

## How Does Your Company Become Qualified to Perform Construction Inspection Services?

To perform work as a construction inspector on PennDOT projects, the company needs to be a registered ECMS Business Partner. Utilize PUB 543 ECMS Business Partnership Guide to complete the ECMS Business Partner registration process.

- As you are completing the forms, please follow PUB 543's instructions.
- PennDOT requires a business partner to establish their overhead rate(s) before performing work. Overhead rates need to be updated annually. Determination of eligibility of cost items making up the Consultant Overhead (indirect costs) shall be governed by provision set forth in Federal Acquisition Regulation (FAR) Part 31 – Contract Cost Principles and Procedures.

## Resources

Find more information under [Resources](#) on the [Disadvantaged Business Enterprise \(DBE\) Support Services web page](#).



The DBE Supportive Services Center is a joint initiative between PennDOT and ProRank Business Solutions.

### DBE Supportive Services

 (833)PENN-DBE

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Pennsylvania

Department of Transportation

PUB 863 (2-25)



# Consultant Company Guide to Provide Construction Inspection Services



Pennsylvania  
Department of Transportation

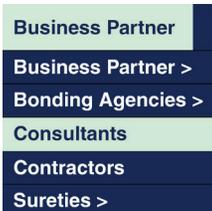
# I am an ECMS PennDOT Business Partner.

## Now What?

### Complete the Consultant Inspection Services Qualifications Package.

1. Use your ECMS Business Partner (BP) account information to log into ECMS at:  
<https://www.ecms.penndot.pa.gov/ECMS/>

2. Once logged into ECMS, select Business Partner Menu, then Consultants.



3. Navigate to the Template Downloads



4. Click and complete the General Information.
5. Click and complete the Project Experience.
6. Click and complete either the Resumes for Construction Inspection (Word) or Resumes for Construction Inspection (Excel). There is a 3-page maximum for each resume.
7. Establish Quality Plan, per Pub 93 Chap.1.3.
8. Once documents are saved individually, return to ECMS, as described in Step 2.
9. Enter your firm's six digit ECMS Business Partner ID and click Go.
10. The Consultant Qualifications Package screen is displayed.
11. Navigate to the Attachments Heading.
12. Upload General Information, Project Experience, Resumes, and Quality Plan.  
**Note:** All resumes need to be in one PDF file.
13. Select Save from the ECMS menu.

### Next - View Planned Projects:

1. Begin on the ECMS Home Page.
2. Click Solicitation on the Menu Bar.
3. Select Consultants and then Planned Projects from the drop-down list.



4. Navigate to the Planned Projects Express Searches Heading.
5. Click the Planned Projects Published (Last Month) hyperlink.  

State/PTC Planned Projects Express Searches
• Planned Projects Published (Last Month)
6. The Planned Projects Search Results screen is displayed.
7. Click on an Agreement Number hyperlink to view the Planned Project.

### View Advertisements:

1. Begin on the ECMS Home Page.
2. Click Solicitation on the Menu Bar.
3. Select Consultants and then Advertisements from the drop-down list.



4. Navigate to the State/PTC Advertisements Express Searches Heading.  

State/PTC Advertisements Express Searches
• State Consultant Inspection Advertisements
5. Click the State Consultant Inspection Advertisements hyperlink.
6. The Advertisement Search Results screen is displayed.
7. Click on the icon  under the ADV column to view the Advertisement.

### Last Step - Consultant Inspection Services Statement of Interest (SOI):

Firms interested in providing work and services for an agreement are invited to submit a Statement of Interest.

To submit a Statement of Interest for an agreement:

1. You must be registered as an ECMS Business Partner and logged onto the ECMS website under your user identification and password.
2. Review the General Requirements document link at the end of the advertisement to ensure the most current SOI requirements.
3. Verify modifications to the General Requirements posted under the Special Comments.
4. To create your Statement of Interest, locate the Consultant Submission section and select the Create button.



ECMS will display the "Statement of Interest" page.

5. If you have sub-consultants to add, use the drop-down list provided to select from registered ECMS Business Partners.
6. All consultants (both prime consultant and sub-consultants) to be included in this Statement of Interest must be registered as an ECMS Business Partner and have an active Consultant Qualifications Package and approved Field Overhead Rate in the ECMS system. Note: Consultant Qualifications Package and Field Overhead Rate needs to be submitted annually.  
**Note:** A firm that responds to an advertisement as a prime consultant may not be included as a designated sub-consultant to another firm that responds as a prime consultant to that advertisement.