

DOING BUSINESS WITH



ABOUT THE OFFICE OF DIVERSITY AND INCLUSION

The Diversity and Inclusion Department serves to support the mission of the Commission to promote equity in contracting, hiring, recruiting, retaining and attracting a diverse and inclusive workforce reflective of the customers that make up the Turnpike system. The primary functions driving the Diversity and Inclusion are focused in two areas: Employees and Contracting.

BUSINESS SUPPLIER DIVERSITY AND CONTRACT COMPLIANCE REVIEW

The Business Supplier Diversity program is a proactive business process for sourcing products and services from previously under-utilized firms. It serves to bridge Turnpike contracting opportunities to the small and disadvantaged business community through education, outreach and compliance.

The Contract Compliance Review program establishes a process by the Commission to review and monitor procurement opportunities to ensure nondiscrimination in the contracting process. The Diversity and Inclusion department oversees the Commission's contract compliance reviews from inception to close including goal setting and "Good Faith Efforts".

BUSINESS AND SUPPLIER DIVERSITY POLICY # 7.10

As set forth in the Business and Supplier Diversity Policy, approved by the Commission on January 8, 2013, PTC contracts exceeding \$250,000.00 are considered for goals or minimum participation levels to ensure inclusion of diverse businesses. The new policy directive serves to provide additional opportunities for competition by allowing for participation of the small, diverse business enterprises on smaller scoped project, thus gaining Turnpike experience through subcontracting opportunities that may meet the business capacity and capabilities. Ultimately, this experience leads to larger pool of capable, experienced contractors that ultimately benefits the PTC through healthy competition

HOW DOES THE PTC PURCHASE?

The department in charge of procurement at the Pennsylvania Turnpike Commission (PTC) is known as the Strategic Sourcing and Asset Management Department (SSAM).

SSAM purchases commodities and routine services based either on the lowest responsive and responsible bidder(s), or by "piggybacking" an existing contract issued by the Department of General Services of the Commonwealth of Pennsylvania (DGS). This brochure outlines how you can become a bidder to the PTC. If you are interested in being awarded a contract issued by DGS, you must contact DGS. We recommend that you visit the State of Pennsylvania's website at www.pa.gov to learn more about doing business with the Commonwealth.

In addition, large contracts for consulting, design, and construction are administered by departments other than SSAM at the PTC.





GETTING STARTED

In order to do business with the PA Turnpike Commission, your company needs to be set up as a vendor in our system. The preferred method of registration is via the online Vendor Portal at www.ptcvendorportal.com. Once you complete the registration process, the application will be reviewed and added to our Vendor File and appropriate Bidders Lists. You will then have access to maintain contact information, banking and payment details through the Vendor Portal. Please note that the Commission's financial system and vendor database are completely separate from the Commonwealth of PA. If you are currently registered with the Commonwealth it does not necessarily mean you are a PA Turnpike Commission vendor.

BID SUBMISSION

All formal bid quotations must be submitted via the PA Turnpike Commission Vendor Portal. The person responsible for submitting the response to the RFX in the Vendor Portal must be a registered contact within the vendor's Company Profile, and responses can only be made by registered contacts who have been assigned a role in Vendor Portal as either "Administrator" or "Logistics". If the person isn't currently registered and/or does not currently have the proper role assigned, the company's Vendor Portal "Administrator" must add the appropriate contacts and/or assign the contact the "Logistics" role. Please allow 5 business days for processing a new contact.

All construction bids must be submitted via the Electronic Bidding System (EBS). The contractor submitting a bid must be registered in EBS and the person submitting the bid on behalf of the contractor must have the correct EBS role. If the contractor is not currently registered as a business partner, they need to register online and complete the EBS agreement and submit it to the Contract Management Services Manager. The registration process is a two step process. If the person submitting the bid does not currently have access or the proper role, the company's administrator of the account must add the person with the appropriately assigned role to the account. If registering as a contractor, please allow 5 business days for processing the EBS agreement.

BID RESULTS

Official bid results will be made available and posted in the PA Turnpike Commission Vendor Portal after evaluation and award have been finalized. No telephone or email inquiries for bid summary will be honored.

Request for previous bid results or any other details of previous purchases or contracts is considered a request for public records under the Right-to-Know Law (RTKL), Act 3 of 2008 and shall comply with the Commission's policies, process and procedures for requesting such records. See below for instructions on submitting a Right-to-Know request.

For construction contracts, the bid results are immediately available on EBS.

To submit a Right-to-Know request online:

Visit www.paturndpike.com and click on the Right-To-Know Law Information Request link at the bottom of the home page.

PA TURNPIKE BIDDING PROCEDURES

Purchases for \$10,000 or less do not have to be bid, although, the Buyer may elect to send out a bid solicitation through an informal bid process (email, phone) or by using a Request for Quotation process. The Buyer may rely on experience to confirm pricing with a previously used vendor of the needed material or service and simply send a Purchase Order to that vendor.

For purchases over \$10,000, the formal bidding process will include Request for Quotation (RFQ) that will be posted on the Vendor Portal (www.ptcvendorportal.com).

Requests for public records must be addressed to:

Open Records Officer
Pennsylvania Turnpike Commission, Legal Department
P.O. Box 67676
Harrisburg, PA 17106-7676

Contracting and Purchasing with the PTC

The PTC procures goods and services through the following three departments: Strategic Sourcing and Asset Management (SSAM), Professional Services Procurement, and Engineering.

NO BID RESULTS WILL BE GIVEN OVER THE TELEPHONE OR VIA EMAIL.

BUSINESS AND SUPPLIER DIVERSITY

Contact: Catherine Clements-Jenkins, Director of Diversity & Inclusion
Department: Office of Diversity & Inclusion
Email: cjenkins@paturndiv.com

The PTC recognizes certification by third-party Certifying Organizations including the following: (1) the National Minority Supplier Development Council; (2) the Women's Business Development Enterprise National Council; (3) the Small Business Administration; (4) The Department of Veteran Affairs; (5) the Pennsylvania Unified Certification Program



CONSTRUCTION BIDS

Contact: Fawn Cassel, Contract Management Services Manager
Department: Construction Engineering
Email: fcassel@paturndiv.com

PTC contracts involving roadway and bridge work require prime contractors to be prequalified by the Pennsylvania Department of Transportation. For facility-related contracts or other miscellaneous items, prime contractors may be required to obtain a special prequalification by the PTC or may be required to submit Commission-provided qualification forms with their bid. The specifications for each project identify the prequalification or qualification requirements.

Go to <https://ebs.paturndiv.com/generalinformation>

The PA Turnpike's Electronic Bidding System (EBS) contains information related to construction contracts for the PTC such as project advertisement, listing of planholders, unofficial bid results and bid tabulations. Registered business partners are also able to search for projects based on status, download all bid documents, drawings and specifications, and submit the entire bid package over the internet to a physically and electronically secure location.

ENGINEERING AND OTHER PROFESSIONAL SERVICES – RFP

Contact: Gina Murray, Manager of Professional Services Procurement
Department: Professional Services Procurement (under Finance & Administration)
Email: rfpcont@paturndiv.com

Professional Services Procurement is responsible for procuring all professional services for the PTC. All Requests for proposals (RFPs), lists of respondents, and contract awards may be viewed on the PTC website: <https://www.paturndiv.com/business-hub/#bids-rfps>

Please note that all engineering standards are available on the website:
<https://www.paturndiv.com/business-hub/vendor-resources/engineering-standards>

PURCHASING OF GOODS AND MAINTENANCE SERVICES

Contact: Karen Ruch, Manager of Procurement & Planning
Department : Strategic Sourcing and Asset Management (under Finance & Administration)
Email: purchasing@paturndiv.com

The Strategic Sourcing and Asset Management Department is responsible for acquiring materials, supplies, equipment and services used by the PTC with the goal of achieving maximum value for minimum procurement investment. It also monitors inventory usage and balances; therefore, eliminating the need to maintain high stock levels and creating a leaner, more agile inventory supply.

All bid proposal Forms and Conditions may be obtained, free of charge, via the PA Turnpike Vendor Portal: <http://www.ptcvendorportal.com>
If you are interested in a specific bid and cannot find it, please email your inquiry to purchasing@paturndiv.com.



HELPFUL HINTS FOR DOING BUSINESS WITH THE PTC

- **REGISTER AS A VENDOR**
You must be on our Approved Vendor List in order to do business with the PTC.
- **VISIT THE PTC VENDOR PORTAL**
Information regarding procurements are listed on the website.
- **VIEW THE CAPITAL PLAN**
Annually, the PTC publishes the anticipated funding for the upcoming year. The capital plan may be viewed on our website at any time.
- **ATTEND PRE-BID CONFERENCES**
This is an excellent opportunity to meet with prime contractors and develop relationships that may lead to business opportunities.
- **MEET PROCUREMENT STAFF**
Familiarize yourself with the people administering the procurements. Send marketing materials and schedule meetings accordingly.
- **MEET WITH PRIME CONTRACTORS**
Developing relationships with those currently doing business with the PA Turnpike may lead to opportunities to subcontract.
- **GET TO KNOW THE TURNPIKE!**
Learn what we do and how we do it. The website is a great resource on learning our way of doing business.

