the contract for review.

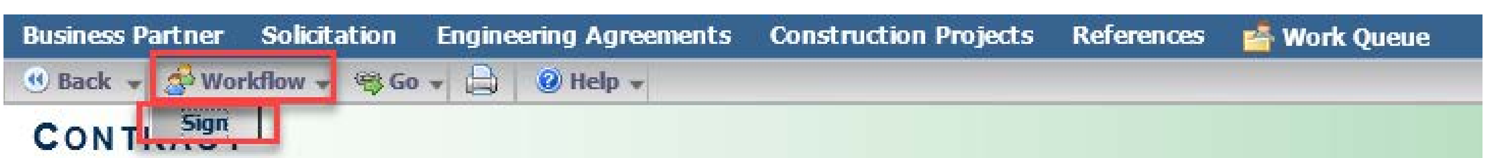


5. Review the contract as necessary. When satisfied with the contract scroll to the bottom of the page to the **Workflow** sub-portal. Select the appropriate **Job Title** from the drop down list.

Note: If a signature title does not have "apparent authority" to sign (i.e. "President" would be acceptable for a Corporation but not an LLC), a signature authorization or similar documentation would need to be provided to PennDOT.



6. Once the **Title** is entered, go to the toolbar. From the toolbar select **Workflow** and then **Sign**.



7. Click **OK** on the confirmation window to continue. The status of the contract review is updated to the next user in the workflow and an email notification is sent to authorized users.

- Contracts for review can also be accessed from the Work Queue, see Chapter 13 for more details.

Contract Execution

- Once the contract has been executed, the project status is changed to Pre-Construction (Post-Award) and a Pre-Construction meeting has been held, the project is ready for Notice to Proceed to be issued.
- Once the Notice to Proceed is issued, the project status is updated to NTP Issued and an email notification is sent to the prime contractor notifying them that work on the project may begin on the given date.
- On the given Notice to Proceed date, ECMS moves the project into Construction Status.

Chapter 12: Project Insurance and Bonds

- Project Insurance Overview
- Project Bonds Overview
- Create and Submit a Performance or Payment Bond
- Sign a Performance or Payment Bond
- Delete a Bond in Draft Status
- Rescind a Bond in Producer Review Status

Project Insurance Overview

Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide adequate insurance per bid package requirements.

Insurance certificates should be emailed to certificateofinsurance@pa.gov, or can be faxed to 717-265-7206.

Project Bonds Overview

Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide signed performance and payment bonds.

The contractor does the initial setup of a Payment Bond in ECMS and submits the bond to the Bonding Agency for review, or, if instead the Surety Company is acting as both Surety Company and Bonding Agency, submits the bond to the Surety Company. PennDOT recommends leaving the producer field blank, so all designated users at the Bonding Agency will receive an email notification when the bond enters their workflow. Once the producer enters the necessary data and signs the bond, ECMS sends an email notification to the Contractor that the bond is awaiting the contractor's signature. When the Contractor signs the bond, it is updated to the appropriate Contract Management status and PennDOT reviews and accepts or rejects the bond. A bond may be rejected during either the Producer or PennDOT review. Rejected bonds may not be resubmitted but remain in the database for audit purposes. Before the contract can be executed, ECMS ensures that the sum of all accepted payment bonds is equal to or greater than the Original Contract Amount.

There are two versions of the performance bond; one for standard contracts between the prime contractor and PennDOT, and one for municipal contracts between the prime contractor and the municipality.

The following table outlines the steps, users and functions that comprise the Project Bond process:

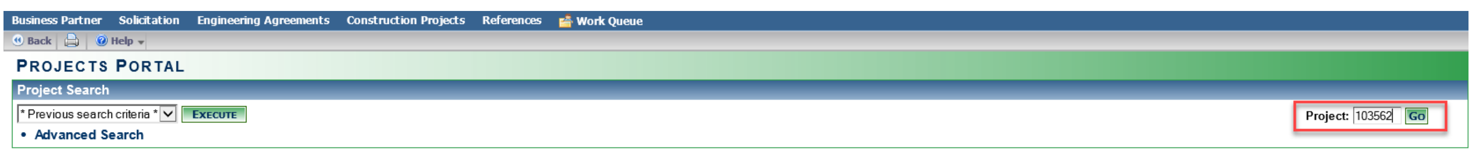
Step	User ECMS Security Role
Prime Contractor notified of contract award.	PennDOT
Contractor selects a Bonding Agency or Surety Company and submits the bond.	Contractor • Contractor Principal • Contractor Other Offers • Contractor Contract Admin
Producer selects a Surety Company, enters NAIC number, bond amount, and any other necessary data and signs the bond.	Producer
Contractor signs the bond and submits to PennDOT for approval.	Contractor • Contractor Principal • Contractor Other Offers • Contractor Contract Admin
Bond updated to appropriate Contract Management Review status based on status of the project and is accepted by Bureau of Project Delivery Contract Management.	PennDOT
A bond may be rejected during the review process.	Producer or PennDOT

Create and Submit a Performance or Payment Bond

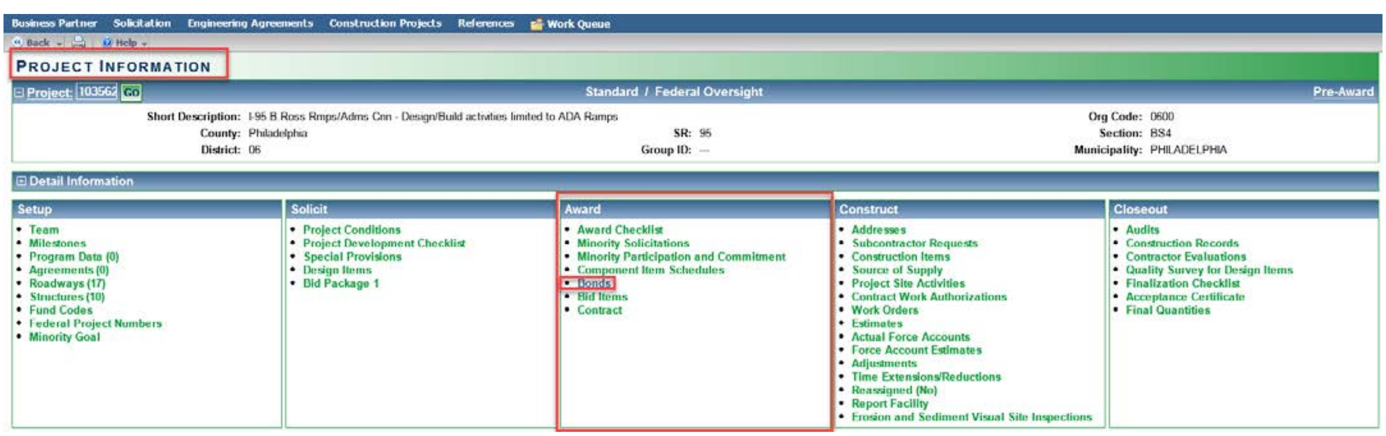
- Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide signed performance and payment bonds.
- The steps to create a Performance or Payment Bond are almost identical. You will select either to create a performance bond or a payment bond as noted in the steps below.
- Bonds for review or in draft status can also be accessed from Work Queue, see Chapter 13 for more information.

1. From the menu bar, select **Construction Projects**, from the drop down list select **Projects**.

2. Then enter the project number in to the input dialogue box next to **Project**. Click **Go**.



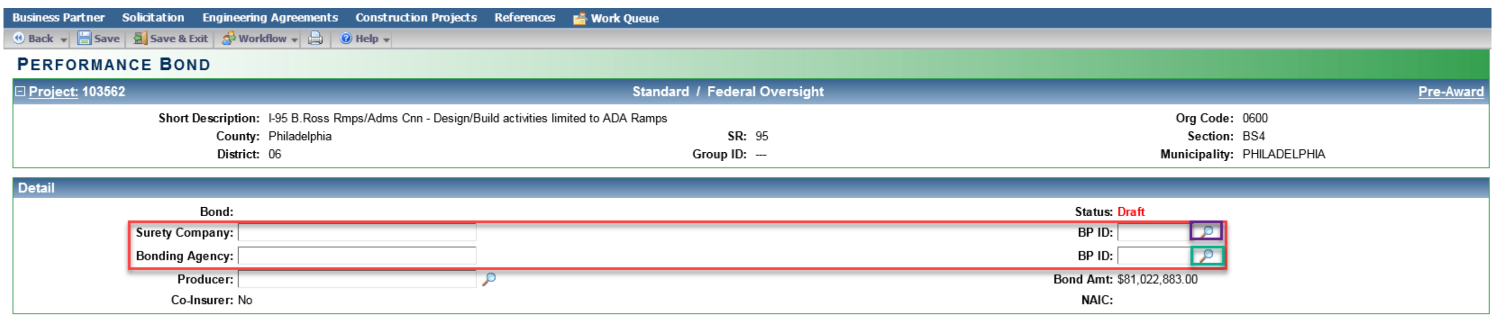
3. On the **Project Information** portal, under the **Award** section, Select **Bonds**.



4. The **Bonds** screen will appear. If any existing bonds have been submitted or drafted, the bond will appear on the list along with its current status in the workflow path. If there are no existing bonds, then it will say “No records found.”

5. To create a bond, click **New**, and then select either **Payment or Performance**. The process will be the same for both types.

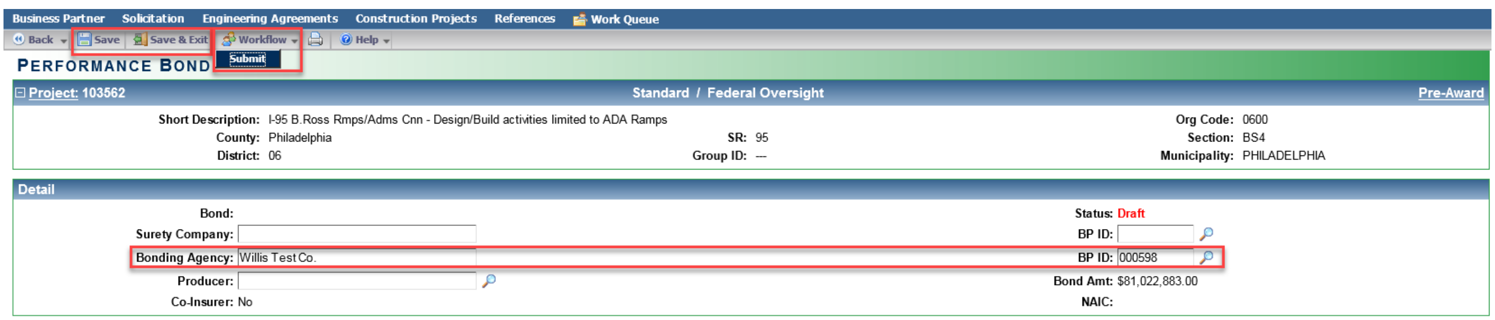
6. In the **Detail** sub-portal, Select the **magnifying glass** next to the **BP ID** input dialogue box for either a **Bonding Agency OR Surety Company** (only select a Surety Company if it is also acting as the Bonding Agency).



7. A list of companies will appear. Select a company by selecting the **green plus** symbol.

8. The fields will then automatically populate with the desired Agency information.

9. Either hit **Save/Save and Exit** on the Tool Bar to keep it as a **Draft**, **OR** submit it by going to the Tool Bar, select **Workflow, Submit,** and a confirmation window will pop up, click **OK**.



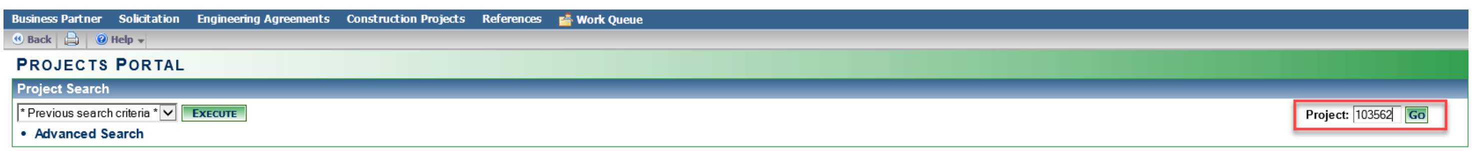
10. The bond request should now appear in the **Payment and Performance Bonds** sub-portal, if submitted it should have a status of **Producer Review**.

Sign a Performance or Payment Bond

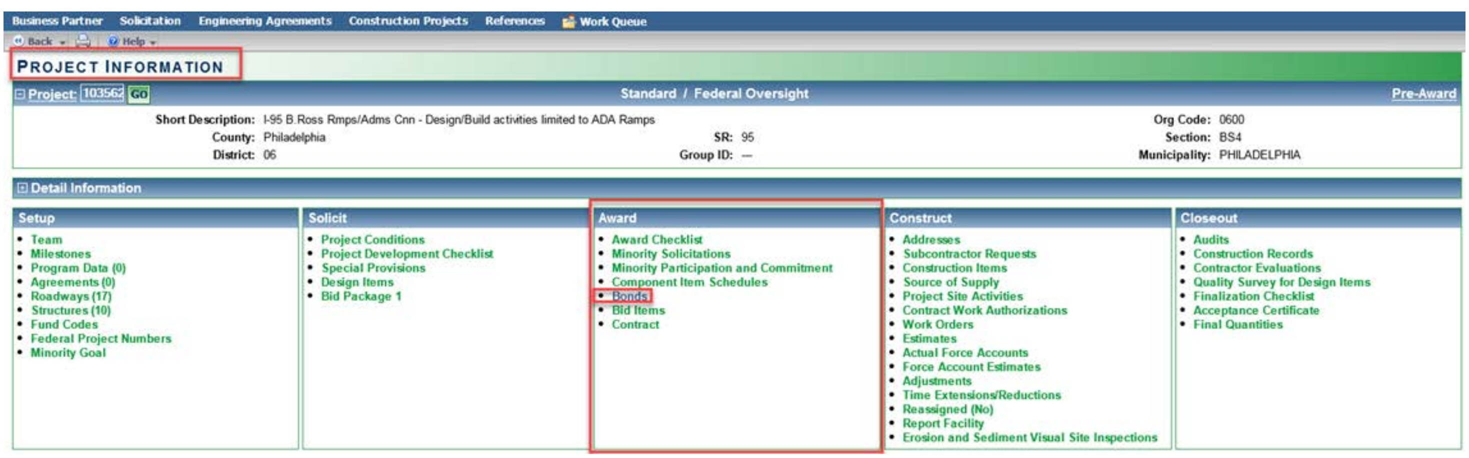
- Once the information has been entered and the bond has been signed by the producer, the bond is ready for the Contractor to sign.

1. From the menu bar, select **Construction Projects** and select **Projects**.

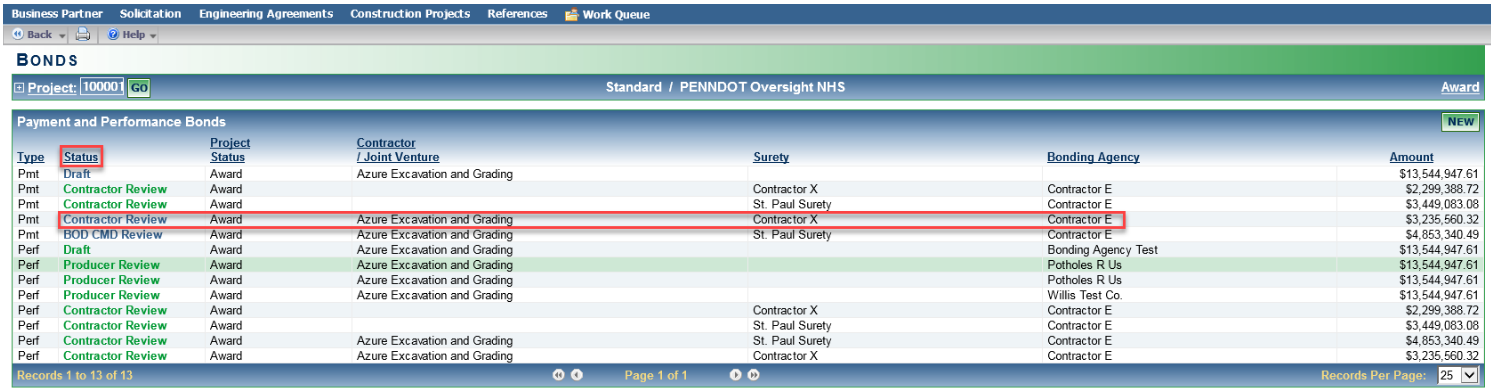
2. Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



3. On **the Project Information** portal, under the **Award** section, Select **Bonds**.



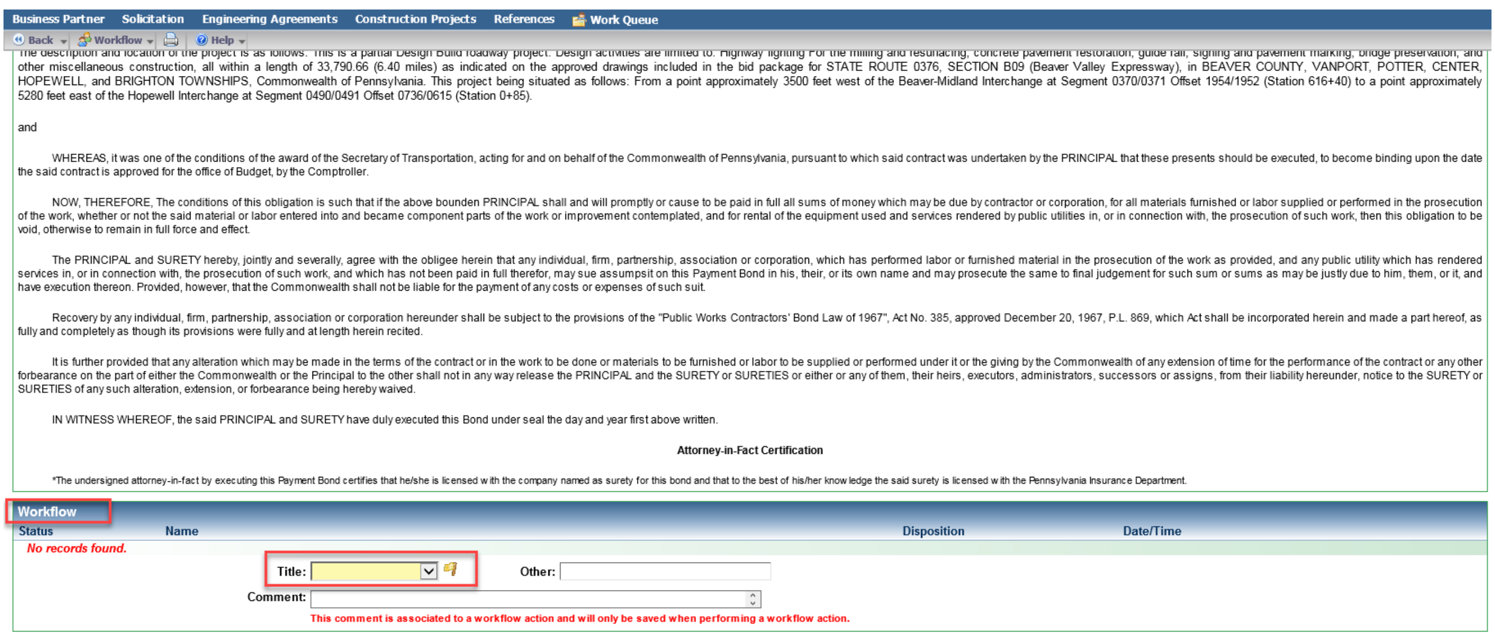
4. The **Bonds** screen will appear. Click the **Contractor Review** hyperlink for the project/bond type for review.



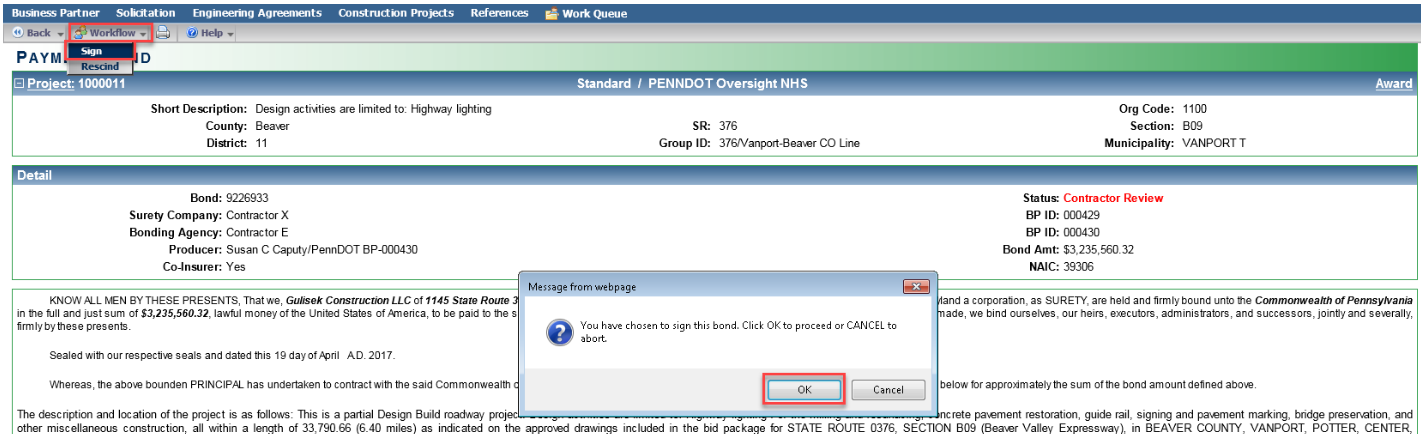
Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Draft	Award	Azure Excavation and Grading		Bonding Agency Test	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32

5. Once satisfied, scroll to the bottom of the screen to the **Workflow** sub-portal. Fill in the **Job Title** using the drop down menu.

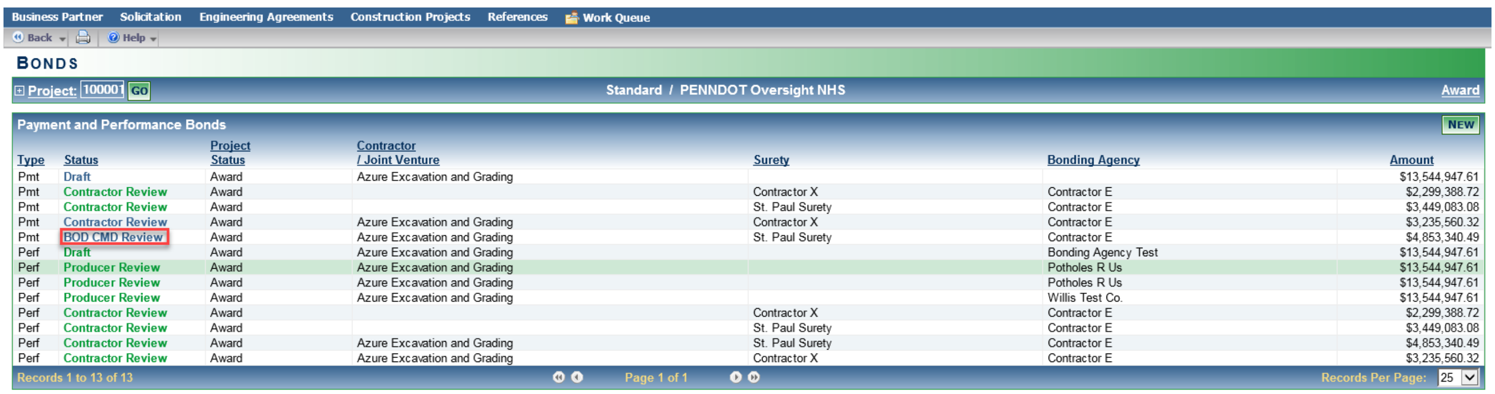
Note: If a signature title does not have "apparent authority" to sign (i.e. "President" would be acceptable for a Corporation but not an LLC), a signature authorization or similar documentation would need to be provided to PennDOT.



6. From the tool bar select **Workflow, Sign**, and a confirmation window will pop up, click **OK**.



7. The status should change to **BOD CMD Review**, which is for the Bureau of Project Delivery Contract Management to review.



Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Draft	Award	Azure Excavation and Grading		Bonding Agency Test	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32

Records 1 to 13 of 13 Page 1 of 1 Records Per Page: 25

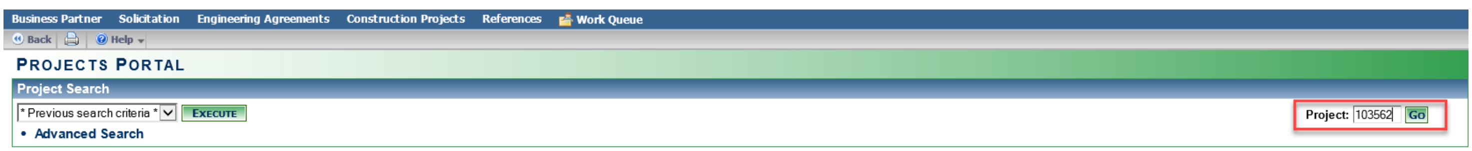
8. Repeat the process for any other bonds as necessary.

Delete a Bond in Draft Status

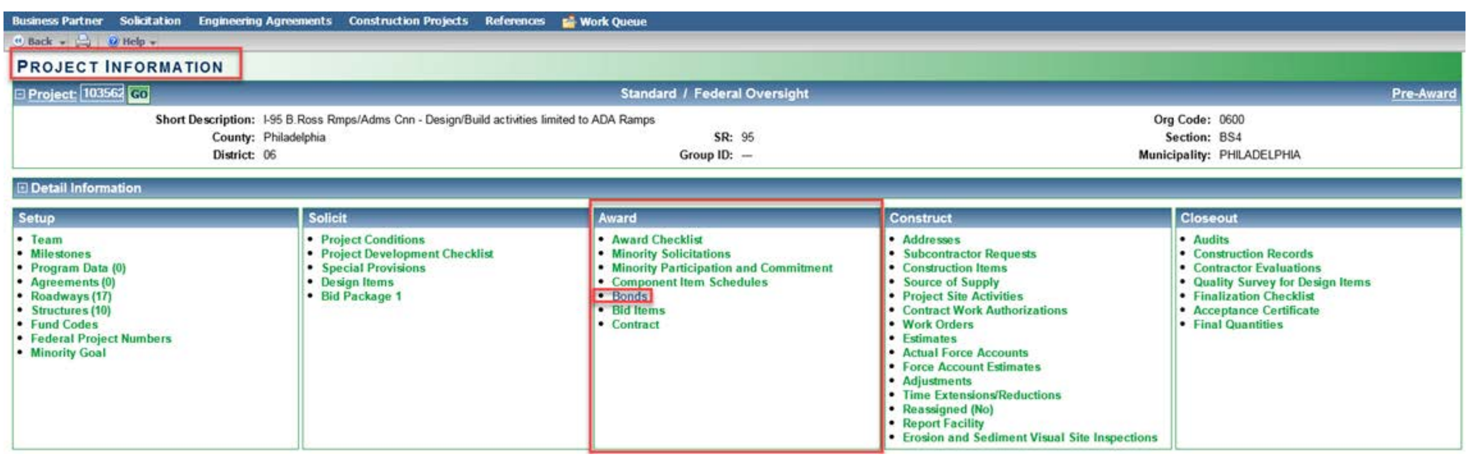
- If you accidentally create an extra bond(s), you can remove the bond using the following steps by status. The Contract cannot be executed until all the extra bonds have been removed/deleted.

1. From the menu bar, select **Construction Projects** and select **Projects**.

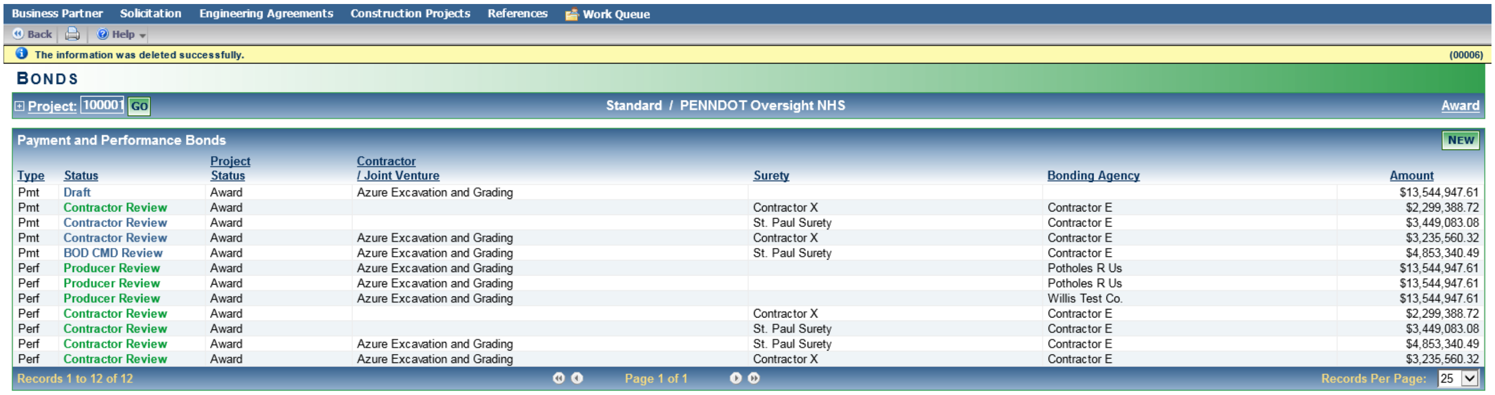
2. Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



3. On the **Project Information** screen, under the **Award** section, Select **Bonds**.

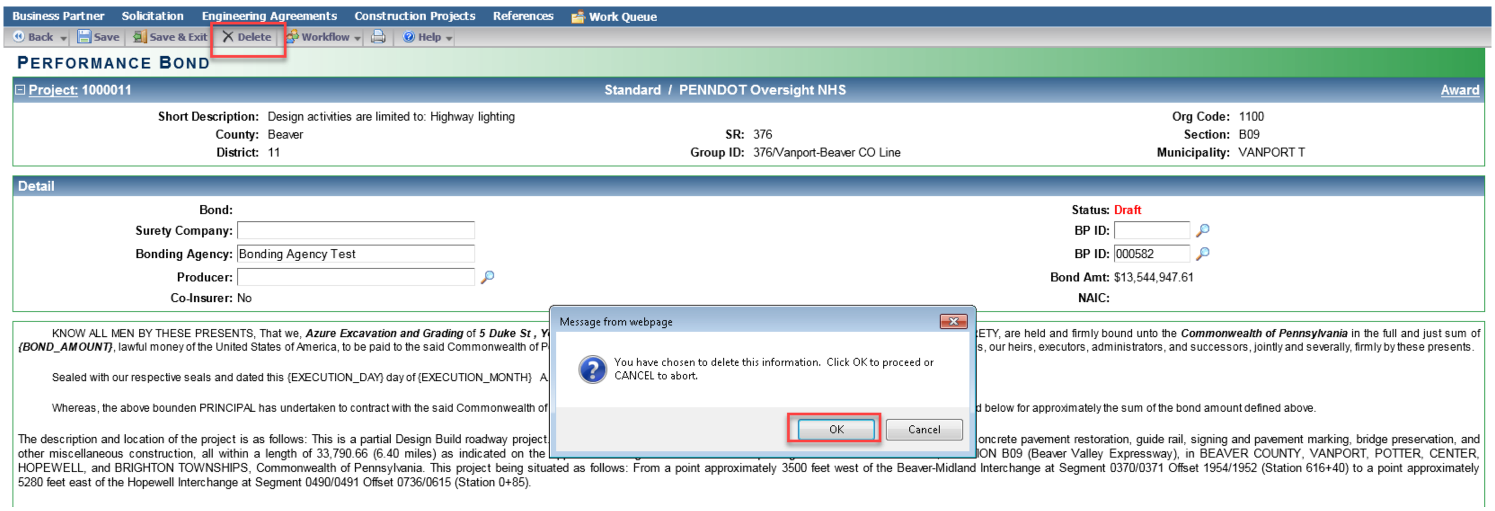


4. The Bonds screen will appear. Select the **Draft** hyperlink for the incorrect bond underneath the **Status** column.

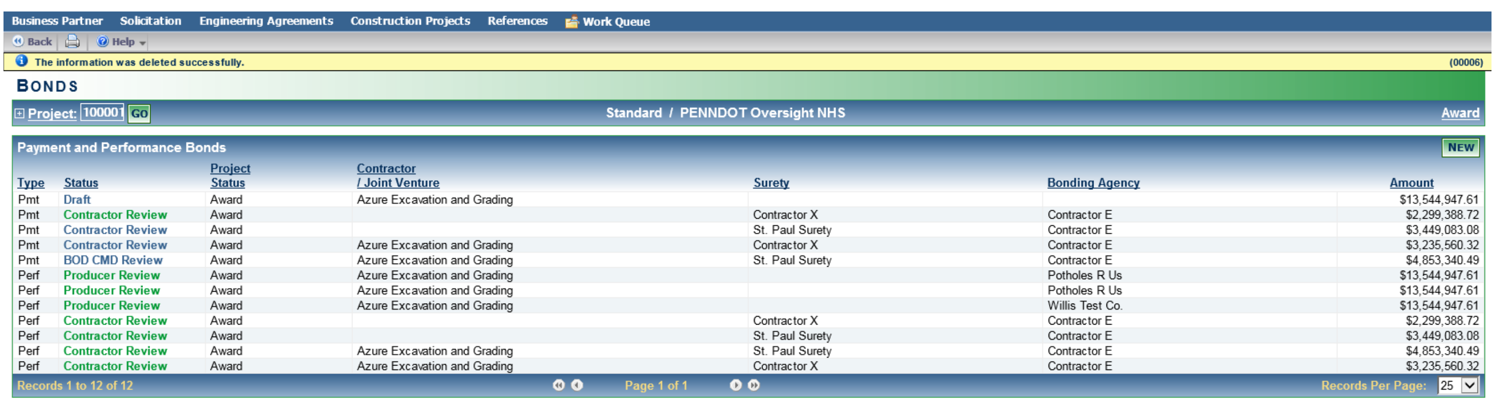


Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32

5. From the tool bar select **Delete,** and then a confirmation window will pop up, click **OK.**



6. The bond has been deleted.



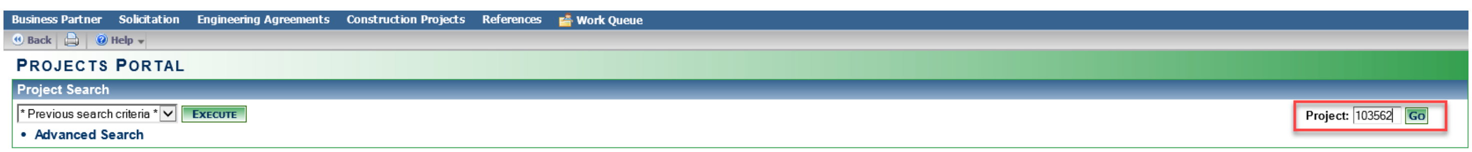
Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	$3,235,560.32

Rescind a Bond in Producer Review Status

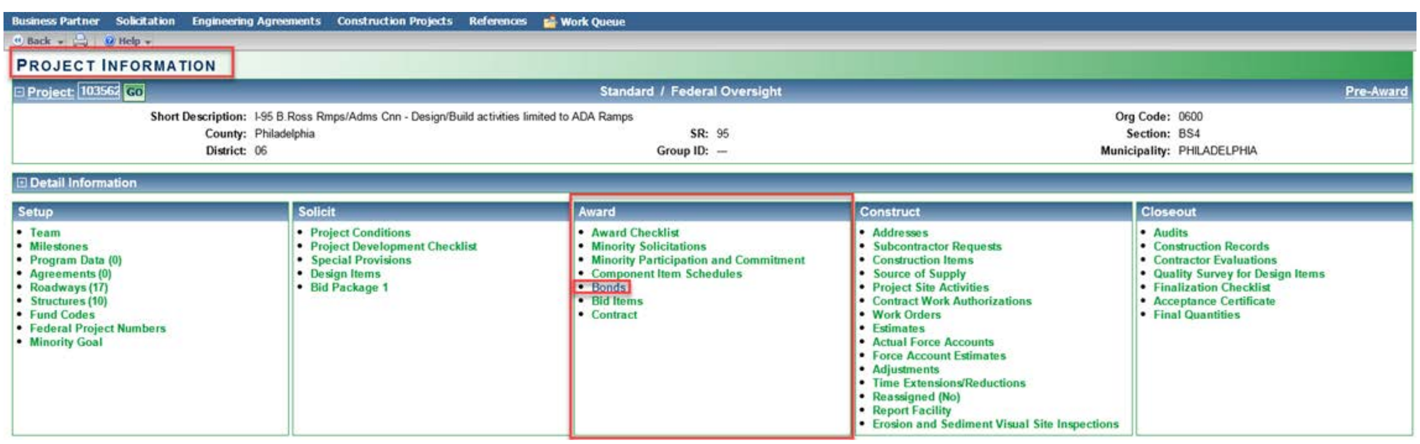
- If you accidentally create an extra bond(s) and have submitted the bond(s) for review you can rescind the bond using the following steps. The Contract cannot be executed until all the extra bonds have been removed/deleted.
- The system does not notify the Producer or PennDOT when a bond is rescinded.

1. From the menu bar, select **Construction Projects** and select **Projects**.

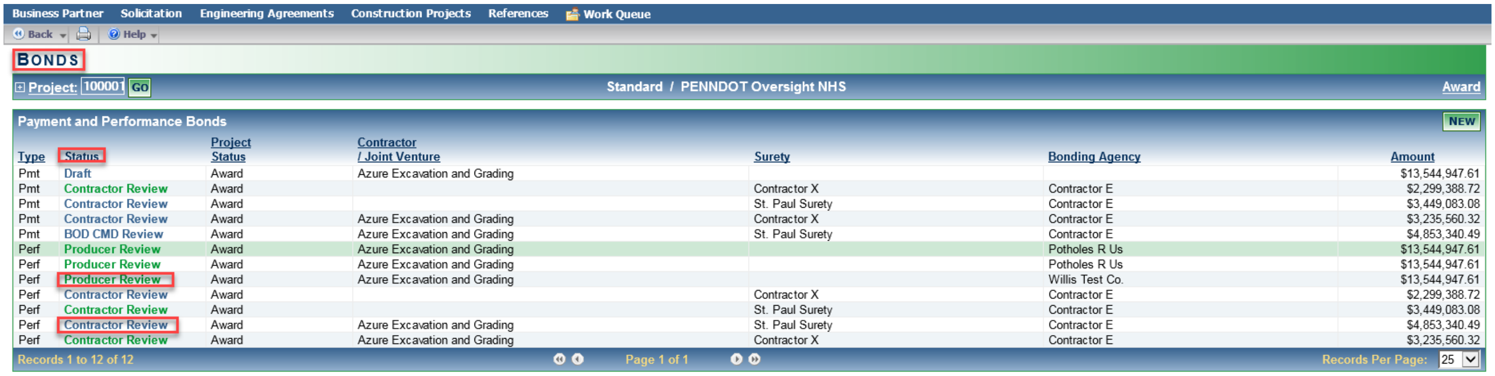
2. Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



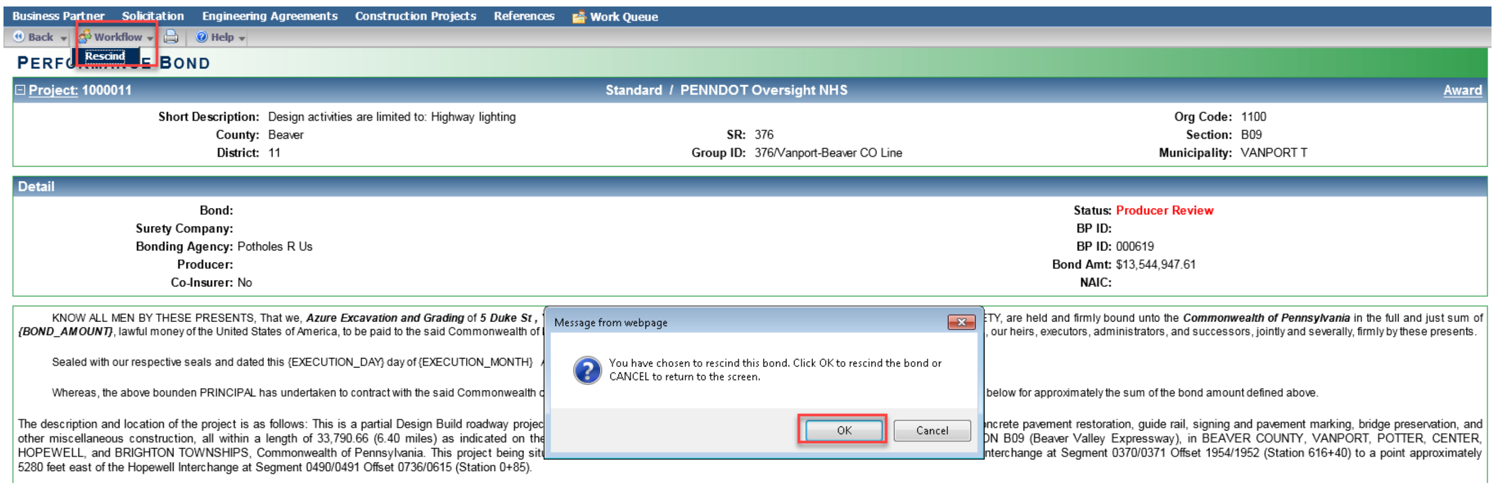
3. On the **Project Information** portal, under the **Award** section, Select **Bonds**.



4. On the **Bonds** screen select the status **hyperlink** for the extra bond that may either be in **Producer Review** or in **Contractor Review** status.

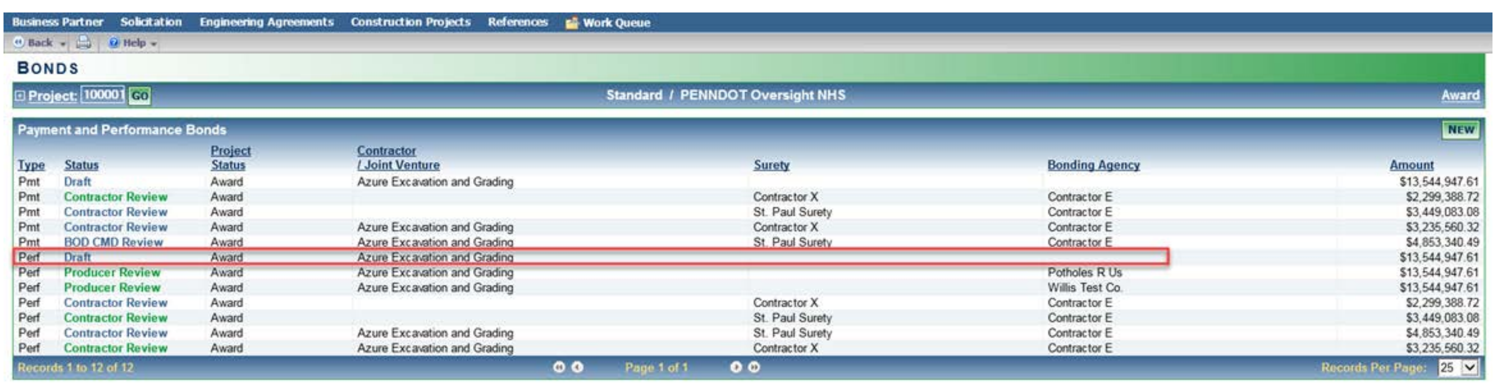


5. Go to the tool bar and select **Workflow, Rescind,** a window will pop up, click **OK**.



6. The process is similar for both **Producer Review** and **Contractor Review**.

7. The Rescinded Bond status changes to **Draft** status. See previous section to delete the extra bond.



Chapter 13: Using My Work Queue

- My Work Queue Overview
- Use My Work Queue to View Documents Awaiting Action and Manage Tasks

My Work Queue Overview

My Work Queue is part of the Contractor Services functionality and is used to facilitate viewing and managing tasks. My Work Queue is accessed from the My Work Queue option in the menu bar.

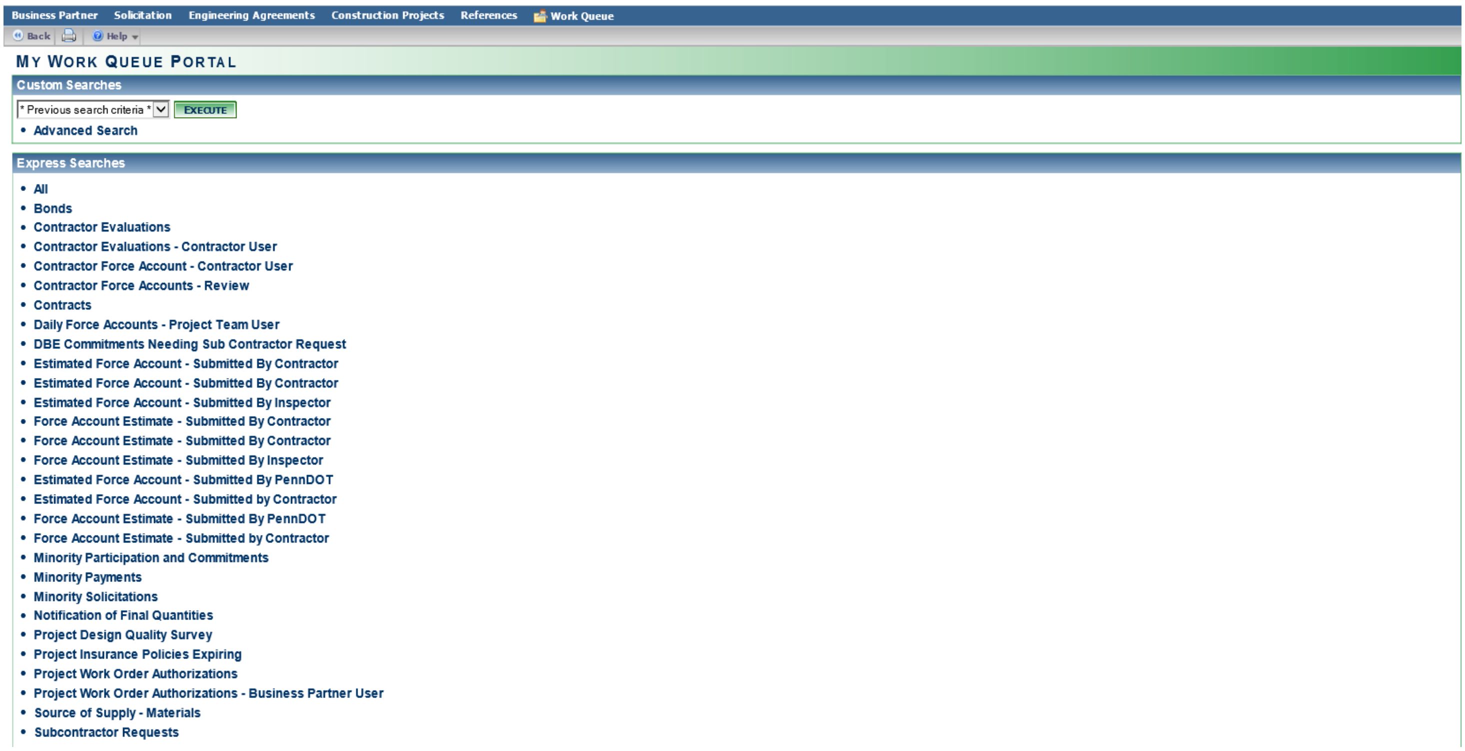
Listed below are some of the common tasks found in the My Work Queue.

- View Contracts
- View Bonds
- View Minority Payments
- View Minority Participation and Commitments
- View Bids currently being worked on

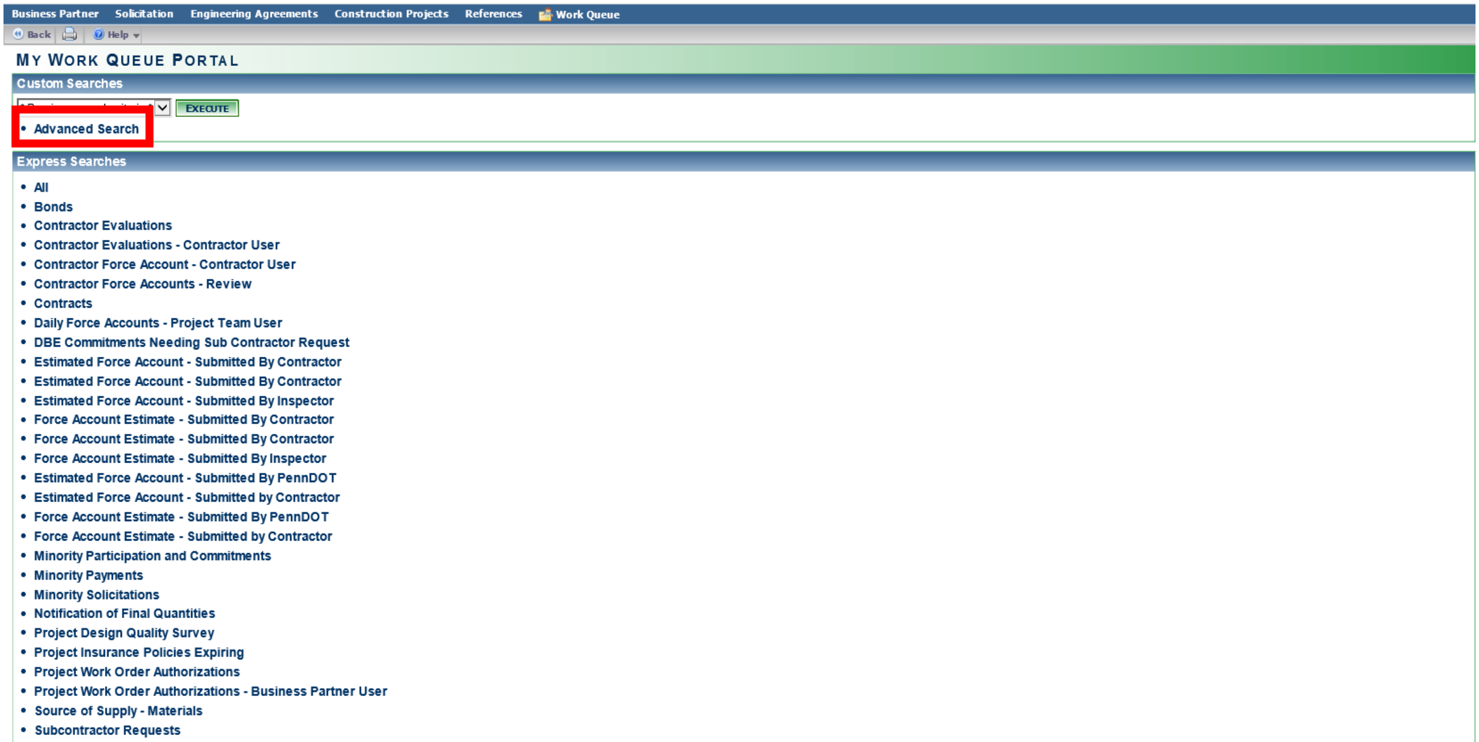
Use My Work Queue to View Documents Awaiting Action and Manage Tasks

1. From the menu bar, select **Work Queue**.

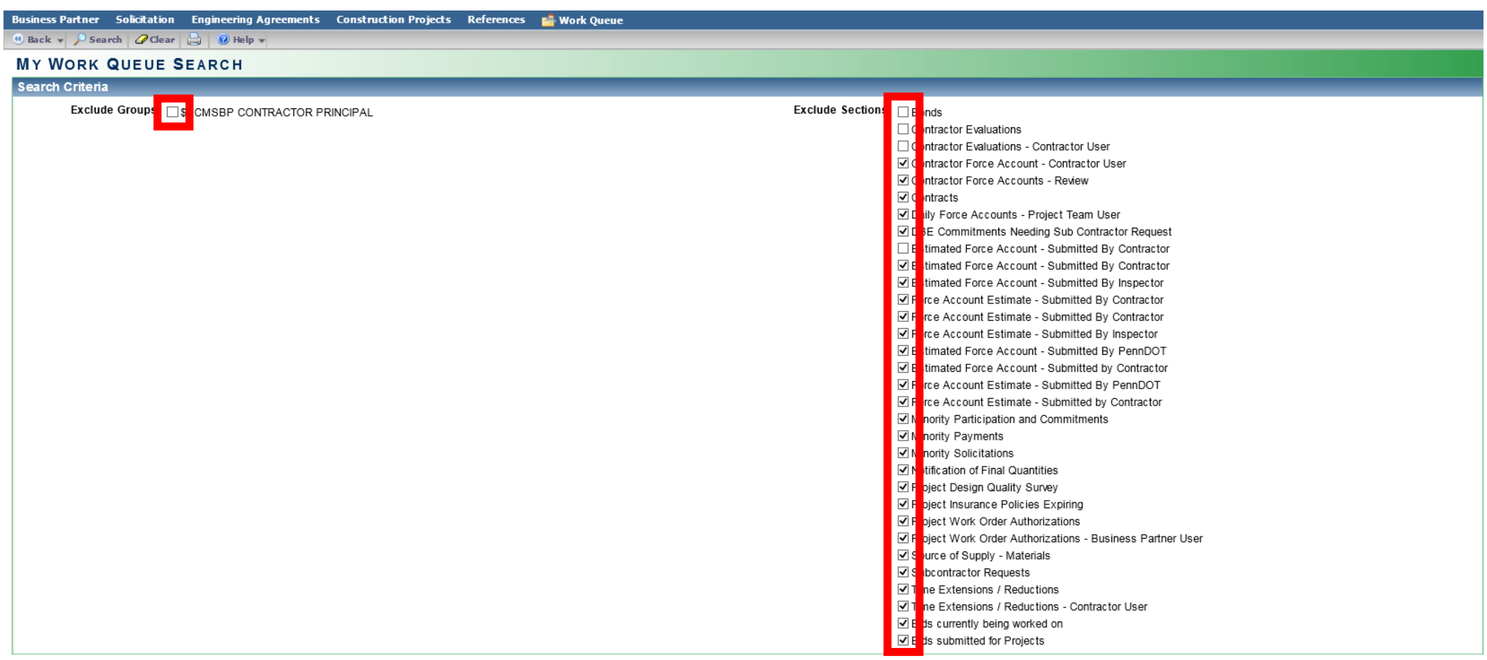
2. The My Work Queue screen is displayed.



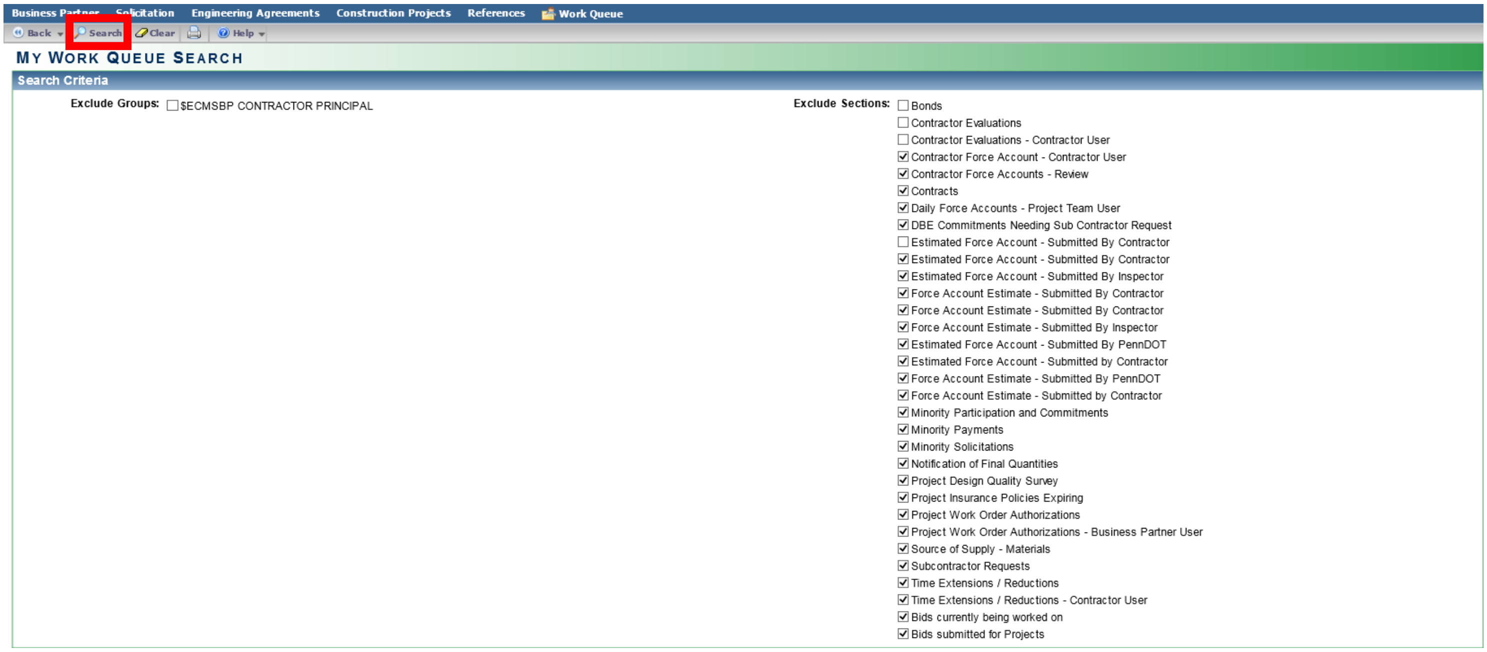
3. Click on **Advanced Search** to navigate to the screen to view specific search options.



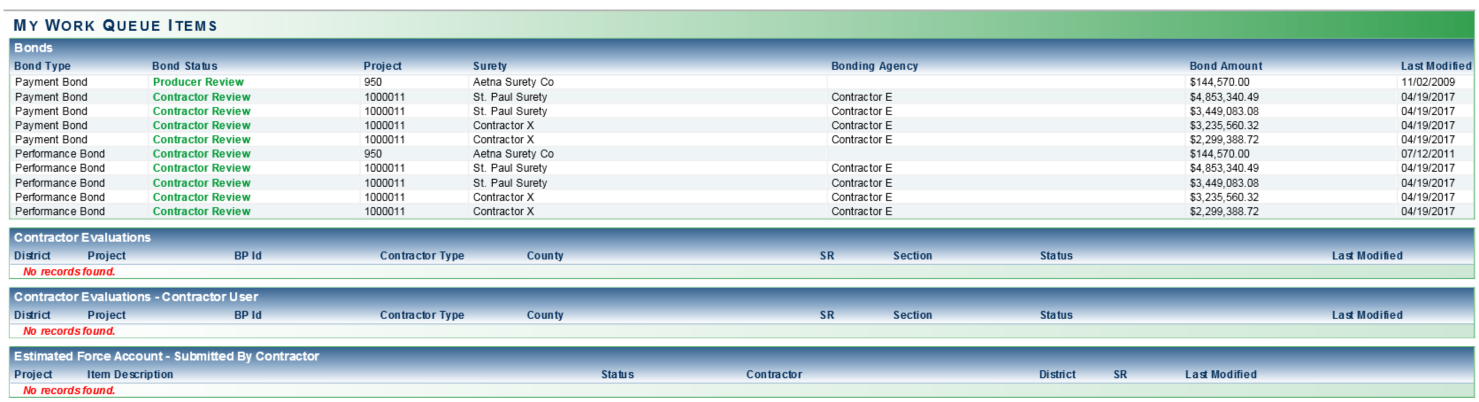
4. In the My Work Queue Search check the **boxes** for items that will be excluded from the search.



5. Select **Search**.



6. Search results will be displayed.



7. On the My Work Queue users can also select an Express Search to see particular items. To do this users can select any item under the express search heading.

Express Searches

- All
- Bonds
- Contractor Evaluations
- Contractor Evaluations - Contractor User
- Contractor Force Account - Contractor User
- Contractor Force Accounts - Review
- Contracts
- Daily Force Accounts - Project Team User
- DBE Commitments Needing Sub Contractor Request
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Inspector
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Inspector
- Estimated Force Account - Submitted By PennDOT
- Estimated Force Account - Submitted by Contractor
- Force Account Estimate - Submitted By PennDOT
- Force Account Estimate - Submitted by Contractor
- Minority Participation and Commitments
- Minority Payments
- Minority Solicitations
- Notification of Final Quantities
- Project Design Quality Survey
- Project Insurance Policies Expiring
- Project Work Order Authorizations
- Project Work Order Authorizations - Business Partner User
- Source of Supply - Materials
- Subcontractor Requests
- Time Extensions / Reductions
- Time Extensions / Reductions - Contractor User
- Bids currently being worked on
- Bids submitted for Projects

8. By selecting **Bonds** from the list the user will be brought to the page below where they can select the bond status to review it.

MY WORK QUEUE ITEMS

Bonds

Bond Type	Bond Status	Project	Surety	Bonding Agency	Bond Amount	Last Modified
Payment Bond	Producer Review	950	Aetna Surety Co		$144,570.00	11/02/2009
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	$4,853,340.49	04/19/2017
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	$3,449,083.08	04/19/2017
Payment Bond	Contractor Review	1000011	Contractor X	Contractor E	$3,235,560.32	04/19/2017
Payment Bond	Contractor Review	1000011	Contractor X	Contractor E	$2,299,388.72	04/19/2017
Performance Bond	Contractor Review	950	Aetna Surety Co		$144,570.00	07/12/2011
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	$4,853,340.49	04/19/2017
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	$3,449,083.08	04/19/2017
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	$3,235,560.32	04/19/2017
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	$2,299,388.72	04/19/2017

9. By selecting **Contracts** from the list users will be brought to the page below where users can select the contract status to review it.

MY WORK QUEUE ITEMS

Contracts

Contract Status	Project	Project Type	Municipality	Contractor	District	Last Modified
Contractor Review	1000011	Standard	VANPORT T	Azure Excavation and Grading	11	04/19/2017

10. By selecting **Minority Participation and Commitments** from the list users will be brought to the page below where can select the contract status to review it.

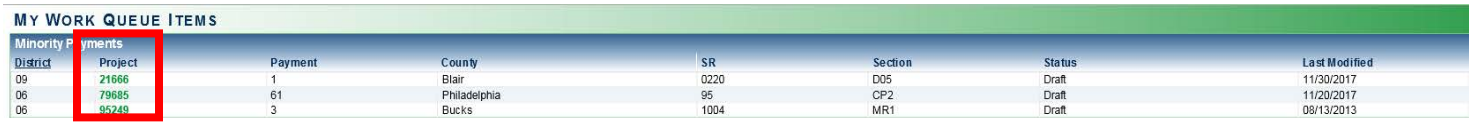
MY WORK QUEUE ITEMS

Minority Participation and Commitments

Project	Sub BPID	County	SR	Section	Status	Last Modified
No records found.						

You are currently logged in as contprinc270 contprinc270. If this is incorrect, please login. Your session will timeout in 29 minutes.

11. By selecting **Minority Payments** from the list users will be brought to the page below where can select the project number to review it.



MY WORK QUEUE ITEMS

Minority P yments

District	Project	Payment	County	SR	Section	Status	Last Modified
09	21666	1	Blair	0220	D05	Draft	11/30/2017
06	79685	61	Philadelphia	95	CP2	Draft	11/20/2017
06	95249	3	Bucks	1004	MR1	Draft	08/13/2013

12. By selecting **Contractor Evaluations** or **Contractor Evaluations- Contractor Use**r from the list users will be brought to the page below were the can select the project number to review it.

MY WORK QUEUE ITEMS

Contractor Evaluations

District	Project	BP Id	Contractor Type	County	SR	Section	Status	Last Modified
No records found.								

Chapter 14: Subcontractor Approval Requests

- Subcontractor Approval Overview
- Create Subcontractor Approval Request
- View Subcontractor Approval Requests
- Subcontractor Subs Request

Subcontractor Approval Overview

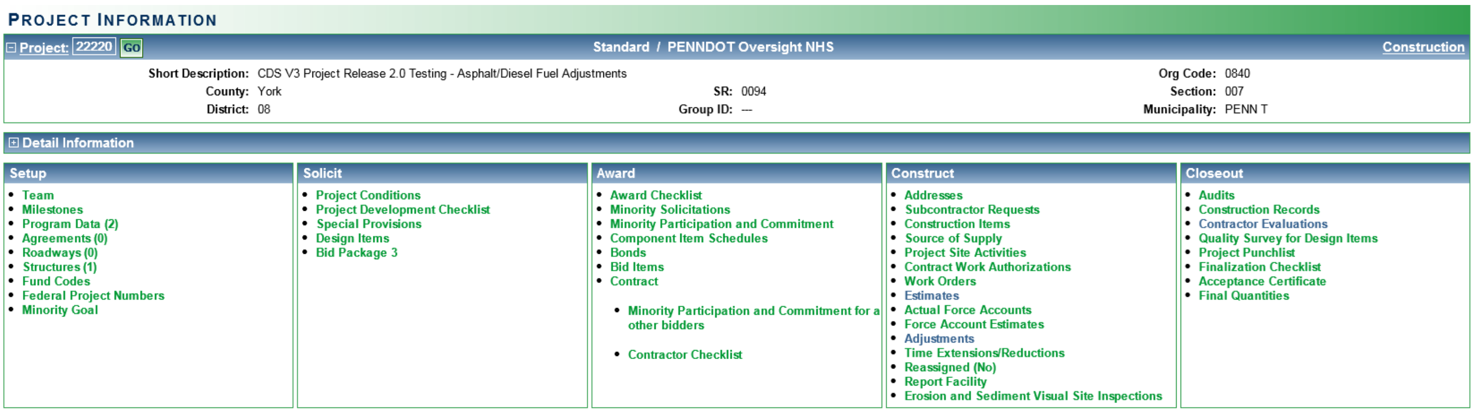
A Subcontractor Approval Request can be created once the project enters Pre-Construction (Post Award) status. Once submitted, the requests are available for review by the PennDOT District Subcontractor Approver user group. Authorized PennDOT Prequalification and District users can access this screen to approve or disapprove the request, reset the request to Draft status (to allow the contractor to make corrections), or to delete an approved request if, for example, the subcontractor does not perform the approved work.

The following table outlines the steps, user, and functions that comprise the Subcontractor Approval process:

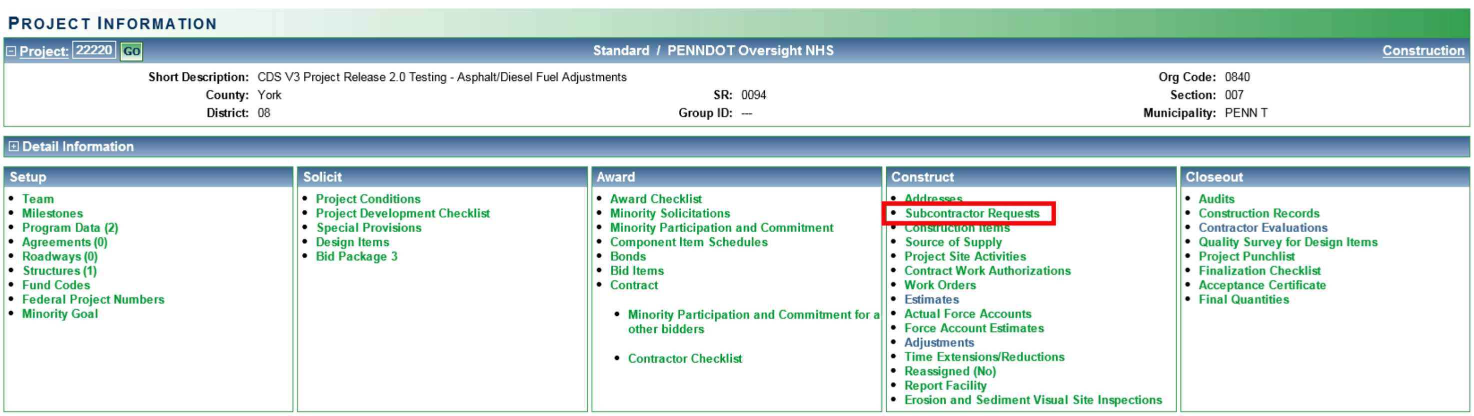
Step	User ECMS Security Role
Create the Subcontractor Approval Request and add the subcontractor and items the subcontractor will work on.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit the request to PennDOT.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Subcontractor request items are approved if the subcontractor is prequalified to work on the specified items; otherwise items will go into review status. Items in review status are either approved or disapproved.	PennDOT
Subcontractor Approval Request is Approved or Disapproved.	PennDOT
View Subcontractor Requests by Project.	PennDOT Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager • Contractor General User

Create Subcontractor Approval Request

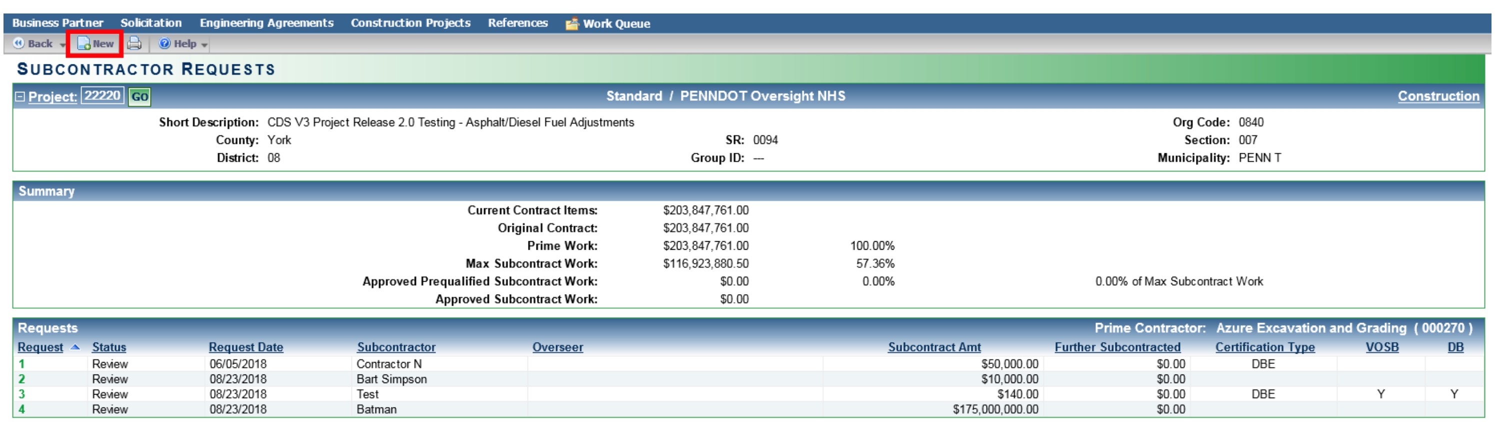
1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.



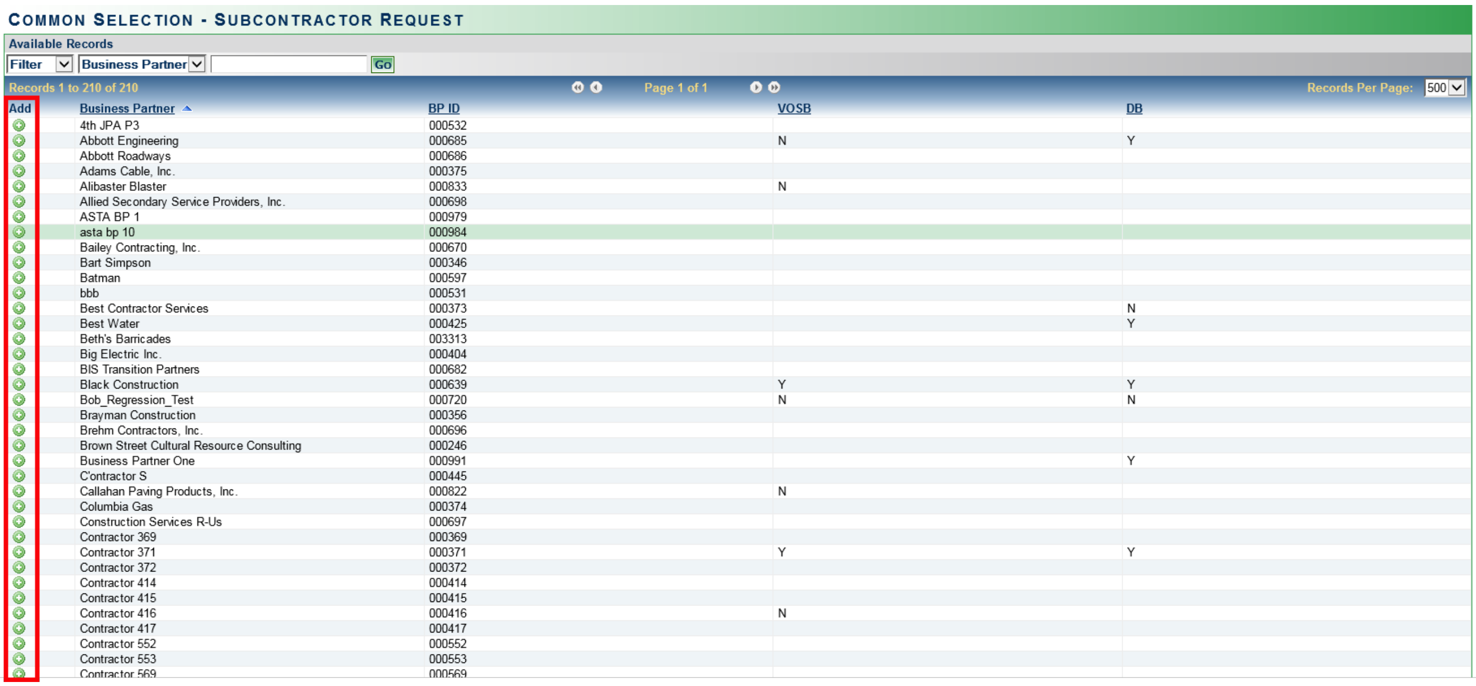
2. Click on **Subcontractor Requests.**



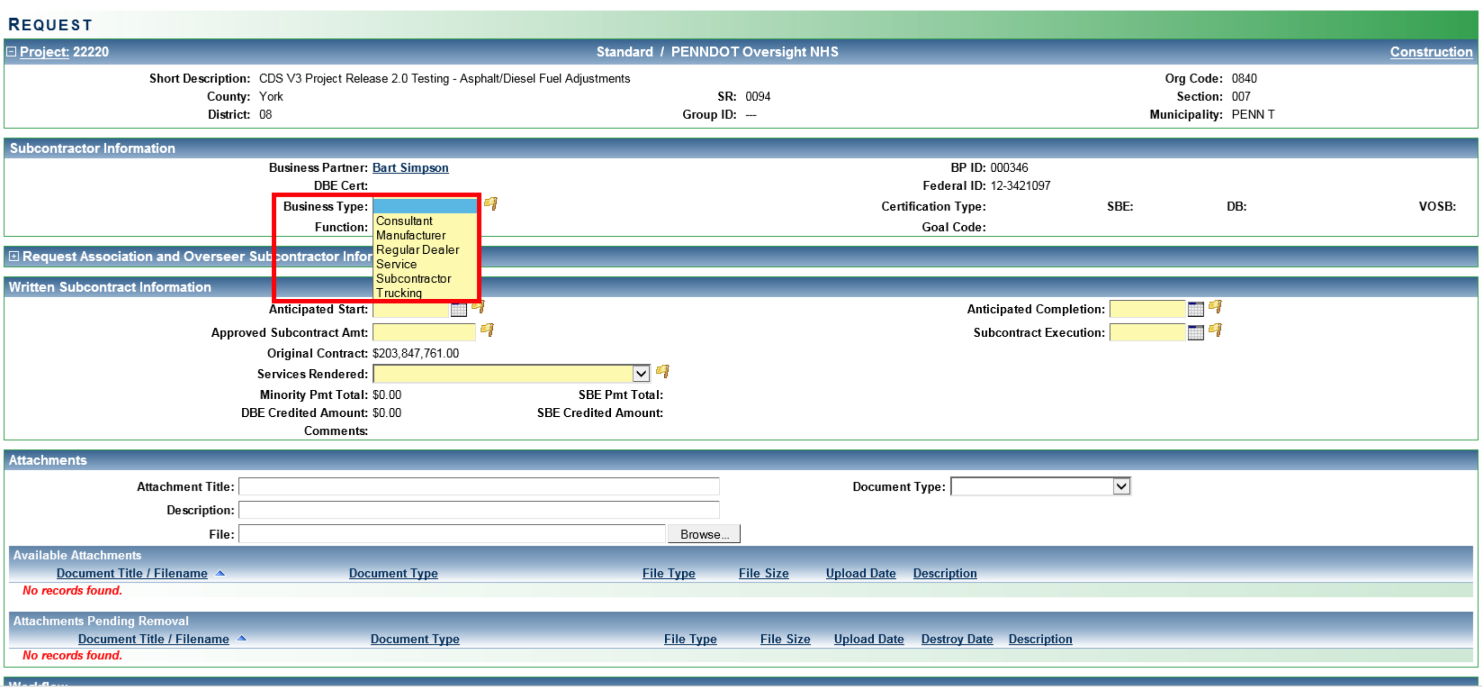
3. Click **New**.



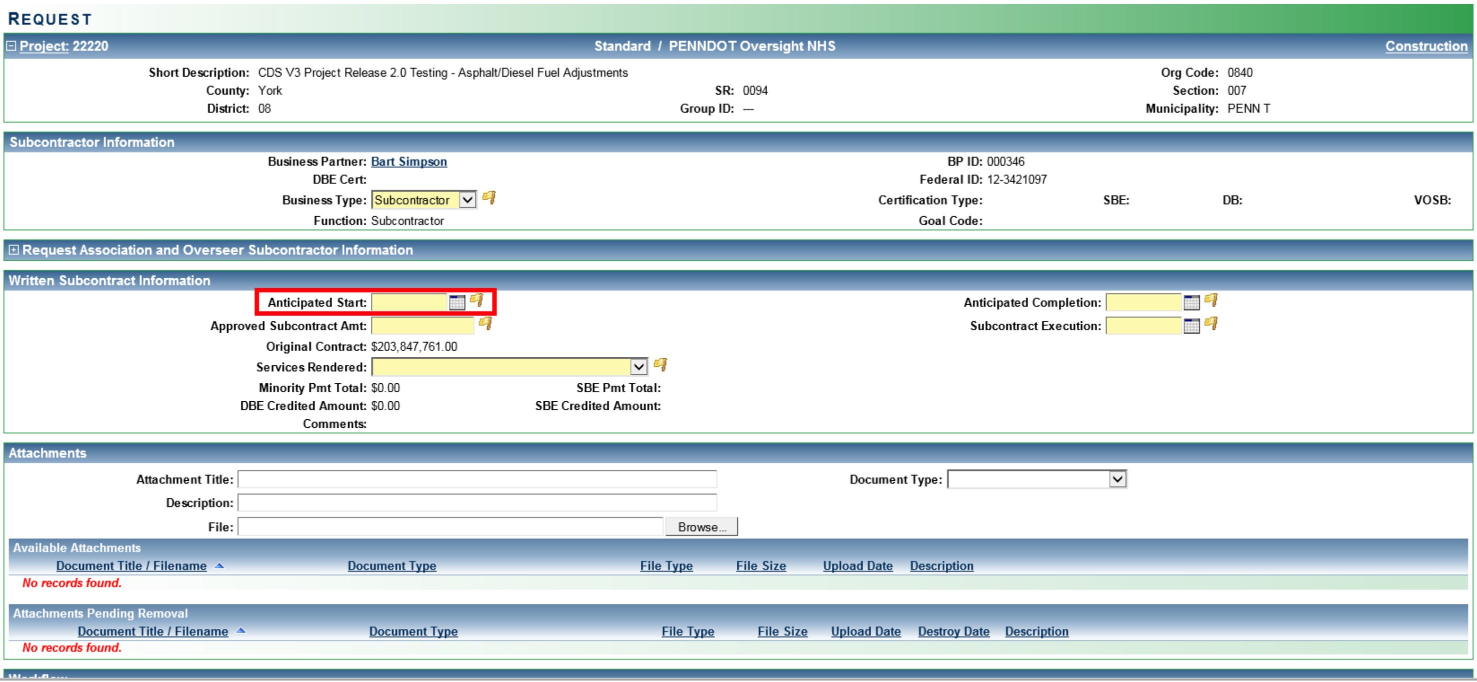
4. Click the **add/green plus** button next to the contractor that will be added to the project.



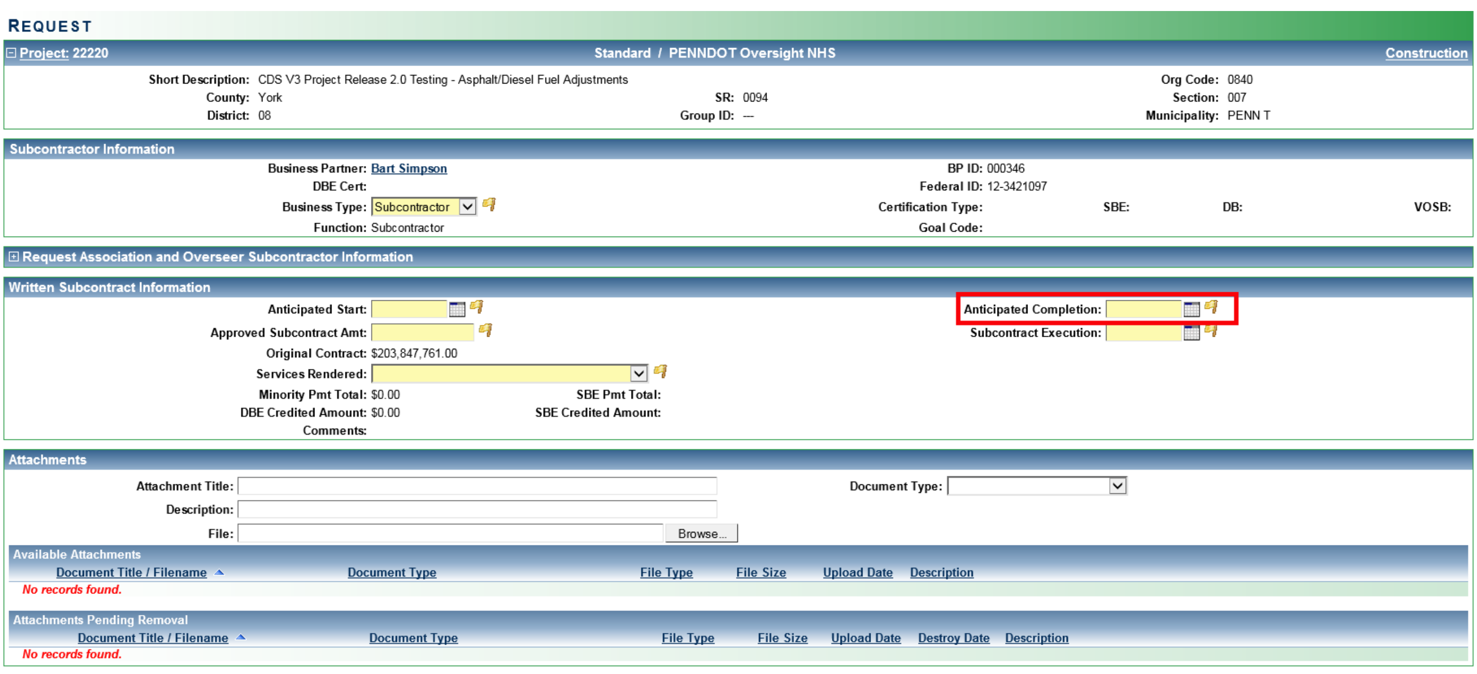
5. Click the dropdown next to **Business Type** and select an option.



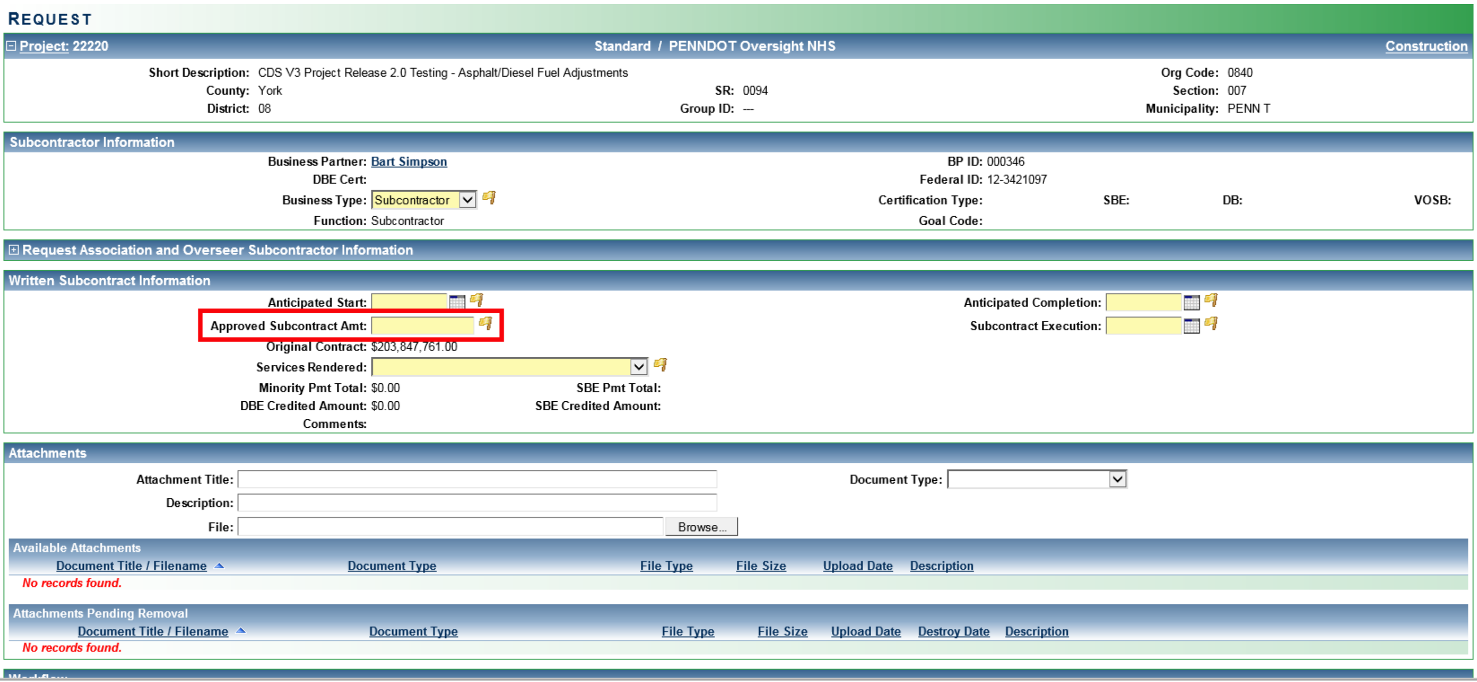
6. Enter the anticipated start date in the **Anticipated Start** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



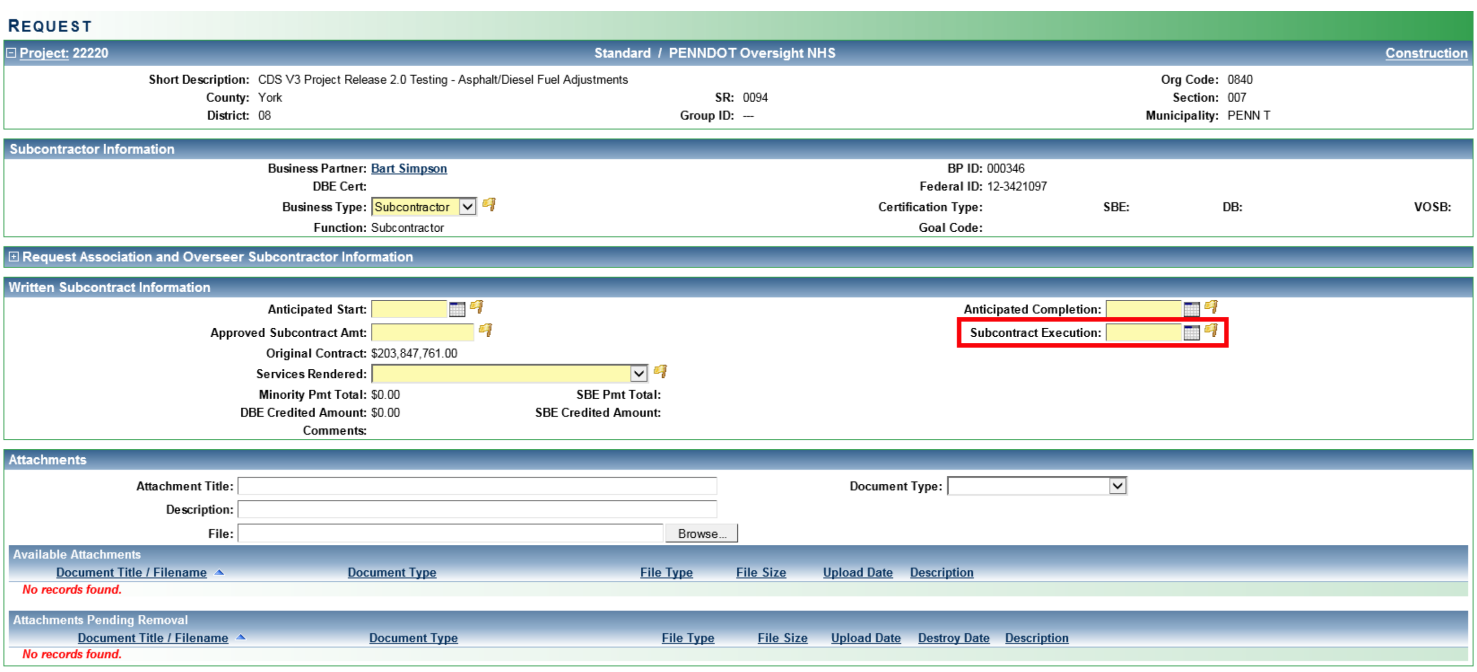
7. Enter the anticipated completion date in the **Anticipated Completion** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



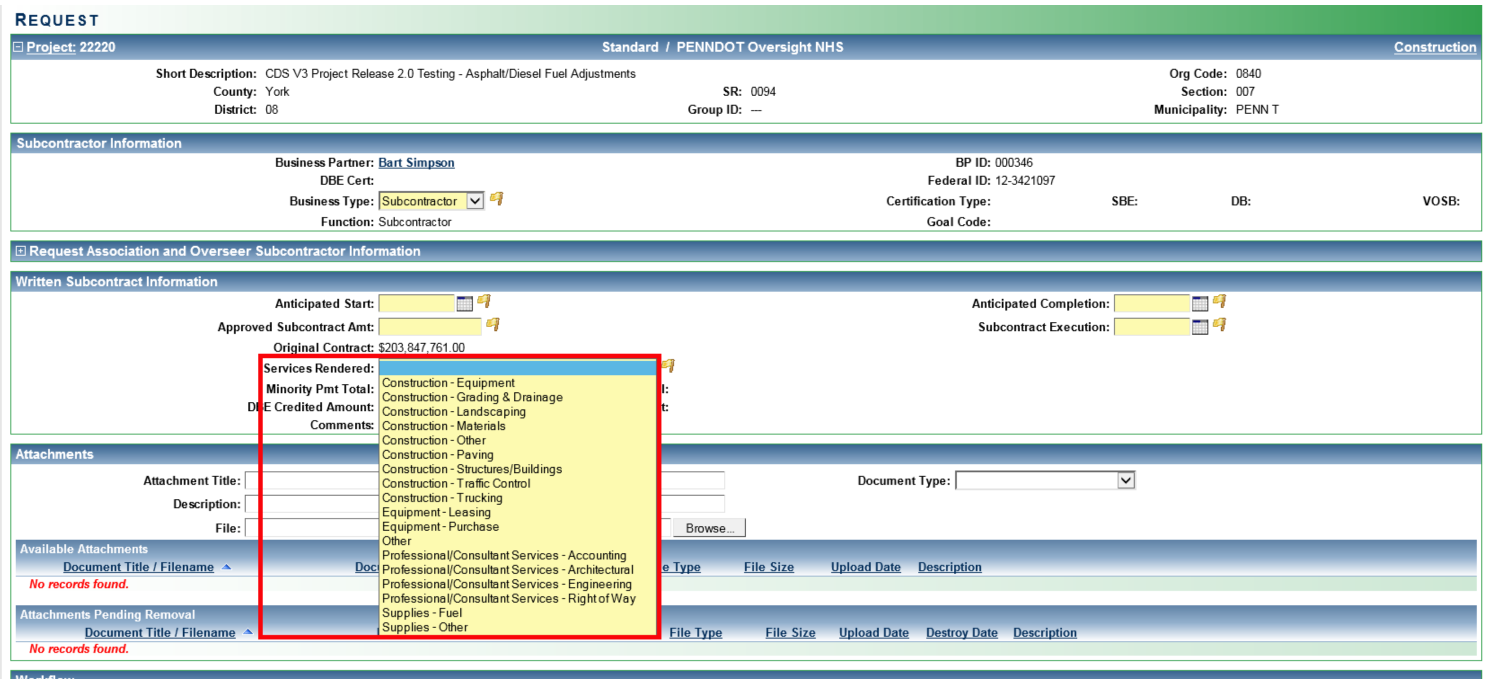
8. Enter the amount of the subcontract in the **Approved Subcontract Amount** field. The amount you enter here must equal the total amount for all subcontractor or service items on the request.



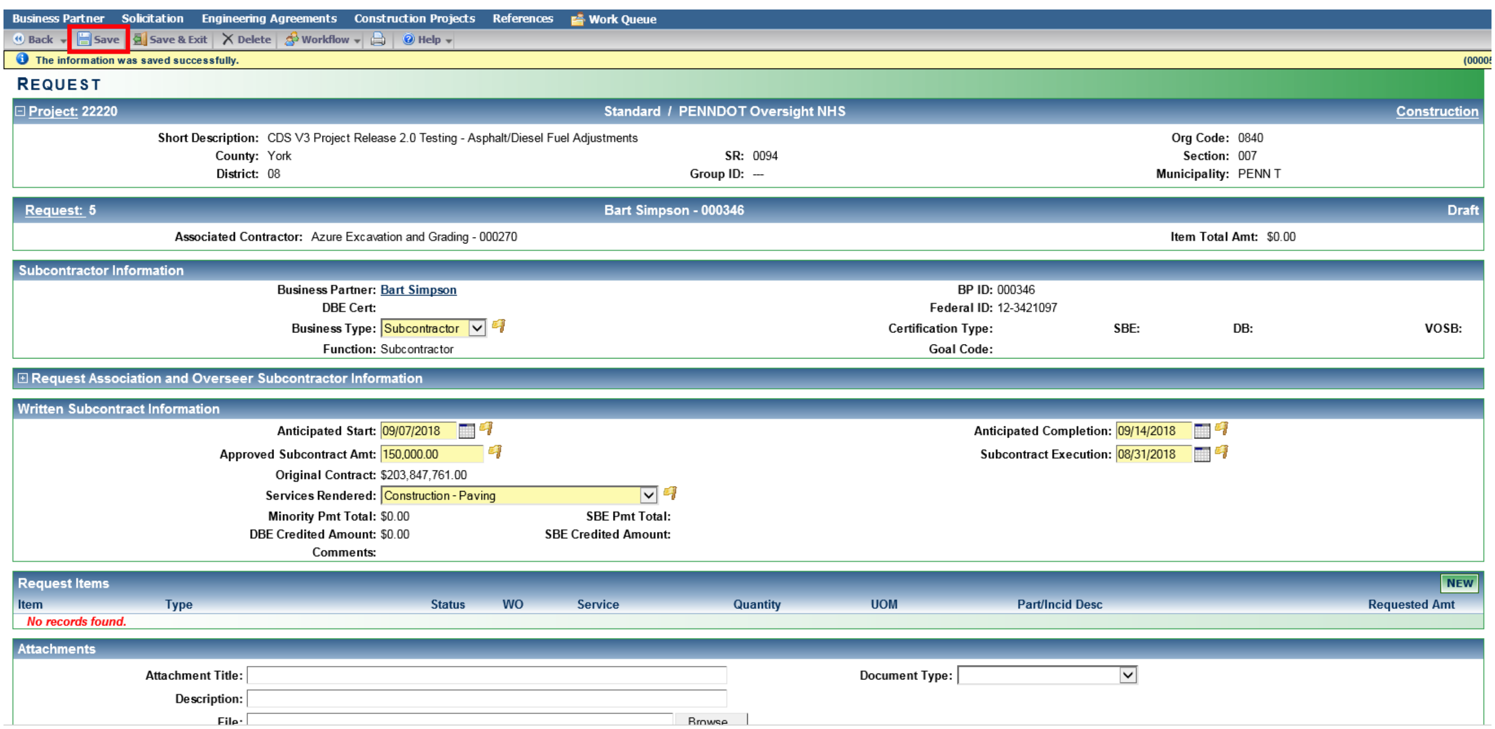
9. Enter the subcontract execution date in the **Subcontract Execution Date** field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



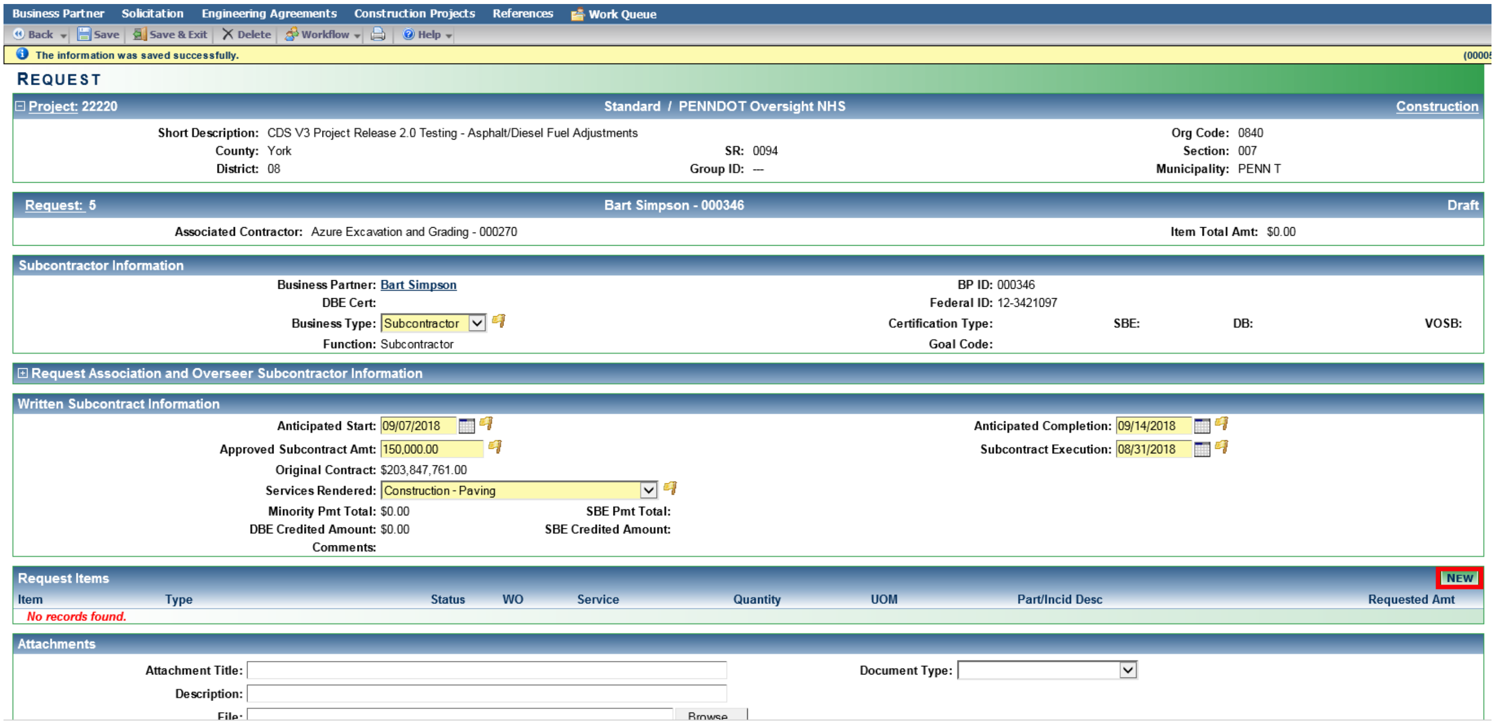
10. Select the type of service to be rendered from the **Services Rendered** drop-down list.



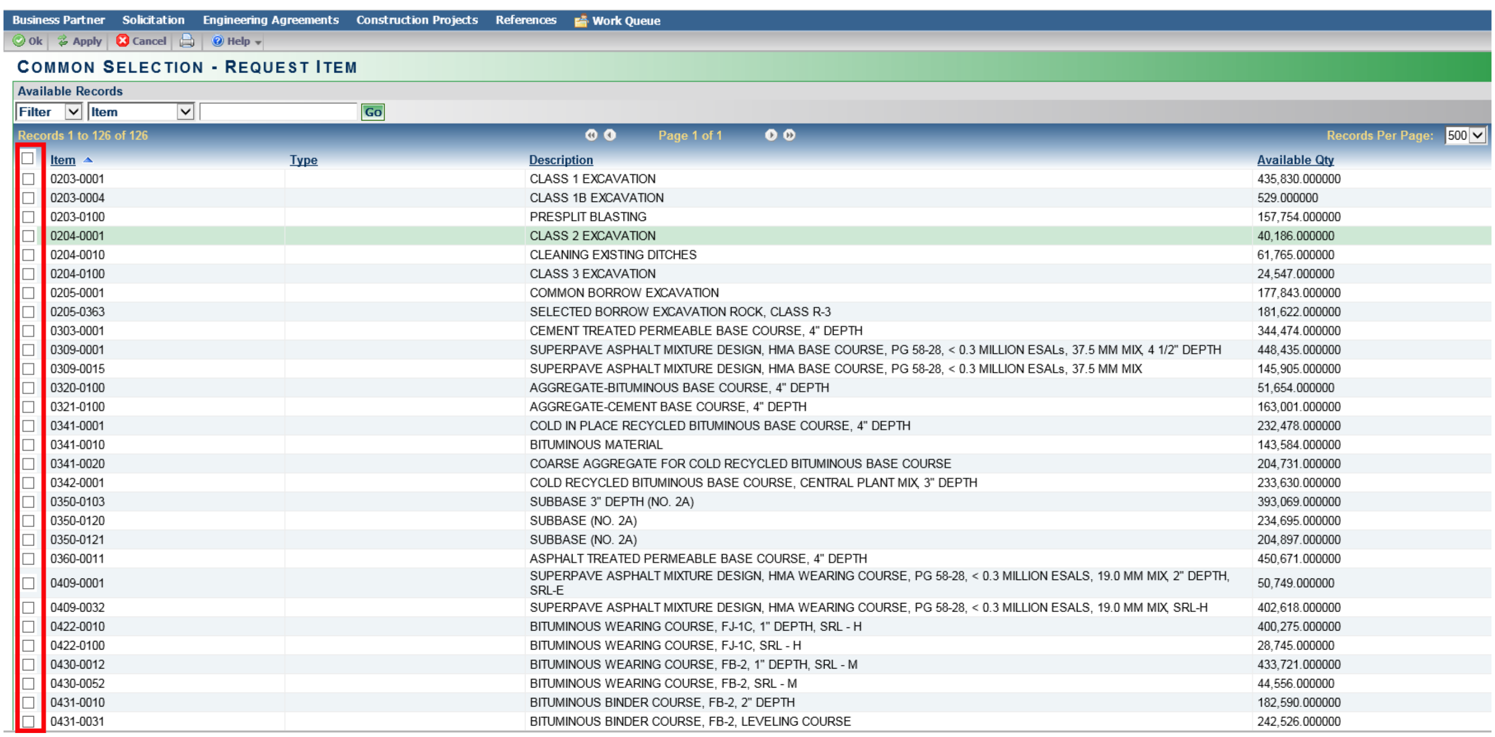
11. Click the **Save** button at the top of the screen.



12. Select **New** for Request Items.

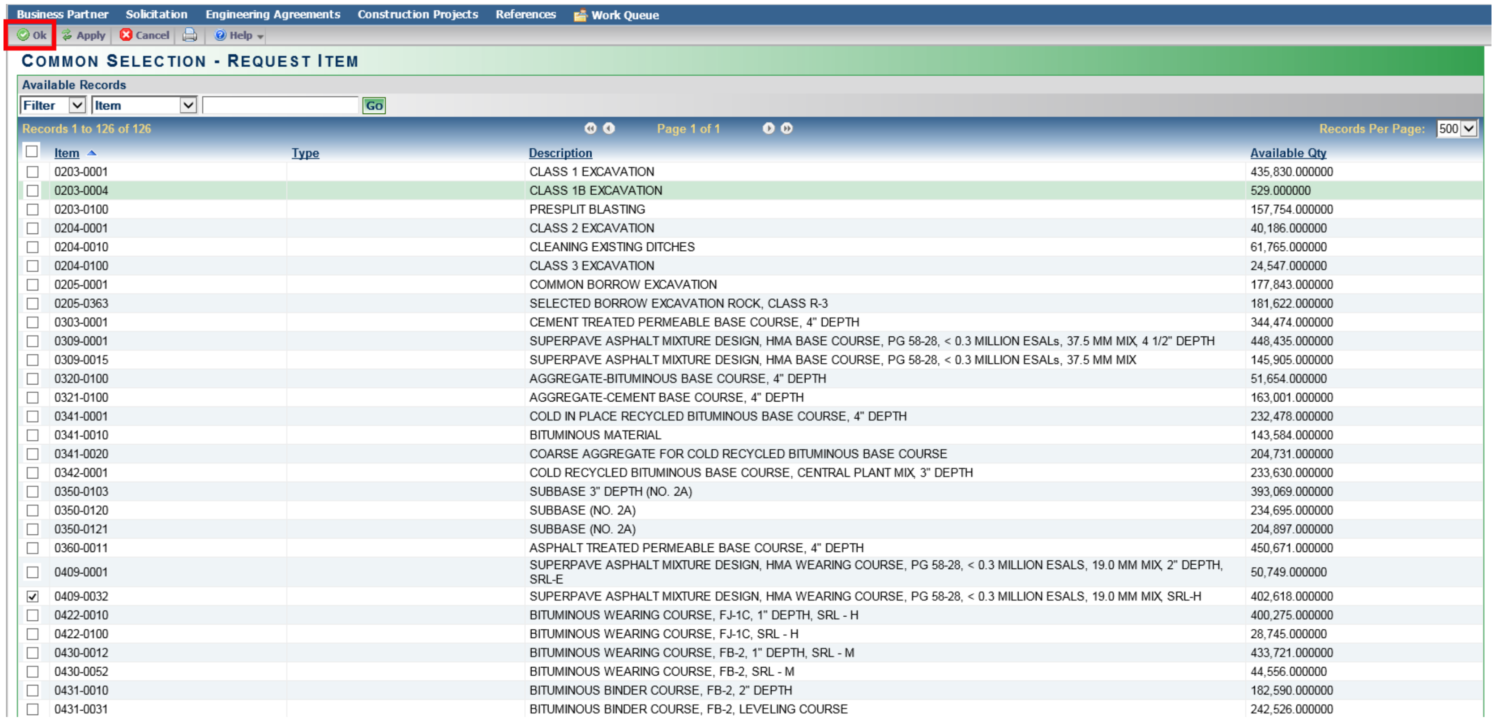


13. Click the **Items** that the subcontractor will be preforming.



Item	Type	Description	Available Qty
0203-0001		CLASS 1 EXCAVATION	435,830.000000
0203-0004		CLASS 1B EXCAVATION	529.000000
0203-0100		PRESPLIT BLASTING	157,754.000000
0204-0001		CLASS 2 EXCAVATION	40,186.000000
0204-0010		CLEANING EXISTING DITCHES	61,765.000000
0204-0100		CLASS 3 EXCAVATION	24,547.000000
0205-0001		COMMON BORROW EXCAVATION	177,843.000000
0205-0363		SELECTED BORROW EXCAVATION ROCK, CLASS R-3	181,622.000000
0303-0001		CEMENT TREATED PERMEABLE BASE COURSE, 4" DEPTH	344,474.000000
0309-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALs, 37.5 MM MIX, 4 1/2" DEPTH	448,435.000000
0309-0015		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALs, 37.5 MM MIX	145,905.000000
0320-0100		AGGREGATE-BITUMINOUS BASE COURSE, 4" DEPTH	51,654.000000
0321-0100		AGGREGATE-CEMENT BASE COURSE, 4" DEPTH	163,001.000000
0341-0001		COLD IN PLACE RECYCLED BITUMINOUS BASE COURSE, 4" DEPTH	232,478.000000
0341-0010		BITUMINOUS MATERIAL	143,584.000000
0341-0020		COARSE AGGREGATE FOR COLD RECYCLED BITUMINOUS BASE COURSE	204,731.000000
0342-0001		COLD RECYCLED BITUMINOUS BASE COURSE, CENTRAL PLANT MIX, 3" DEPTH	233,630.000000
0350-0103		SUBBASE 3" DEPTH (NO. 2A)	393,069.000000
0350-0120		SUBBASE (NO. 2A)	234,695.000000
0350-0121		SUBBASE (NO. 2A)	204,897.000000
0360-0011		ASPHALT TREATED PERMEABLE BASE COURSE, 4" DEPTH	450,671.000000
0409-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, 2" DEPTH, SRL-E	50,749.000000
0409-0032		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H	402,618.000000
0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	400,275.000000
0422-0100		BITUMINOUS WEARING COURSE, FJ-1C, SRL - H	28,745.000000
0430-0012		BITUMINOUS WEARING COURSE, FB-2, 1" DEPTH, SRL - M	433,721.000000
0430-0052		BITUMINOUS WEARING COURSE, FB-2, SRL - M	44,556.000000
0431-0010		BITUMINOUS BINDER COURSE, FB-2, 2" DEPTH	182,590.000000
0431-0031		BITUMINOUS BINDER COURSE, FB-2, LEVELING COURSE	242,526.000000

14. Click **Ok**



Item	Type	Description	Available Qty
0203-0001		CLASS 1 EXCAVATION	435,830.000000
0203-0004		CLASS 1B EXCAVATION	529.000000
0203-0100		PRESPLIT BLASTING	157,754.000000
0204-0001		CLASS 2 EXCAVATION	40,186.000000
0204-0010		CLEANING EXISTING DITCHES	61,765.000000
0204-0100		CLASS 3 EXCAVATION	24,547.000000
0205-0001		COMMON BORROW EXCAVATION	177,843.000000
0205-0363		SELECTED BORROW EXCAVATION ROCK, CLASS R-3	181,622.000000
0303-0001		CEMENT TREATED PERMEABLE BASE COURSE, 4" DEPTH	344,474.000000
0309-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALs, 37.5 MM MIX, 4 1/2" DEPTH	448,435.000000
0309-0015		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALs, 37.5 MM MIX	145,905.000000
0320-0100		AGGREGATE-BITUMINOUS BASE COURSE, 4" DEPTH	51,654.000000
0321-0100		AGGREGATE-CEMENT BASE COURSE, 4" DEPTH	163,001.000000
0341-0001		COLD IN PLACE RECYCLED BITUMINOUS BASE COURSE, 4" DEPTH	232,478.000000
0341-0010		BITUMINOUS MATERIAL	143,584.000000
0341-0020		COARSE AGGREGATE FOR COLD RECYCLED BITUMINOUS BASE COURSE	204,731.000000
0342-0001		COLD RECYCLED BITUMINOUS BASE COURSE, CENTRAL PLANT MIX, 3" DEPTH	233,630.000000
0350-0103		SUBBASE 3" DEPTH (NO. 2A)	393,069.000000
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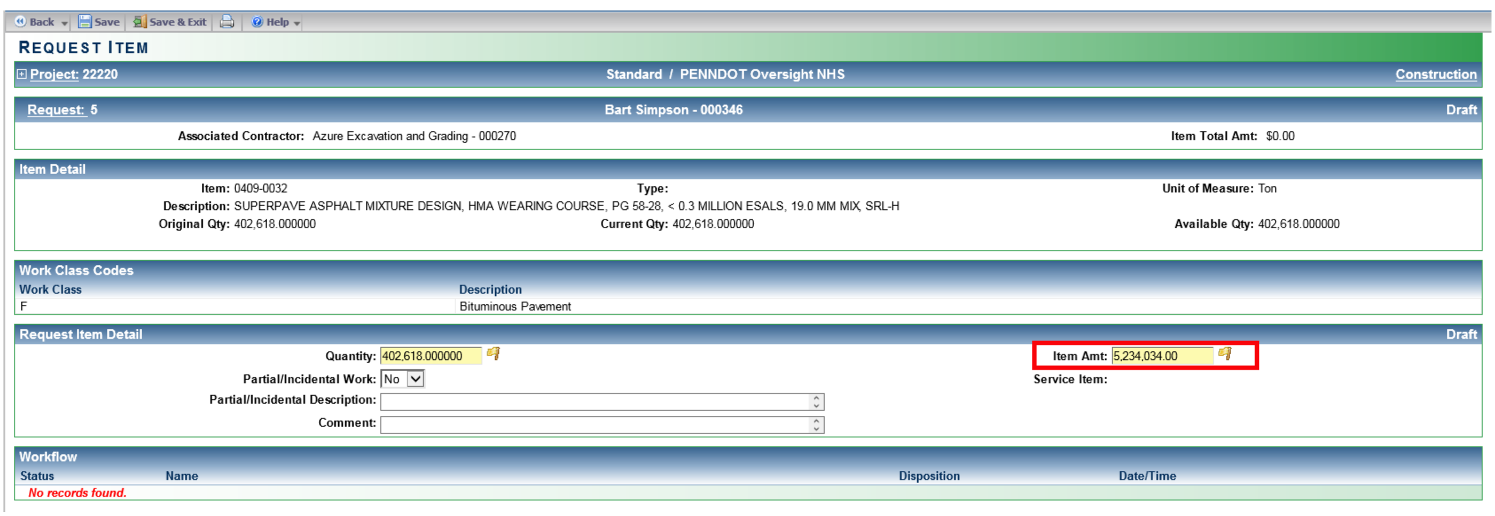
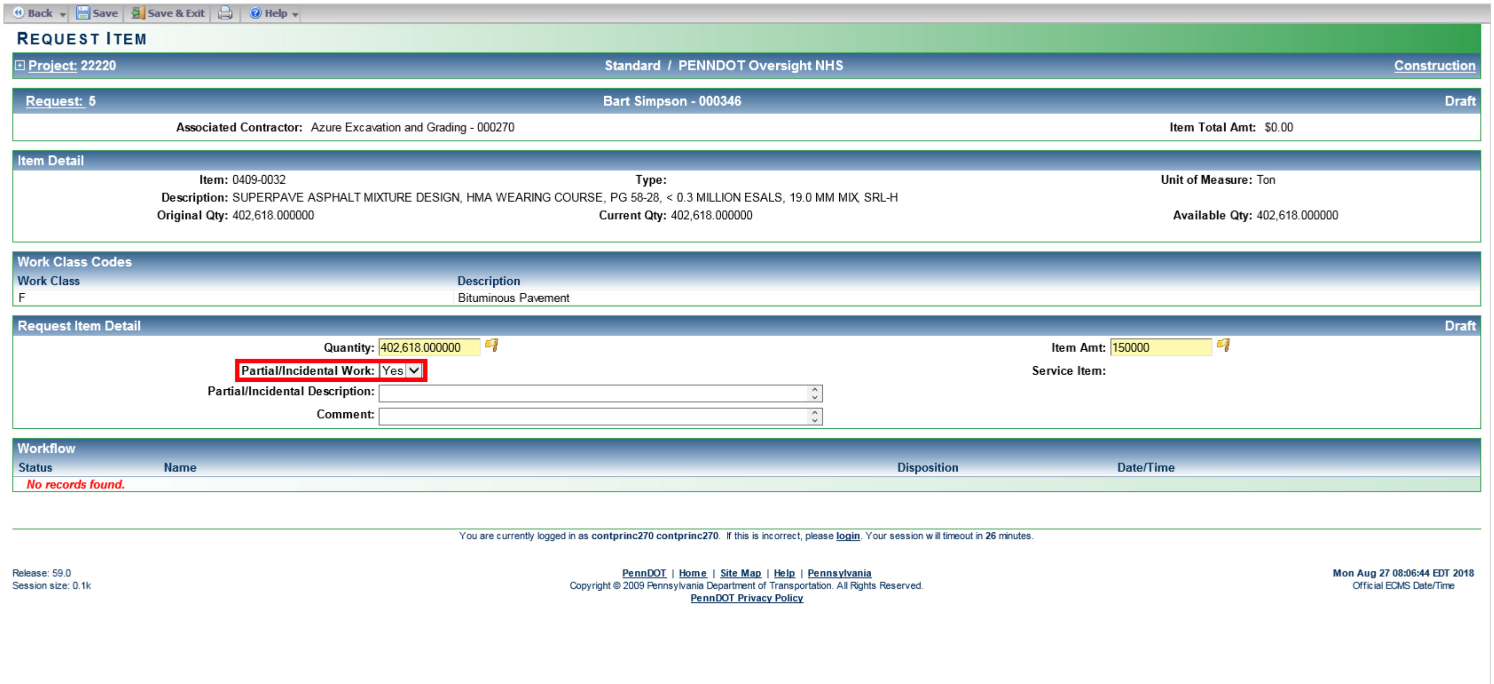
0350-0121		SUBBASE (NO. 2A)	204,897.000000
0360-0011		ASPHALT TREATED PERMEABLE BASE COURSE, 4" DEPTH	450,671.000000
0409-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, 2" DEPTH, SRL-E	50,749.000000
0409-0032		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H	402,618.000000
0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	400,275.000000
0422-0100		BITUMINOUS WEARING COURSE, FJ-1C, SRL - H	28,745.000000
0430-0012		BITUMINOUS WEARING COURSE, FB-2, 1" DEPTH, SRL - M	433,721.000000
0430-0052		BITUMINOUS WEARING COURSE, FB-2, SRL - M	44,556.000000
0431-0010		BITUMINOUS BINDER COURSE, FB-2, 2" DEPTH	182,590.000000
0431-0031		BITUMINOUS BINDER COURSE, FB-2, LEVELING COURSE	242,526.000000

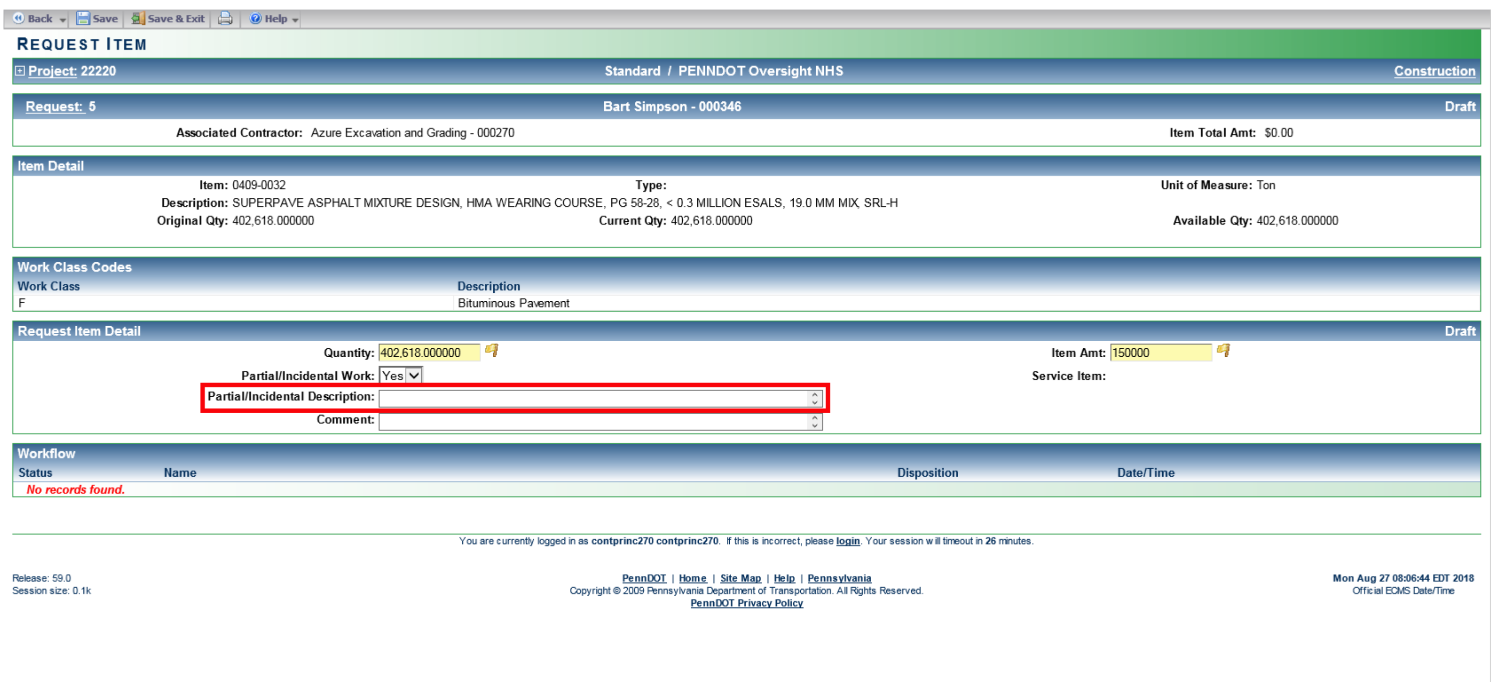
15. Enter in the **Item Amount**, must match what is on the Request Screen under Approved Subcontract Amt.



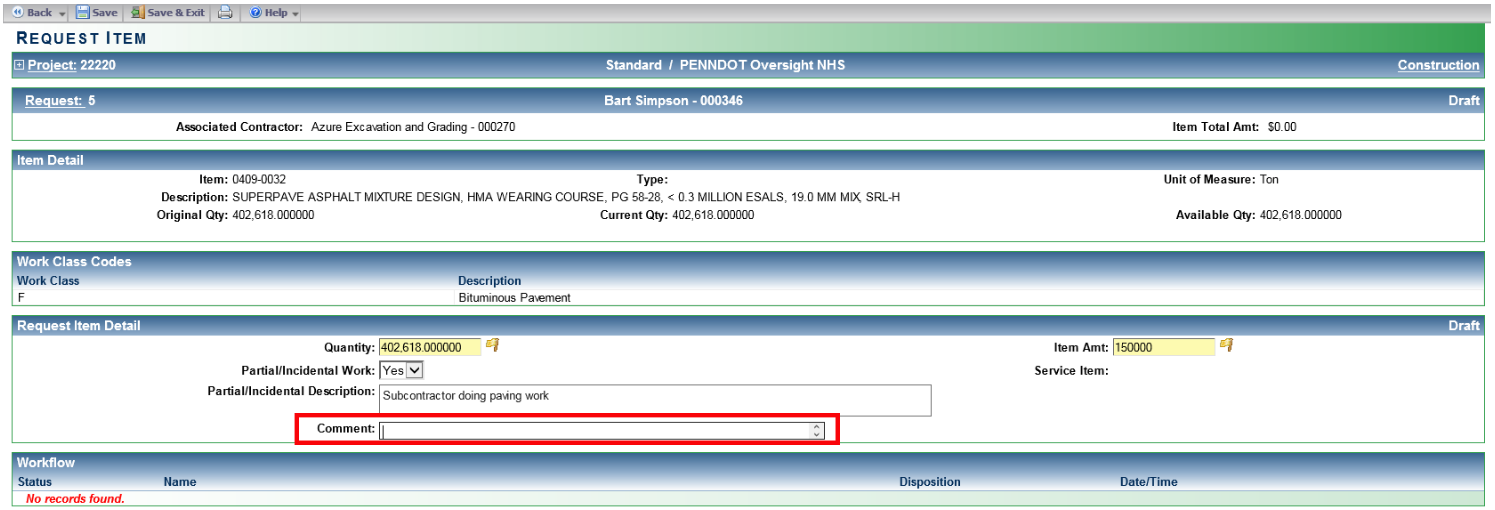
16. Click the drop down and select **Yes** or **No** if this is **Partial/Incidental Work**.



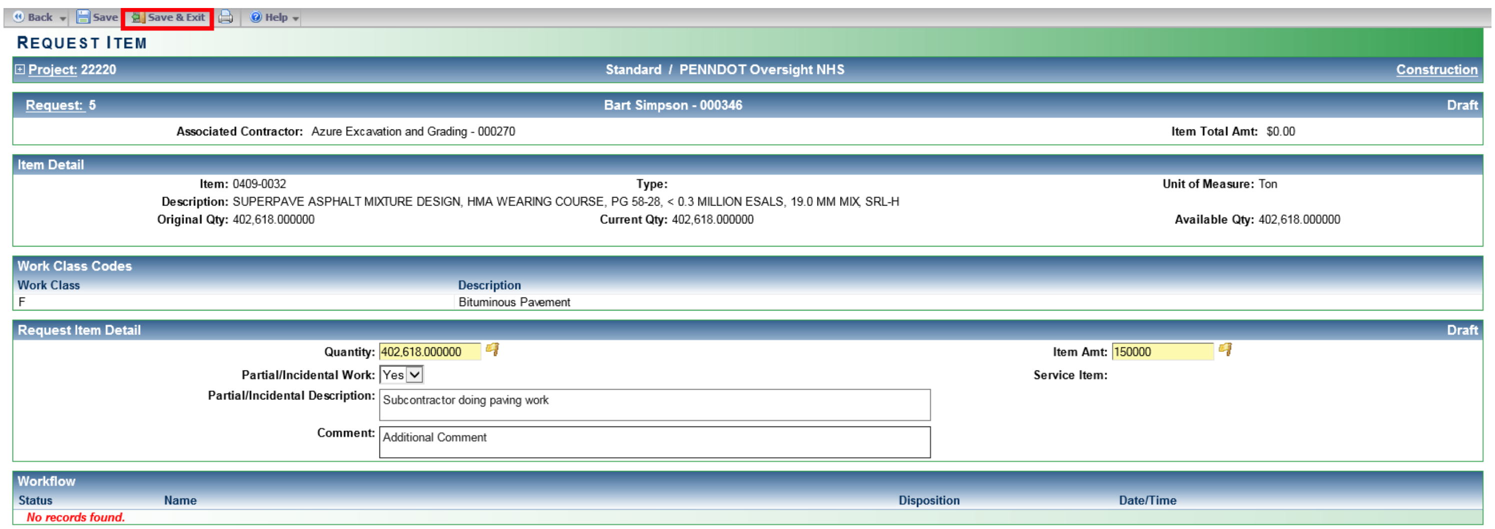
17. Enter a **Description** in the Partial/Incidental Description box.



18. Enter a **Comment** in the Comment box.



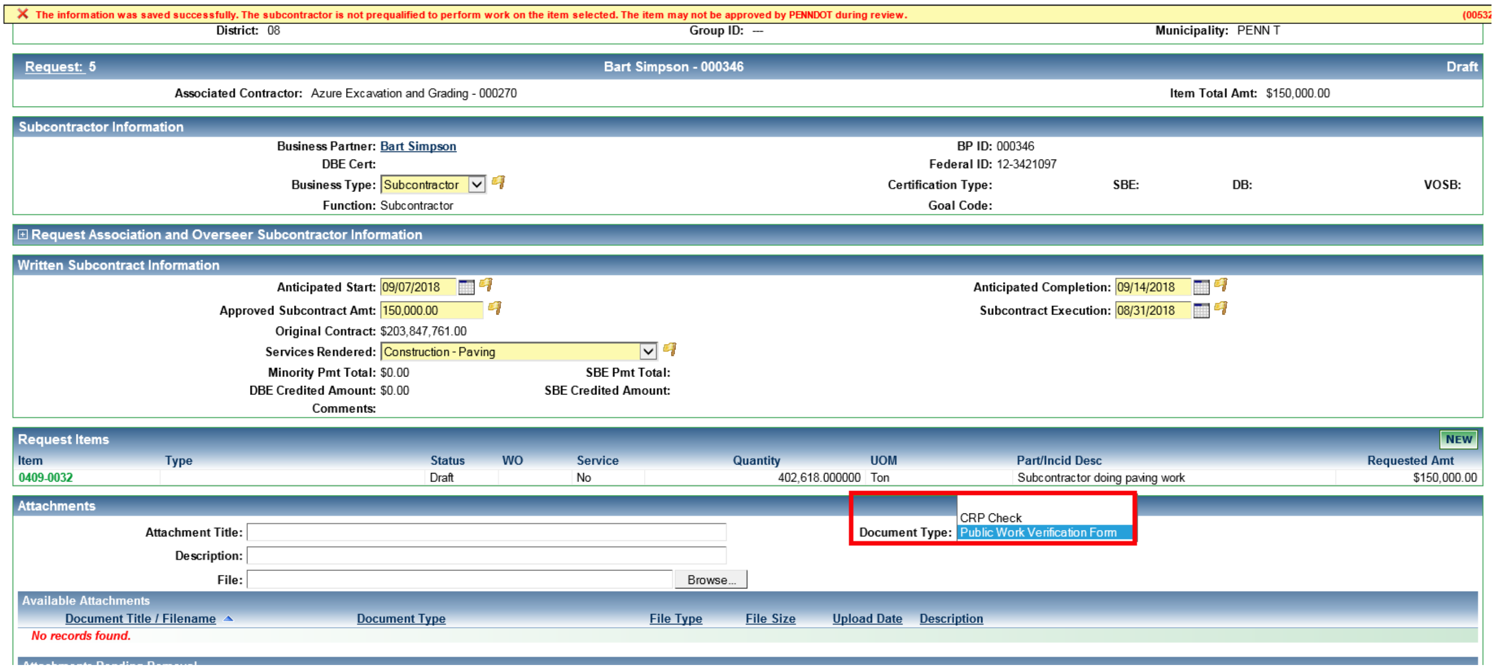
19. Click **Save & Exit.**



20. User may receive the follow error message, subcontractor will need to be approved for the work before performing it.

✕ The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (00532)

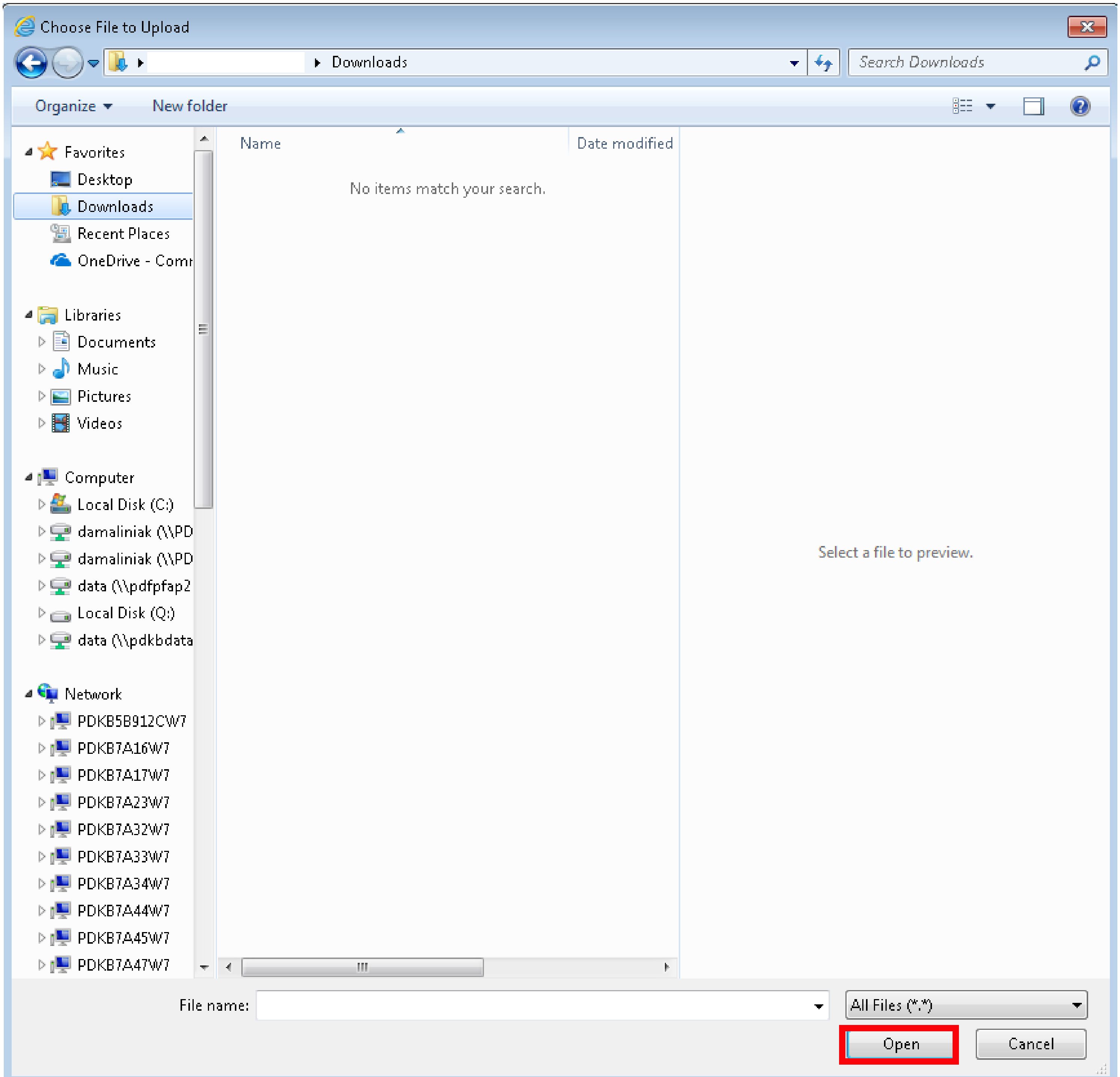
21. Click **Document Type** and select **Public Work Verification Form.**



22. Type in name of attached file in **Attachment Title** field.

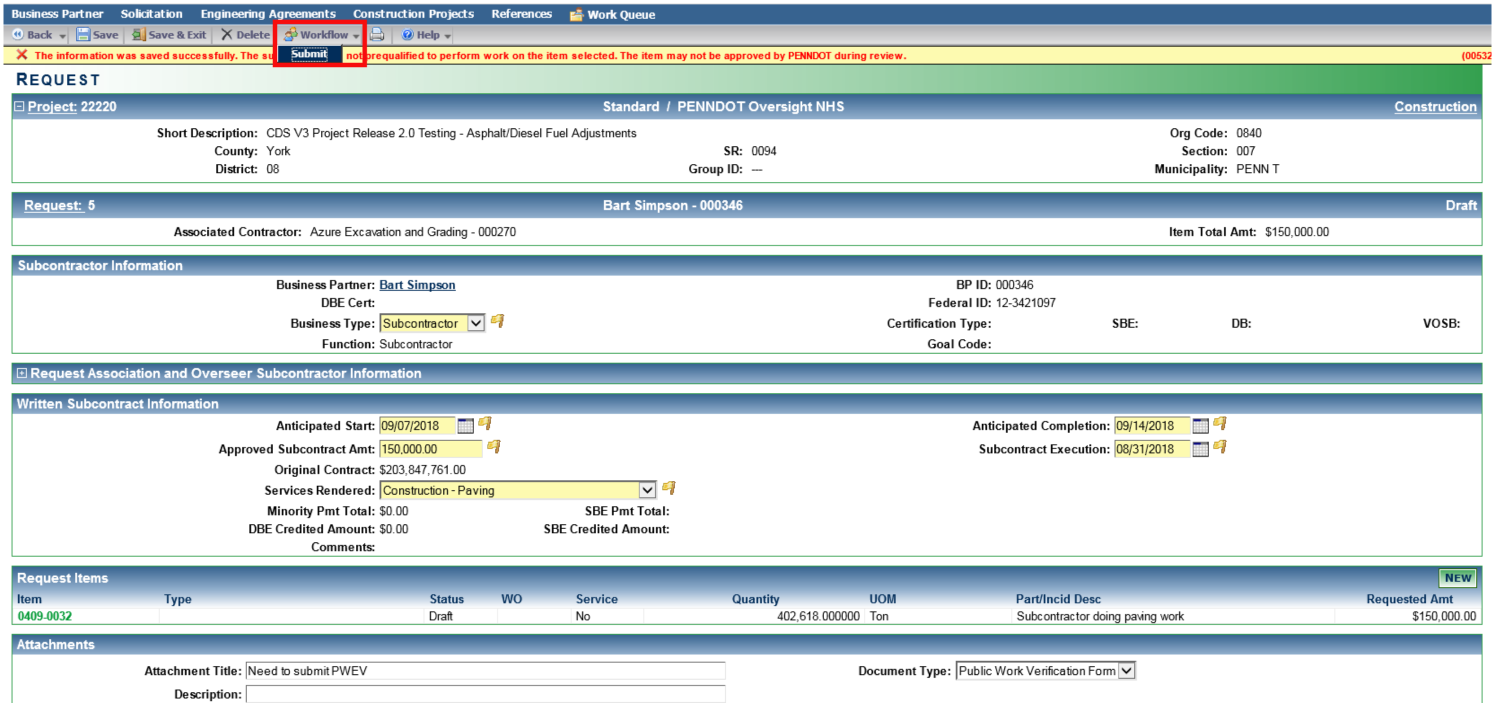
23. Select **Browse…**

24. Navigate to the file you wish to attached and click **Open.**

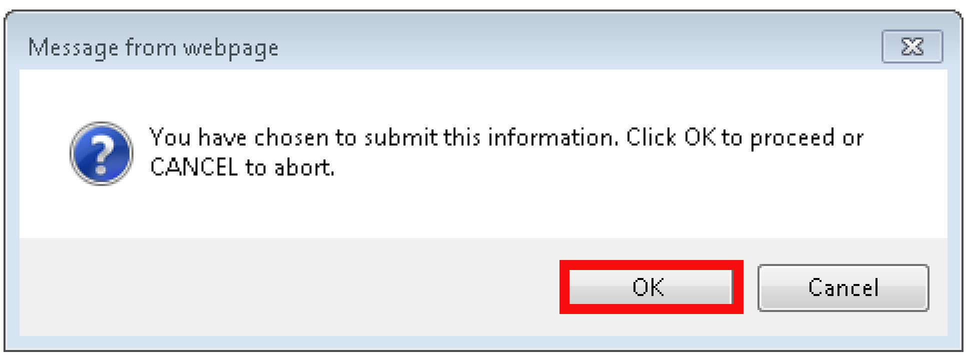


25. Select **Save.**

26. Click **Workflow** and then **Submit**.



27. Click **Ok**

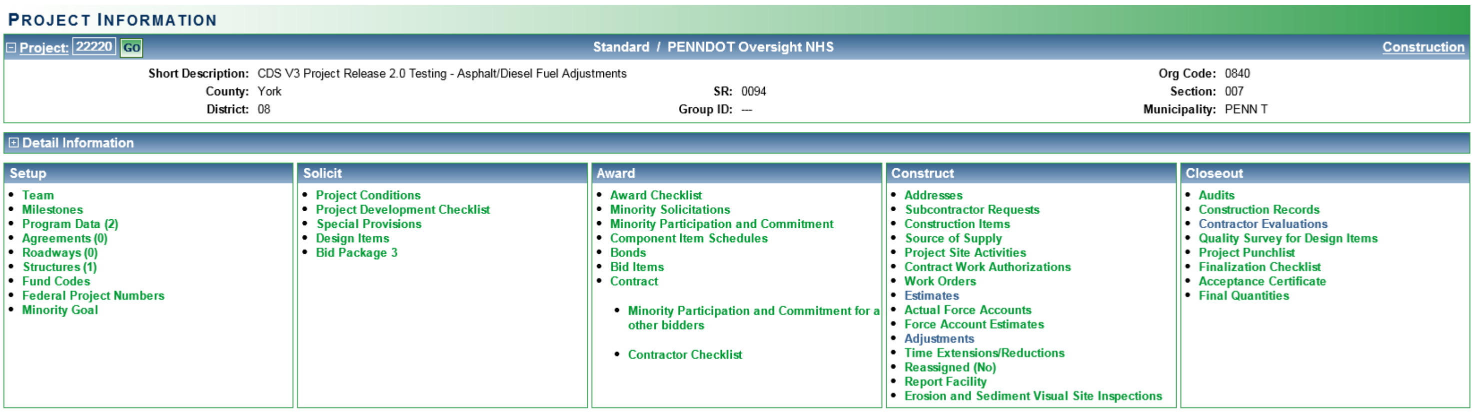


28. The subcontractor request is now with the Department to review.

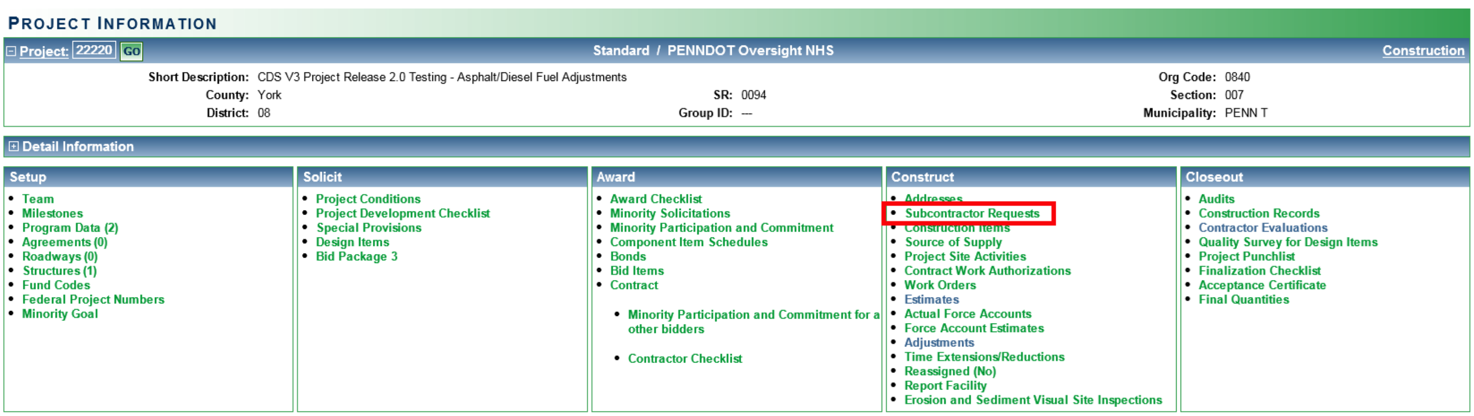
- All services and contractors need approval

View Subcontractor Approval Requests

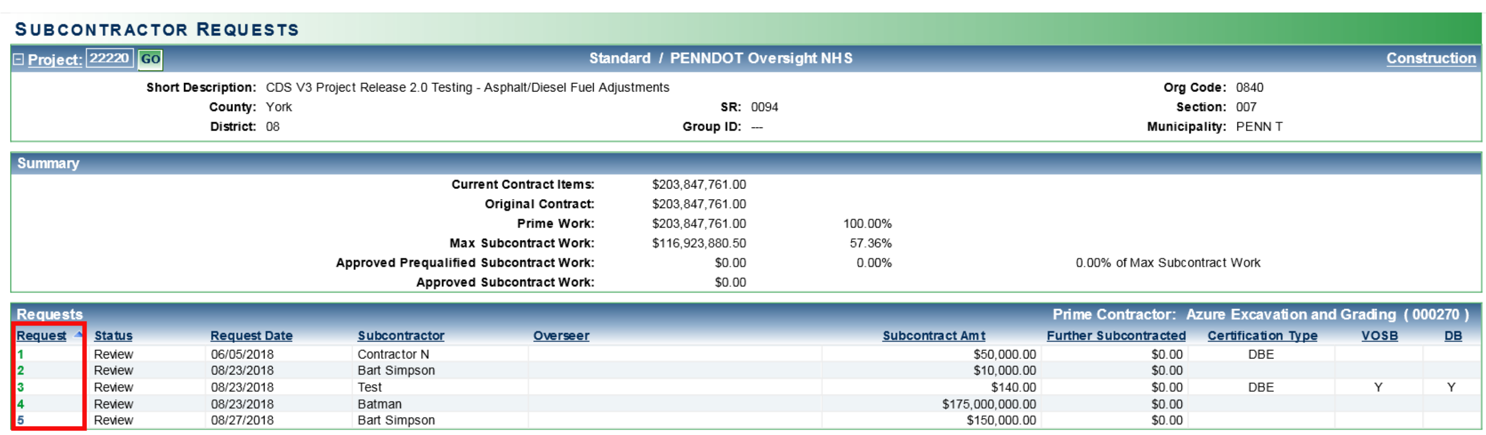
1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.



2. Click on **Subcontractor Requests.**



3. Click the **Request** number to view the information.



SUBCONTRACTOR REQUESTS

Project: 22220 GO — Standard / PENNDOT Oversight NHS — Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
County: York — SR: 0094 — Org Code: 0840
District: 08 — Group ID: --- — Section: 007
Municipality: PENN T

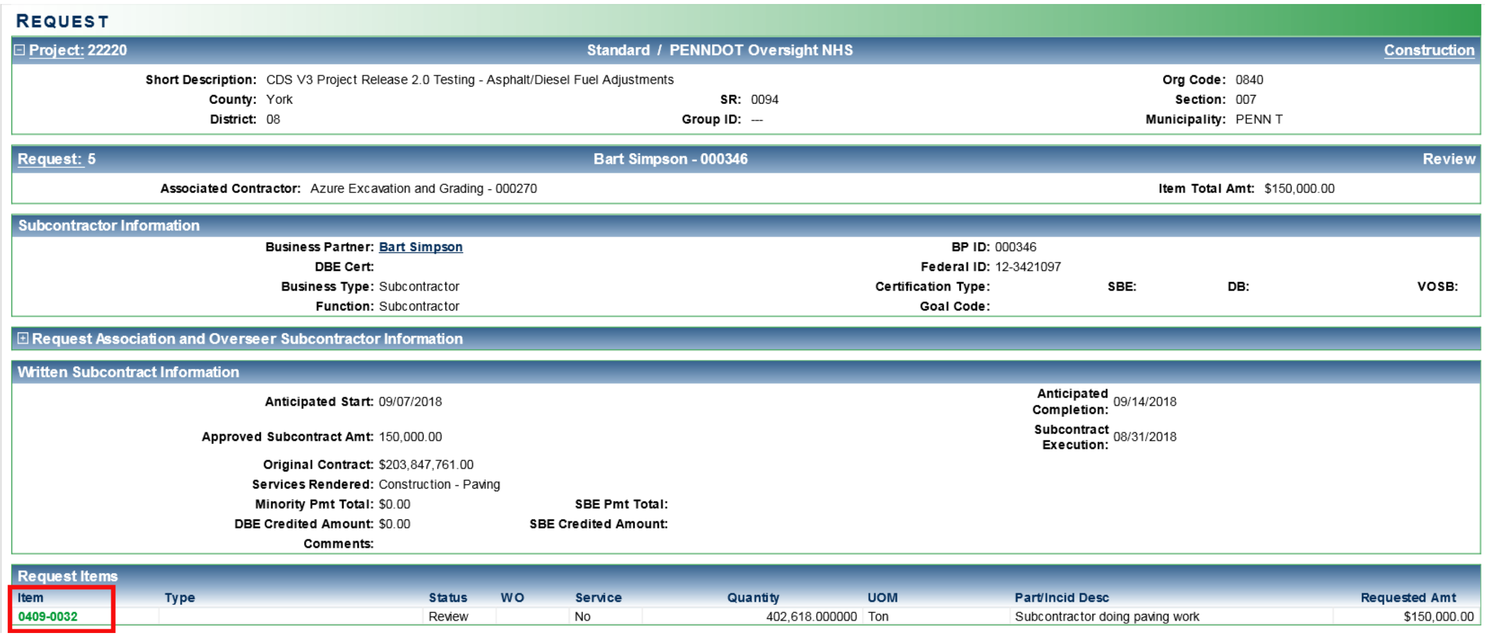
Summary

Current Contract Items:	$203,847,761.00		
Original Contract:	$203,847,761.00		
Prime Work:	$203,847,761.00	100.00%	
Max Subcontract Work:	$116,923,880.50	57.36%	
Approved Prequalified Subcontract Work:	$0.00	0.00%	0.00% of Max Subcontract Work
Approved Subcontract Work:	$0.00		

Requests — Prime Contractor: Azure Excavation and Grading (000270)

Request	Status	Request Date	Subcontractor	Overseer	Subcontract Amt	Further Subcontracted	Certification Type	VOSB	DB
1	Review	06/05/2018	Contractor N		$50,000.00	$0.00	DBE		
2	Review	08/23/2018	Bart Simpson		$10,000.00	$0.00			
3	Review	08/23/2018	Test		$140.00	$0.00	DBE	Y	Y
4	Review	08/23/2018	Batman		$175,000,000.00	$0.00			
5	Review	08/27/2018	Bart Simpson		$150,000.00	$0.00			

4. View the items in the request by clicking the **Item Number**.



REQUEST

Project: 22220 | Standard / PENNDOT Oversight NHS | Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments | Org Code: 0840
County: York | SR: 0094 | Section: 007
District: 08 | Group ID: --- | Municipality: PENN T

Request: 5 | Bart Simpson - 000346 | Review

Associated Contractor: Azure Excavation and Grading - 000270 | Item Total Amt: $150,000.00

Subcontractor Information

Business Partner: Bart Simpson | BP ID: 000346
DBE Cert: | Federal ID: 12-3421097
Business Type: Subcontractor | Certification Type: | SBE: | DB: | VOSB:
Function: Subcontractor | Goal Code:

Request Association and Overseer Subcontractor Information

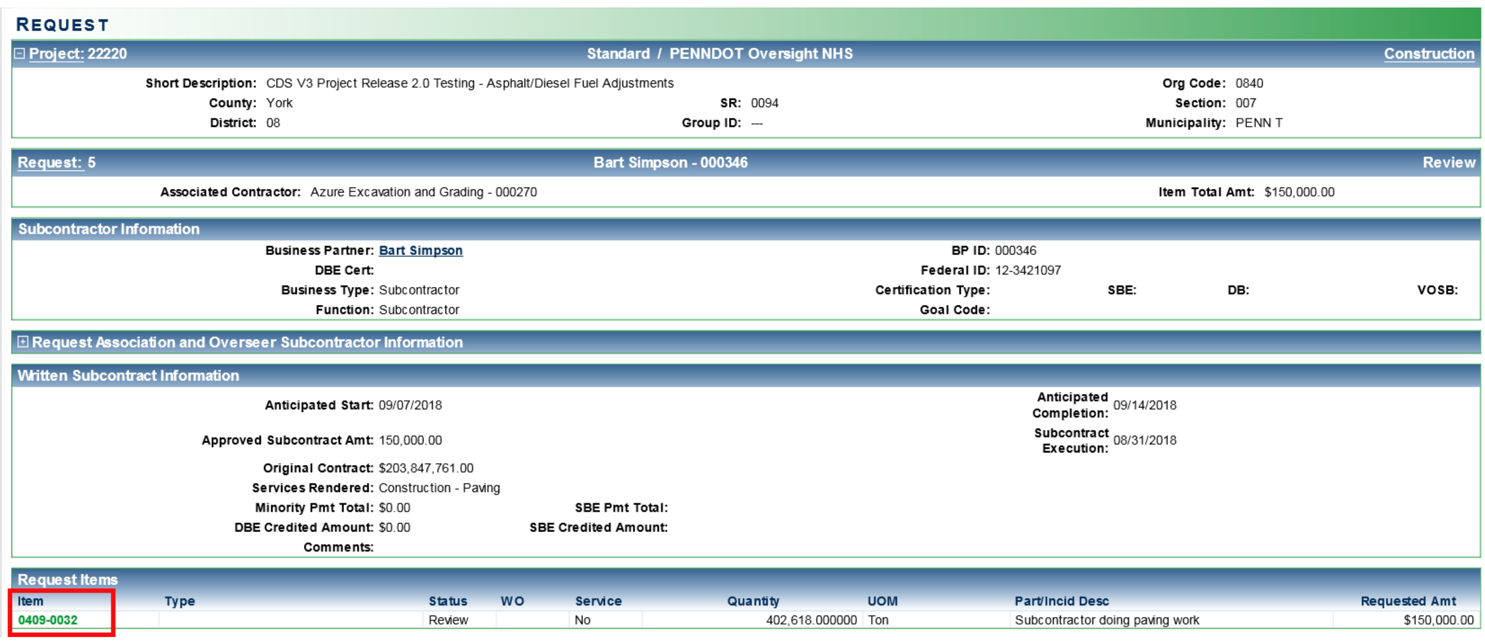
Written Subcontract Information

Anticipated Start: 09/07/2018 | Anticipated Completion: 09/14/2018
Approved Subcontract Amt: 150,000.00 | Subcontract Execution: 08/31/2018
Original Contract: $203,847,761.00
Services Rendered: Construction - Paving
Minority Pmt Total: $0.00 | SBE Pmt Total:
DBE Credited Amount: $0.00 | SBE Credited Amount:
Comments:

Request Items

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
0409-0032		Review		No	402,618.000000	Ton	Subcontractor doing paving work	$150,000.00

5. View Request Item.



REQUEST

Project: 22220 | Standard / PENNDOT Oversight NHS | Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments | Org Code: 0840
County: York | SR: 0094 | Section: 007
District: 08 | Group ID: --- | Municipality: PENN T

Request: 5 | Bart Simpson - 000346 | Review

Associated Contractor: Azure Excavation and Grading - 000270 | Item Total Amt: $150,000.00

Subcontractor Information

Business Partner: Bart Simpson | BP ID: 000346
DBE Cert: | Federal ID: 12-3421097
Business Type: Subcontractor | Certification Type: | SBE: | DB: | VOSB:
Function: Subcontractor | Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 | Anticipated Completion: 09/14/2018
Approved Subcontract Amt: 150,000.00 | Subcontract Execution: 08/31/2018
Original Contract: $203,847,761.00
Services Rendered: Construction - Paving
Minority Pmt Total: $0.00 | SBE Pmt Total:
DBE Credited Amount: $0.00 | SBE Credited Amount:
Comments:

Request Items

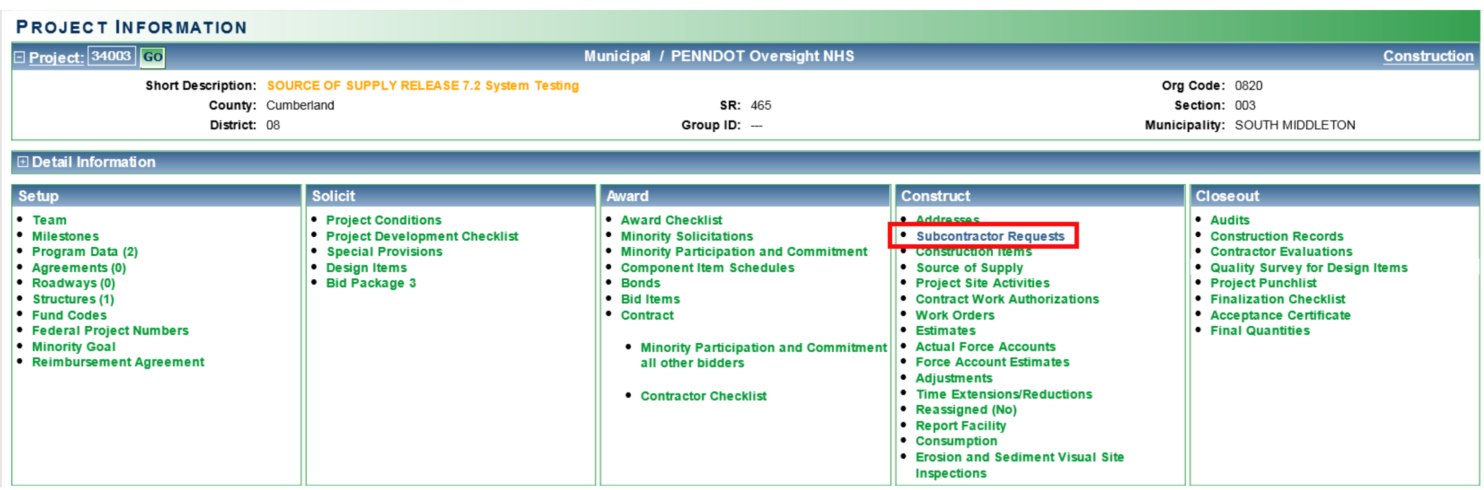
Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
0409-0032		Review		No	402,618.000000	Ton	Subcontractor doing paving work	$150,000.00

Subcontractor Subs Request

This section will show subcontractors how to request assistance from another subcontractor to assist with work. A subcontractor's sub can only perform 50% of the whole request.

1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.

2. Click the **Subcontractor Requests.**



3. Click **New.**

Common Selection - Subcontractor Request

Available Records

Filter | Business Partner | Go

Records 1 to 209 of 209 — Page 1 of 1 — Records Per Page: 500

Add	Business Partner	BP ID	VOSB	DB
	4th JPA P3	000532		
	Abbott Engineering	000685	N	Y
	Abbott Roadways	000686		
	Adams Cable, Inc.	000375		
	Alibaster Blaster	000833	N	
	Allied Secondary Service Providers, Inc.	000698		
	ASTA BP 1	000979		
	asta bp 10	000984		
	Bailey Contracting, Inc.	000670		
	Bart Simpson	000346		
	Batman	000597		
	bbb	000531		
	Best Contractor Services	000373		N
	Best Water	000425		Y
	Beth's Barricades	003313		
	Big Electric Inc.	000404		
	BIS Transition Partners	000682		
	Black Construction	000639	Y	Y
	Bob_Regression_Test	000720	N	N
	Brayman Construction	000356		
	Brehm Contractors, Inc.	000696		
	Brown Street Cultural Resource Consulting	000246		
	Business Partner One	000991		Y
	C'ontractor S	000445		
	Callahan Paving Products, Inc.	000822	N	
	Columbia Gas	000374		
	Construction Services R-Us	000697		
	Contractor 369	000369		
	Contractor 371	000371	Y	Y
	Contractor 372	000372		
	Contractor 414	000414		
	Contractor 415	000415		

4. Click the **add** button next to the contractor that will be added to the project.

Common Selection - Subcontractor Request

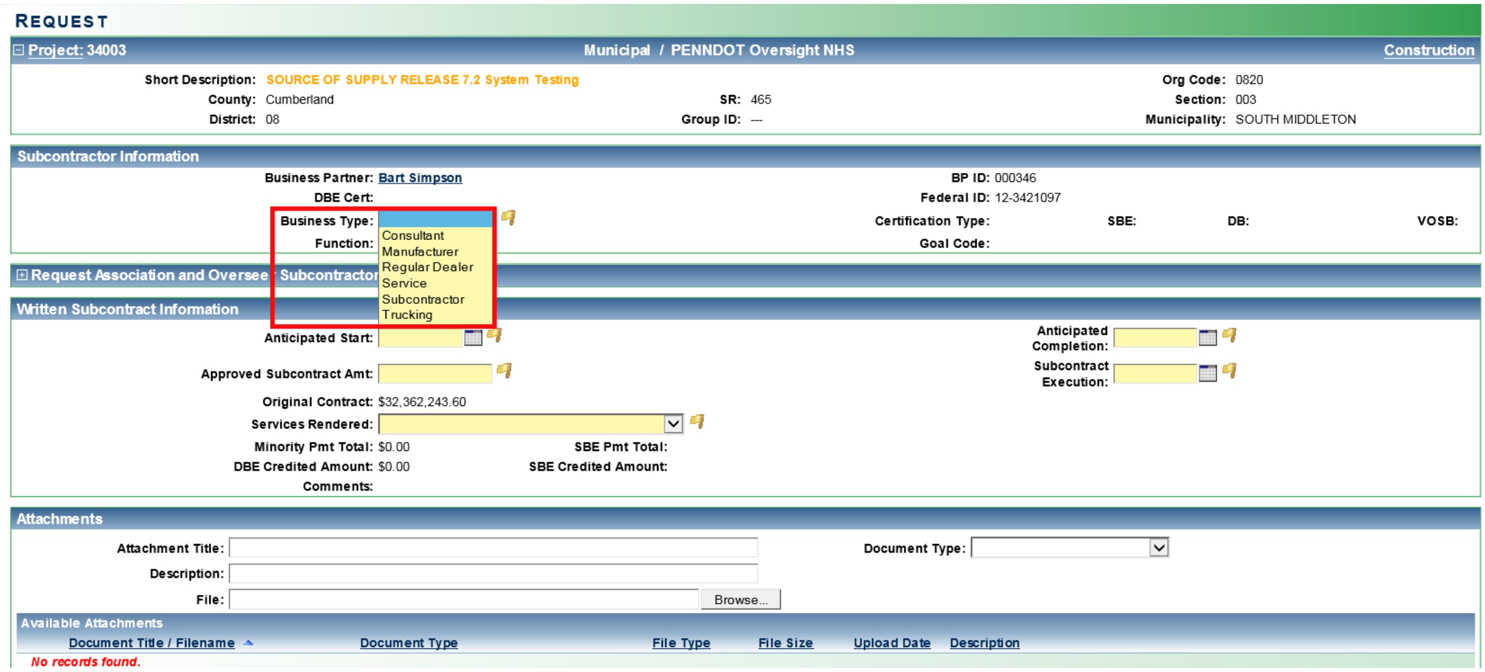
Available Records

Filter | Business Partner | Go

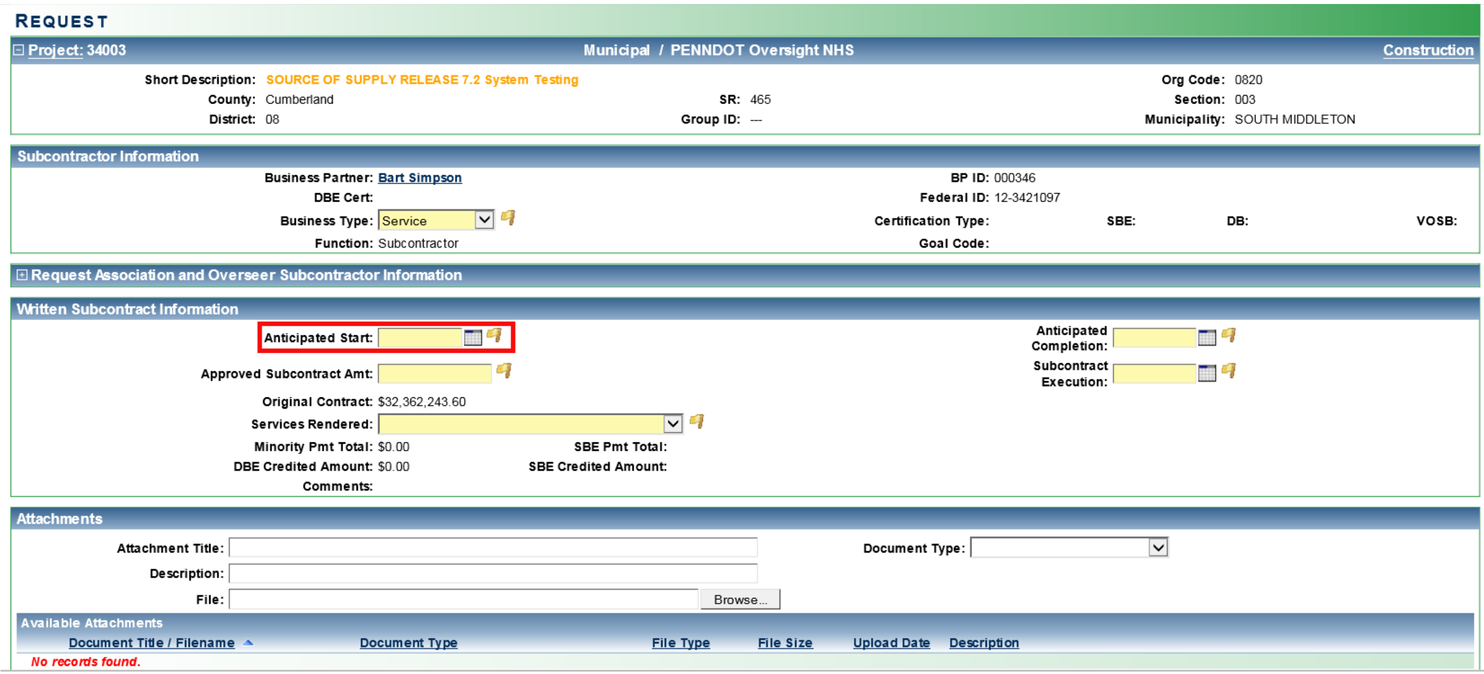
Records 1 to 210 of 210 — Page 1 of 1 — Records Per Page: 500

Add	Business Partner	BP ID	VOSB	DB
	4th JPA P3	000532		
	Abbott Engineering	000685	N	Y
	Abbott Roadways	000686		
	Adams Cable, Inc.	000375		
	Alibaster Blaster	000833	N	
	Allied Secondary Service Providers, Inc.	000698		
	ASTA BP 1	000979		
	asta bp 10	000984		
	Bailey Contracting, Inc.	000670		
	Bart Simpson	000346		
	Batman	000597		
	bbb	000531		
	Best Contractor Services	000373		N
	Best Water	000425		Y
	Beth's Barricades	003313		
	Big Electric Inc.	000404		
	BIS Transition Partners	000682		
	Black Construction	000639	Y	Y
	Bob_Regression_Test	000720	N	N
	Brayman Construction	000356		
	Brehm Contractors, Inc.	000696		
	Brown Street Cultural Resource Consulting	000246		
	Business Partner One	000991		Y
	C'ontractor S	000445		
	Callahan Paving Products, Inc.	000822	N	
	Columbia Gas	000374		
	Construction Services R-Us	000697		
	Contractor 369	000369		
	Contractor 371	000371	Y	Y
	Contractor 372	000372		
	Contractor 414	000414		
	Contractor 415	000415		
	Contractor 416	000416	N	
	Contractor 417	000417		
	Contractor 552	000552		
	Contractor 553	000553		
	Contractor 569	000569		

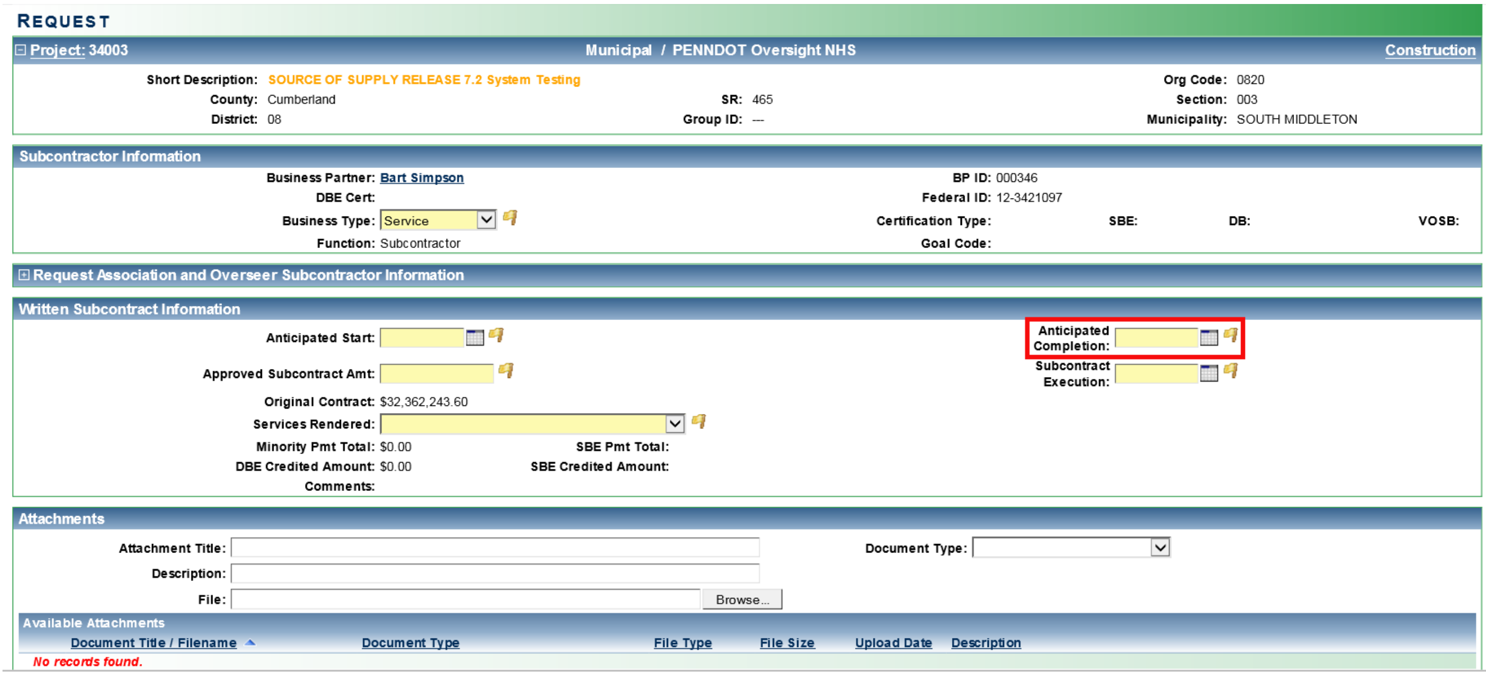
5. Click the dropdown next to **Business Type** and select an option.



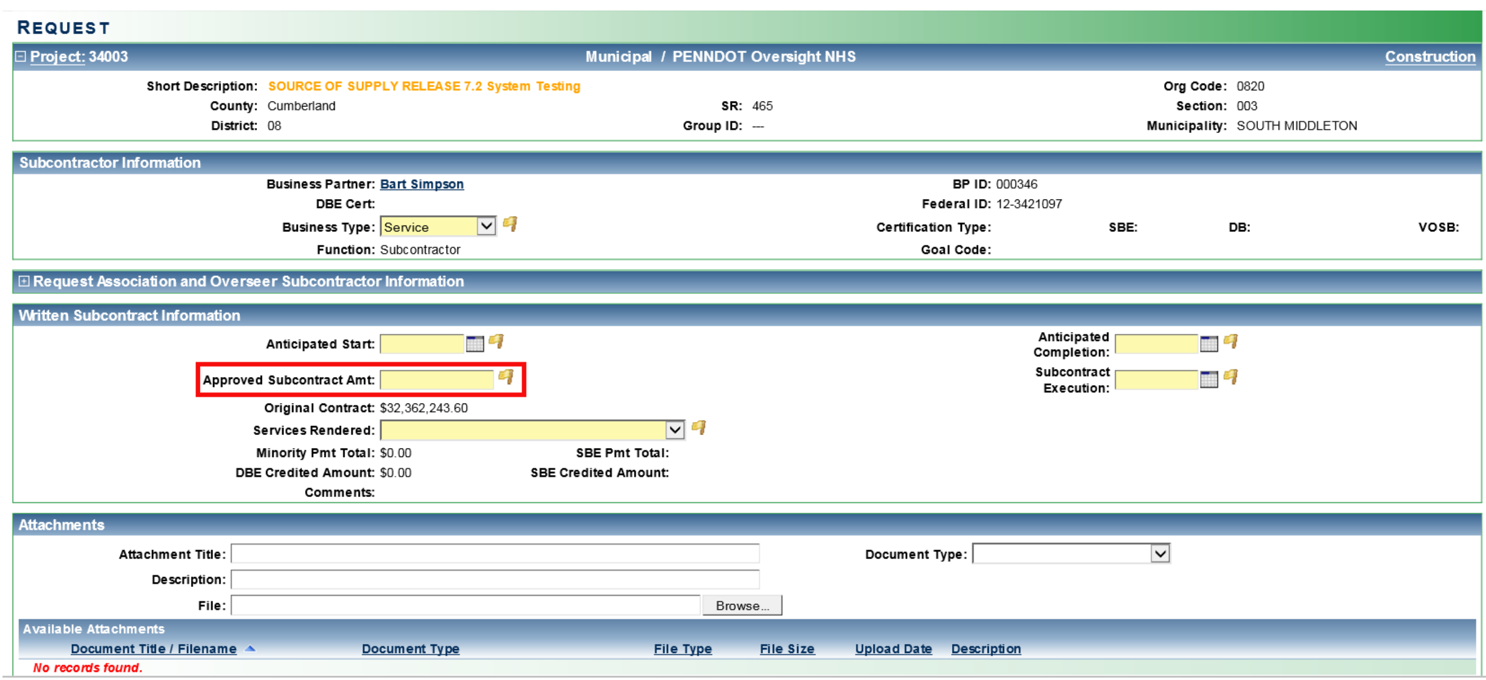
6. Enter the anticipated start date in the **Anticipated Start** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



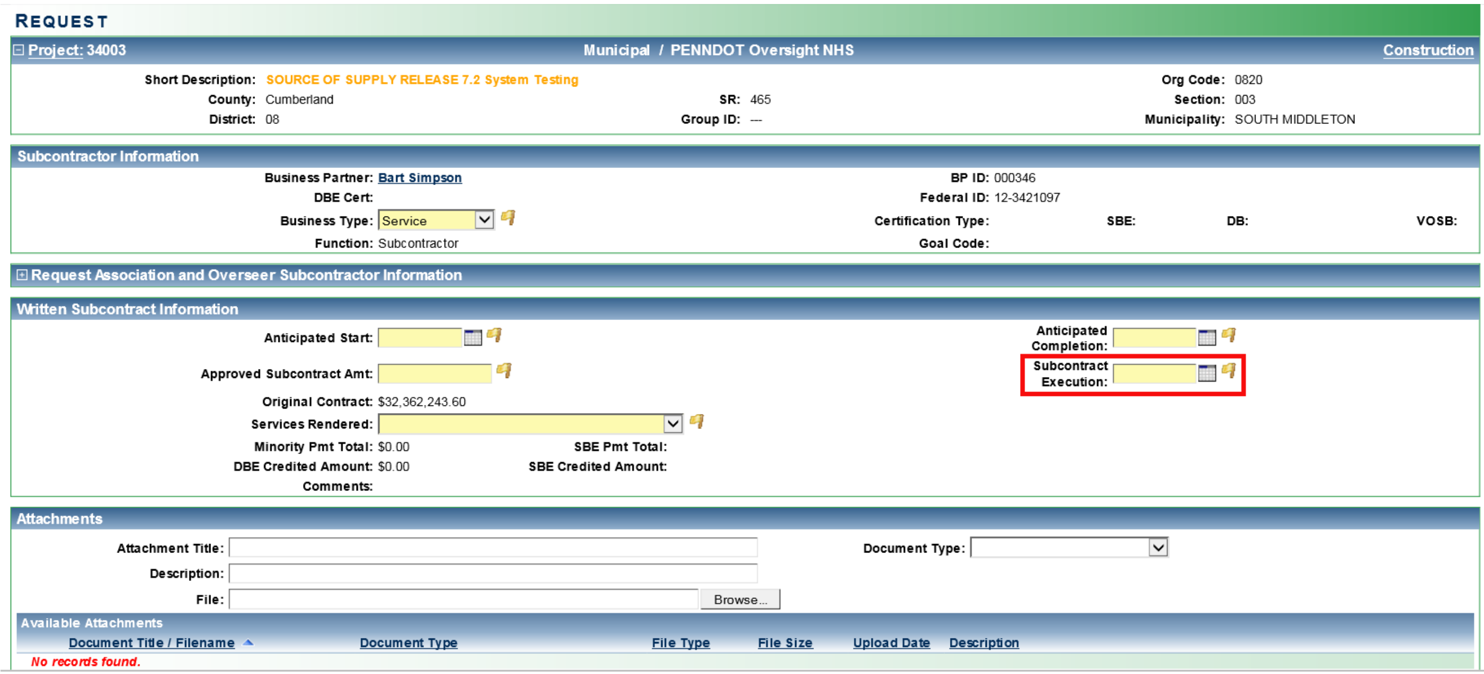
7. Enter the anticipated completion date in the **Anticipated Completion** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



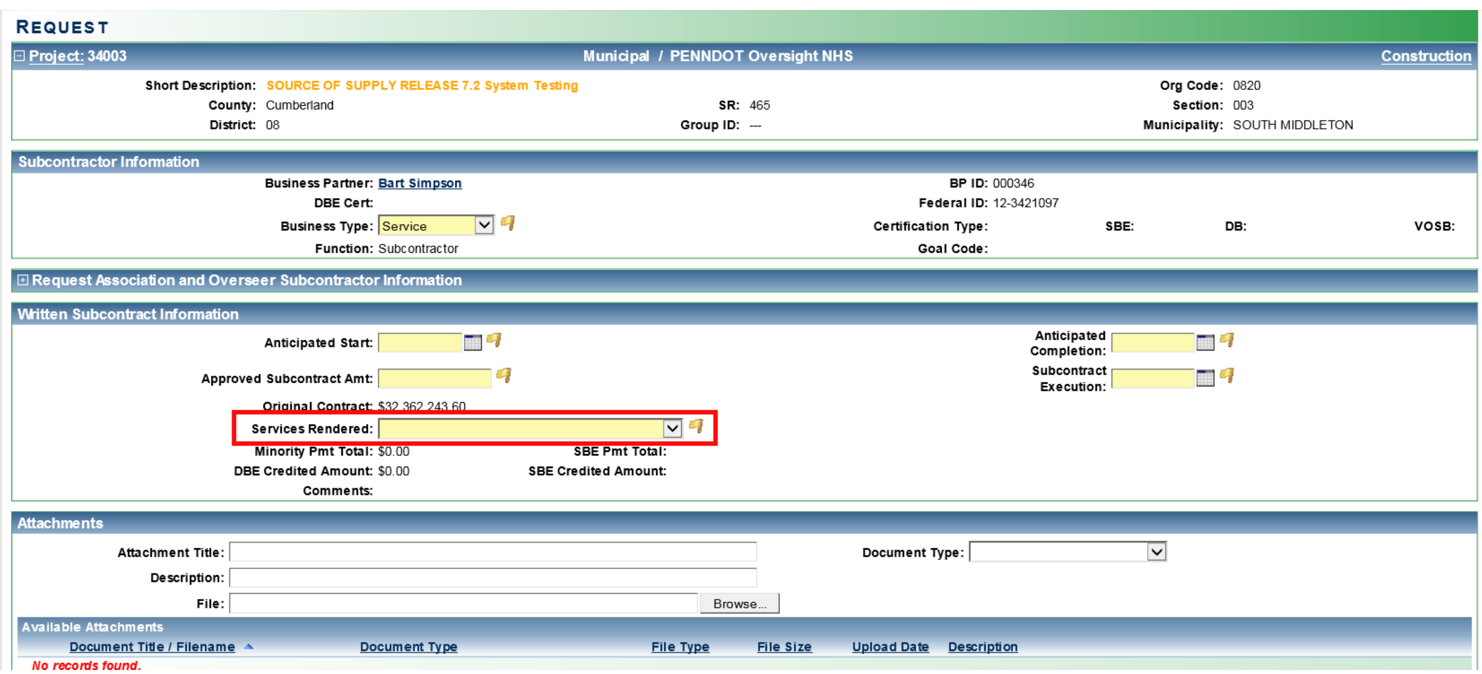
8. Enter the amount of the subcontract in the **Approved Subcontract Amount** field. The amount you enter here must equal the total amount for all subcontractor or service items on the request.



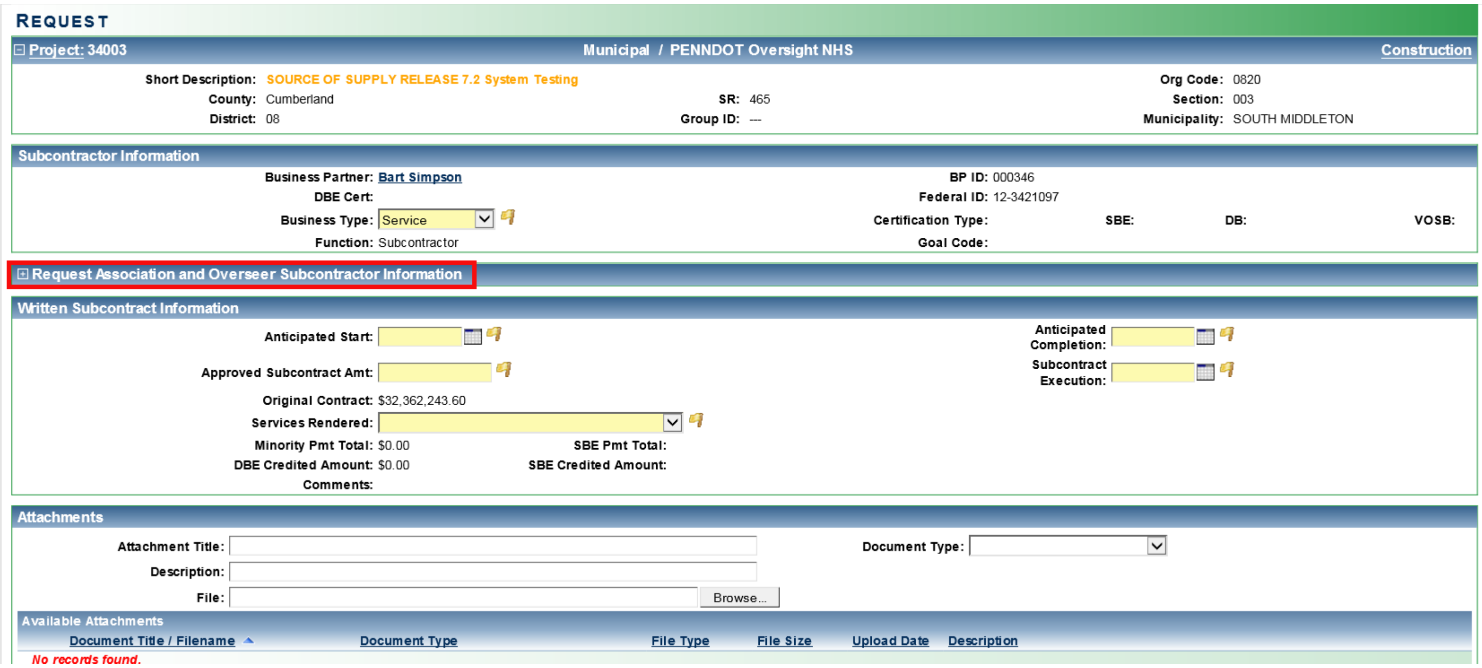
9. Enter the subcontract execution date in the **Subcontract Execution Date** field. You may use the calendar icon, or type the date in mm/dd/yyyy format.



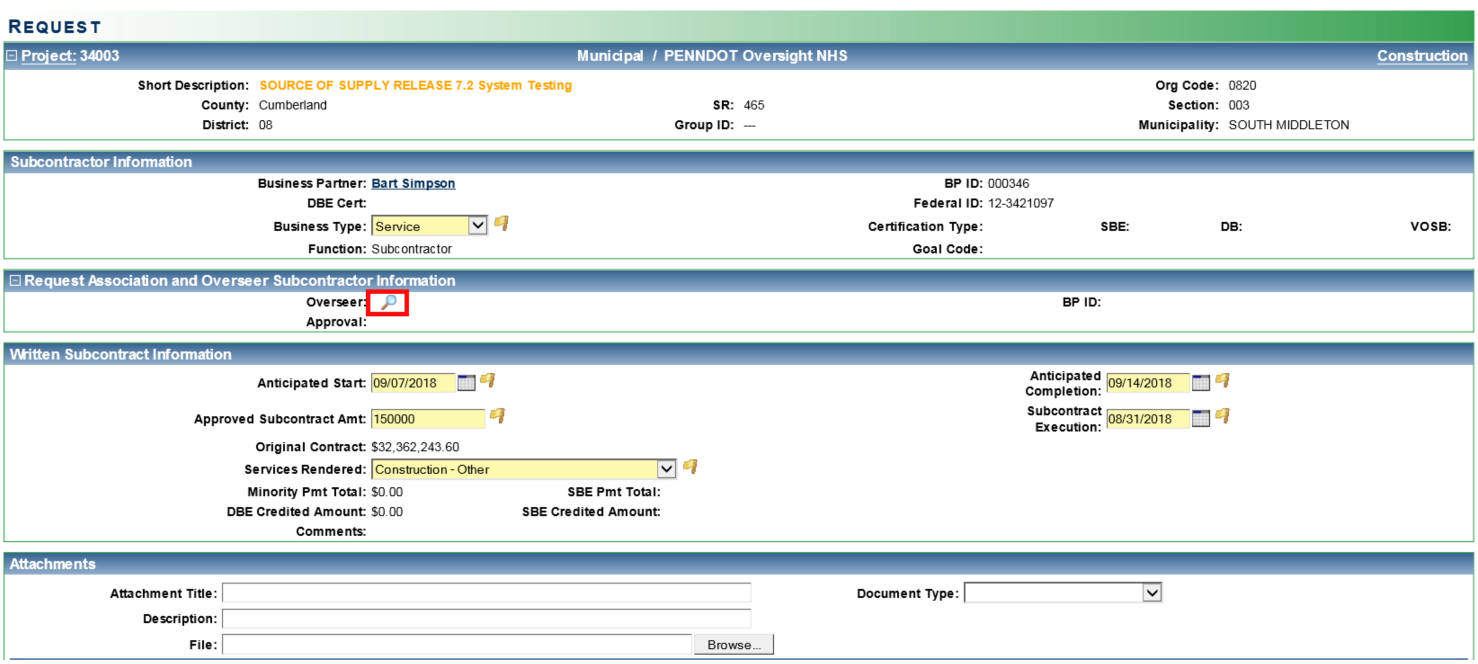
10. Select the type of service to be rendered from the **Services Rendered** drop-down list.



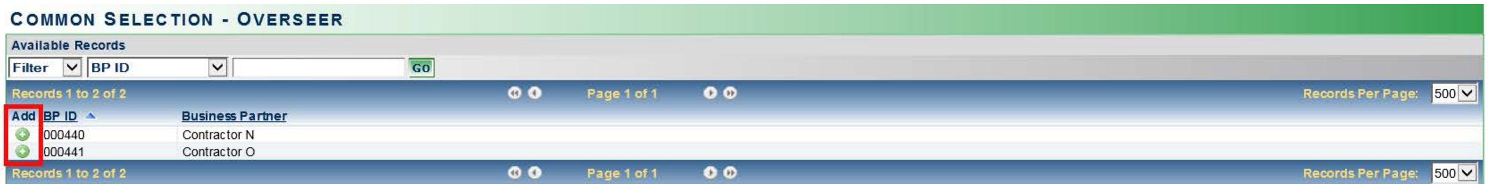
11. Click the **plus** sign next to **Request Association and Overseer Subcontractor Information**.



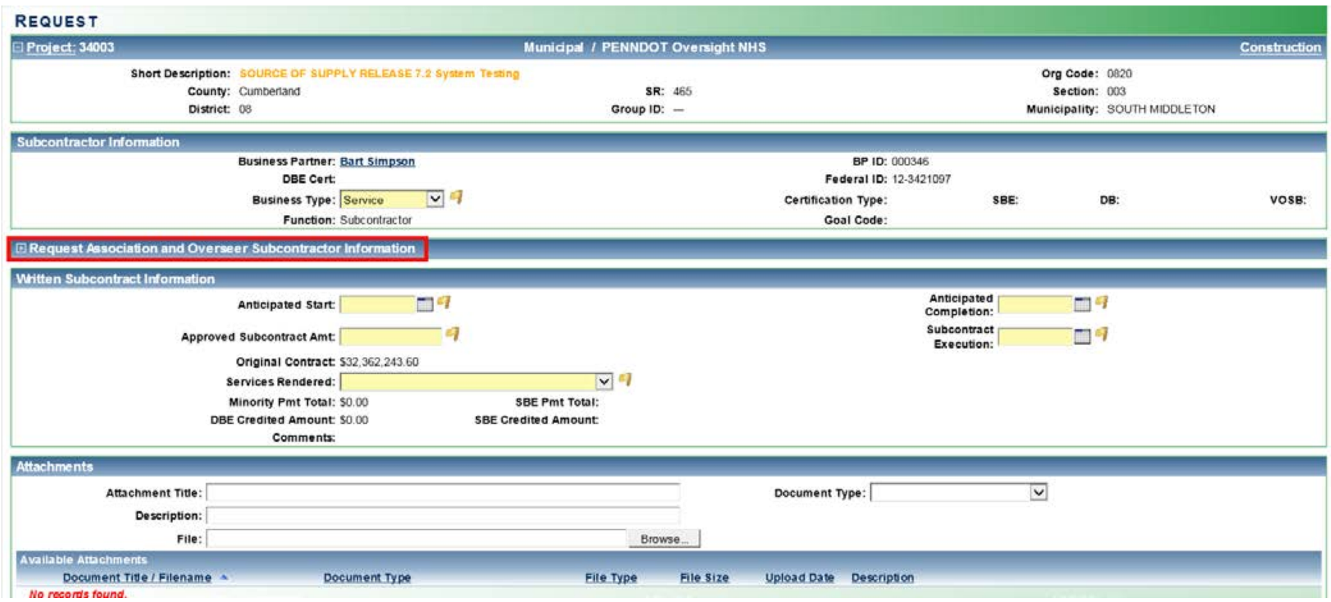
12. Click the **Magnifying Glass.**



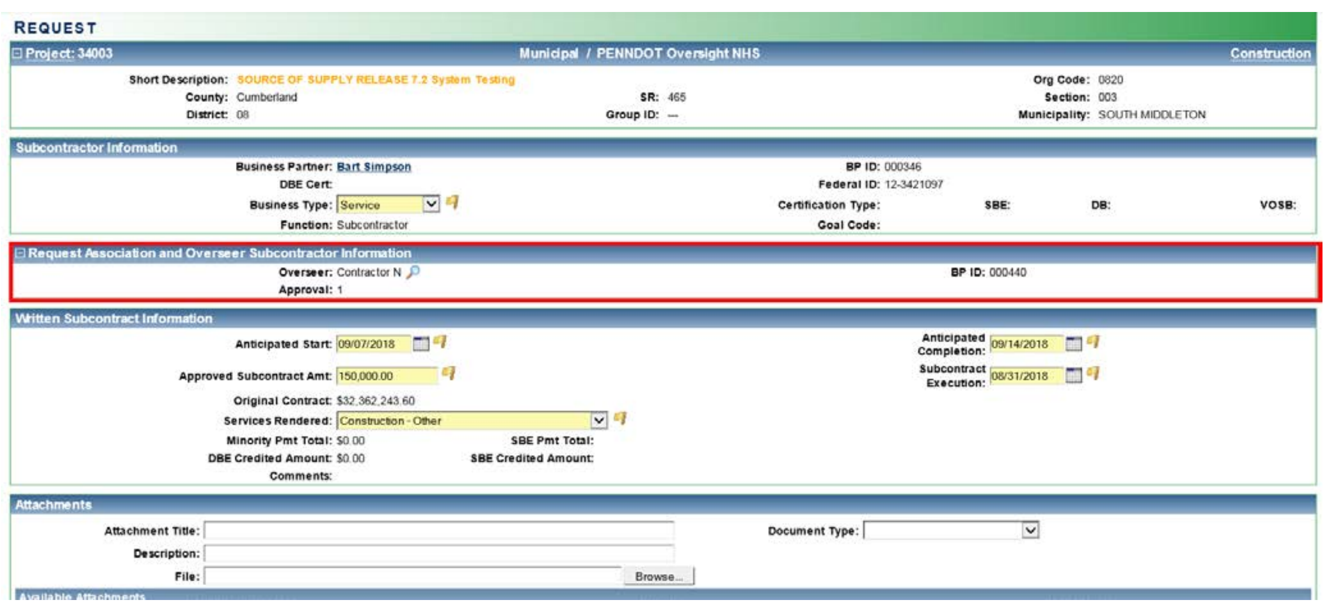
13. Click the **green plus** button next to subcontractor that should be added contract.



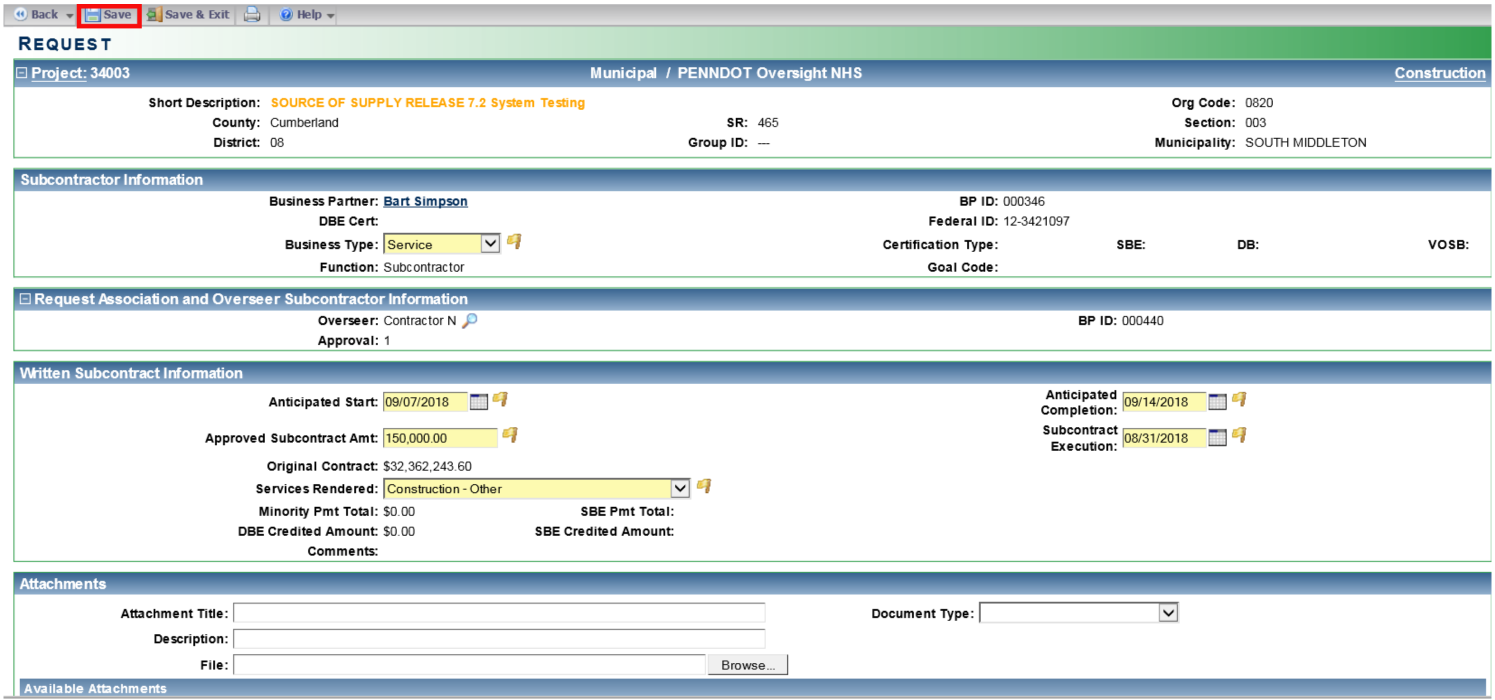
14. Click the **plus sign** next to **Request Association and Overseer Subcontractor Information**.



15. User can now view Subcontractors sub request.

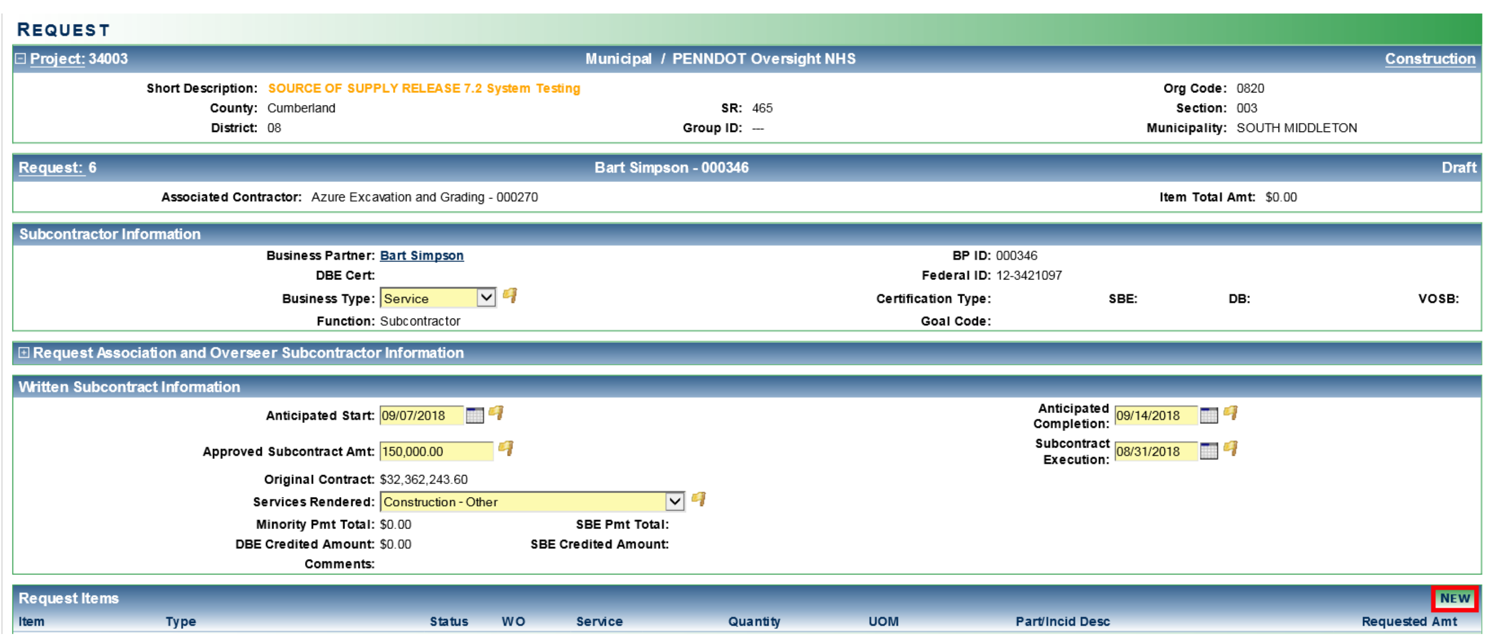


16. Click the **Save** button at the top of the screen.

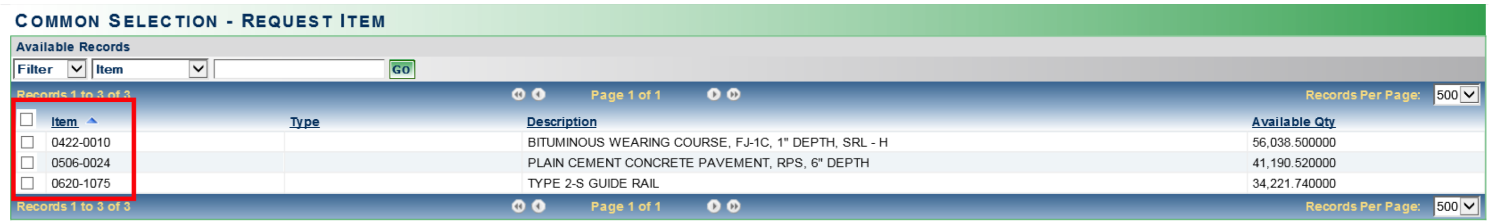


17. Users may receive a message letting them know that the minority commitment may need to be revised.

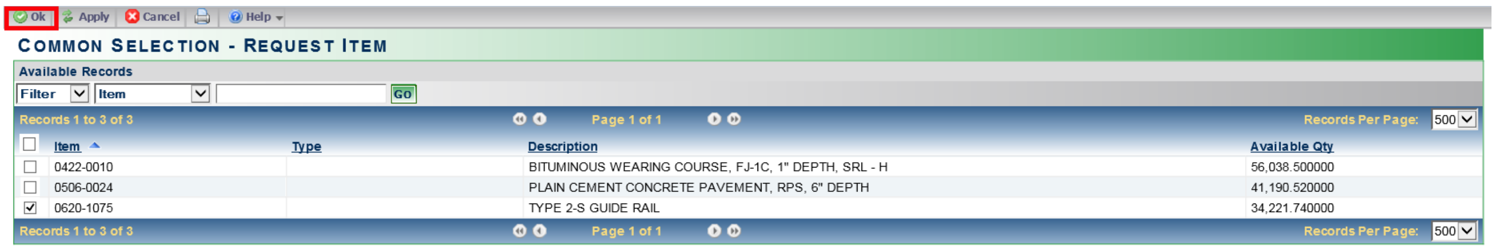
18. Select **New** for Request Items.



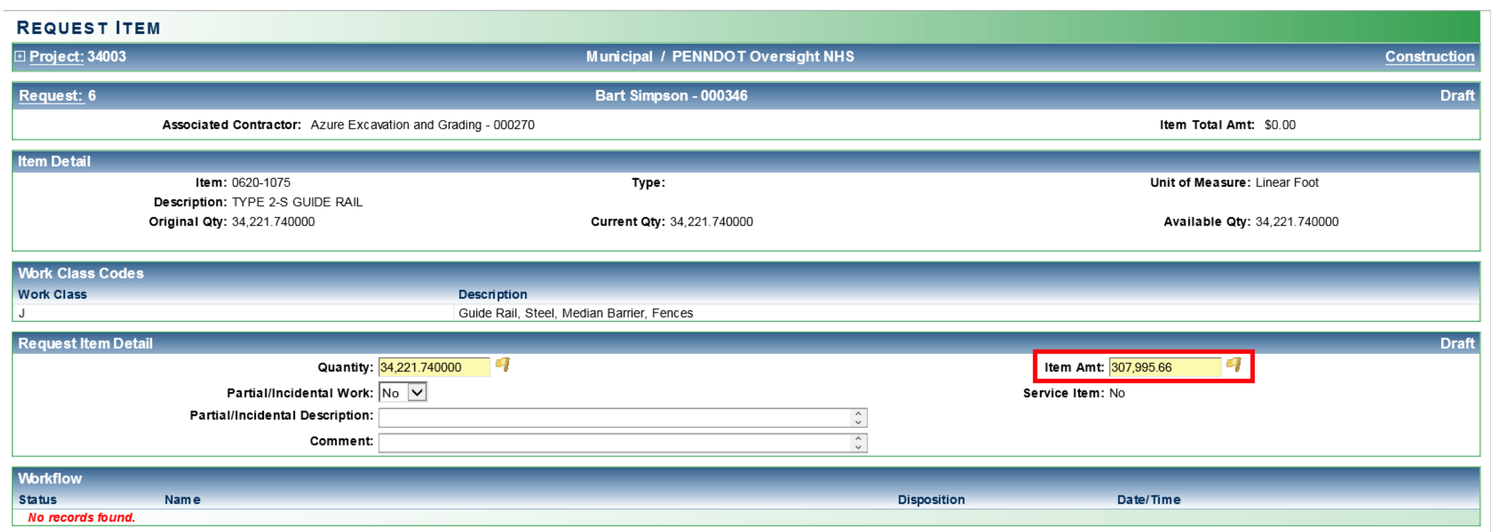
19. Click the **Items** that the subcontractor will be performing.



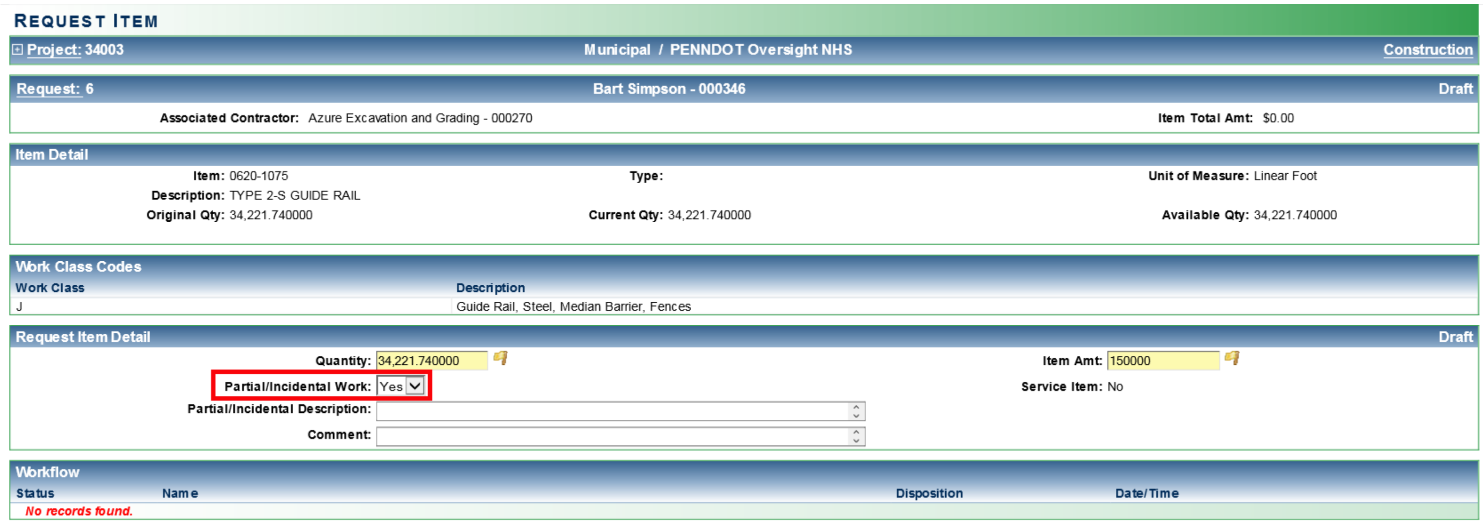
20. Click **Ok.**



21. Enter in the **Item Amount**, must match what is on the Request Screen under Approved Subcontract Amt.



22. Click the drop down and select **Yes** or **No** if this is **Partial/Incidental Work**.


REQUEST ITEM

Project: 34003 | Municipal / PENNDOT Oversight NHS | Construction

Request: 6 | Bart Simpson - 000346 | Draft

Associated Contractor: Azure Excavation and Grading - 000270 | Item Total Amt: $0.00

Item Detail

Item: 0620-1075 | Type: | Unit of Measure: Linear Foot

Description: TYPE 2-S GUIDE RAIL

Original Qty: 34,221.740000 | Current Qty: 34,221.740000 | Available Qty: 34,221.740000

Work Class Codes

Work Class	Description
J	Guide Rail, Steel, Median Barrier, Fences

Request Item Detail | Draft

Quantity: 34,221.740000 | Item Amt: 150000

Partial/Incidental Work: Yes | Service Item: No

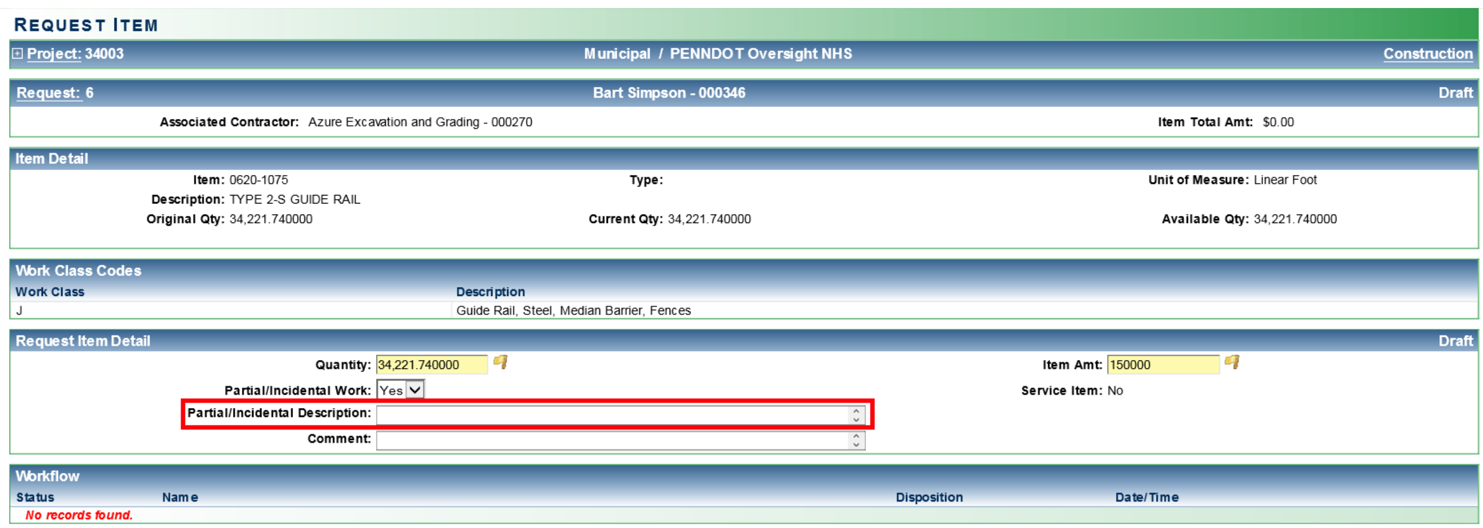
Partial/Incidental Description:

Comment:

Workflow

Status	Name	Disposition	Date/Time
No records found.			

23. Enter a **Description** in the Partial/Incidental Description box.


REQUEST ITEM

Project: 34003 | Municipal / PENNDOT Oversight NHS | Construction

Request: 6 | Bart Simpson - 000346 | Draft

Associated Contractor: Azure Excavation and Grading - 000270 | Item Total Amt: $0.00

Item Detail

Item: 0620-1075 | Type: | Unit of Measure: Linear Foot

Description: TYPE 2-S GUIDE RAIL

Original Qty: 34,221.740000 | Current Qty: 34,221.740000 | Available Qty: 34,221.740000

Work Class Codes

Work Class	Description
J	Guide Rail, Steel, Median Barrier, Fences

Request Item Detail | Draft

Quantity: 34,221.740000 | Item Amt: 150000

Partial/Incidental Work: Yes | Service Item: No

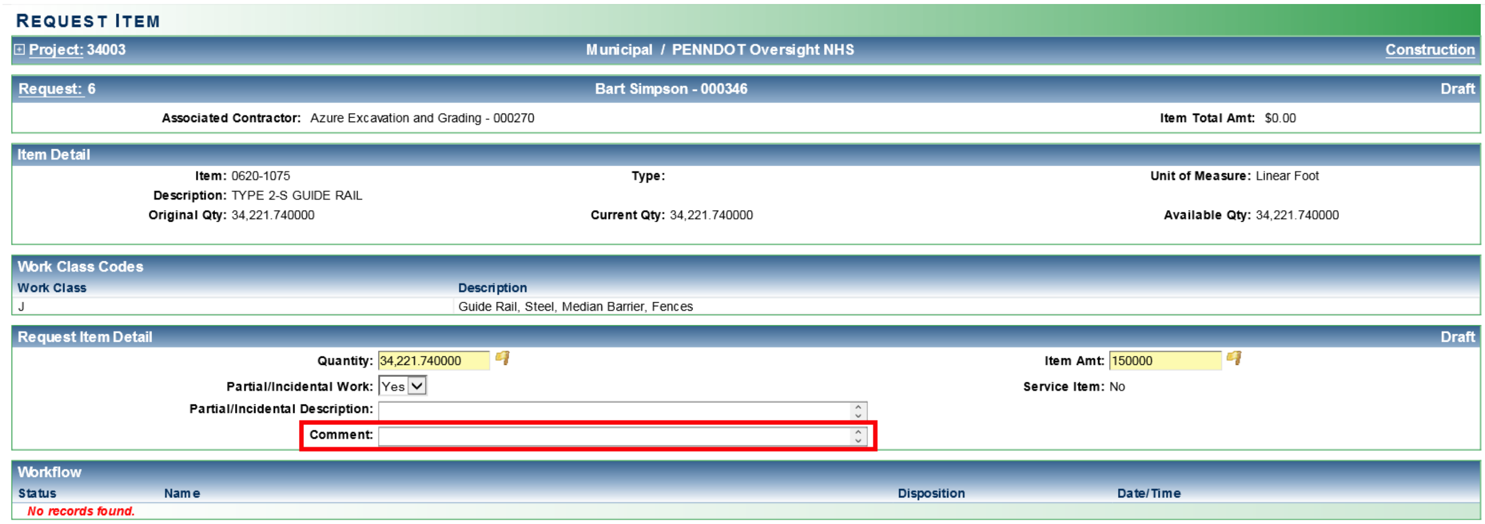
Partial/Incidental Description:

Comment:

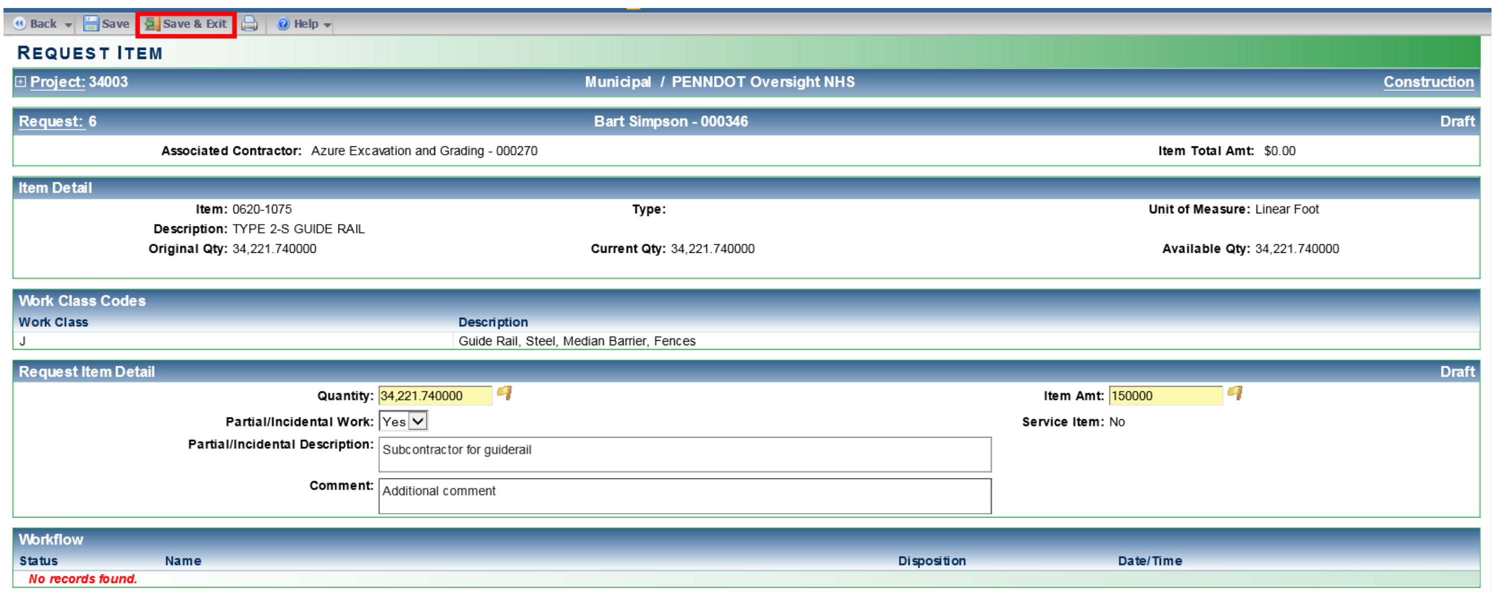
Workflow

Status	Name	Disposition	Date/Time
No records found.			

24. Enter a **Comment** in the Comment box.



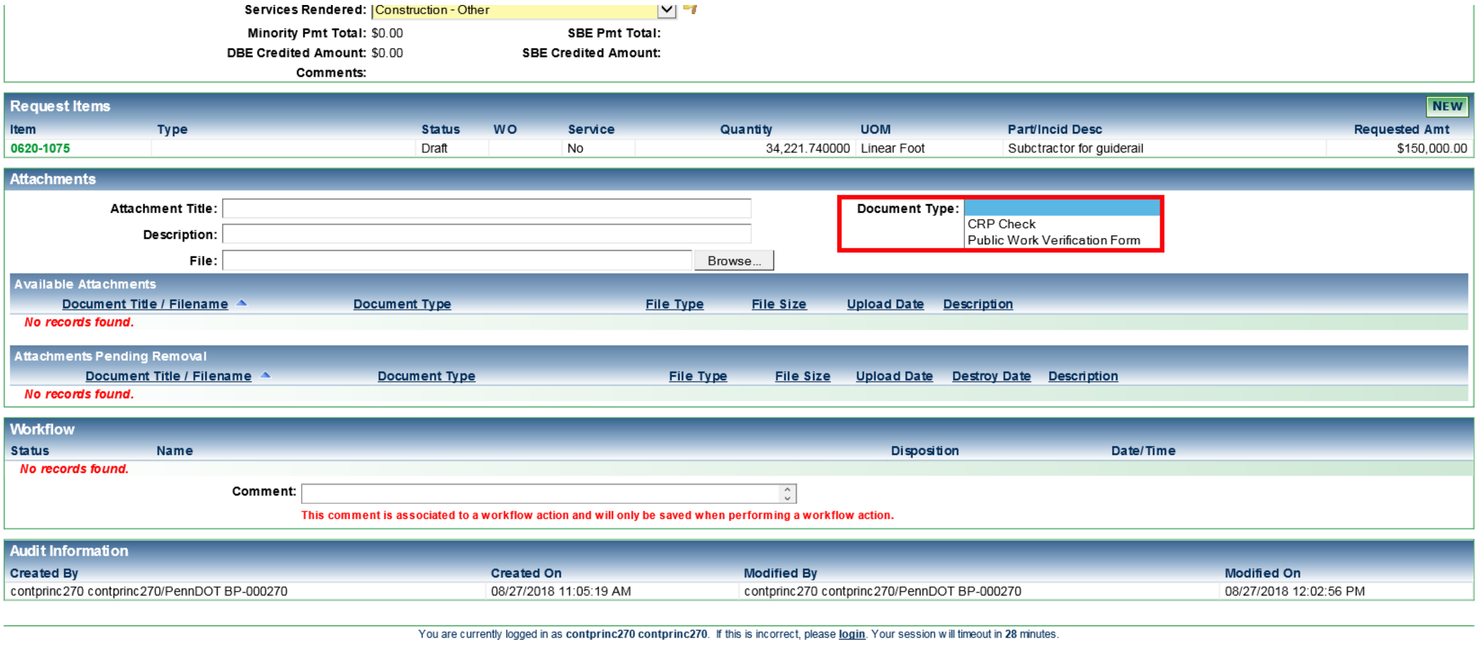
25. Click **Save & Exit.**



26. User may receive the follow error message, subcontractor will need to be approved for the work before performing it. "*The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review*"

The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (00532)

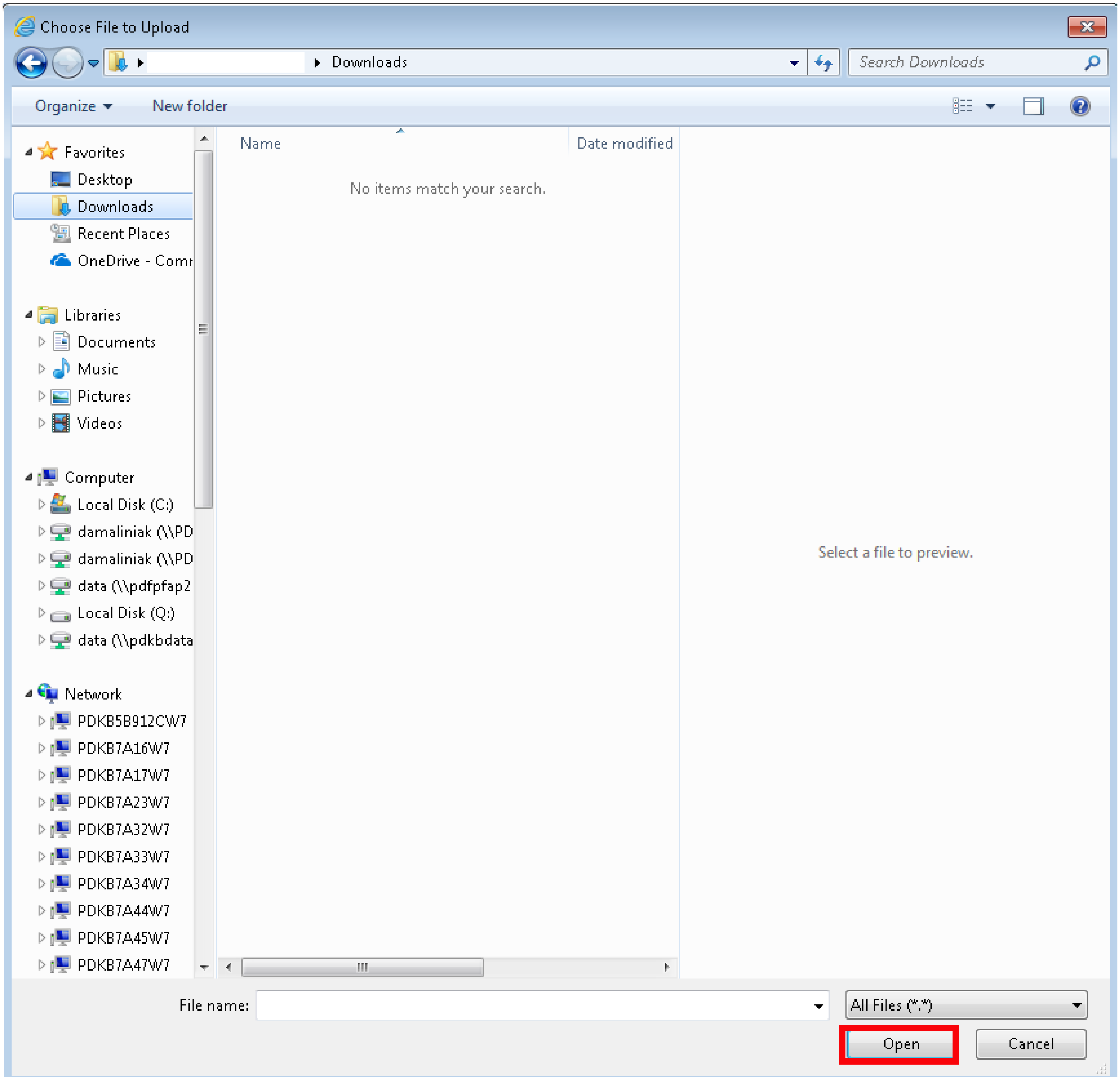
27. Click **Document Type** and select **Public Work Verification Form.**



28. Type in name of attached file in **Attachment Title** field.

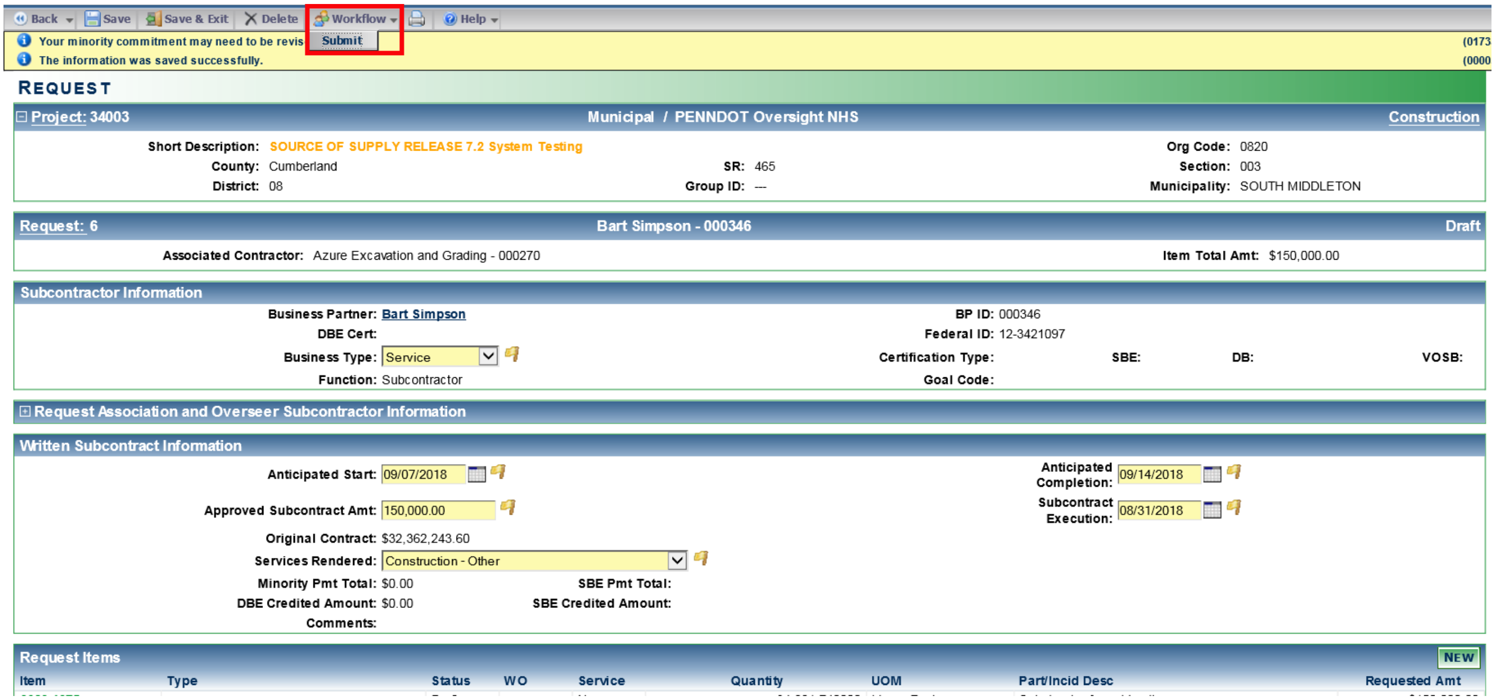
29. Select **Browse…**

30. Navigate to the file you wish to attached and click **Open.**

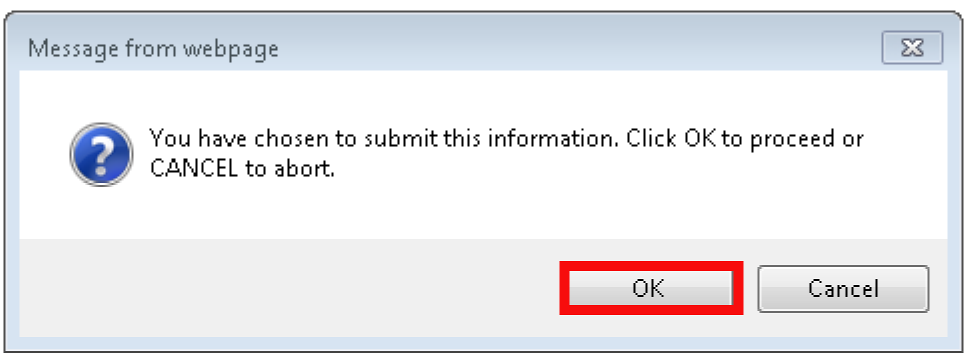


31. Select **Save.**

32. Click **Workflow** and then **Submit**.



33. Click **Ok**



34. The subcontractor request is now with the Department to review.

Chapter 15: Authorization for Contract Work

- Authorization for Contract Work Overview
- View an Authorization for Contract Work
- Request Clarification for Authorization for Contract Work
- Acknowledge an Authorization for Contract Work and Submit to PennDOT

Authorization for Contract Work Overview

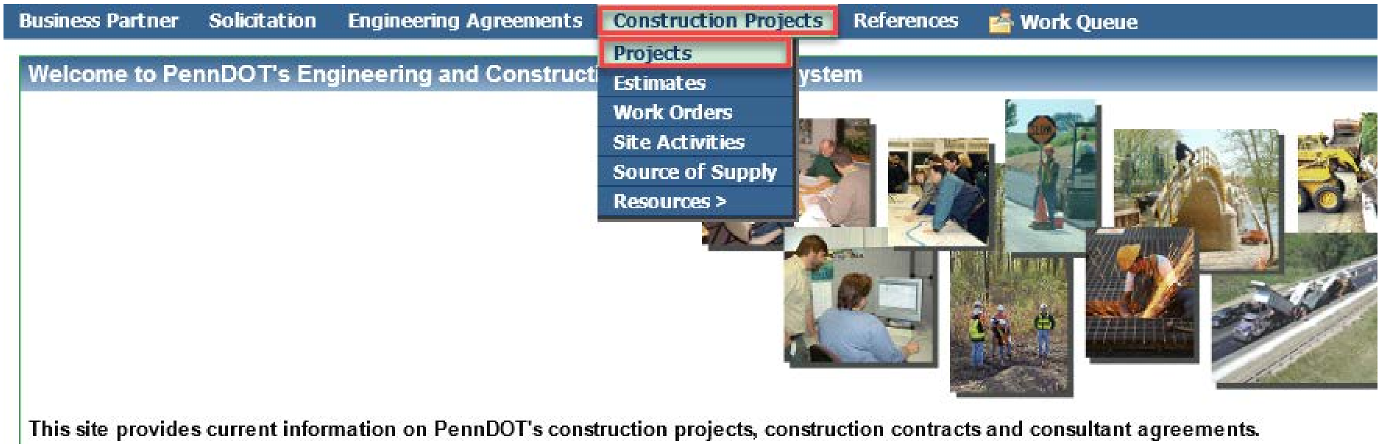
Authorizations for Contract Work allow PennDOT to add items and/or special provisions to an existing active construction contract. They also allow PennDOT to create or clarify scope of work for the contract. Once the Authorization is submitted, the contractor must acknowledge or request clarification on the scope of work and special provision changes (if any), enter unit prices for any new items, and/or statuses, mark each proposed change to a contract item as Accepted or Out of Scope, and submit the authorization to PennDOT for review.

The Authorization for Contract Work also allows PennDOT and the Contractor to negotiate the unit price for extra work items and allows PennDOT to add or modify any special provisions associated with the work. When an extra item is included in the authorization, the contractor enters the unit price during Contractor Review, and PennDOT may either accept or reject the price, or status the item as "force account". For contract items, the Contractor may accept the item or status it as 'out of scope'.

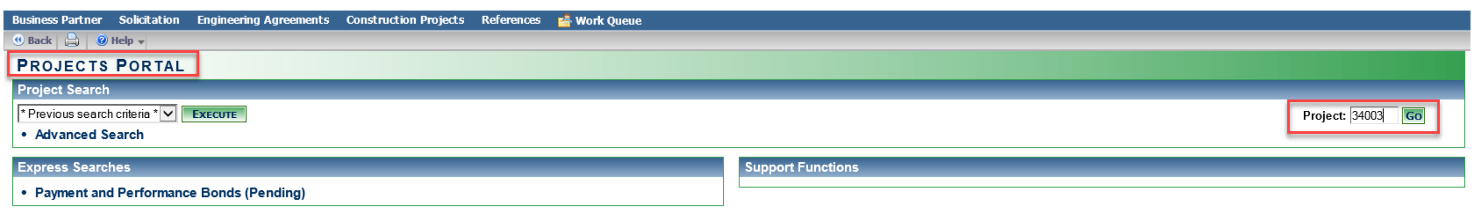
Step	**User ECMS Security Role**
Create an Authorization for Contract Work including additional or extra items, scope of work, and/or special provisions.	PennDOT
Submit the Authorization for Contract Work to Contractor	PennDOT
Disposition additional items as accepted or out of scope Enter unit prices for extra items Acknowledge the scope of work and any special provisions or request clarification Submit the Authorization for Contract Work to PennDOT	Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Disposition extra items as accepted, rejected or force account Respond to requests for clarification (and resubmit to contractor) Accept the Authorization	PennDOT

View an Authorization for Contract Work

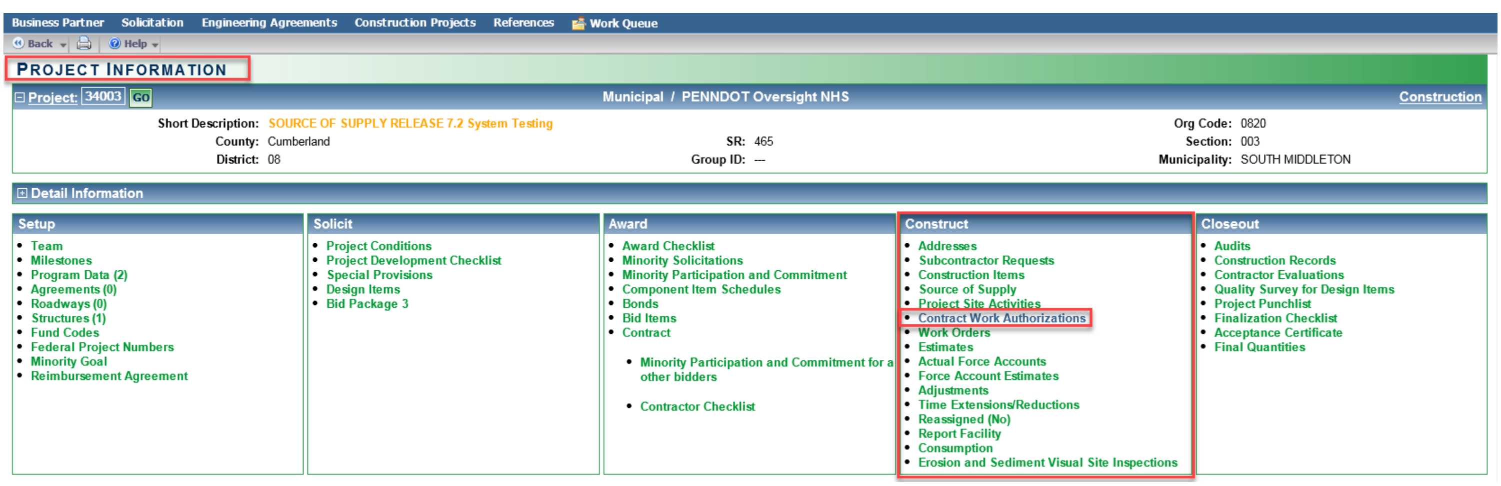
1. From the menu bar, select **Construction Projects** and then click **Projects**.



2. In the Projects Portal enter the **Project Number** in the input dialogue box next to **Project**. Then click **Go.**



3. On the **Project Information** portal, under the Construct section, select the **Contract Work Authorizations** hyperlink.

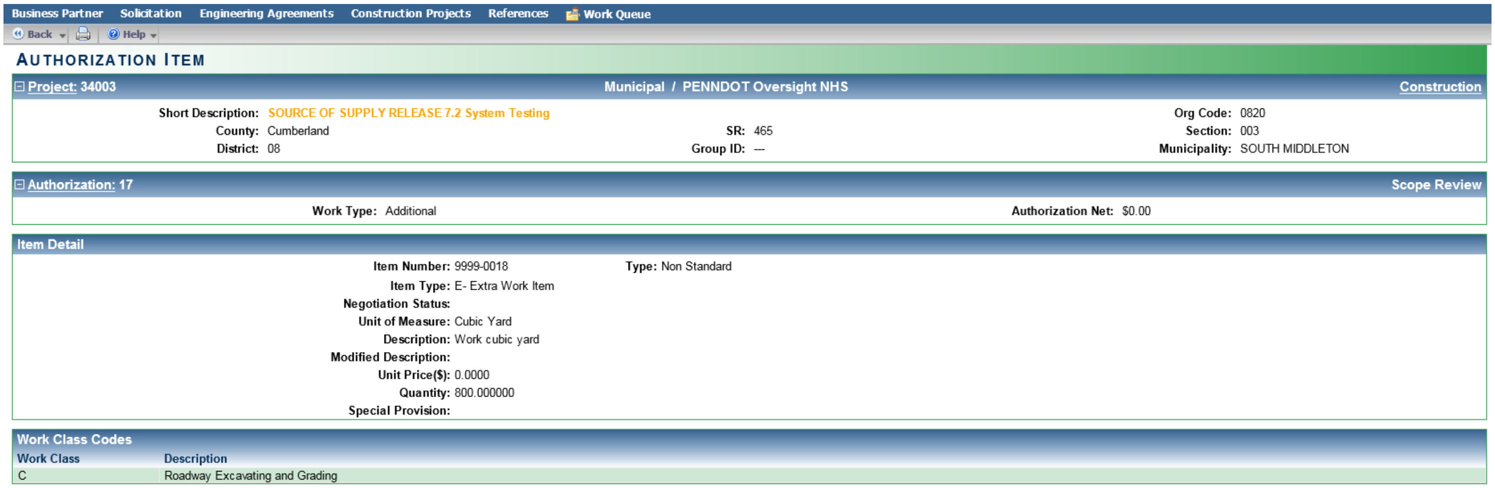


4. On the **Authorization For Contract Work** screen, there will be a list of Authorizations, with **Auth Status** and **Work Type**.

5. There are several types of work types: **Extra Work at a Negotiated Price, Extra Work on a Force Account Basis,** and **Additional Work at the Contract Unit Price**.

6. Select a **work authorization** hyperlink under the **Auth** column, more specifically one that is listed as **Scope Review** to view/review the pertinent information.

7. Click on the **Item Number** hyperlinks, in the **Items** sub-portal for more information. Example below.

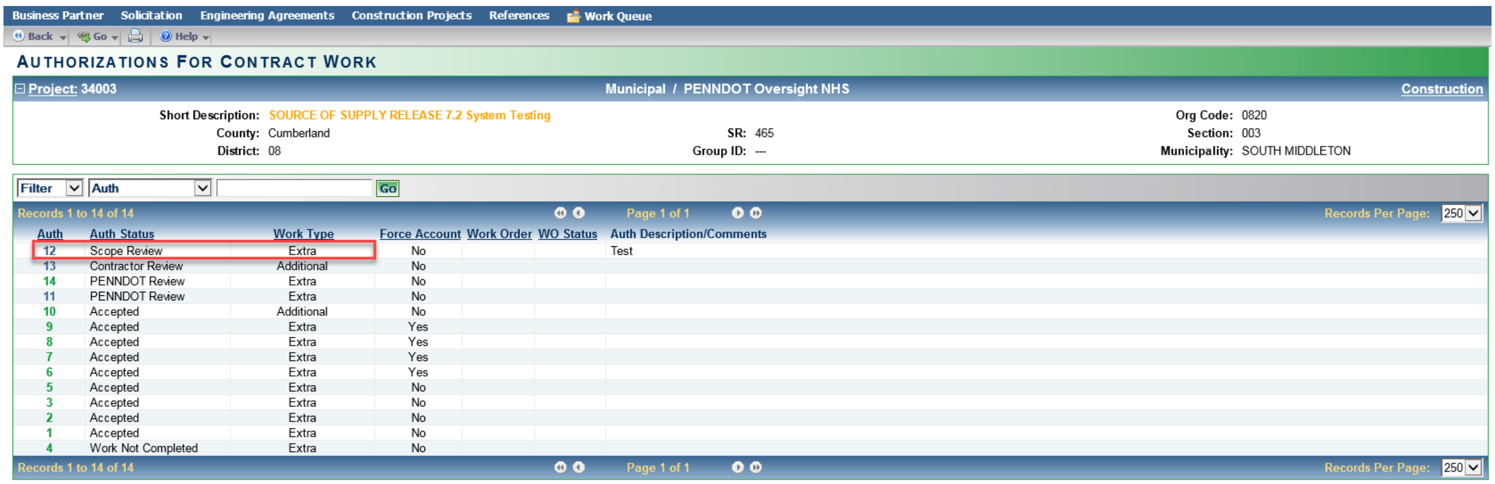


8. Once reviewed one of two actions will happen, either an authorization will need Clarification or it will be Acknowledged. To see how to **Request Clarification for Authorization of Contract Work** or to **Acknowledge an Authorization for Contract Work** see the next two sections respectively.

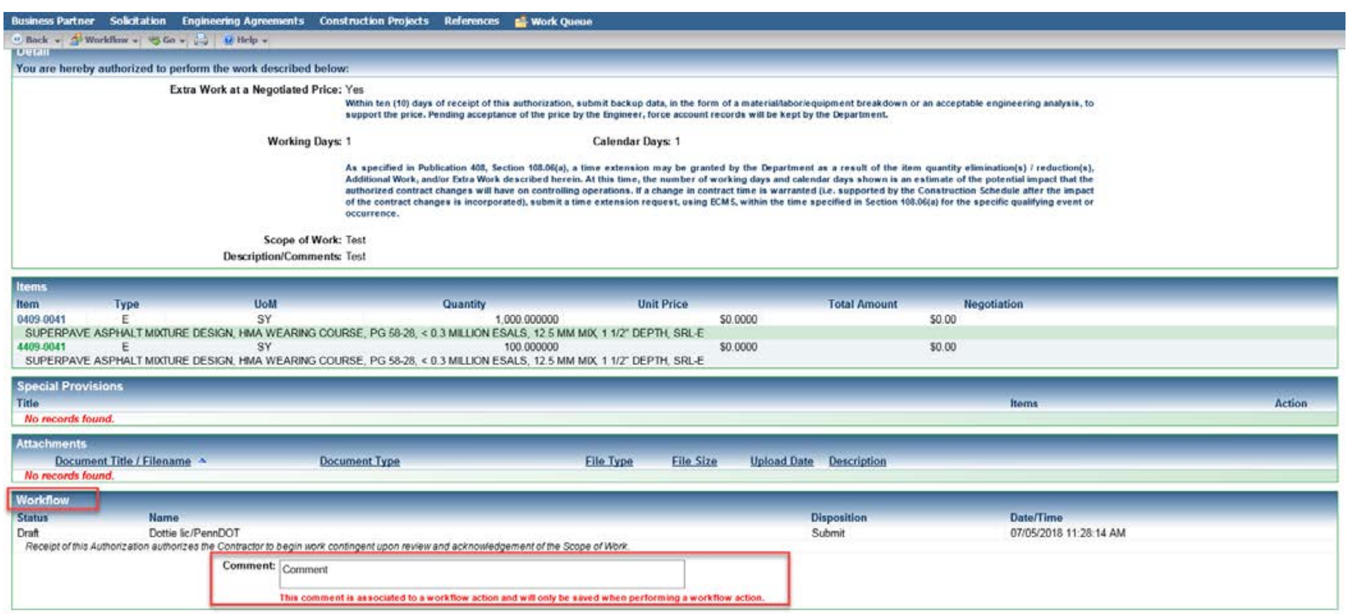
Request Clarification for Authorization for Contract Work

- The contractor can request that PennDOT clarify the scope of work and/or special provision changes for an authorization.
- PennDOT will not accept the authorization until the contractor has acknowledged the special provisions and/or scope of work changes.
- Before submitting the authorization back to PennDOT for clarification, any additional items must be dispositioned as accepted or out of scope and any extra items must include a unit price.

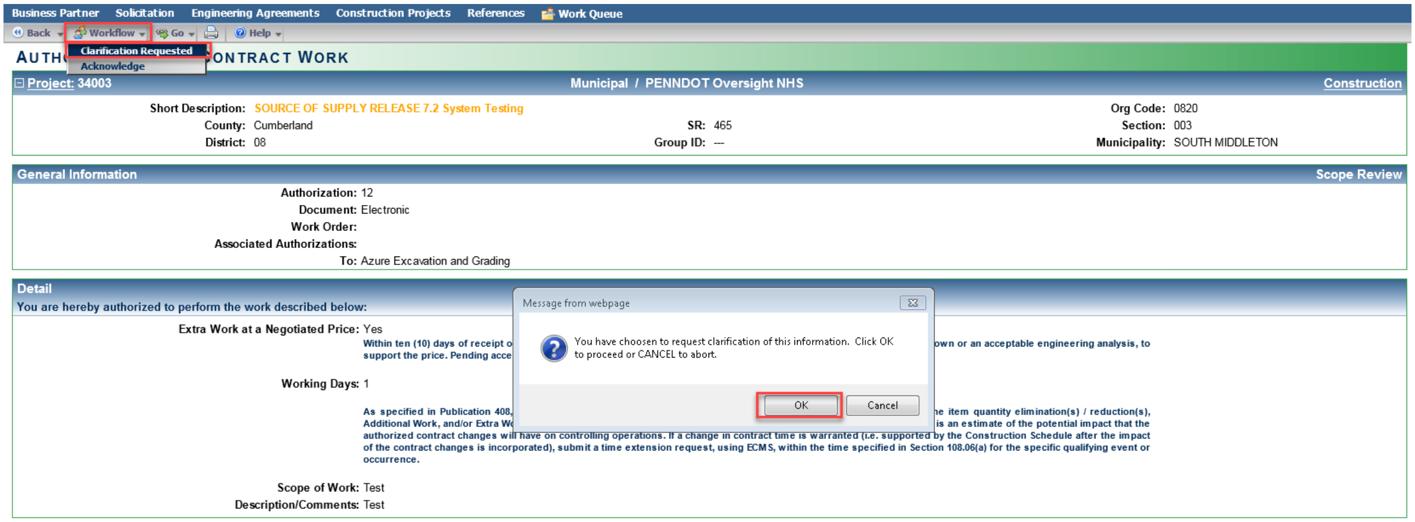
1. Begin by opening a work authorization that is in **Scope Review**.



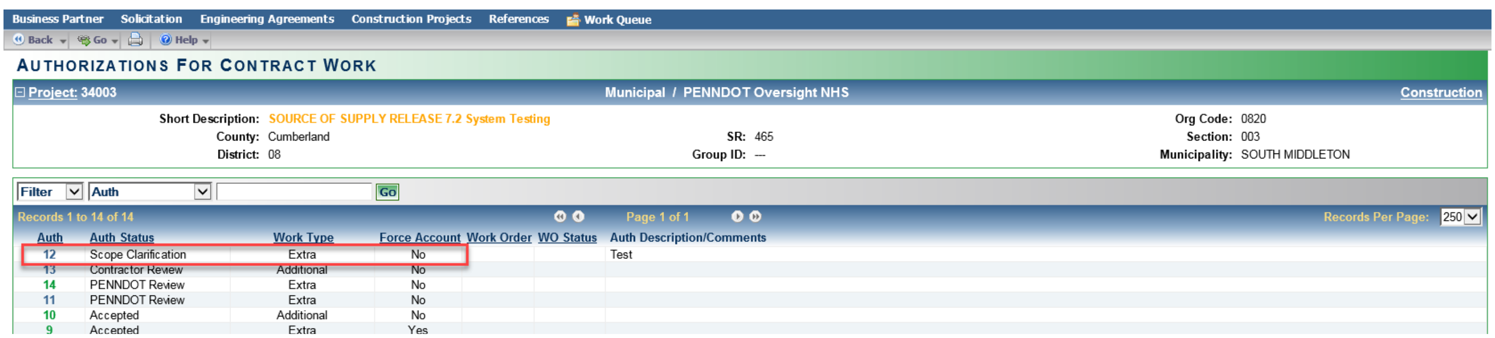
2. After reviewing the information and it is determined clarification is needed, scroll down to the **Workflow** sub-portal, enter a comment that explain what needs clarified in the **Comment** dialogue box.



3. Then go to the tool bar, select **Workflow, Clarification Requested**, and a confirmation window will pop-up click **OK**.



4. The status of the work authorization changes to **Scope Clarification**.



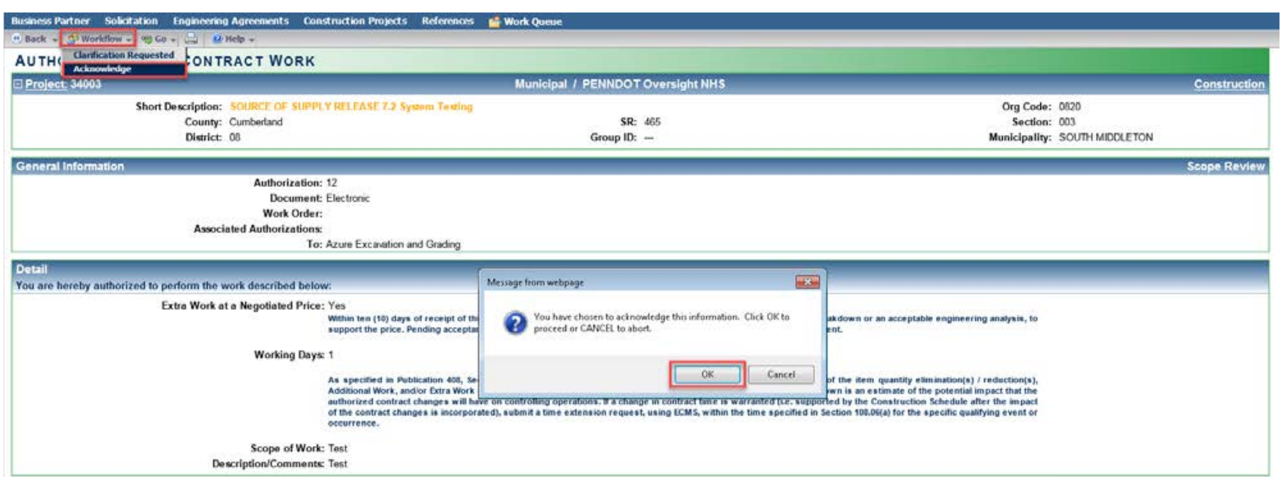
- ECMS does not send an email notification to PennDOT informing them that the clarification has been requested. You may want to contact the person who created the authorization to let them know that there is a request for clarification.
- The clarification itself may be provided outside of ECMS, for example, by telephone or email; or the Inspector may include a workflow comment (located below the status in the review/approval workflow at the bottom of the screen) or enter text in the Comment field, or even update the scope of work or provisions in response.
- Comments entered in the review/approval workflow can be displayed for viewing when you open the Work Authorization and examine the Workflow sub-portal.

Acknowledge an Authorization for Contract Work and Submit to PennDOT

- The contractor must acknowledge the scope of work and special provisions. PennDOT will not accept the authorization until the contractor has acknowledged the special provisions and/or scope of work changes.
- Before submitting the authorization back to PennDOT, any additional items must be dispositioned as accepted or out of scope and any extra items must include a unit price.

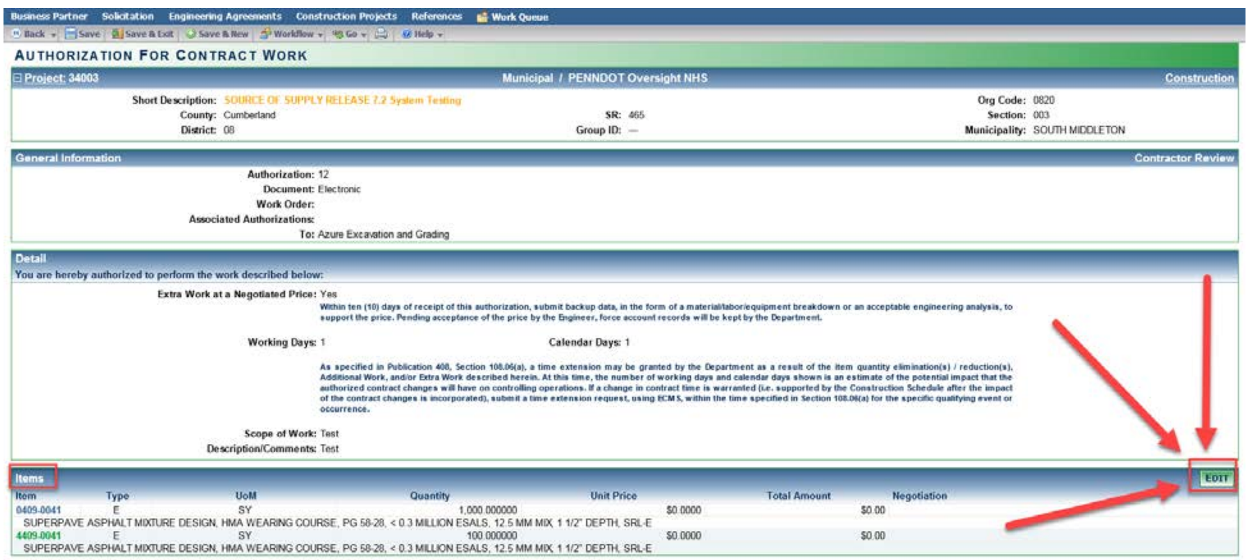
1. Begin by opening a work authorization that is in **Scope Review**.

2. Once satisfactorily reviewed, go to the tool bar, select **Workflow**, **Acknowledge**, then a confirmation window will appear, click **OK**.



3. A confirmation message appears below the tool bar. The authorization's **Status** changes to **Contractor Review**.

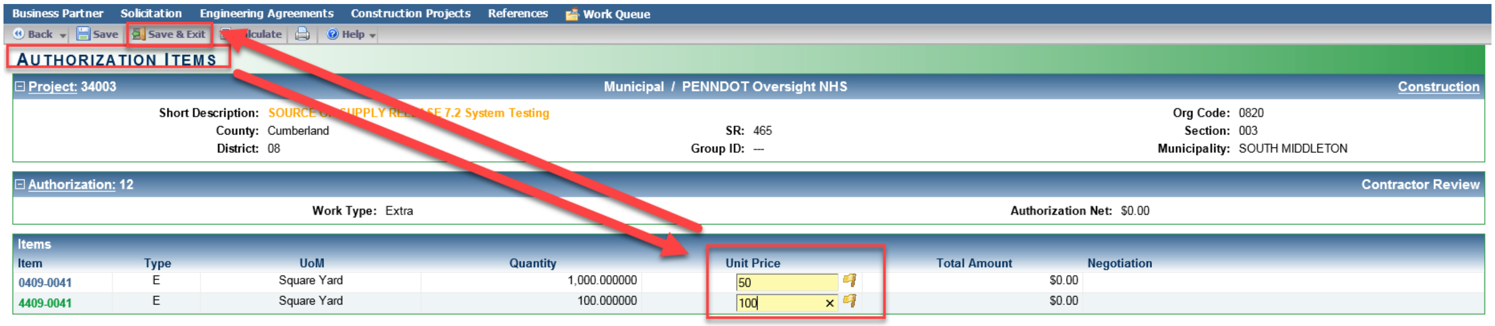
4. Once you Acknowledge the Work Authorization, go to the **Items** sub-portal and click **Edit.**



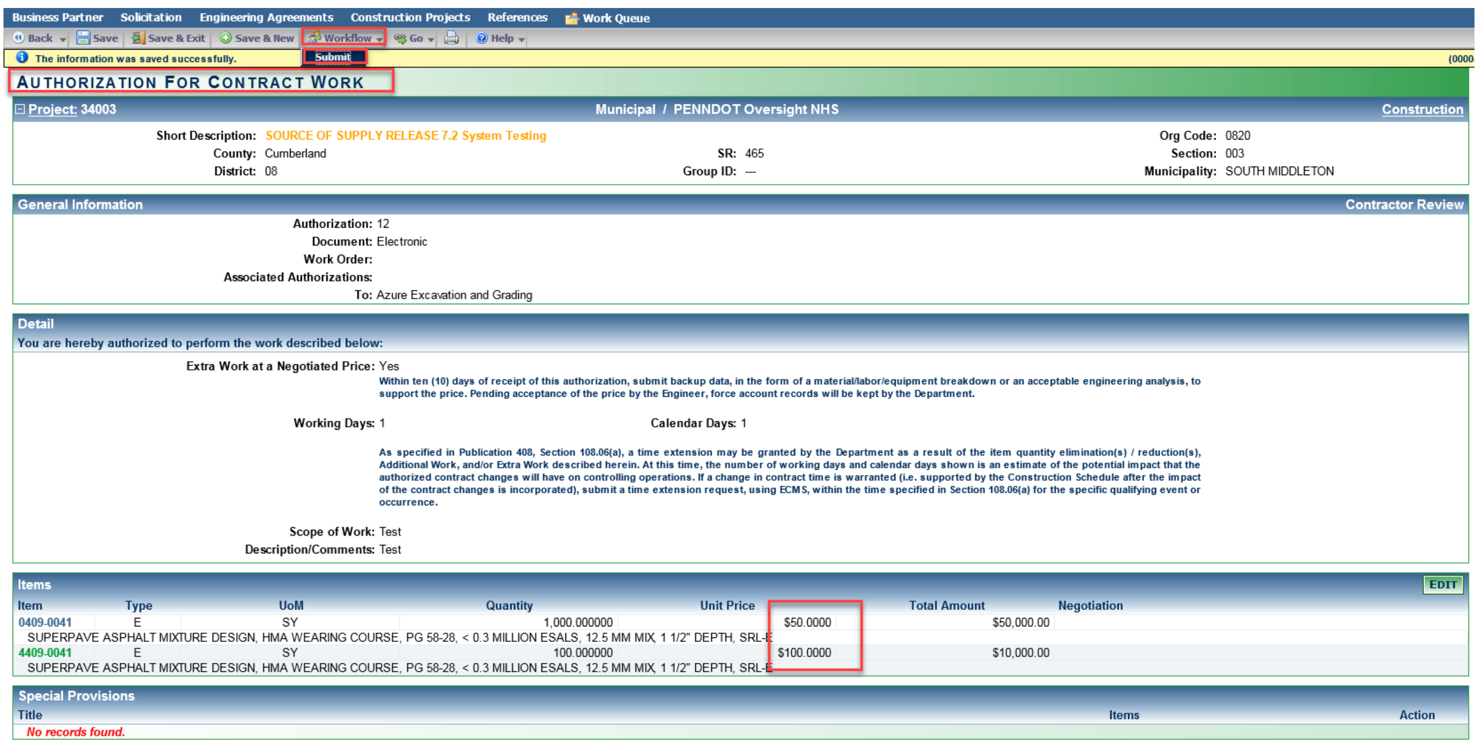
5. The **Authorization Items** portal appears. Under the **Items** sub-portal enter **Unit Prices** for the items.

Note: The unit price may vary based on type of Authorization.

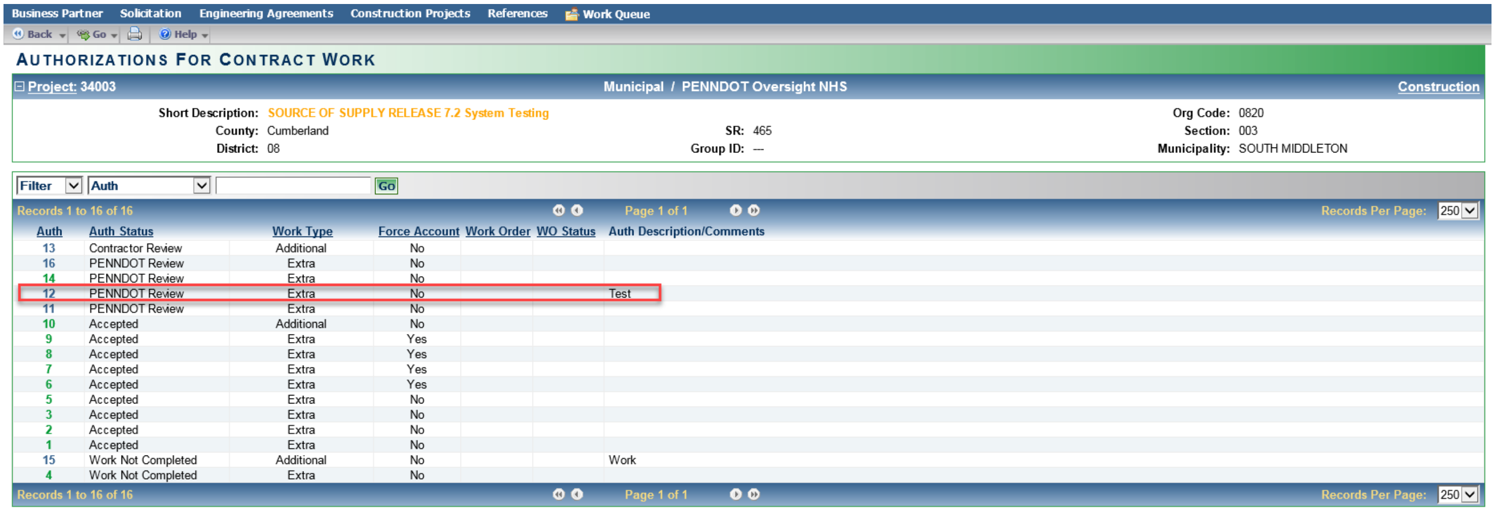
6. **On the tool bar select Save and Exit.**



7. Then on the **Authorization for Contract Work** portal, select **Workflow** from the tool bar, click **Submit**, and a conformation window will pop-up, click **OK**.



8. On the Authorizations for Contract Work portal the work authorization Status is updated to **PENNDOT Review**.



Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

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AUTHORIZATIONS FOR CONTRACT WORK

Project: 34003 | Municipal / PENNDOT Oversight NHS | Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing | Org Code: 0820

County: Cumberland | SR: 465 | Section: 003

District: 08 | Group ID: -- | Municipality: SOUTH MIDDLETON

Filter | Auth | Go

Records 1 to 16 of 16 | Page 1 of 1 | Records Per Page: 250

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
13	Contractor Review	Additional	No			
16	PENNDOT Review	Extra	No			
14	PENNDOT Review	Extra	No			
12	PENNDOT Review	Extra	No			Test
11	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			
8	Accepted	Extra	Yes			
7	Accepted	Extra	Yes			
6	Accepted	Extra	Yes			
5	Accepted	Extra	No			
3	Accepted	Extra	No			
2	Accepted	Extra	No			
1	Accepted	Extra	No			
15	Work Not Completed	Additional	No			Work
4	Work Not Completed	Extra	No			

Records 1 to 16 of 16 | Page 1 of 1 | Records Per Page: 250

- ECMS does not send an email notification to PennDOT informing them that the authorization has been submitted. You may want to contact the person who created the authorization to let them know that it is ready for PennDOT Review.
- Comments entered in the review/approval workflow can be displayed for viewing when you open the Authorization and examine the Workflow sub-portal.

Chapter 16: Work Orders

- Work Orders Overview
- View Work Orders

Work Orders Overview

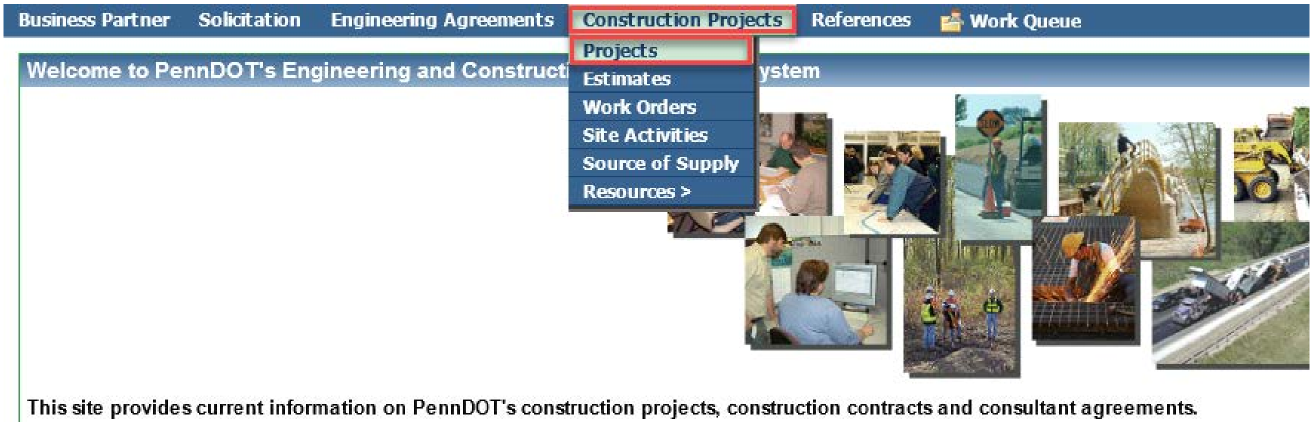
When a project enters construction status and changes must occur on the project, a work order will be processed. A work order may add additional items to a project or take items off a project. If additional or extra work must be performed, an authorization for contract work will be created prior to the work order. The authorization for contract work will go through a review and approval process. For more detail on the authorization, refer to the Authorization for Contract Work chapter.

The work order is created by PennDOT and will go through a review and approval process. Once the work order has been approved, it will be available to view by the contractor.

Step	User ECMS Security Role
Create an authorization for contract work	PennDOT
Submit authorization for contract work for acknowledgement	PennDOT
Acknowledge additional or extra work	Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Create a work order	PennDOT
Link authorization for contract work to the work order	PennDOT
Review and approve work order	PennDOT
View approved work order	Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager

View Work Orders

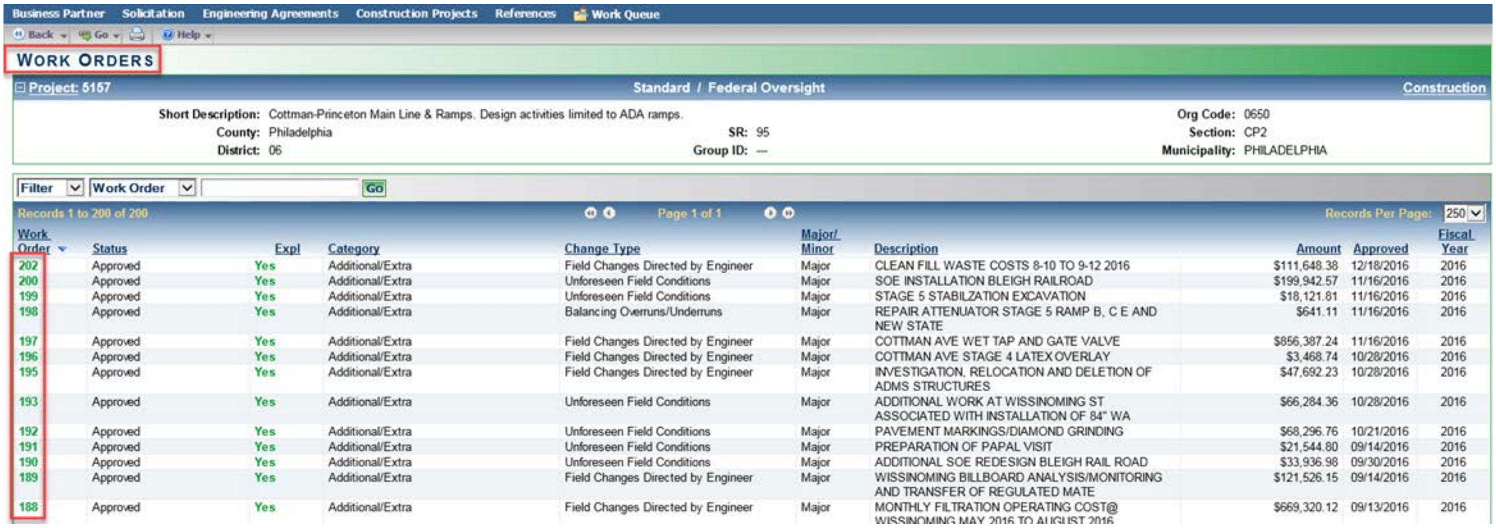
1. From the menu bar, select **Construction Projects** and then select **Projects**.



2. Then enter a **Project Number** and click **GO**.

3. From the **Project Information** portal, under the **Construct** section, select the **Work Orders** hyperlink.

4. The **Work Orders** screen is displayed with all the work orders for the project. Click the **Work Order Number hyperlink** to view specific information relative to the work order.



Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

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WORK ORDERS

Project: 5157 — Standard / Federal Oversight — Construction

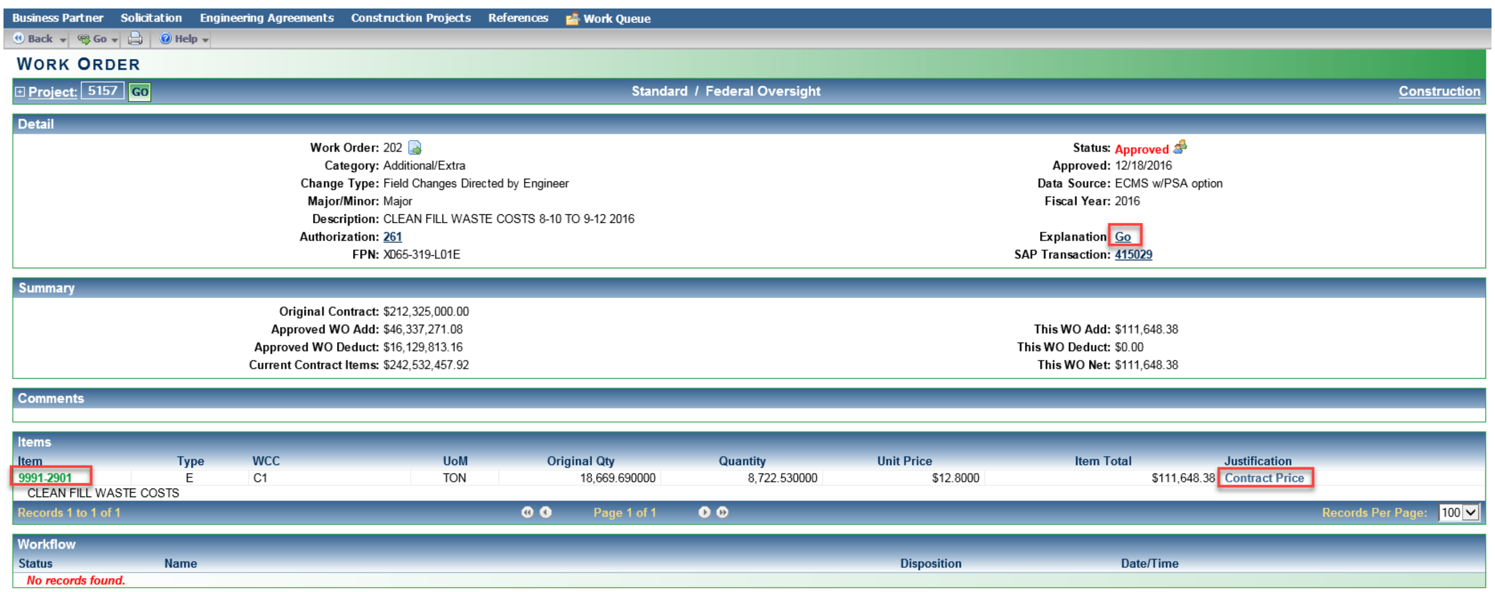
Short Description: Cottman-Princeton Main Line & Ramps. Design activities limited to ADA ramps.
County: Philadelphia
District: 06
SR: 95
Group ID: —
Org Code: 0650
Section: CP2
Municipality: PHILADELPHIA

Filter | Work Order | Go

Records 1 to 200 of 200 — Page 1 of 1 — Records Per Page: 250

Work Order	Status	Expl	Category	Change Type	Major/ Minor	Description	Amount	Approved	Fiscal Year
202	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	CLEAN FILL WASTE COSTS 8-10 TO 9-12 2016	$111,648.38	12/18/2016	2016
200	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	SOE INSTALLATION BLEIGH RAILROAD	$199,942.57	11/16/2016	2016
199	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	STAGE 5 STABILZATION EXCAVATION	$18,121.81	11/16/2016	2016
198	Approved	Yes	Additional/Extra	Balancing Overruns/Underruns	Major	REPAIR ATTENUATOR STAGE 5 RAMP B, C E AND NEW STATE	$641.11	11/16/2016	2016
197	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	COTTMAN AVE WET TAP AND GATE VALVE	$856,387.24	11/16/2016	2016
196	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	COTTMAN AVE STAGE 4 LATEX OVERLAY	$3,468.74	10/28/2016	2016
195	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	INVESTIGATION, RELOCATION AND DELETION OF ADMS STRUCTURES	$47,692.23	10/28/2016	2016
193	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	ADDITIONAL WORK AT WISSINOMING ST ASSOCIATED WITH INSTALLATION OF 84" WA	$66,284.36	10/28/2016	2016
192	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	PAVEMENT MARKINGS/DIAMOND GRINDING	$68,296.76	10/21/2016	2016
191	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	PREPARATION OF PAPAL VISIT	$21,544.80	09/14/2016	2016
190	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	ADDITIONAL SOE REDESIGN BLEIGH RAIL ROAD	$33,936.98	09/30/2016	2016
189	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	WISSINOMING BILLBOARD ANALYSIS/MONITORING AND TRANSFER OF REGULATED MATE	$121,526.15	09/14/2016	2016
188	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	MONTHLY FILTRATION OPERATING COST@ WISSINOMING MAY 2016 TO AUGUST 2016	$669,320.12	09/13/2016	2016

5. To view more information in the Work Order screen, Select any of the **hyperlinks**.



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WORK ORDER

Project: 5157 Go — Standard / Federal Oversight — Construction

Detail

Work Order: 202
Category: Additional/Extra
Change Type: Field Changes Directed by Engineer
Major/Minor: Major
Description: CLEAN FILL WASTE COSTS 8-10 TO 9-12 2016
Authorization: 261
FPN: X065-319-L01E

Status: Approved
Approved: 12/18/2016
Data Source: ECMS w/PSA option
Fiscal Year: 2016
Explanation Go
SAP Transaction: 415029

Summary

Original Contract: $212,325,000.00
Approved WO Add: $46,337,271.08
Approved WO Deduct: $16,129,813.16
Current Contract Items: $242,532,457.92

This WO Add: $111,648.38
This WO Deduct: $0.00
This WO Net: $111,648.38

Comments

Items

Item	Type	WCC	UoM	Original Qty	Quantity	Unit Price	Item Total	Justification
9991-2901	E	C1	TON	18,669.690000	8,722.530000	$12.8000	$111,648.38	Contract Price
CLEAN FILL WASTE COSTS								

Records 1 to 1 of 1 — Page 1 of 1 — Records Per Page: 100

Workflow

Status	Name	Disposition	Date/Time
No records found.			

Chapter 17: Time Extensions

- Time Extensions Overview
- Request a Time Extension
- View a Time Extension
- Withdraw a Time Extension

Time Extensions Overview

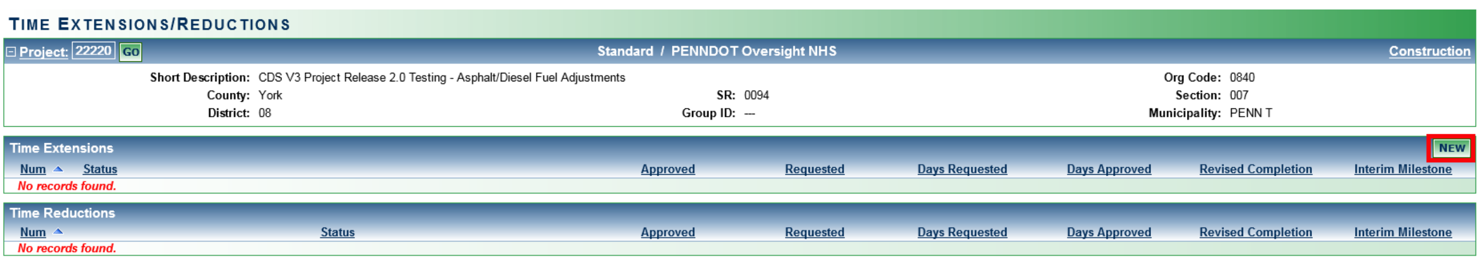
This function is used by the prime contractor to request a change to the calendar days/completion date for the project. When the prime contractor creates the request, they enter the number of days (either negative or positive number) requested, a Work Order reference number (if applicable), a reason for the request, select whether it is an Interim Milestone Adjustment and click the Submit button so that the request can be approved by PennDOT.

Step	User ECMS Security Role
Request a Time Extension	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
After submission, email sent to PennDOT	PennDOT receives email and approves or disapproves the request (and FHWA if applicable).
Email sent to the contractor with the result	Contractor views decision and can view the electronic workflow on the Extensions screen. Contractor Contract Admin [ECMS]

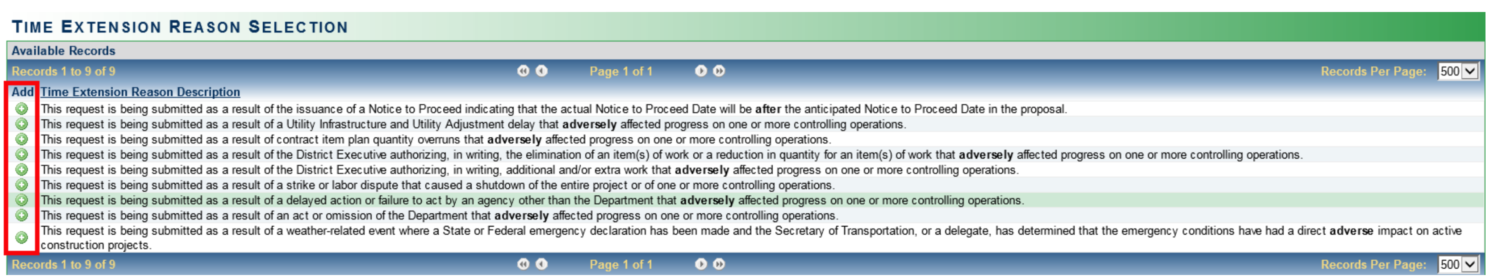
Request a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions.**

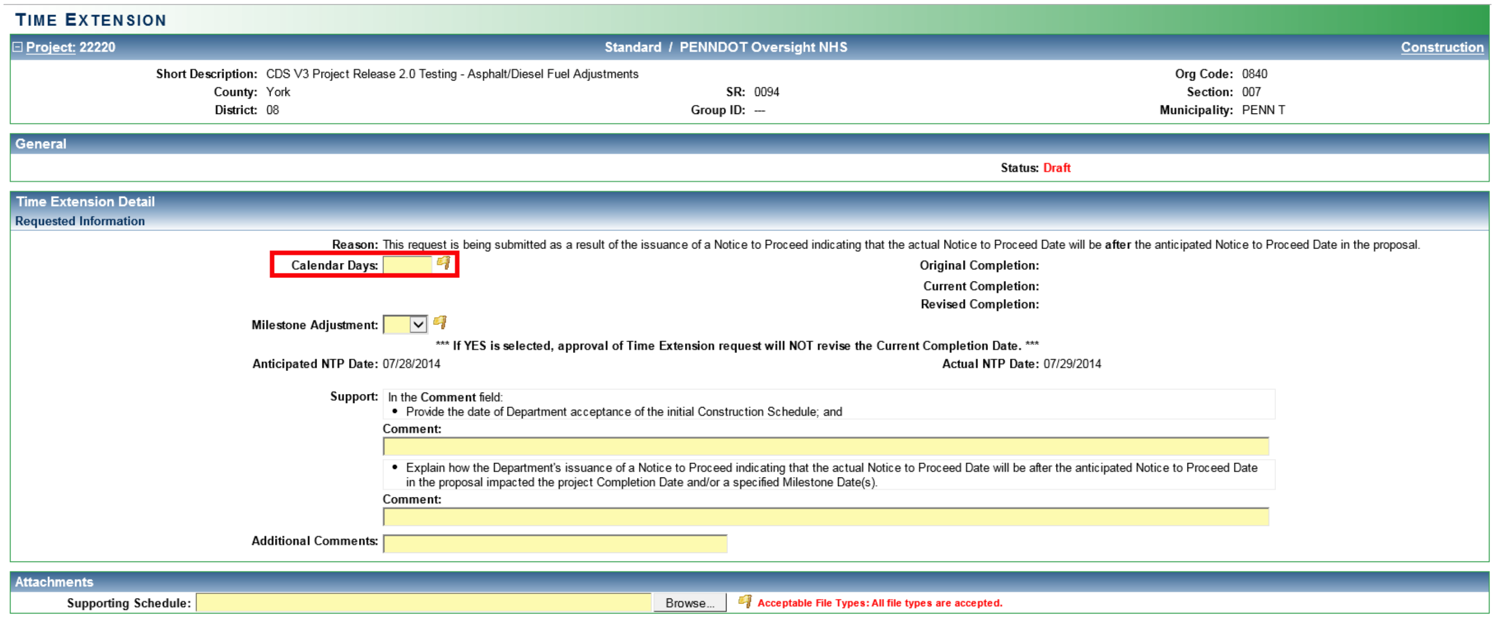
2. Select **NEW**.



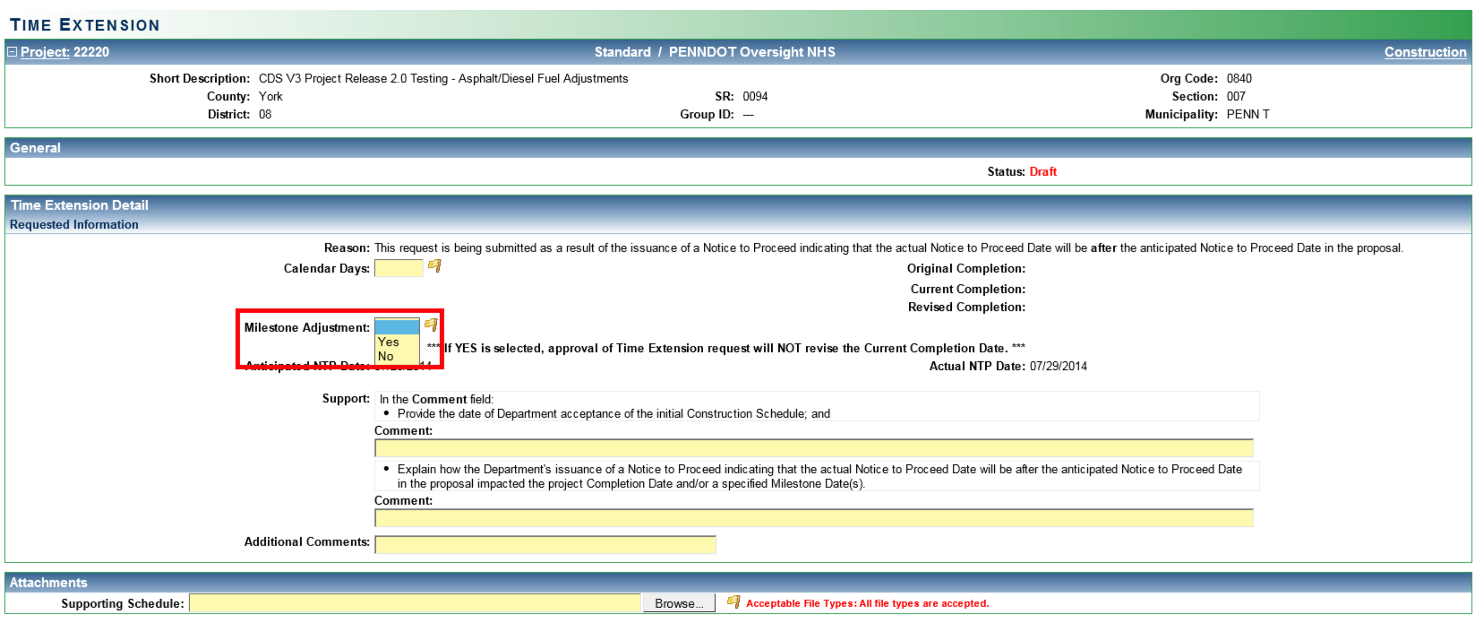
3. Select the **Add** button next to Time Extension Reason Description.



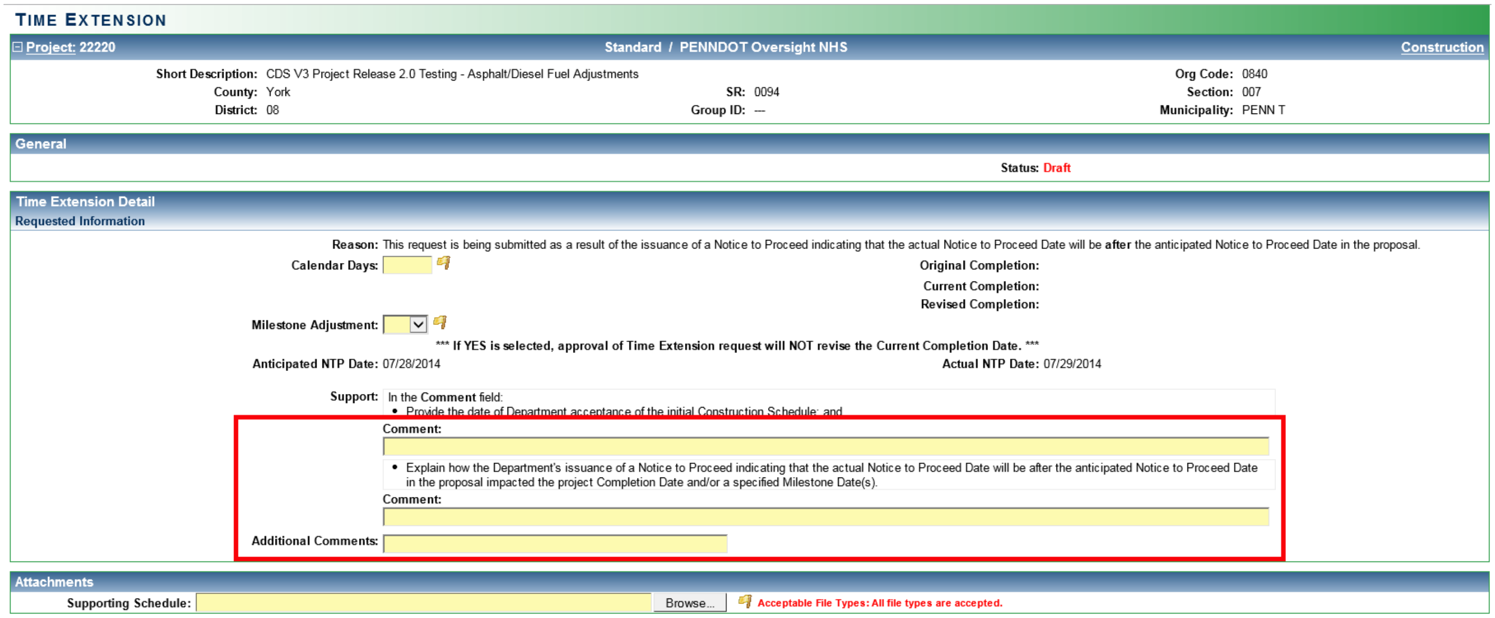
4. Enter the number of days in the **Calendar Days** field.



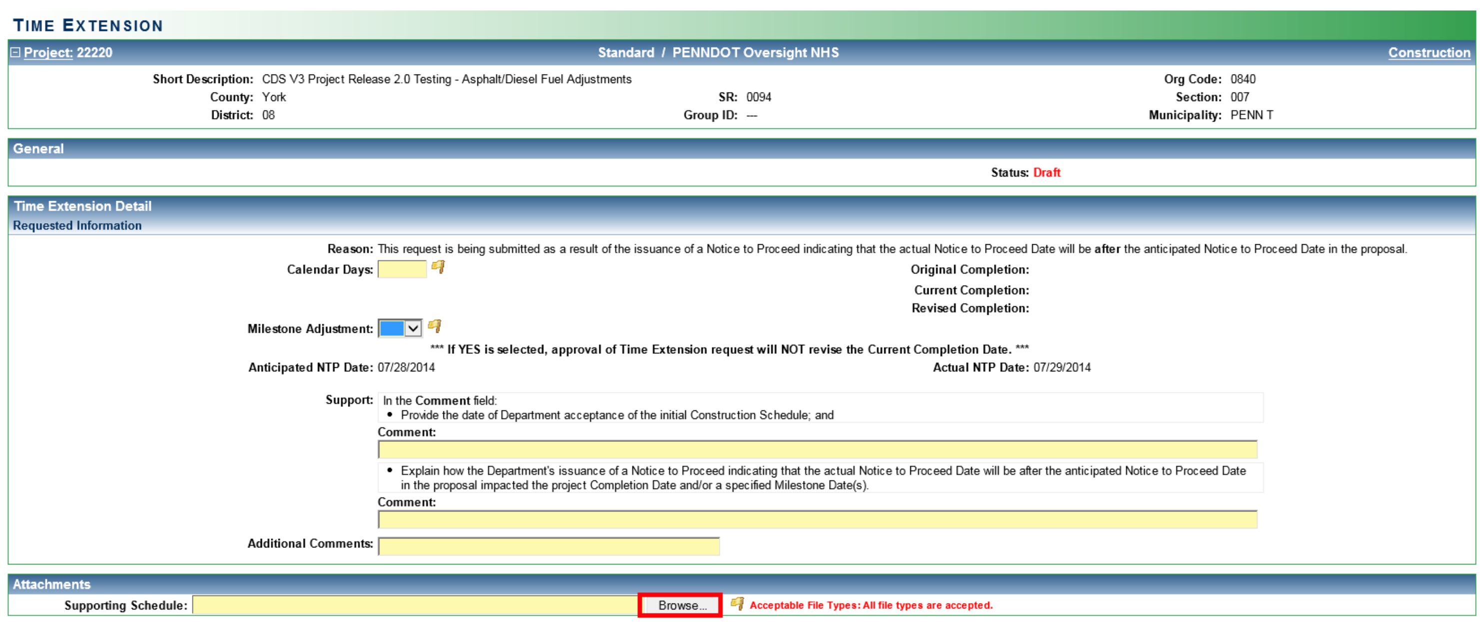
5. Enter if a **Milestone Adjustment** is needed, **Yes** or **No**.



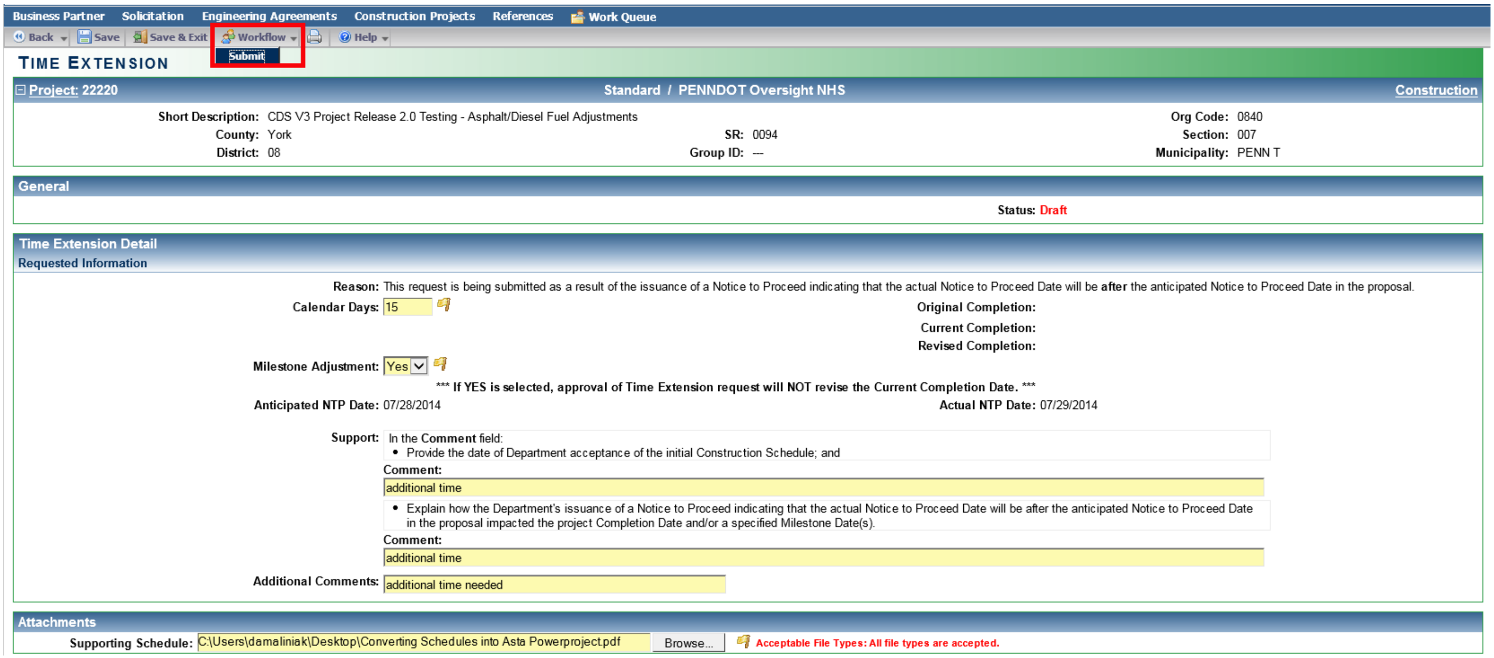
6. Enter a reason for the request in the **Comment** fields.



7. Upload the adjusted schedule and original schedule in .pdf format by selecting the **Browse…** button next to **Supporting Schedule**.



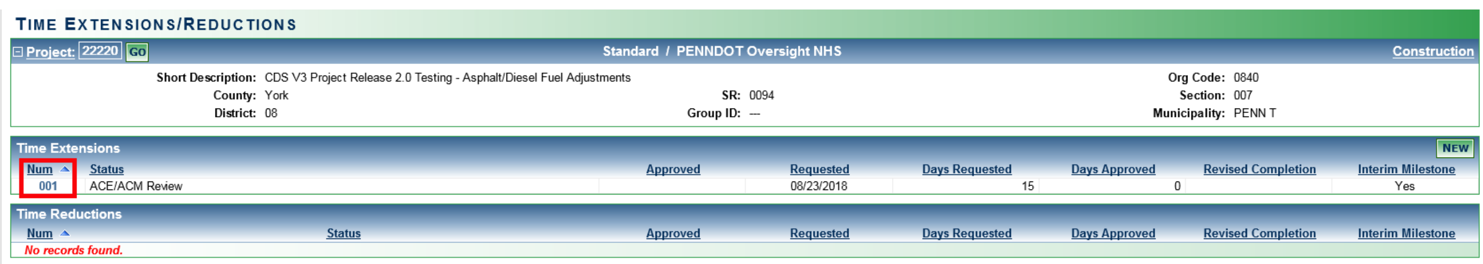
8. Click the **Workflow** button and then click **Submit**. Click **OK** on the confirmation message. An email is generated and sent to PENNDOT informing them of the pending request for a time extension.



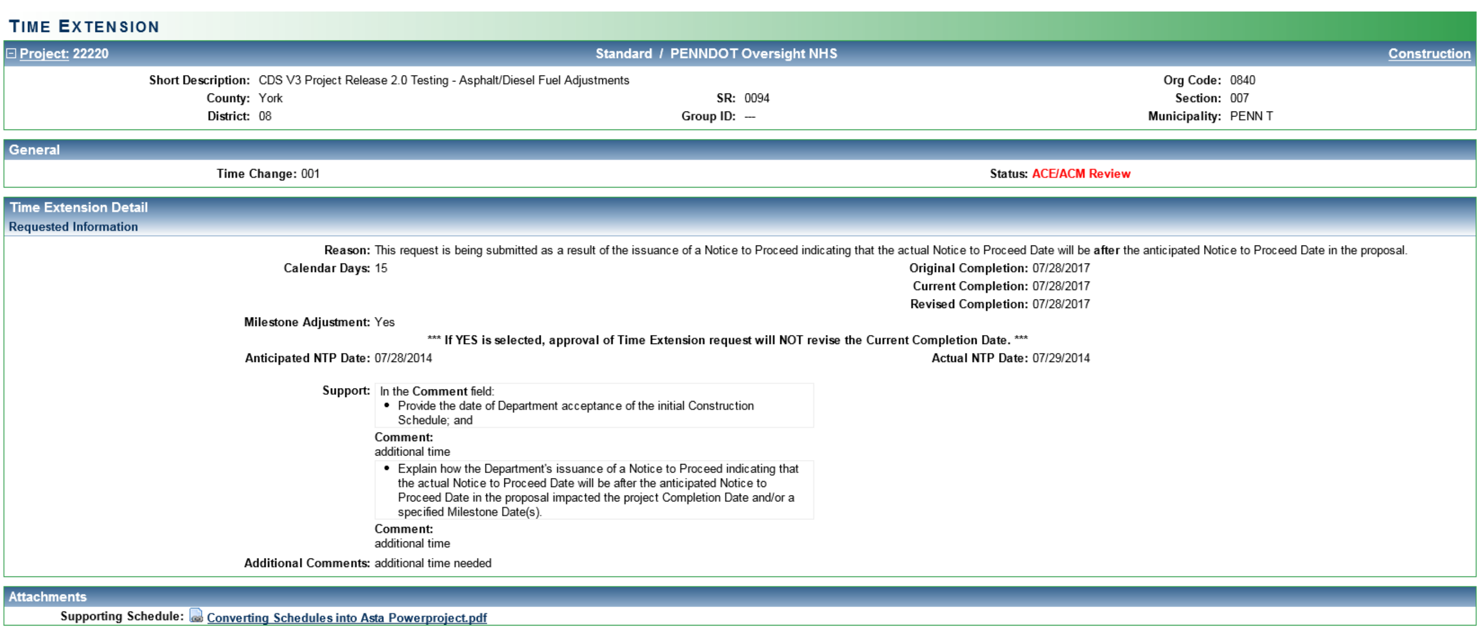
View a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions.**

2. Click the **Number** under the **Num** column for the time extension that will be viewed.



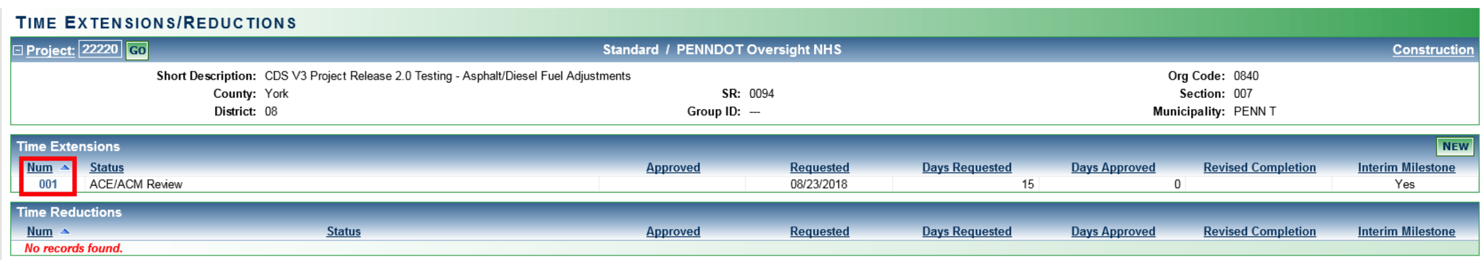
View the Time Extension and select the document in the **Attachments** sub-portal next to **Supporting Schedule** to view the schedule.



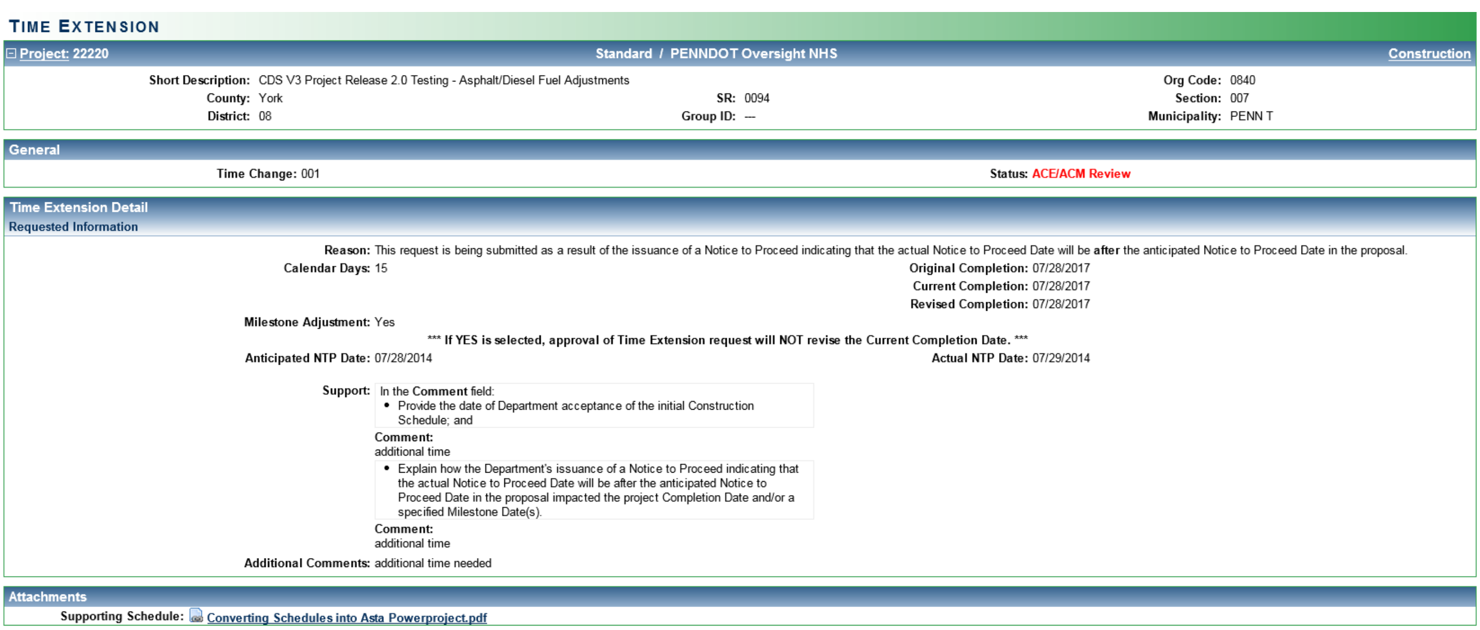
Withdraw a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions.**

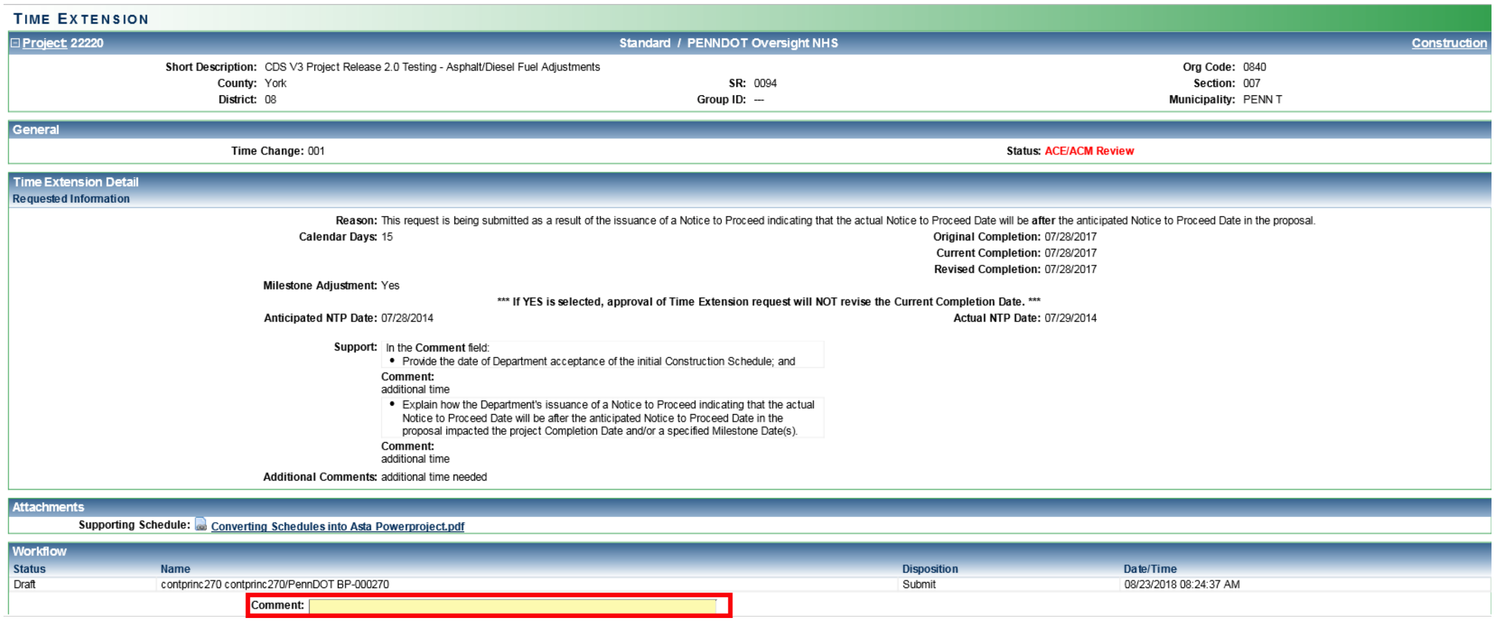
2. Click the **Number** under the **Num** column for the time extension that will be viewed.



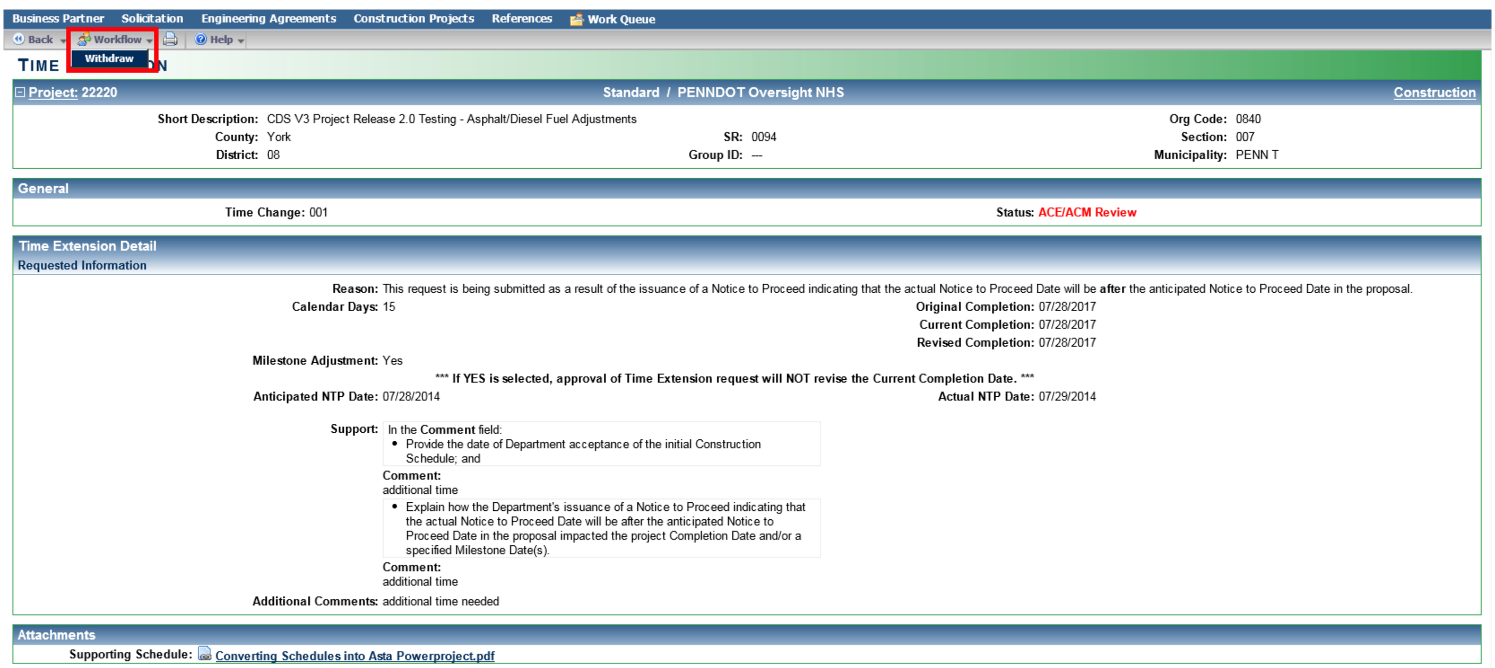
3. View the Time Extension and select the document next to **Supporting Schedule** to view the schedule.



4. Enter a **Comment** of why the time extension is being withdrawn.



5. Click **Workflow** and **Withdraw** from the toolbar and then select **OK** to the popup window.



- At any time before it is approved, the Time Extension Request can be withdrawn by the prime contractor or the PennDOT Assistant Construction Engineer (ACE).

Chapter 18: Estimates and Adjustments

- Estimates and Adjustments Overview
- View Estimates
- View Adjustments
- Create and Submit Minority Payments
- View Minority Payments

Estimates and Adjustments Overview

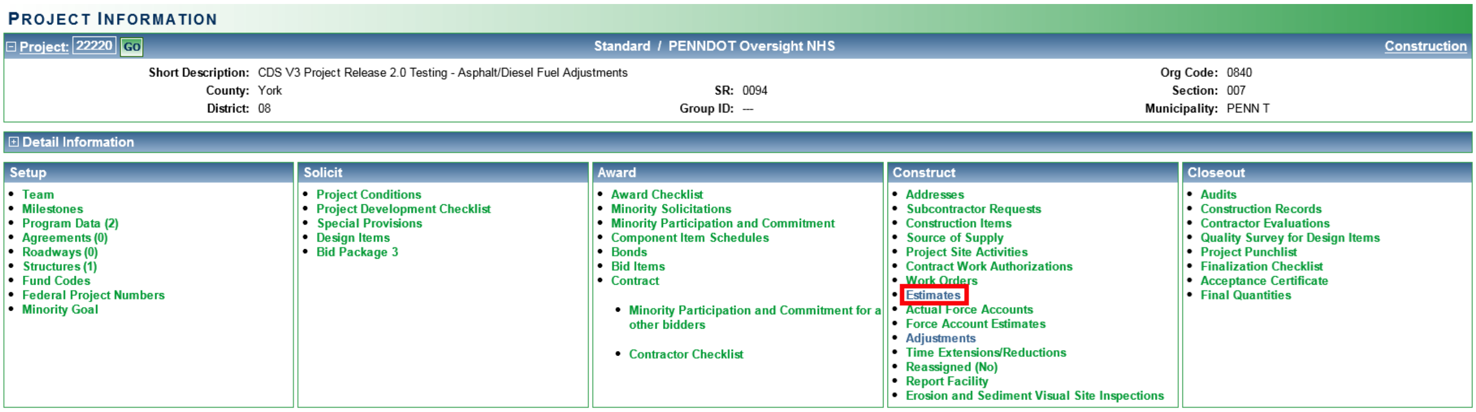
Estimates in ECMS are utilized to document the amount of items that have been used on a project as recorded by the PennDOT project inspector. In addition, an estimate can include adjustments for non-item related costs. Estimates are then used to generate payment to the contractor. Contractors have access to view estimates in ECMS.

Once a payment has been generated and sent to the prime contractor, the prime is responsible for sending payment to their subcontractors. ECMS allows the prime to record payments to DBE/DB subcontractors and submit the record of payment to PennDOT through the DBE/DB payment function.

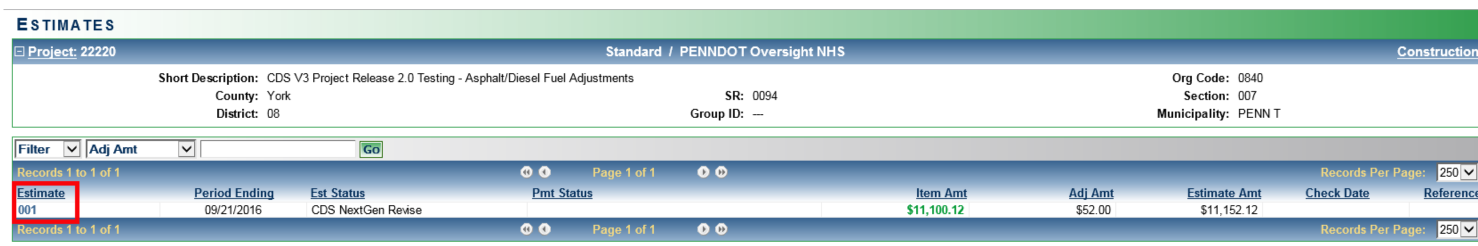
Step	User ECMS Security Role
Generate an Estimate.	PennDOT
Include adjustments on estimate if necessary.	PennDOT
Review and approve estimate.	PennDOT
View estimate and adjustments.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager
Payment sent to Prime.	PennDOT
Prime sends payment to subcontractors.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Record payments to DBE/DB subcontractors.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit payment record to PennDOT.	Prime Contractor • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

View Estimates

1. Under the **Construct** header select **Estimates.**

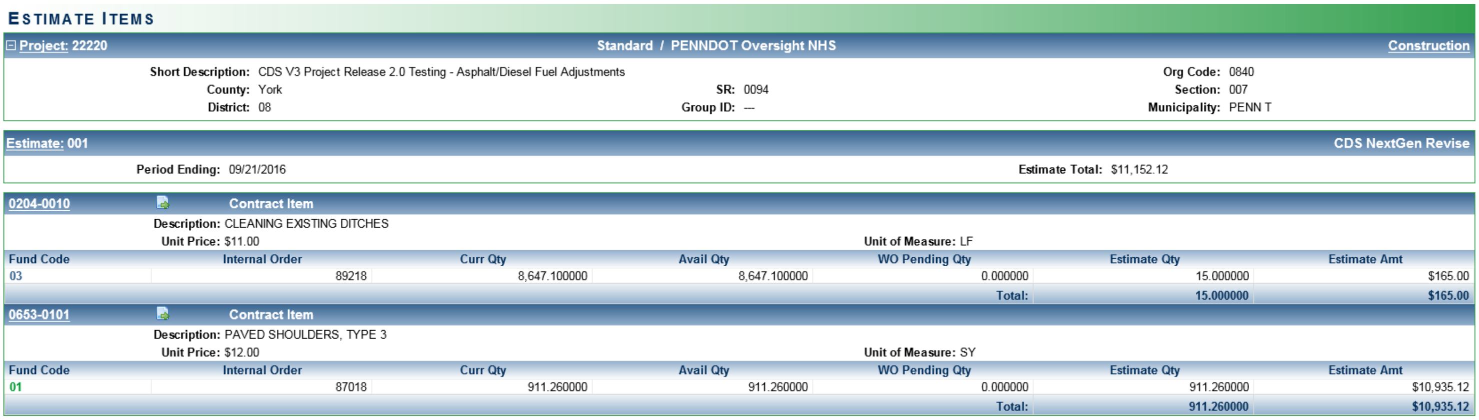


2. Under **Estimates** select the number of the estimate you wish to view.

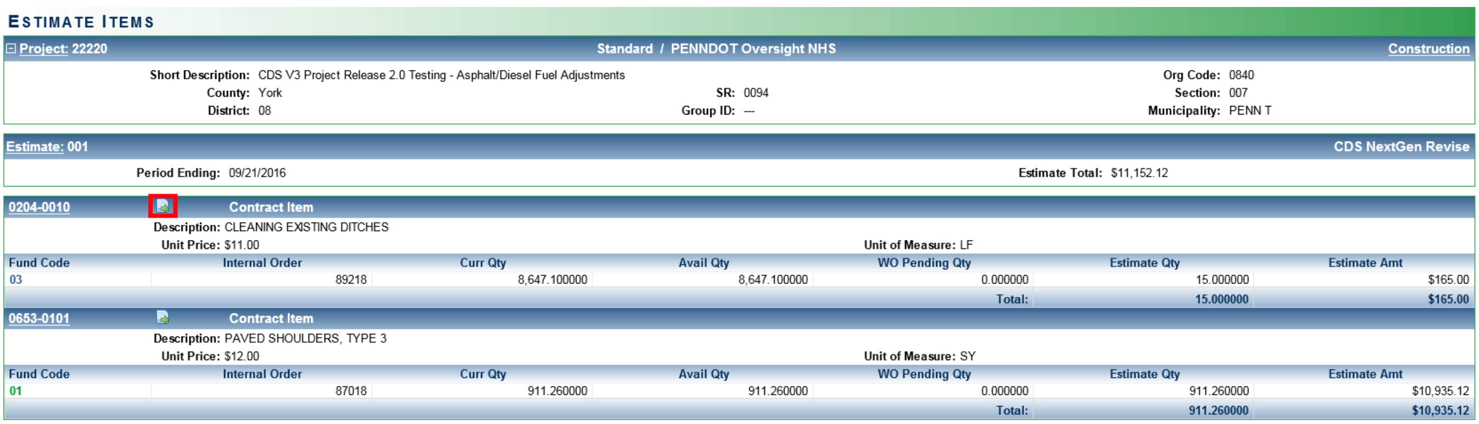


3. Select the **dollar amount** under This Estimate you wish to see.

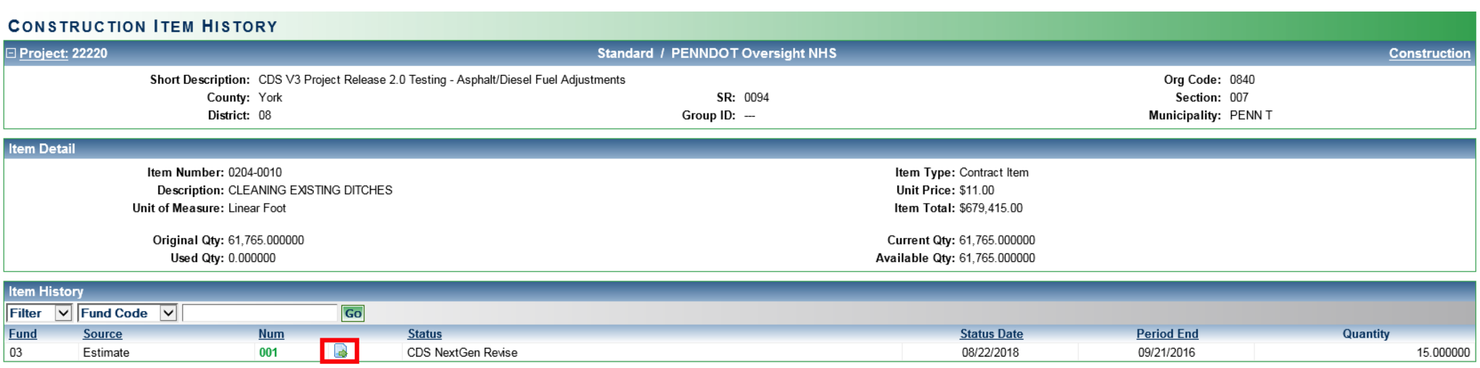
4. The Estimate Items will now be displayed.



5. Click the **Icon** to take you to the Construction Item History.

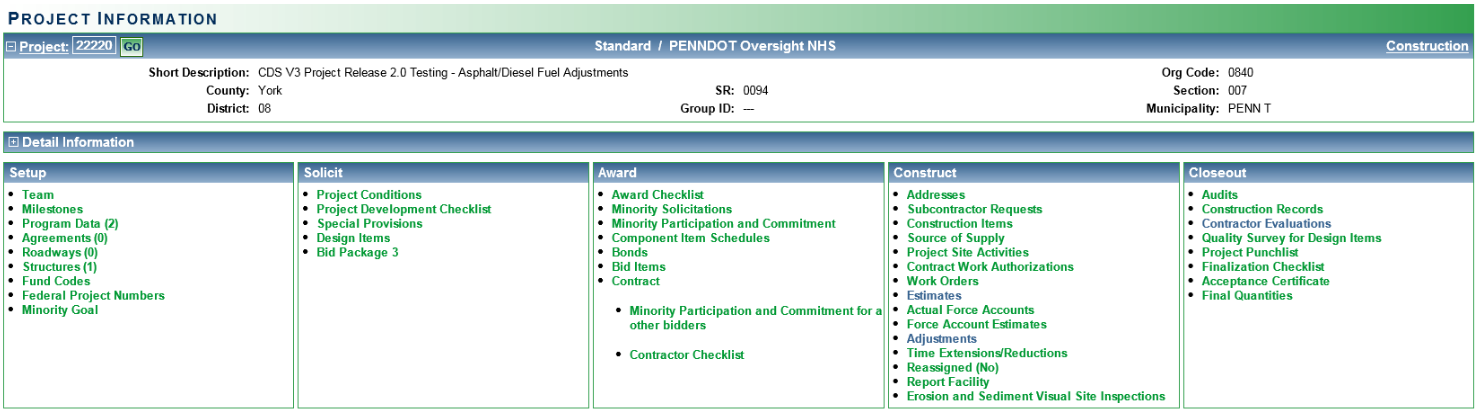


6. To go back to the Estimate Items screen select the **Icon**.

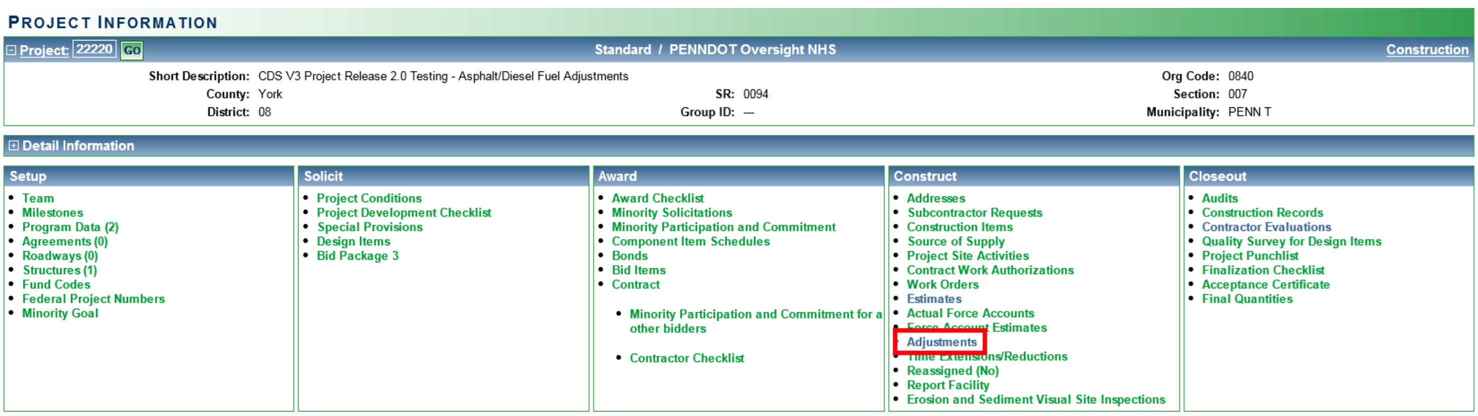


View Adjustments

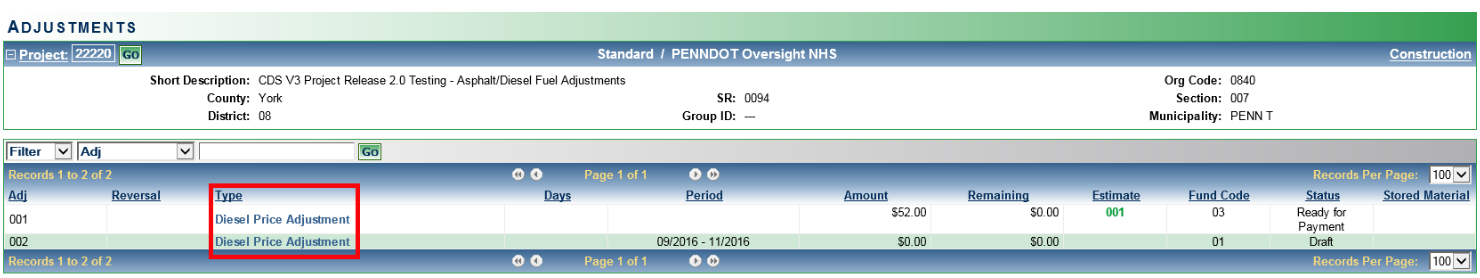
1. Begin on the Project Information Page.



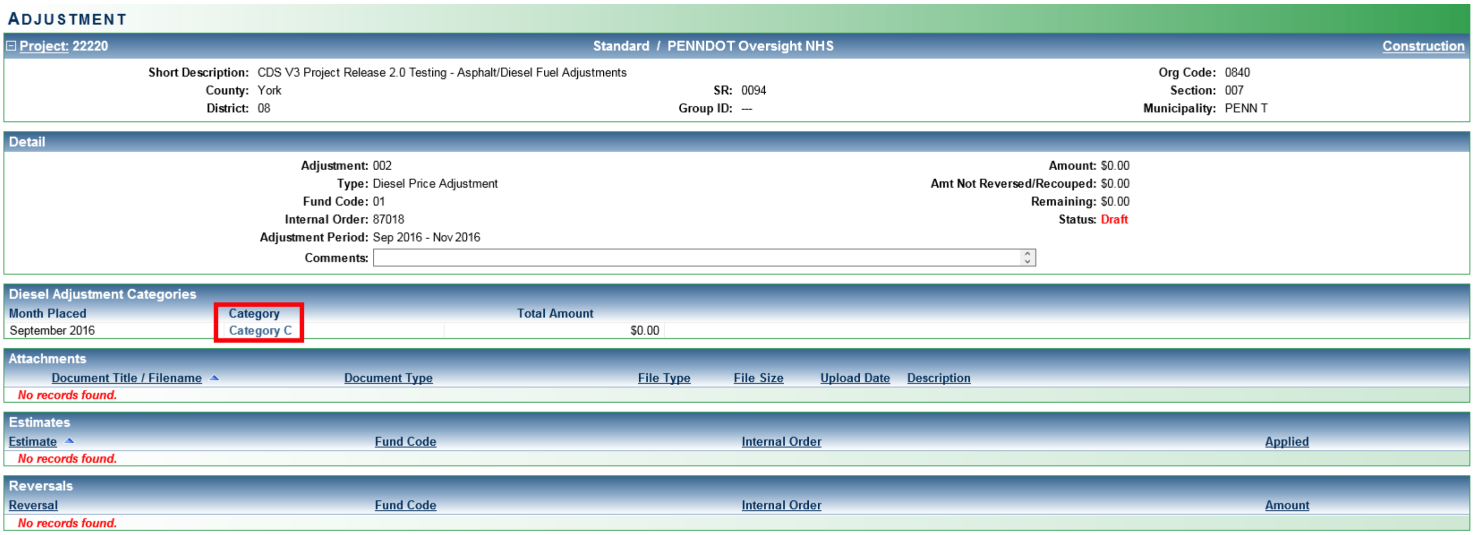
2. Click **Adjustments.**



3. Click the **Type** to view the adjustment.



4. Select the **Category** to view the Adjustment Item.



ADJUSTMENT

Project: 22220 — Standard / PENNDOT Oversight NHS — Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
County: York — SR: 0094 — Org Code: 0840
District: 08 — Group ID: — — Section: 007
Municipality: PENN T

Detail

Adjustment: 002
Type: Diesel Price Adjustment
Fund Code: 01
Internal Order: 87018
Adjustment Period: Sep 2016 - Nov 2016
Comments:

Amount: $0.00
Amt Not Reversed/Recouped: $0.00
Remaining: $0.00
Status: Draft

Diesel Adjustment Categories

Month Placed	Category	Total Amount
September 2016	Category C	$0.00

Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

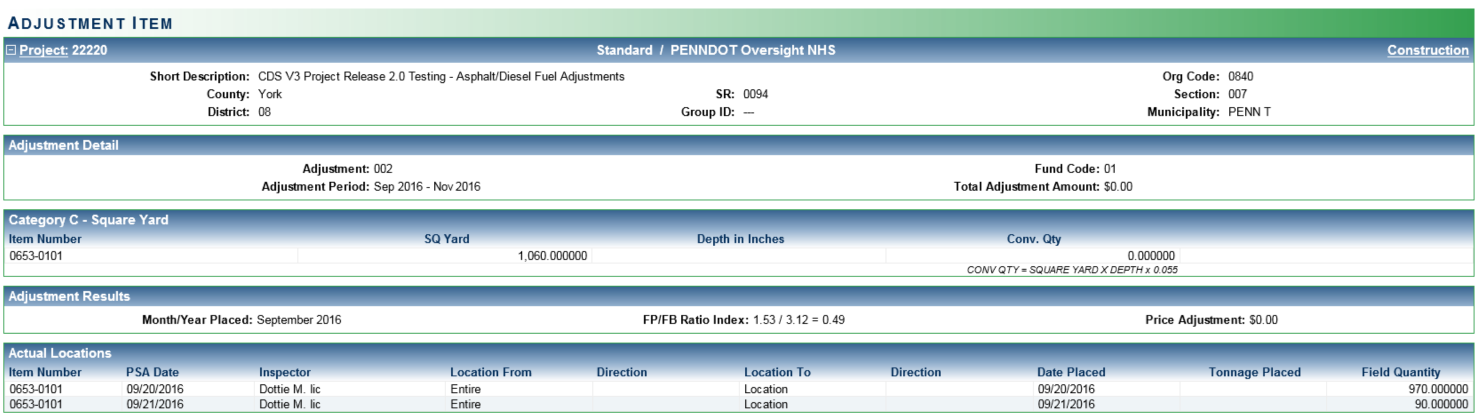
Estimates

Estimate	Fund Code	Internal Order	Applied
No records found.			

Reversals

Reversal	Fund Code	Internal Order	Amount
No records found.			

5. View the Adjustment Item.



ADJUSTMENT ITEM

Project: 22220 — Standard / PENNDOT Oversight NHS — Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
County: York — SR: 0094 — Org Code: 0840
District: 08 — Group ID: — — Section: 007
Municipality: PENN T

Adjustment Detail

Adjustment: 002
Adjustment Period: Sep 2016 - Nov 2016
Fund Code: 01
Total Adjustment Amount: $0.00

Category C - Square Yard

Item Number	SQ Yard	Depth in Inches	Conv. Qty
0653-0101	1,060.000000		0.000000

CONV QTY = SQUARE YARD X DEPTH x 0.055

Adjustment Results

Month/Year Placed: September 2016 — FP/FB Ratio Index: 1.53 / 3.12 = 0.49 — Price Adjustment: $0.00

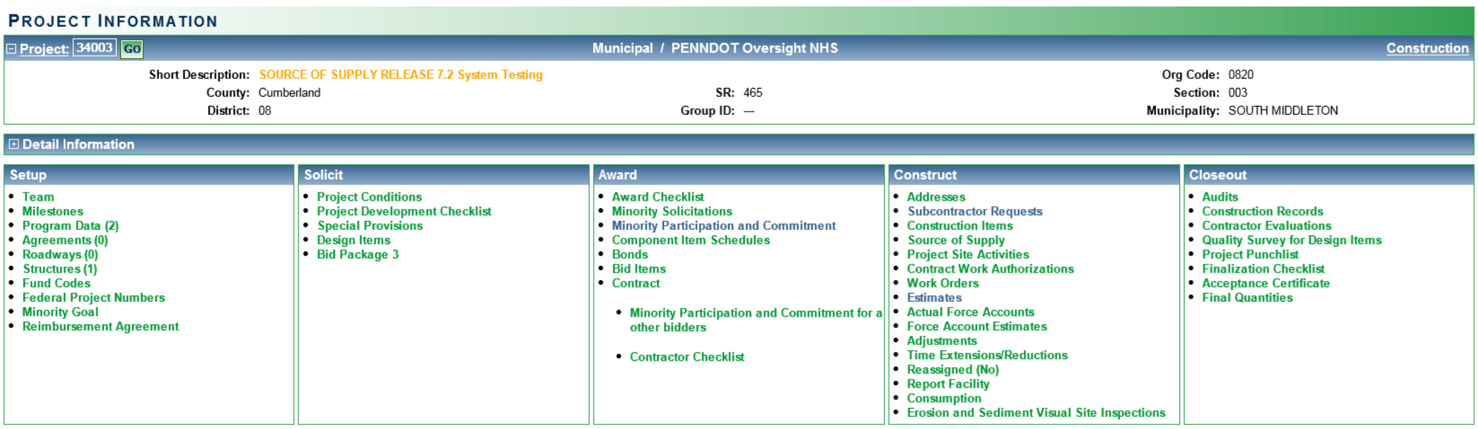
Actual Locations

Item Number	PSA Date	Inspector	Location From	Direction	Location To	Direction	Date Placed	Tonnage Placed	Field Quantity
0653-0101	09/20/2016	Dottie M. lic	Entire		Location		09/20/2016		970.000000
0653-0101	09/21/2016	Dottie M. lic	Entire		Location		09/21/2016		90.000000

Create and Submit Minority Payments

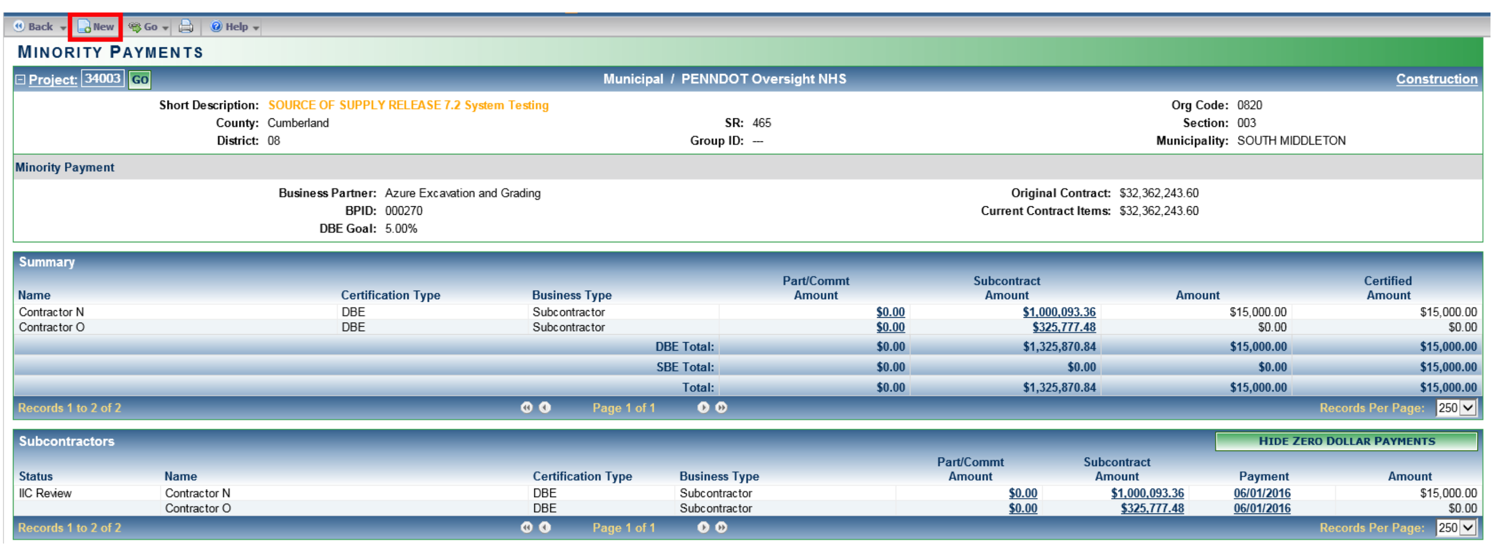
- Only the prime contractor has the authority to create and submit DBE/DB Payments.
- This function can also be performed starting from the My Work Queue screen. If you need assistance accessing this screen, refer to the topic “My Work Queue” in this manual.

1. Navigate to the **Project Information** page.

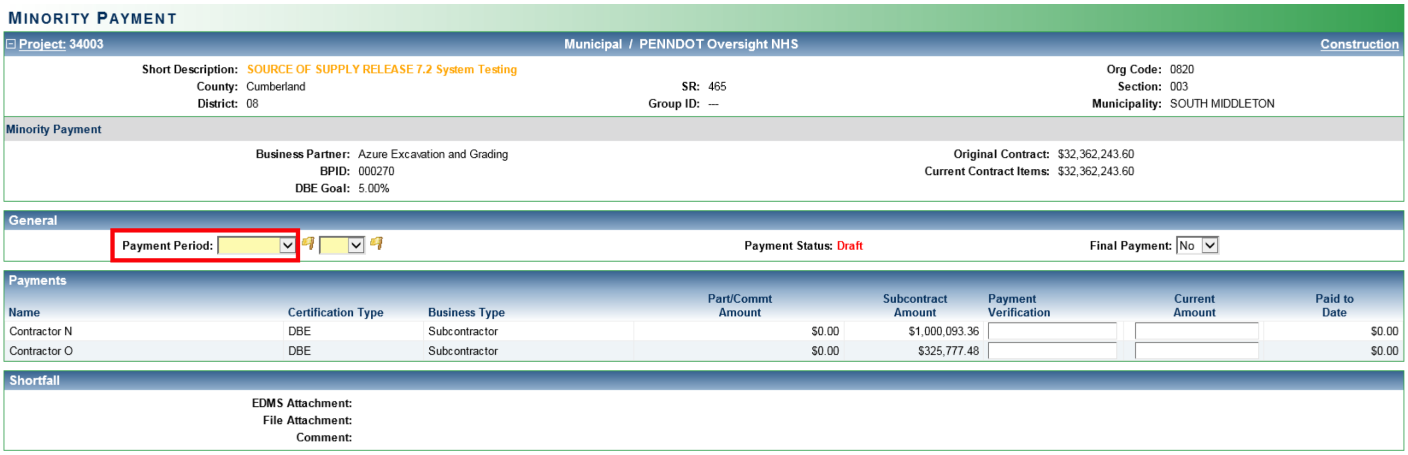


2. Scroll down and click **Payments.**

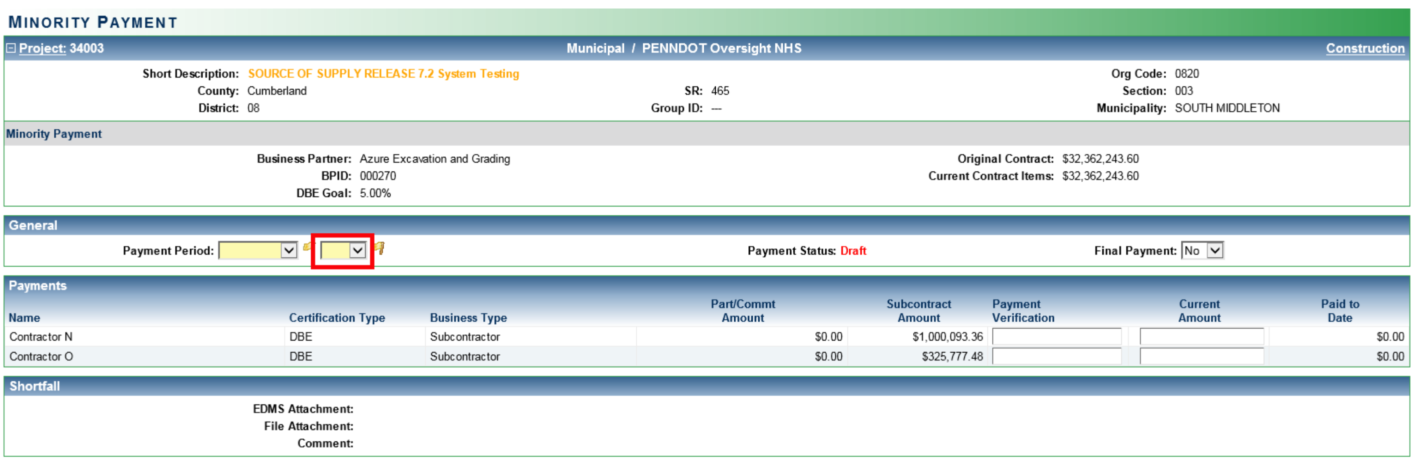
3. Click **New.**



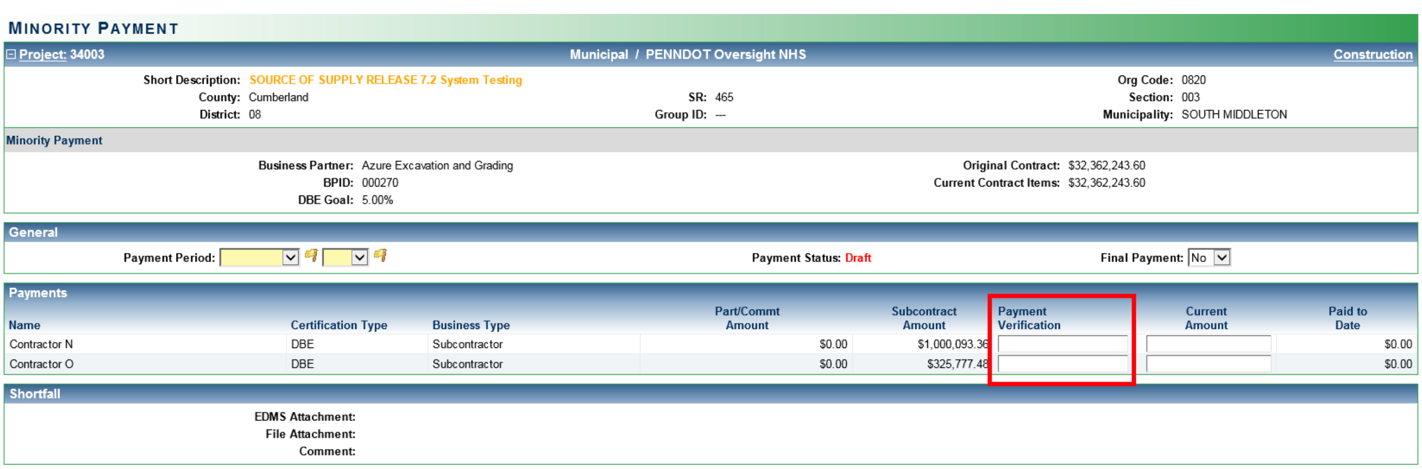
4. Input the **Payment Period Month**.



5. Input the **Payment Period Year**.

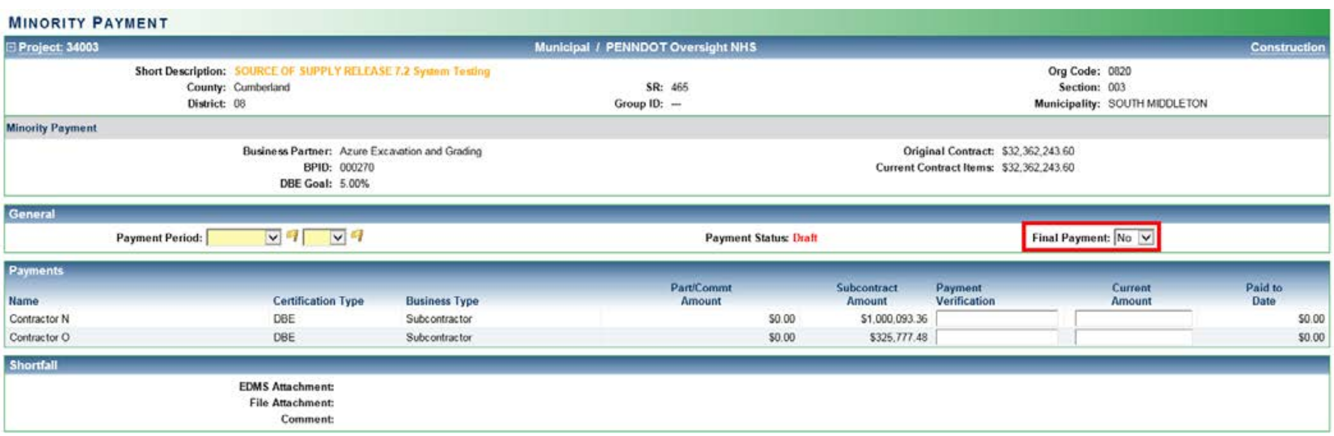


6. Enter identifying information describing the payment (i.e. check number, etc.) in the **Payment Verification** field.

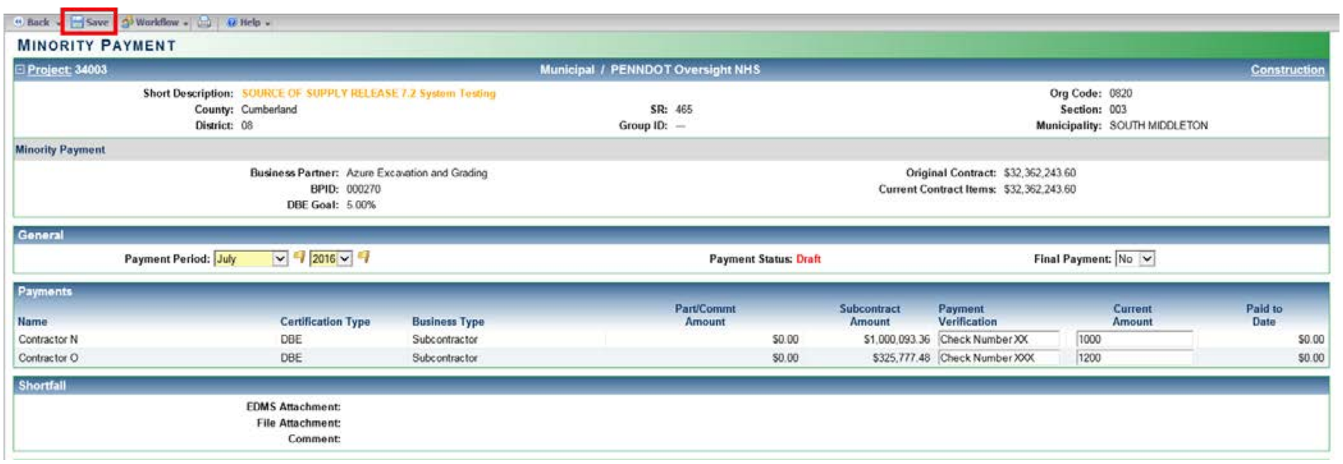


7. Enter the amount of the current payment in the **Current Amount** field. When entering payment information, user can only input one payment per month per year.

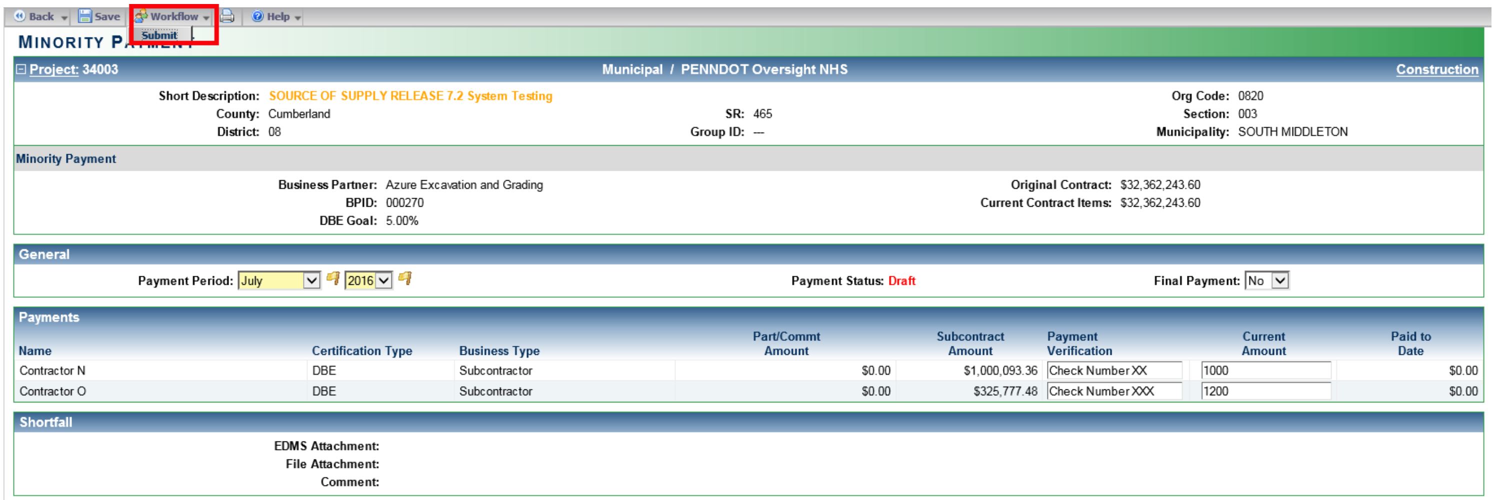
8. Select the **Yes** or **No** radio button in the **Final Payment** field to specify whether this is a final payment.



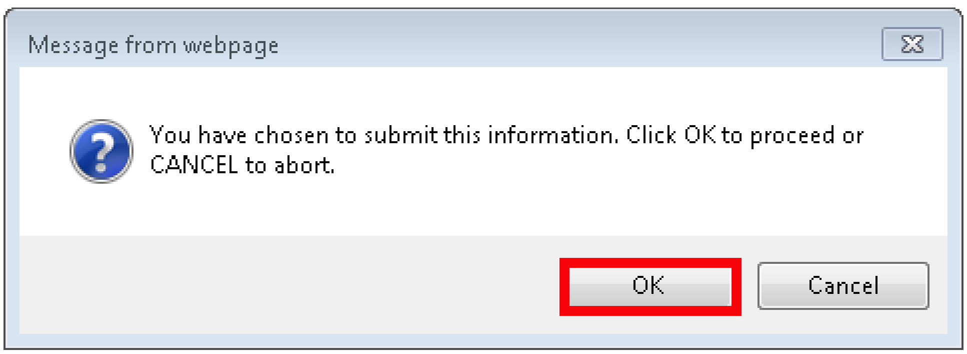
9. Click the **SAVE** button at the bottom of the screen. Click **OK** on the success message. The DBE/DB Payment Detail screen is displayed.



10. Click **Workflow** and **Submit**.

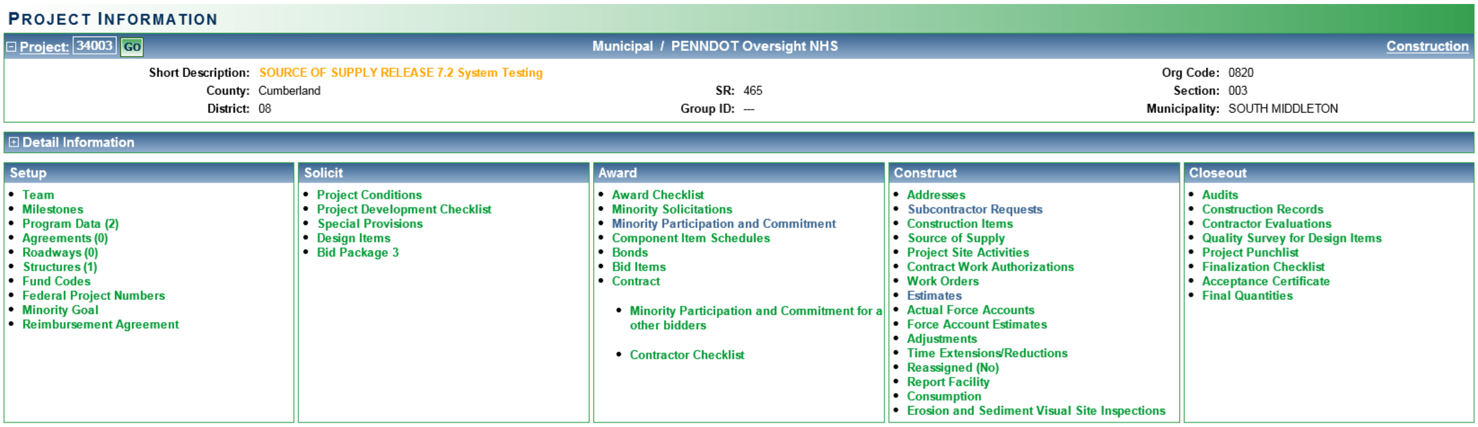


11. Click **Ok**.



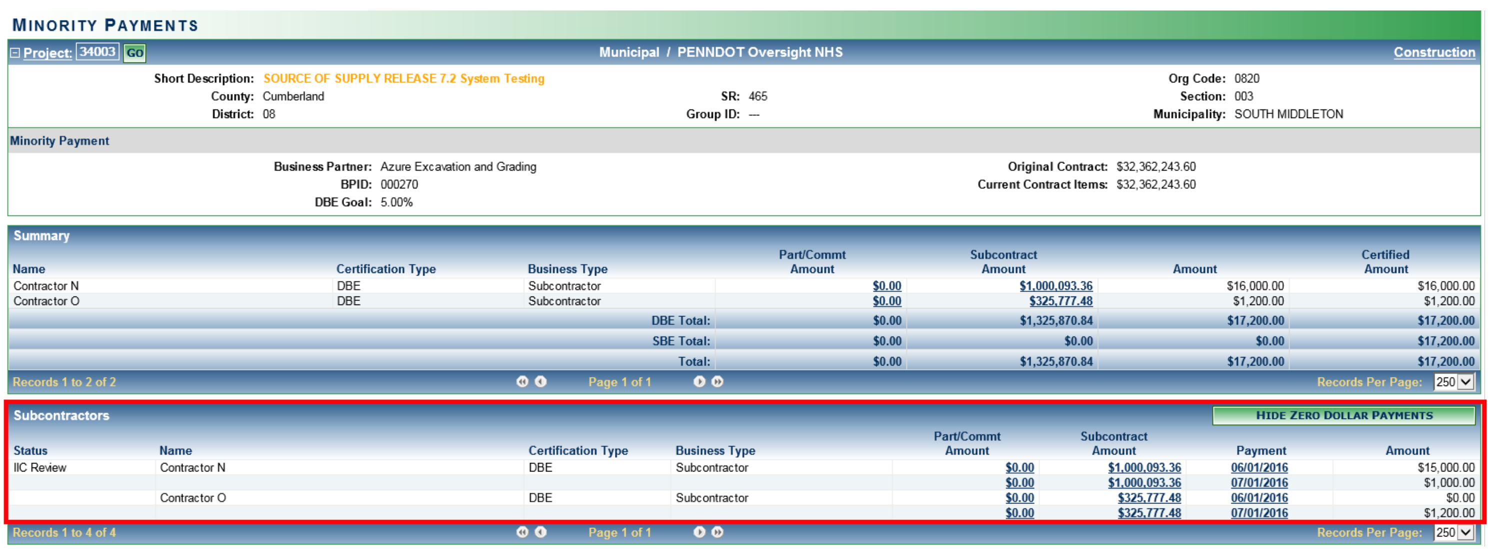
View Minority Payments

1. Navigate to the **Project Information** page.

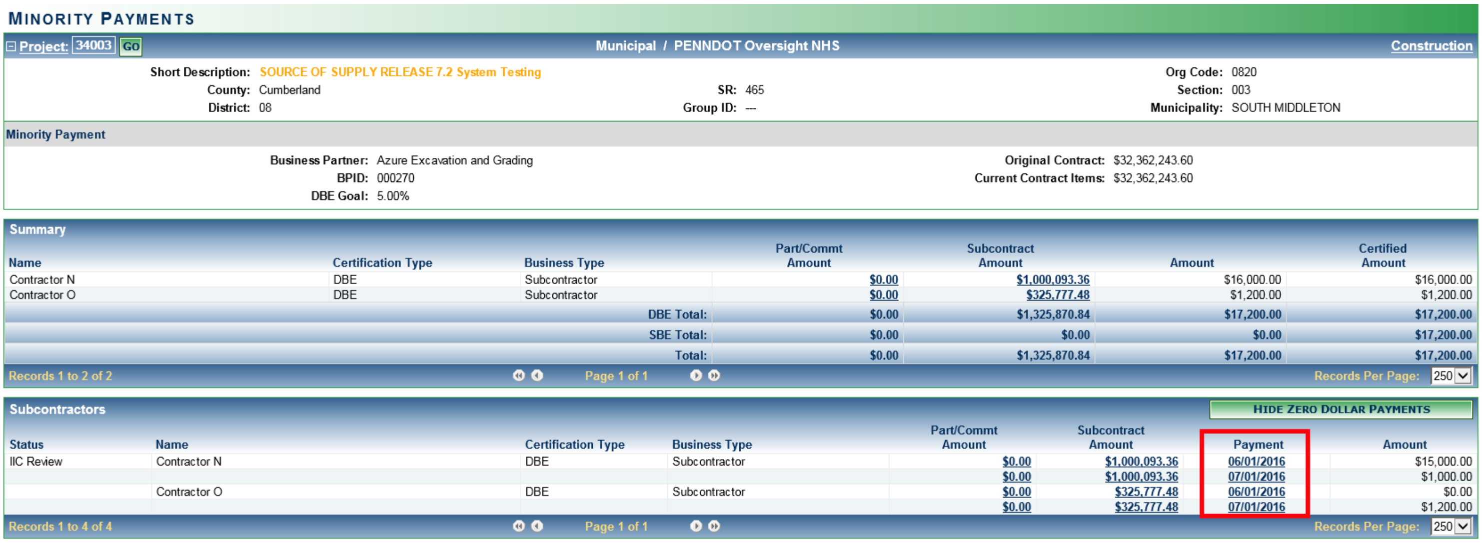


2. Scroll down and click **Payments**.

3. View Payments by looking under **Subcontractors** heading.



4. Click **Payment** hyperlink to view Payments.



MINORITY PAYMENTS

Project: 34003 GO | Municipal / PENNDOT Oversight NHS | Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland
District: 08
SR: 465
Group ID: ---
Org Code: 0820
Section: 003
Municipality: SOUTH MIDDLETON

Minority Payment

Business Partner: Azure Excavation and Grading
BPID: 000270
DBE Goal: 5.00%
Original Contract: $32,362,243.60
Current Contract Items: $32,362,243.60

Summary

Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Amount	Certified Amount
Contractor N	DBE	Subcontractor	$0.00	$1,000,093.36	$16,000.00	$16,000.00
Contractor O	DBE	Subcontractor	$0.00	$325,777.48	$1,200.00	$1,200.00
		DBE Total:	$0.00	$1,325,870.84	$17,200.00	$17,200.00
		SBE Total:	$0.00	$0.00	$0.00	$17,200.00
		Total:	$0.00	$1,325,870.84	$17,200.00	$17,200.00

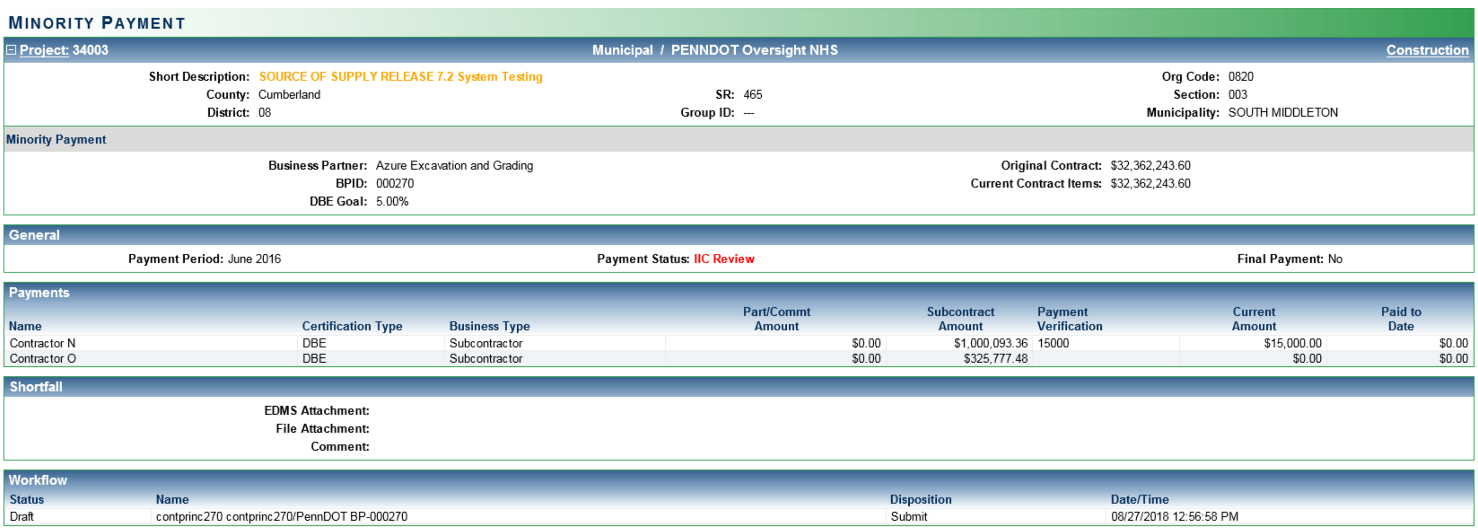
Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 250

Subcontractors HIDE ZERO DOLLAR PAYMENTS

Status	Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Payment	Amount
IIC Review	Contractor N	DBE	Subcontractor	$0.00	$1,000,093.36	06/01/2016	$15,000.00
				$0.00	$1,000,093.36	07/01/2016	$1,000.00
	Contractor O	DBE	Subcontractor	$0.00	$325,777.48	06/01/2016	$0.00
				$0.00	$325,777.48	07/01/2016	$1,200.00

Records 1 to 4 of 4 Page 1 of 1 Records Per Page: 250

5. View **Minority Payment** page.



MINORITY PAYMENT

Project: 34003 | Municipal / PENNDOT Oversight NHS | Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland
District: 08
SR: 465
Group ID: ---
Org Code: 0820
Section: 003
Municipality: SOUTH MIDDLETON

Minority Payment

Business Partner: Azure Excavation and Grading
BPID: 000270
DBE Goal: 5.00%
Original Contract: $32,362,243.60
Current Contract Items: $32,362,243.60

General

Payment Period: June 2016 Payment Status: IIC Review Final Payment: No

Payments

Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	$0.00	$1,000,093.36	15000	$15,000.00	$0.00
Contractor O	DBE	Subcontractor	$0.00	$325,777.48		$0.00	$0.00

Shortfall

EDMS Attachment:
File Attachment:
Comment:

Workflow

Status	Name	Disposition	Date/Time
Draft	contprinc270 contprinc270/PennDOT BP-000270	Submit	08/27/2018 12:56:58 PM

Chapter 19: Contractor Evaluations

- Contractor Evaluations Overview
- Search for and View Prime Contractor Evaluations
- Search for and View Subcontractor Evaluations

Contractor Evaluations Overview

When the Inspector in Charge creates a contractor evaluation and ranks the contractor's performance in each area, ECMS automatically calculates an overall score for a prime contractor evaluation, but ECMS does not automatically calculate an overall score for a subcontractor evaluation. After an internal review, the evaluation is submitted to the contractor for review.

The contractor has ten days from the date the evaluation is submitted to respond. Once the contractor responds or ten days have passed with no response, the evaluation is finalized.

Only finalized evaluations for prime contractors are used to analyze the contractor's performance factor. Every six months, PennDOT analyzes the scores of finalized prime contractor evaluations for each prime contractor and, if required, updates the performance factor.

When updating a prime contractor's performance factor, PennDOT calculates a weighted average of the prime contractor's finalized evaluation scores over the past six months. If the prime contractor was evaluated for fewer than six projects in the six-month time frame, PennDOT considers up to two years of prior data to ensure that a minimum of six finalized evaluations contribute to the calculation. If fewer than six finalized evaluations are completed within a two-year period, sufficient "supplementary" evaluations will be added to the finalized evaluations to ensure that a minimum of six evaluations contribute to the calculation. A "supplementary" evaluation equals the midpoint value of a prime contractor's existing performance factor.

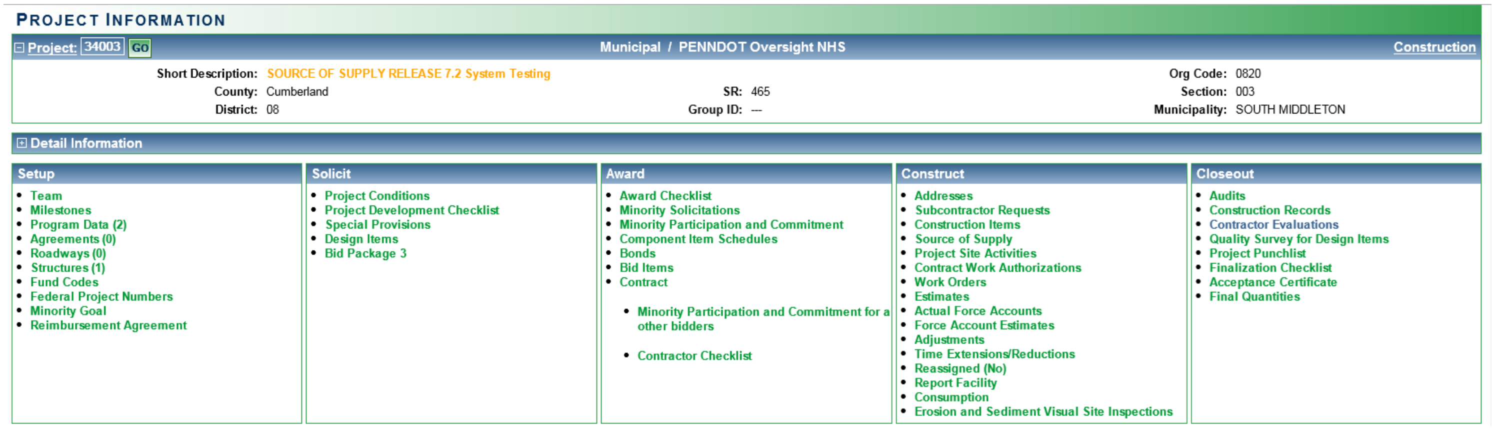
When a prime contractor's performance factor is updated, PennDOT generates a new Contractor Prequalification Certificate to the prime contractor. PennDOT will update a prime contractor's performance factor as follows:

Calculated Performance Factor	Expected Performance	Result
Indicates Existing Performance Factor should be increased	Each of the 3 component scores for all reports are equal to or greater than Expected Performance	Existing Performance Factor to be increased by one (1) point.
Indicates Existing Performance Factor should be decreased	Each of the 3 component scores for all reports are equal to or greater than Expected Performance	Existing Performance Factor to remain the same
Indicates Existing Performance Factor should be increased	Any component score on any report is less than Expected Performance	Existing Performance Factor to remain the same
Indicates Existing Performance Factor should be decreased	Any report where the total score within the most recent six-month period is less than Expected Performance	Existing Performance Factor to be decreased by one (1) point
Indicates Existing Performance Factor should remain the same	N/A	Existing Performance Factor to remain the same

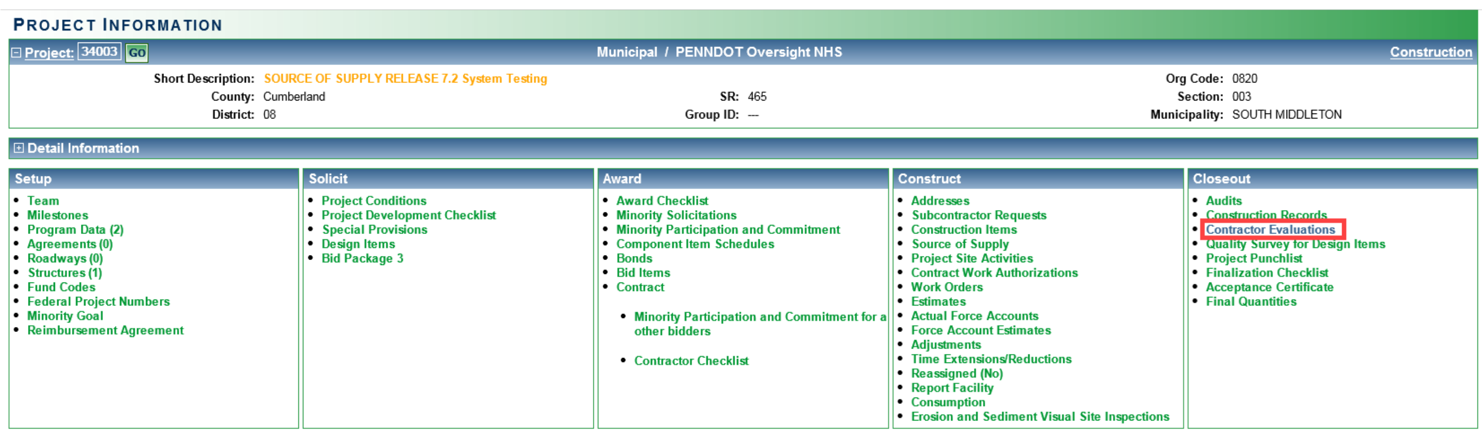
Step	User ECMS Security Role
Create the evaluation and rank the contractor's evaluation.	PennDOT
Submit evaluation to contractor	PennDOT
Respond to the evaluation accepting the evaluation, accepting the evaluation with comments or disagreeing with the evaluation with comments.	Contractor • Contractor Contract Admin
Evaluation is finalized after the contractor responds within 10 days or if there is no response within 10 days.	ECMS
Finalized evaluations are used to review the contractor's performance factor every six months.	PennDOT

Search for and View Prime Contractor Evaluations

1. Navigate to the **Project Information** page.



2. Click **Contractor Evaluations**.



3. View **Contractor Evaluations**.

4. Click the link, **Contractor Review**, under the Status column to view the contractor evaluation.

   - Under column, if **ADE Review** says **Yes** then one item failed in the review and had to go the ADE for review.

5. View rating.

6. Click **Workflow**.

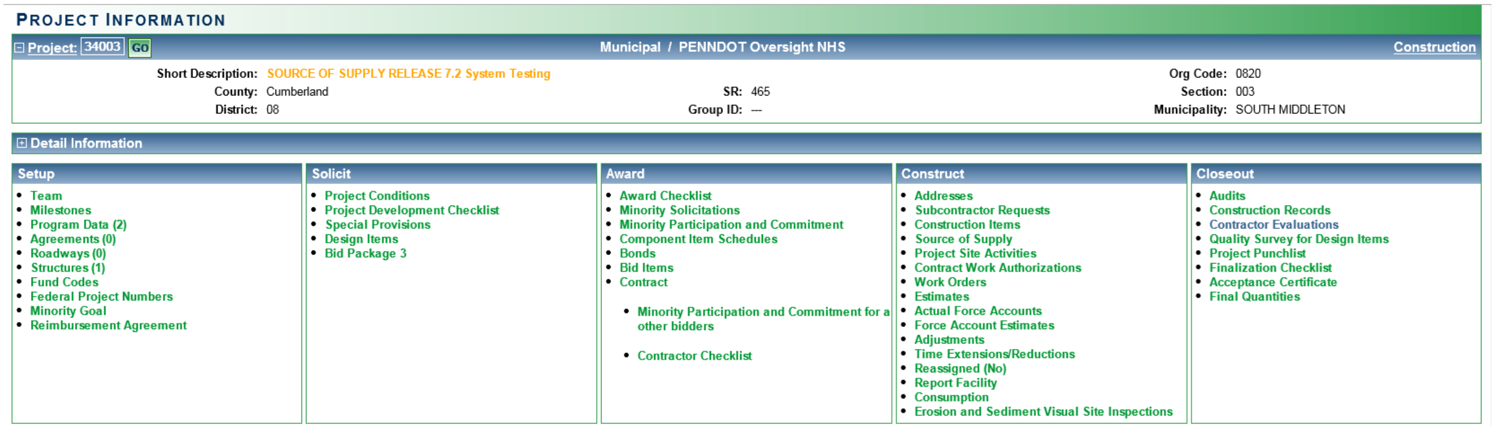
7. Under Workflow click, **Accept**, **Accept With Comments**, or **Disagree**. If the user selects Disagree they will have to enter in a comment on why they disagree.

   - If no action is taken within 10 days ECMS will finalize the evaluation.

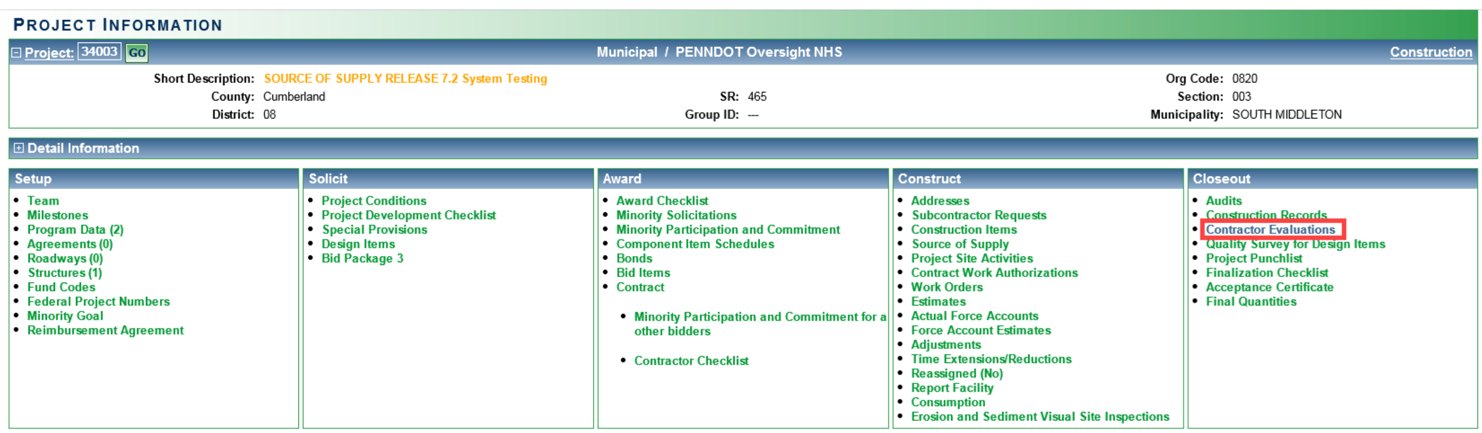
   - If Disagree is selected the review will go to the Department group who reviewed it last. Example: If IIC created evaluation, ACE approved it and then went to ADE and they approved it. If the contractor disagrees with it then it will go back to the ADE to review and then to the ACE and IIC.

Search for and View Subcontractor Evaluations

1. Navigate to the **Project Information** page.



2. Click **Contractor Evaluations**

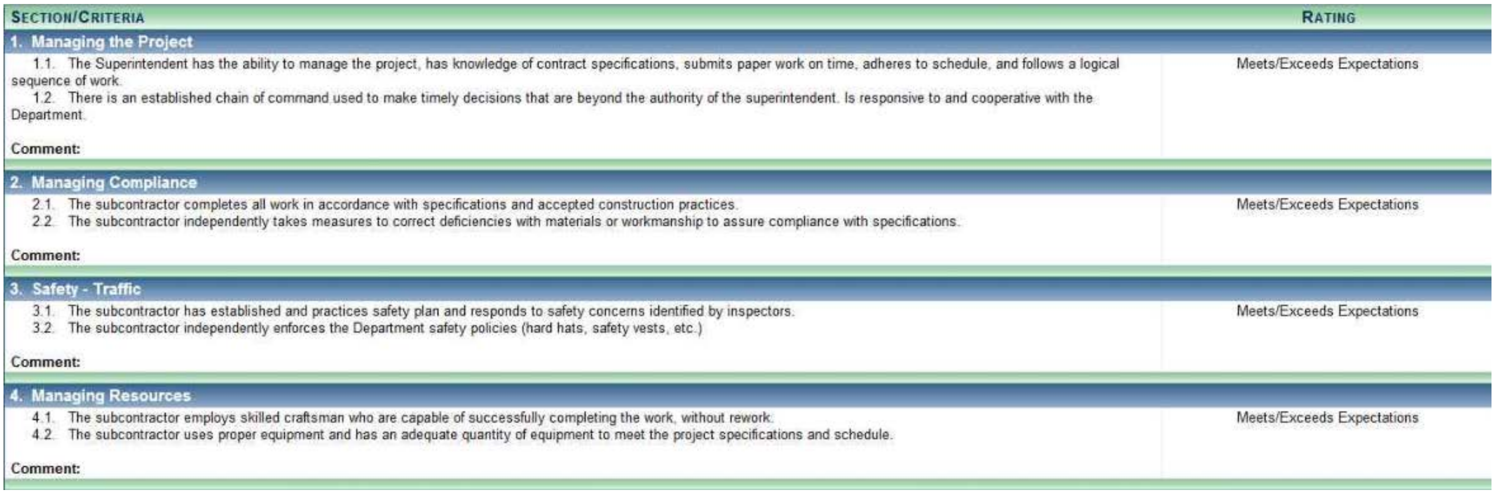


3. View **Contractor Evaluations**.

4. Click the link, **Contractor Review**, under the Status column to view the contractor evaluation.

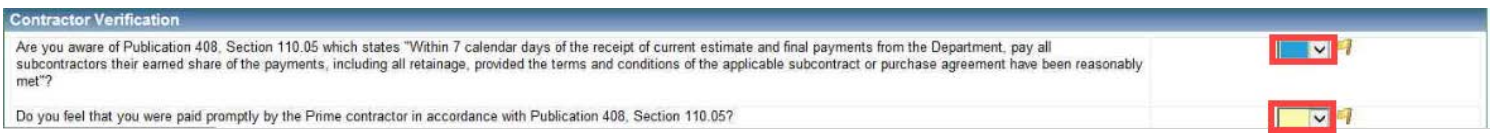
5. View the rating.

   - Rating can be **Meets/Exceeds Expectations** or **Fails to Meet Expectations**.



SECTION/CRITERIA	RATING
1. Managing the Project	
1.1. The Superintendent has the ability to manage the project, has knowledge of contract specifications, submits paper work on time, adheres to schedule, and follows a logical sequence of work. 1.2. There is an established chain of command used to make timely decisions that are beyond the authority of the superintendent. Is responsive to and cooperative with the Department. **Comment:**	Meets/Exceeds Expectations
2. Managing Compliance	
2.1. The subcontractor completes all work in accordance with specifications and accepted construction practices. 2.2. The subcontractor independently takes measures to correct deficiencies with materials or workmanship to assure compliance with specifications. **Comment:**	Meets/Exceeds Expectations
3. Safety - Traffic	
3.1. The subcontractor has established and practices safety plan and responds to safety concerns identified by inspectors. 3.2. The subcontractor independently enforces the Department safety policies (hard hats, safety vests, etc.) **Comment:**	Meets/Exceeds Expectations
4. Managing Resources	
4.1. The subcontractor employs skilled craftsman who are capable of successfully completing the work, without rework. 4.2. The subcontractor uses proper equipment and has an adequate quantity of equipment to meet the project specifications and schedule. **Comment:**	Meets/Exceeds Expectations

6. Navigate down to the **Contractor Verification** section and answer the questions with **Yes** or **No**.



Contractor Verification	
Are you aware of Publication 408, Section 110.05 which states "Within 7 calendar days of the receipt of current estimate and final payments from the Department, pay all subcontractors their earned share of the payments, including all retainage, provided the terms and conditions of the applicable subcontract or purchase agreement have been reasonably met"?	
Do you feel that you were paid promptly by the Prime contractor in accordance with Publication 408, Section 110.05?	

7. View score, click **Workflow**.

8. Under Workflow click, **Accept**, **Accept With Comments**, or **Disagree**. If the user selects Disagree they will have to enter in a comment on why they disagree.

   - If no action is taken within 10 days ECMS will finalize the evaluation.

   - If Disagree is selected the review will go to the Department group who reviewed it last. Example: If IIC created evaluation, ACE approved it and then went to ADE and they approved it. If the contractor disagrees with it then it will go back to the ADE to review and then to the ACE and IIC.

Chapter 20: Project Finalization Requirements

- Project Finalization Requirements Overview
- View the Acceptance Certificate
- Review the Notification of Final Quantities

Project Finalization Requirements Overview

When the project has been completed, PennDOT will begin the process to finalize a project. During this phase of the project, the project status will go into Post-Construction status and the acceptance certificate will be generated by PennDOT. The contractor can view the acceptance certificate.

Once PennDOT generates the notification of final quantities, the project status will go into NFQ Submitted status. The Notification of Final Quantities function allows the contractor to review the Notification of Final Quantities and to accept the information reviewed. The contractor will have ten (10) days to respond to the notification of final quantities. If the contractor does not respond, PennDOT can respond on behalf of the contractor and all rights to file a claim are waived.

<table>
<tr><th>Step</th><th>User
ECMS Security Role</th></tr>
<tr><td>Generate the acceptance certificate</td><td>PennDOT</td></tr>
<tr><td>Review the acceptance certificate</td><td>Contractor
Contractor Principal
Contractor Other Officers
Contractor Contract Admin</td></tr>
<tr><td>Generate the notification of final quantities</td><td>PennDOT</td></tr>
<tr><td>Review and accept the notification of final quantities</td><td>Contractor
Contractor Principal
Contractor Other Officers
Contractor Contract Admin</td></tr>
</table>

View the Acceptance Certificate

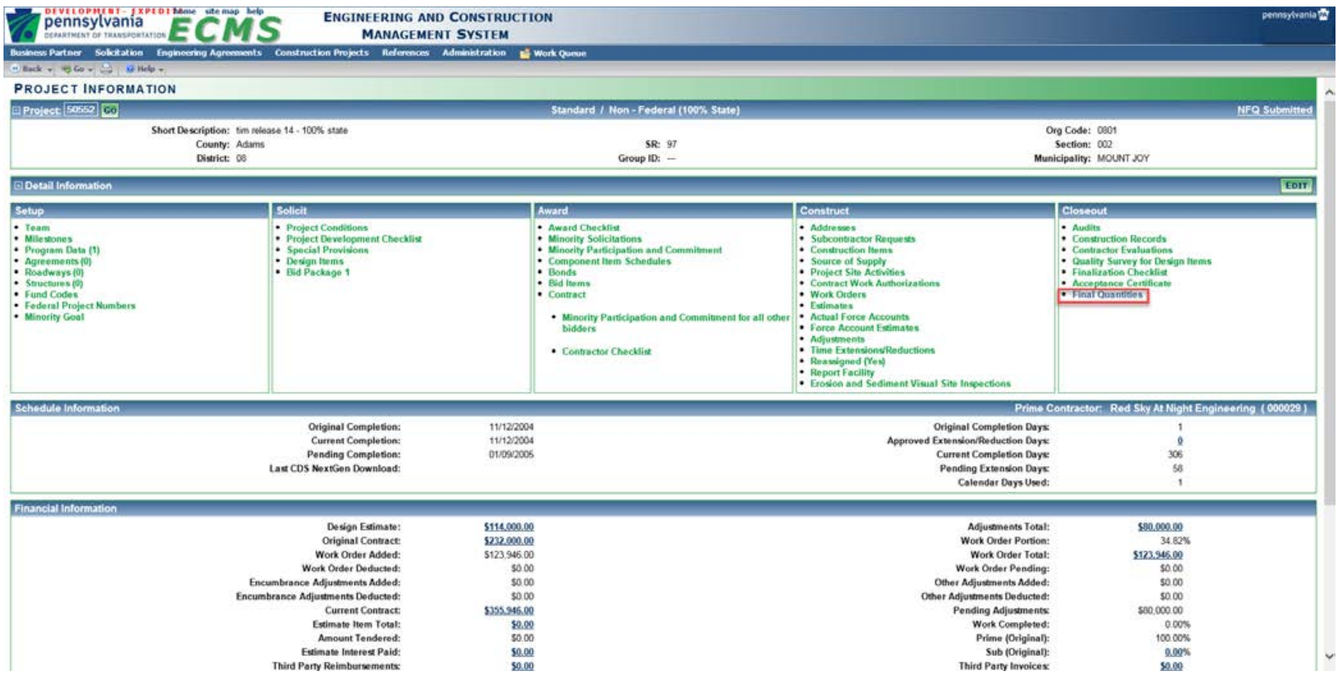
1. From the Project Information page, select **Acceptance Certificate** from the **Closeout** header.

2. The Acceptance Certificate is displayed.

Review the Notification of Final Quantities

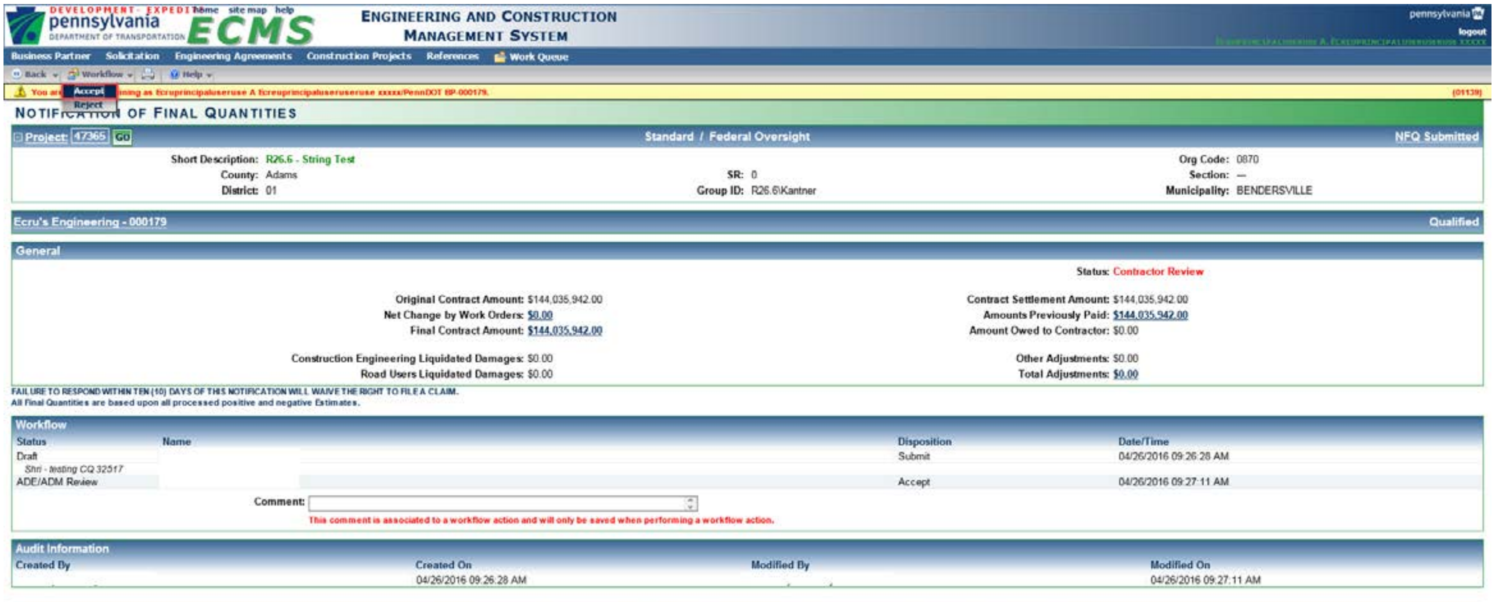
- The contractor will have ten (10) days to respond to the notification of final quantities.
- If the contractor does not respond, PennDOT can respond on behalf of the contractor and all rights to file a claim are waived.

1. From the Project Information page, select **Final Quantities** from the **Closeout** header.

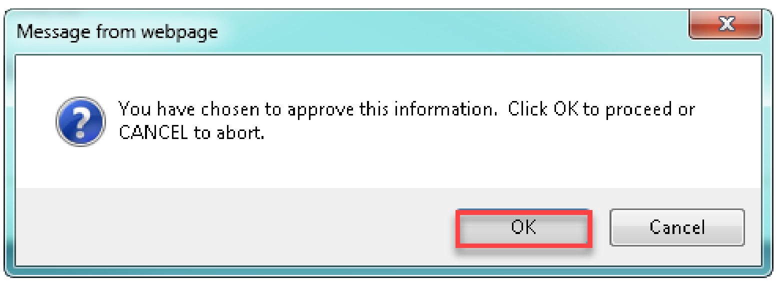


2. The Notification of Final Quantities screen is displayed. The status will show as Contractor Review.

3. To accept the Notification of Final Quantities, click the **Workflow** button and select **Accept**.

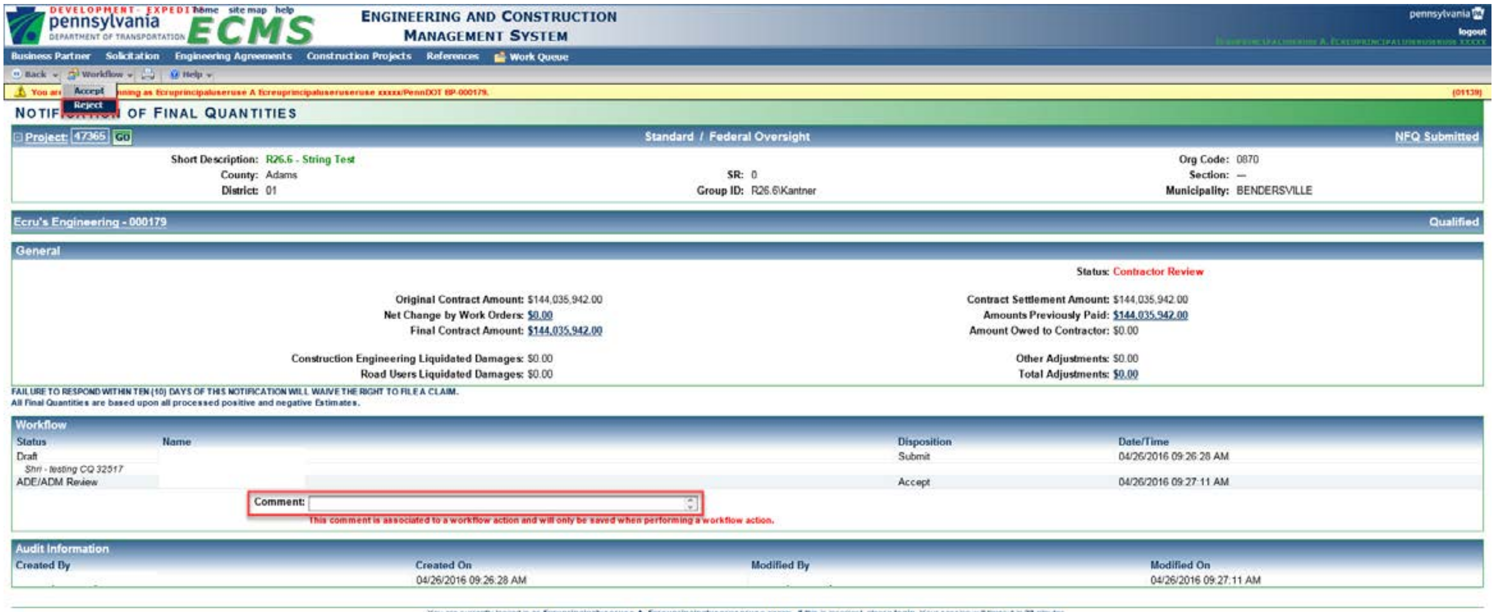


4. Click the **OK** button on the confirmation message.

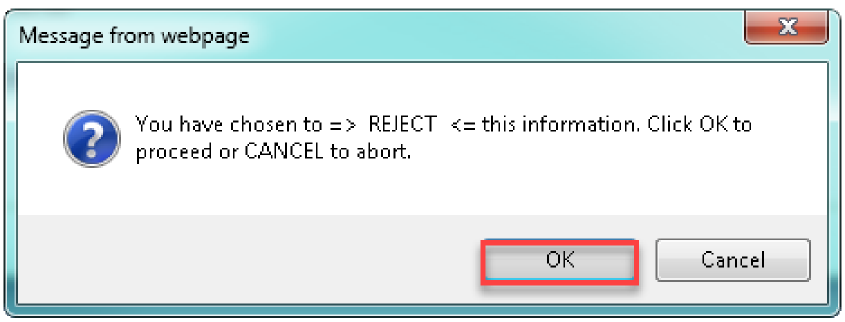


- An email is sent to the Finals Unit notifying them the NFQ has been accepted

5. To reject the Notification of Final Quantities, click the **Reject** button. Comments must be entered in the **Comment** field to reject the Notification of Final Quantities.



6. Click the **OK** button on the confirmation message.



- An email is sent to the Finals Unit notifying them the NFQ has been rejected, the project remains in NFQ submitted status.

If the contractor does not respond within 10 days of the Notification of Final Quantities being put in Contractor Review status, PennDOT can respond on behalf of the contractor. The status of the Notification of Final Quantities will be marked as “No Response”.

Appendix A: Bid Items Export / Import Guidelines

Export Guidelines

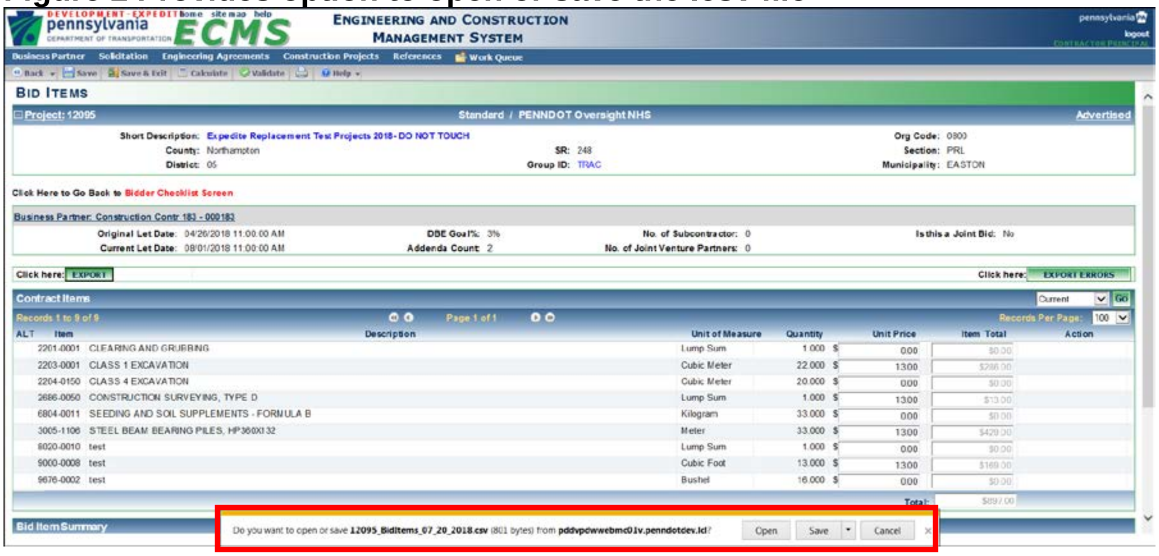
The contract items can be exported to a comma separated values (.csv) file for import into external bid management software.

1. ‘Click here to Export’ button on the Bid items screen. Refer to Figure 1.

Figure 1 Bid Items screen with Export button

2. Clicking on the Export button produces a .csv file with all the relevant bid item information. Refer to Figures 2 & 3.

Figure 2 Provides option to open or save the .csv file



3. The exported Excel spreadsheet contains the following columns with bid item data. Refer to Figure 3.

Figure 3 Exported .csv file in Excel spreadsheet containing bid item data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Line Item	Addendur	Addendur	Alt Item C	Item Num	Item Quar	UoM	C-Factor T	Unit Price	Group Des	Alt Group	Alt Sub Gr	Item Desc			
2	1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING			
3	2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION			
4	3	1	M		0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION			
5	4				0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION			
6		1	A		0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION			

Column A – Line Item Number – each bid item listed on the Bid Items screen and its number sequence
Column B – Addendum – lists the addendum number and the associated change in that addendum
Column C – Addendum Action Code – modified/ added bid item
Column D – Alt Item Code – E/O/A (Either/Or/And)
Column E – Item Number – the 8-digit bid item number
Column F – Item Quantity
Column G – UoM – Unit of measure
Column H – C-Factor Type
Column I – Unit Price – empty field the contractor fills out
Column J – Group Design Number
Column K – Alt Group Number
Column L – Alt Sub Group Number
Column M – Item Desc – Item description

Note: Only contract items are exported to the .csv file. Innovative bidding items (A+Bx / C-Factor) are not included in the export file.

4. **Addendum changes:** Any addendum changes such as Add Item(s) or Modify Item(s) will be incorporated into the export. Meaning, if an item was added via addendum, the new item will be part of the exported data. Similarly, if an item was modified (quantity changes etc.) the modified information will be made available in the export file. However, if an item was deleted via an addendum, the export ***will not*** contain the deleted item information. Refer to Figure 4.

Figure 4 Displays addendum changes (items added and modified to the bid package) in columns B&C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Line Item	Addendur	Addendu	Alt Item C	Item Num	Item Quar	UoM	C-Factor T	Unit Price	Group Des	Alt Group	Alt Sub Gr	Item Desc			
2	1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING			
3	2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION			
4	3	1	M		0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION			
5	4				0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION			
6		1	A		0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION			

5. The Line Item Number column (column A) in the export file may not be in sequence due to addendum changes as described above. Refer to Figure 5.

Figure 5 Line Item Number (Column A) displaying items modified, added, and deleted (via addendum) and hence not in sequence

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Line Item	Addendur	Addendur	Alt Item C	Item Num	Item Quar	UoM	C-Factor T	Unit Price	Group De:	Alt Group	Alt Sub Gr	Item Desc		
2	1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING		
3	2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION		
4	8	1	M		0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION		
5	4				0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION		
6		1	A		0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION		

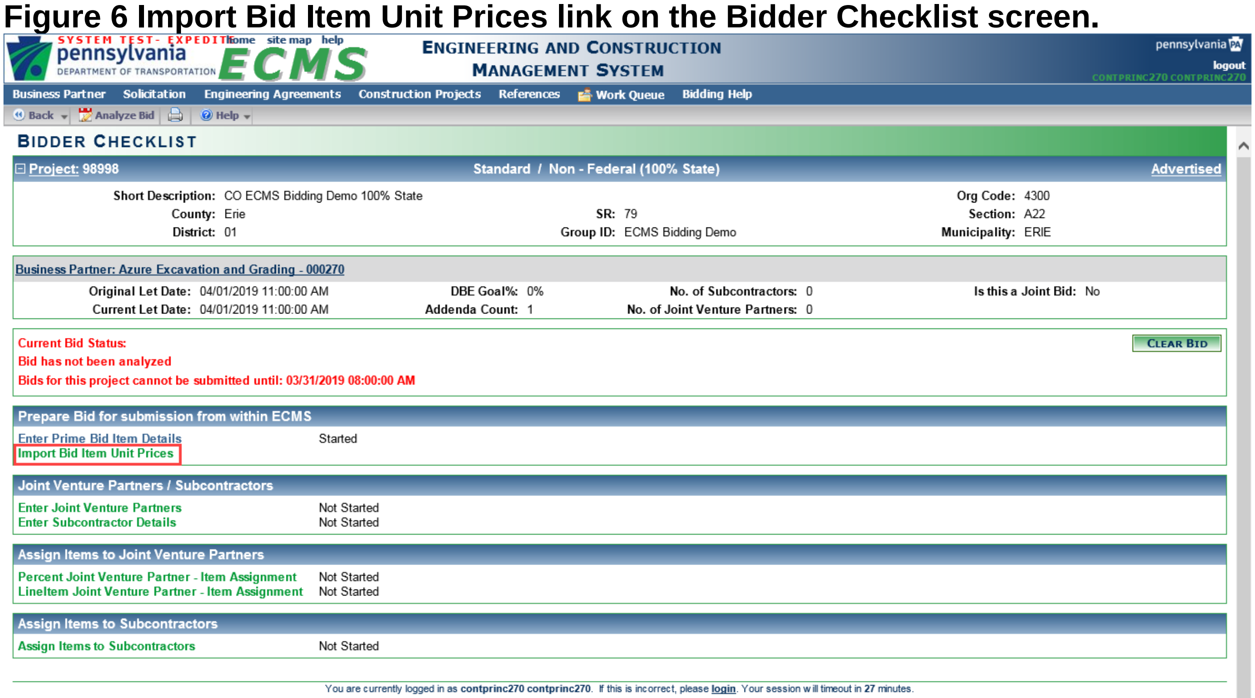
6. If there are manually entered unit prices on the Bid items screen the contractor will need to first save the screen for the export file to reflect those manually entered unit prices.

Import Guidelines

The contract items' unit prices can be imported from external bid management software as a comma separated values (.csv) file.

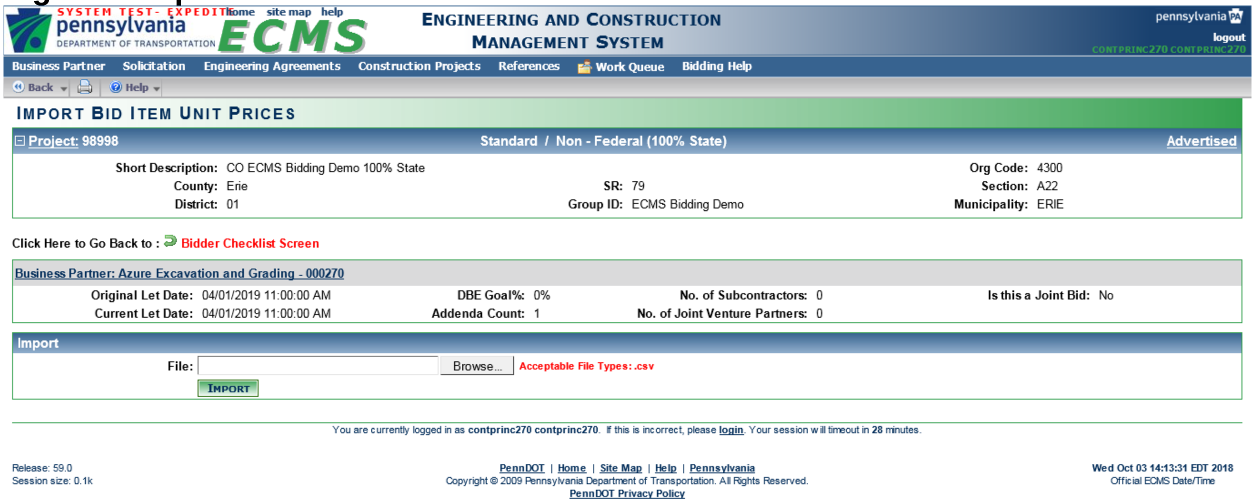
1. Click the 'Import Bid Item Unit Prices' link on the Bidder Checklist screen. Refer to Figure 6.

Figure 6 Import Bid Item Unit Prices link on the Bidder Checklist screen.



2. When the Import Bid Item Unit Prices link is clicked, the Import Bid Item Unit Prices screen will be available with a Browse option to choose a file to import. Refer to Figure 7.

Figure 7 Import Bid Item Unit Prices screen

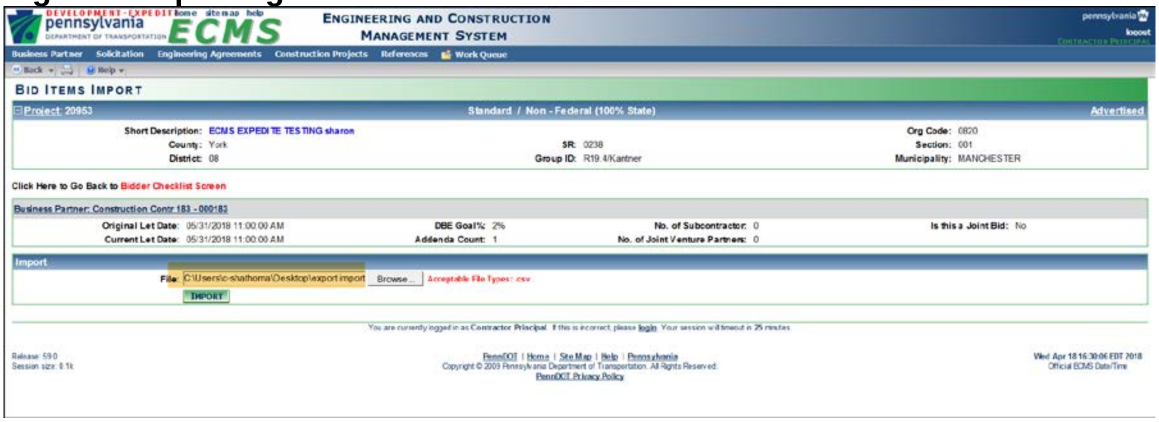


3. The only file type that acceptable for import is .csv (same as the export file type). Choosing any other file type will result in an error message that will be displayed. Refer to Figure 8.

Figure 8 Error message when a non .csv file is imported

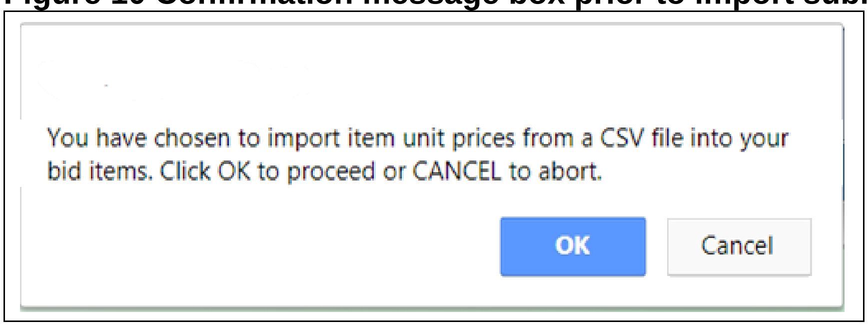
4. Choose the file that has bid item data to be imported and then click Import. Refer to Figure 9.

Figure 9 Importing a .csv file



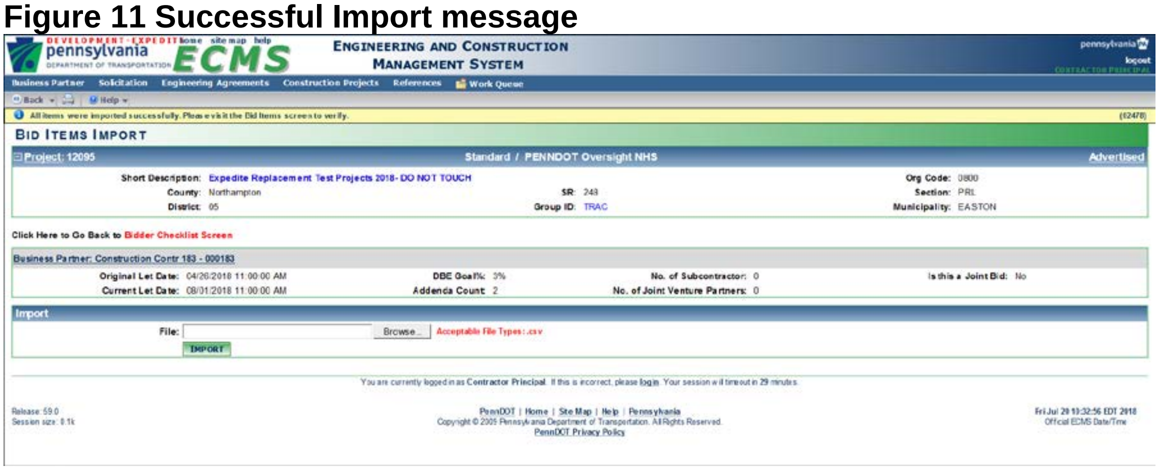
5. A confirmation message box is displayed when the **Import** button is clicked. Refer to Figure 10.

Figure 10 Confirmation message box prior to import submission



6. A status message is displayed in the menu bar when the import is successful. Refer to Figure 11.

Figure 11 Successful Import message



Scenarios where Import is unsuccessful:

<u>Gatekeeper validations</u>

The following validations occur 'at the gate', to ensure that the file is a valid import file:

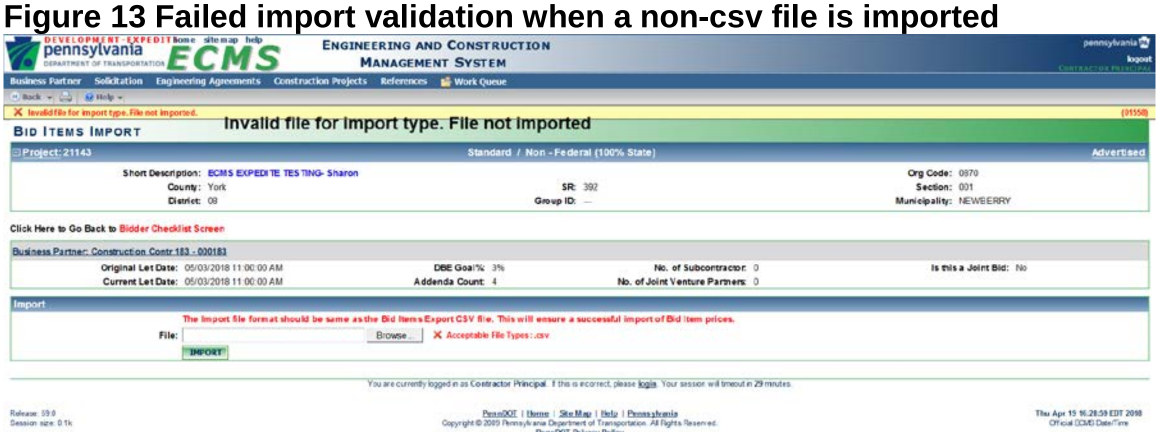
1. File is supplied.
2. File format is .csv
3. Number of columns, column headers, and column order match the exported file.
4. Item count in the import file matches what is currently in Bid Items. (this is to ensure that the latest file was used to fill in the unit prices (refer to addendum changes in the export section.)

Gatekeeper validation 1 – File is supplied. Refer to Figure 12.

Figure 12 Failed import validation when no file is selected to import

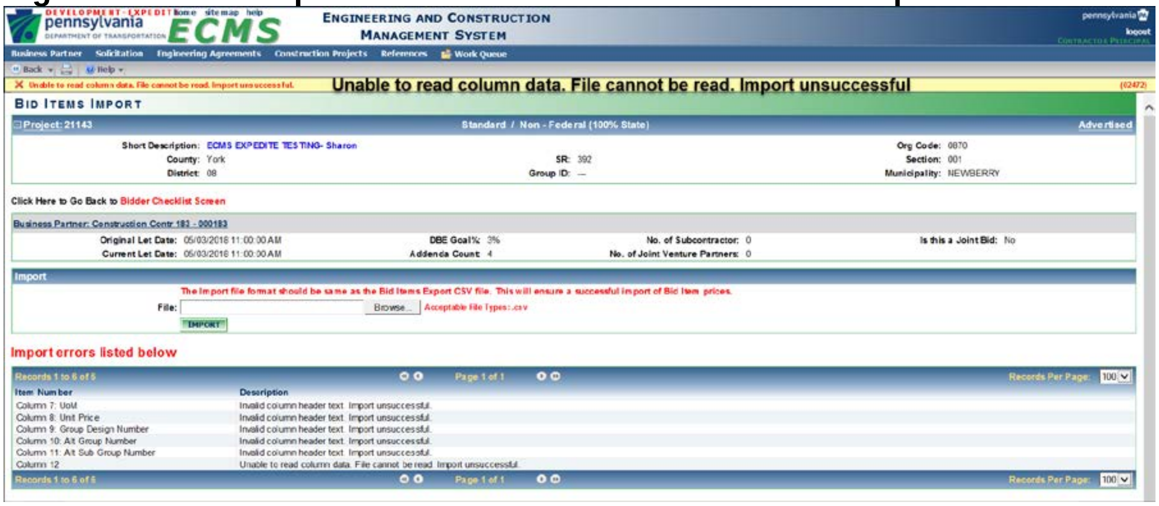
Gatekeeper validation 2 – File format is .csv. Refer to Figure 13.

Figure 13 Failed import validation when a non-csv file is imported



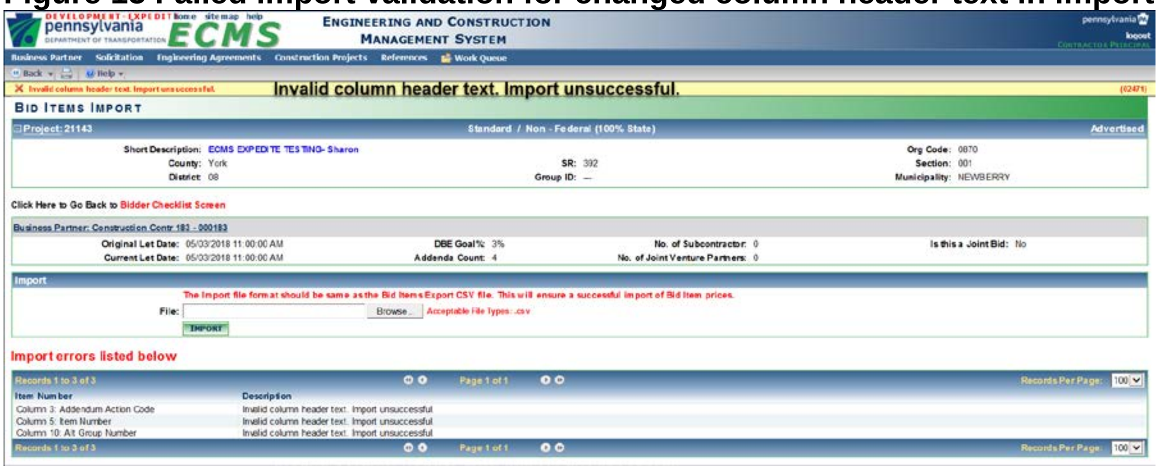
Gatekeeper validation 3 – Number of columns match the export file. Refer to Figure 14.

Figure 14 Failed import validation for deleted column in import file



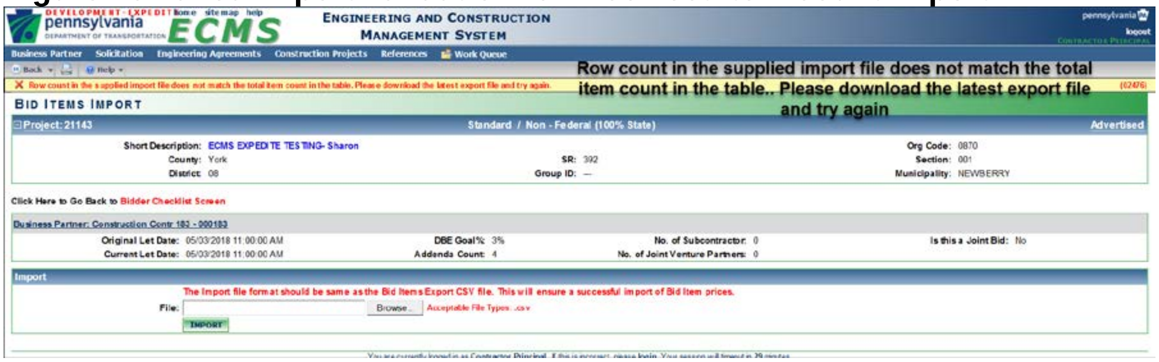
Gatekeeper validation 3 – Column headers and order match the export file. Refer to Figure 15.

Figure 15 Failed import validation for changed column header text in import file



Gatekeeper validation 4 – Item count in the import file matches what is currently in bid Items. (this is to ensure that the latest file was used to fill in the prices. Refer to addendum changes in the export section.). Refer to Figure 16.

Figure 16 Failed import validation for incorrect item count import



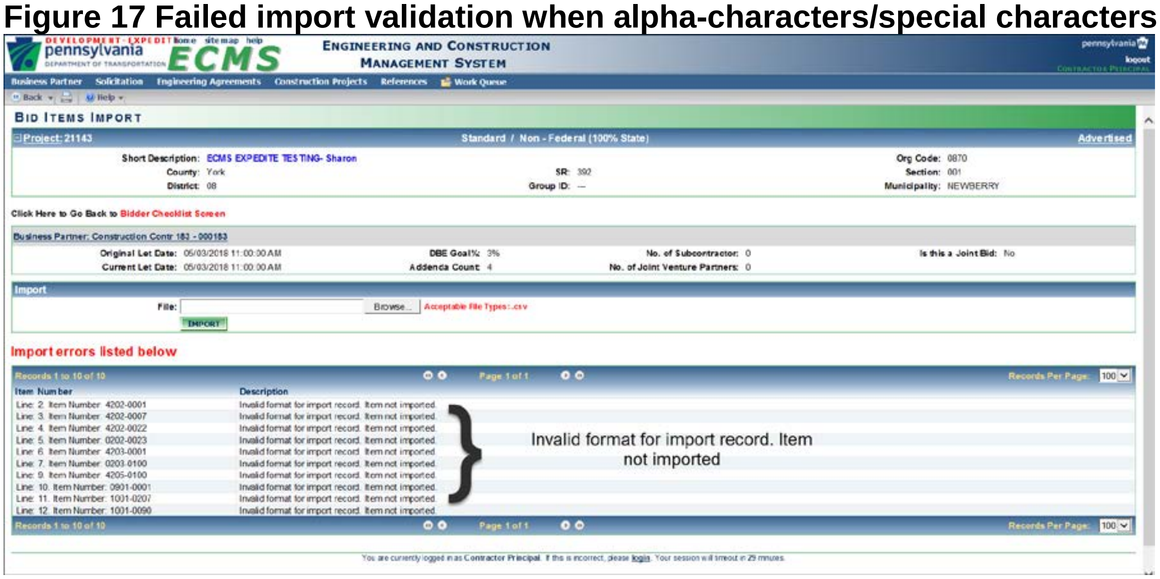
Import validations

The following validations occur during the import processing, to ensure that the data in the import file is valid:

1. Invalid format for import record. Item not imported.
2. Unit Price must be between 0 and 999999999. Item not imported.
3. Please verify values entered for alternate group items.
4. Item does not match existing bid item record. Import unsuccessful.
5. Item associated to a subcontractor. Item not imported.
6. Failure from the database end. Failure to process an update. Item record could not be updated.
7. Combination of errors or validations.

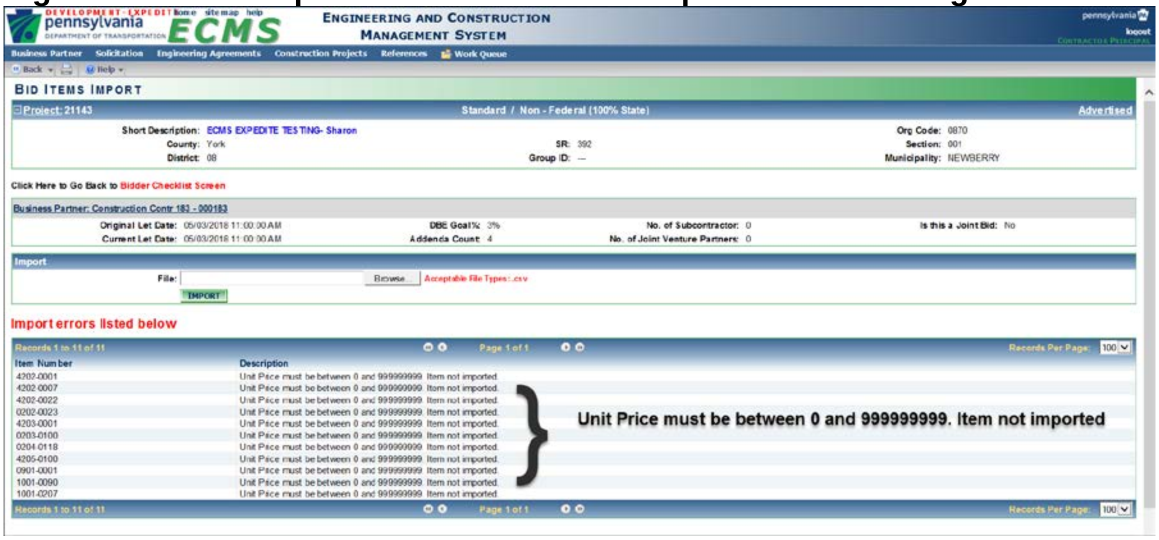
Import validation 1 – If Alpha-characters or special characters are entered in the Unit Price, Group Design Number, Alt Group Number or Alt Sub Group Number columns. Refer to Figure 17.

Figure 17 Failed import validation when alpha-characters/special characters are entered



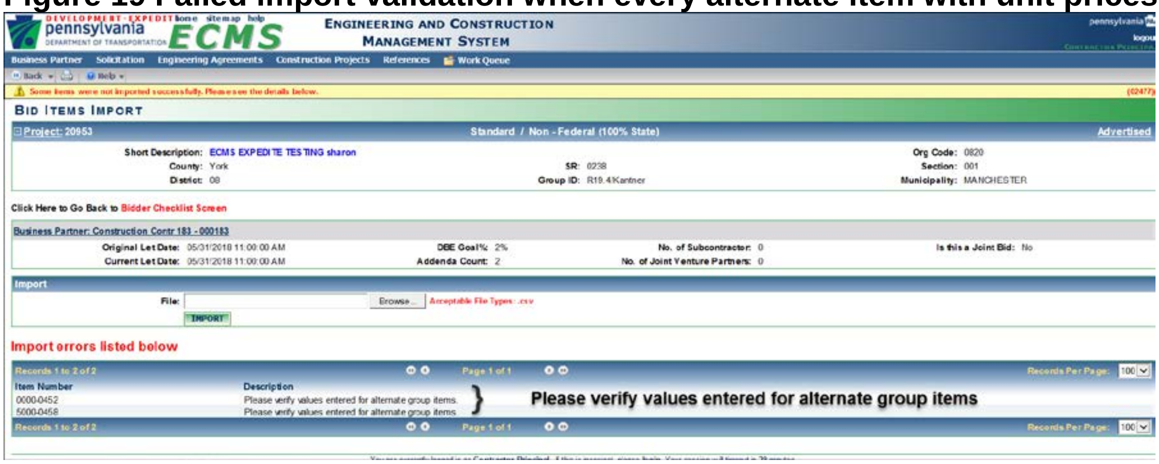
Import validation 2 – Attempt to import a file where the unit price range is not between 0 and 999999999. Refer to Figure 18.

Figure 18 Failed import validation when unit price is out of range



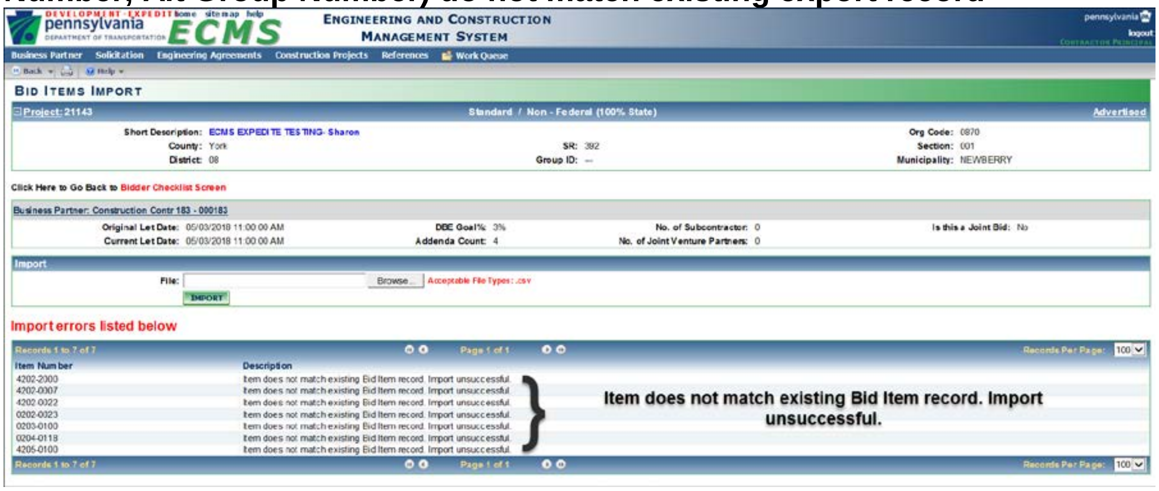
Import validation 3 – Attempt to import a file with unit prices for all alternate items without following the alternate item combination. Refer to Figure 19.

Figure 19 Failed import validation when every alternate item with unit prices is imported



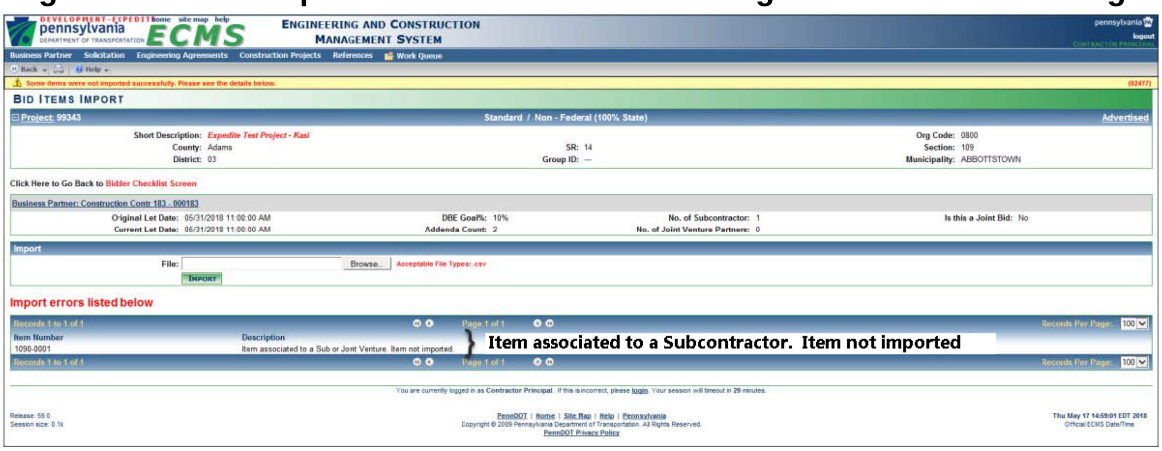
Import validation 4 – Attempt to import a file trying to change the Item Number, Unit Price, Group Design Number, Alt Group, or Alt Sub Group number when they don’t match the existing record on bid items. Refer to Figure 20.

Figure 20 Failed import validation when required fields (Unit Price, Item Number, Group Design Number, Alt Group Number) do not match existing export record



Import validation 5 – Attempt to import a file that tries to change the unit price for an item that is already assigned to a subcontractor. Refer to Figure 21.

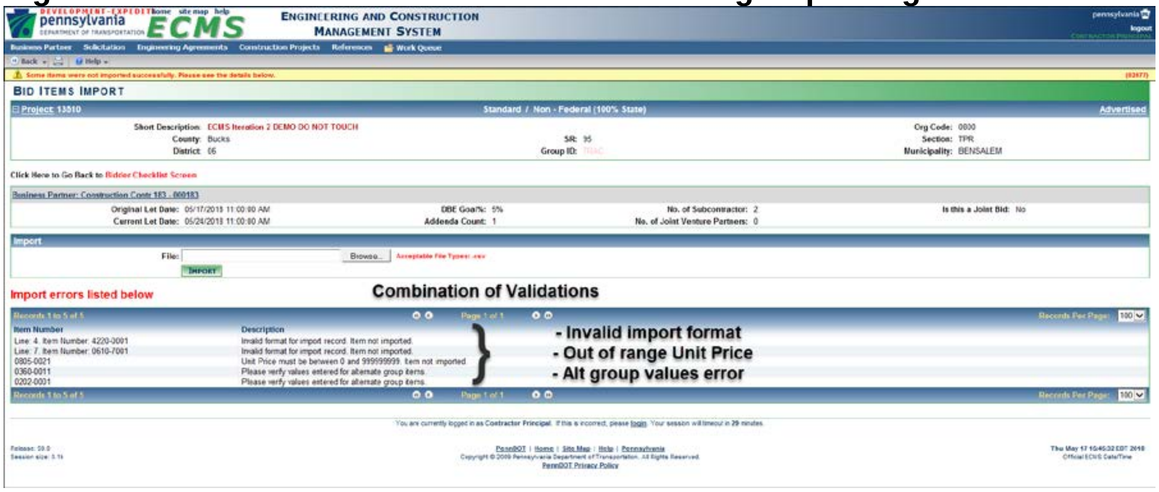
Figure 21 Failed import validation related to changed subcontractor assignment unit price



Import validation 6 – Failure from the database end. Failure to process an update.

Import validation 7 – Multiple import validations can be triggered. All triggered validations are shown. Refer to Figure 22.

Figure 22 Combinations of errors or validations grouped together



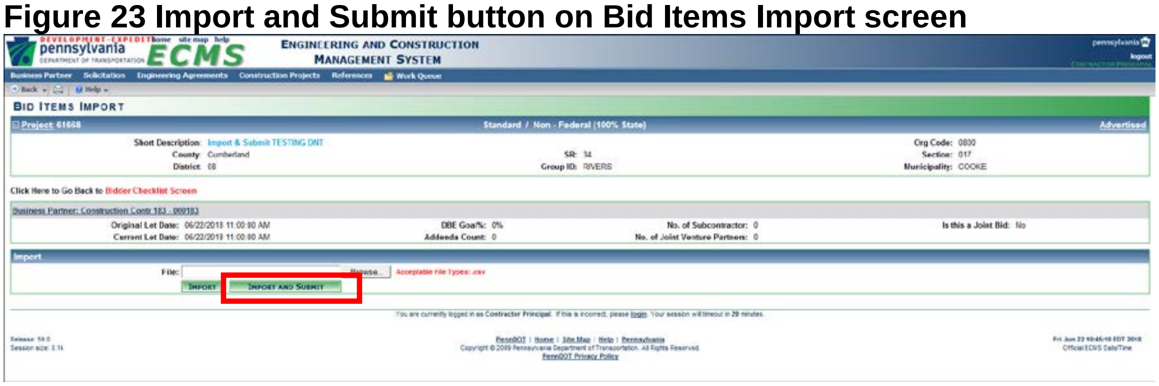
Key points related to Export and Import Feature:

1. Contractors can perform Export/Import as soon as a project is advertised.
2. Export and Import can be performed multiple times.
3. The Import file must match **EXACTLY** the Export file. The only field that should be updated is the Unit Price column (Column I in the .csv file).
4. Import functionality will override unit price data for Bid Items. Unit price data in the spreadsheet supersedes the table data.
5. Partial import- A contractor can import unit prices for a subset of the overall bid items into the Bid Items screen.
6. Bid Opening will be delayed from 11:00am until all bid submission processing is complete.

Import & Submit Guidelines

During the last 15 minutes of the bid submission window (10:45am – 11:00am for an 11:00am bid opening) the Import & Submit button is available on the Import Bid Item Unit Prices screen. Refer to Figure 23.

Figure 23 Import and Submit button on Bid Items Import screen



A contractor can click on Import and Submit or just the Submit button to get their bids submitted.

If Import and Submit button is clicked, the system will:

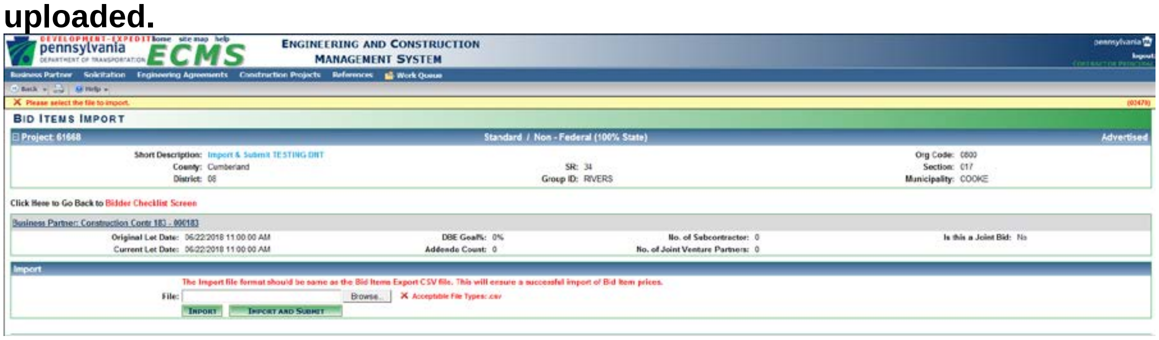
1. Perform the import of item unit prices from the file provided.
2. Proceed with bid submission (provided NO errors were encountered during the import).
3. Perform all system validations that are currently in place surrounding 'Submit'.
4. Send back a 'successful bid submitted' message to the contractor.
5. If any validation errors are encountered during bid submission attempt, the error message is sent back to the contractor notifying them that the bid wasn’t submitted.

The Import and Submit follows the same hard stop validations as the Import function. Some of the hard stop validations related to Import and Submit are displayed below.

Figure 24 refers to incorrect Alternate Item selection. A dual error message is displayed informing the contractor that the bid submission was unsuccessful and some bid item unit prices were not imported. It is a hard stop on the Import Bid Item Unit Prices screen.

Figure 24 Incorrect Alternate Item selection

Figure 25 Refers to the incorrect file format for upload. This error is thrown when a non-csv file is uploaded.



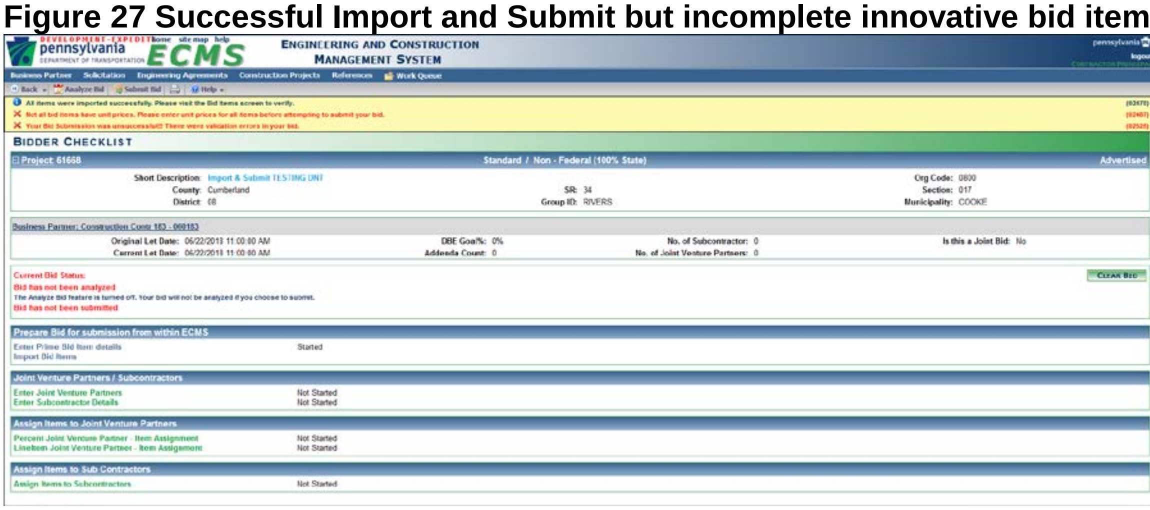
Successful Import and Submit takes the contractor directly to the Bidder Checklist screen displaying messages that the import was successful and the bid submission is in progress. The Analyze Bid and Submit Bid button are not available after a successful submission. Refer to Figure 26.

Figure 26 Successful Import and Submit

If the contractor has successfully imported the .csv file using the Import and Submit button, but has other items left incomplete, such as Innovative bidding items (A+Bx and/or C-Factor), the contractor is directed to the Bidder Checklist screen. The error messages state the bid submission was not successful and not all bid items have unit prices, please enter all unit prices prior to submission, using Submit button. Refer to Figure 27.

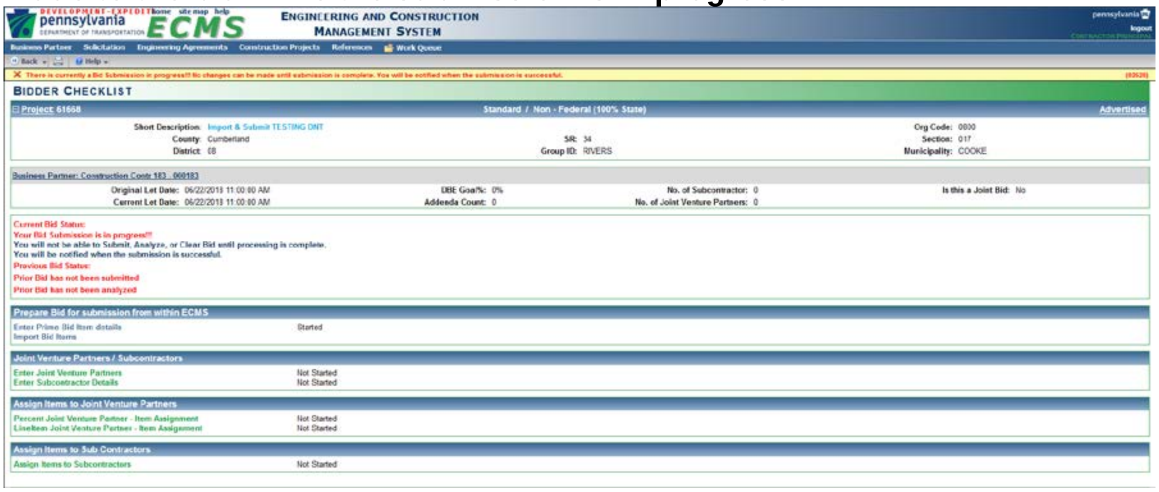
Note: Since Import and Submit was used to submit the bid, the Analyze Bid feature is unavailable. However, the submit bid feature is available.

Figure 27 Successful Import and Submit but incomplete innovative bid items (A+Bx / C-Factor)



When a bid submission is in process after a successful Import and Submit the other bid preparation links are disabled. No changes can be made to the bid while it is being submitted. Refer to Figure 28.

Figure 28 Error message displayed stating a bid submission is in progress. No changes can be made to the bid while the submission is in progress.



The Import and Submit button is removed from the Import Bid Item Unit Prices screen at 11:00am bid opening day. Refer to Figure 29.

Figure 29 Import and Submit disabled at 11:00am