

# Department of General Services

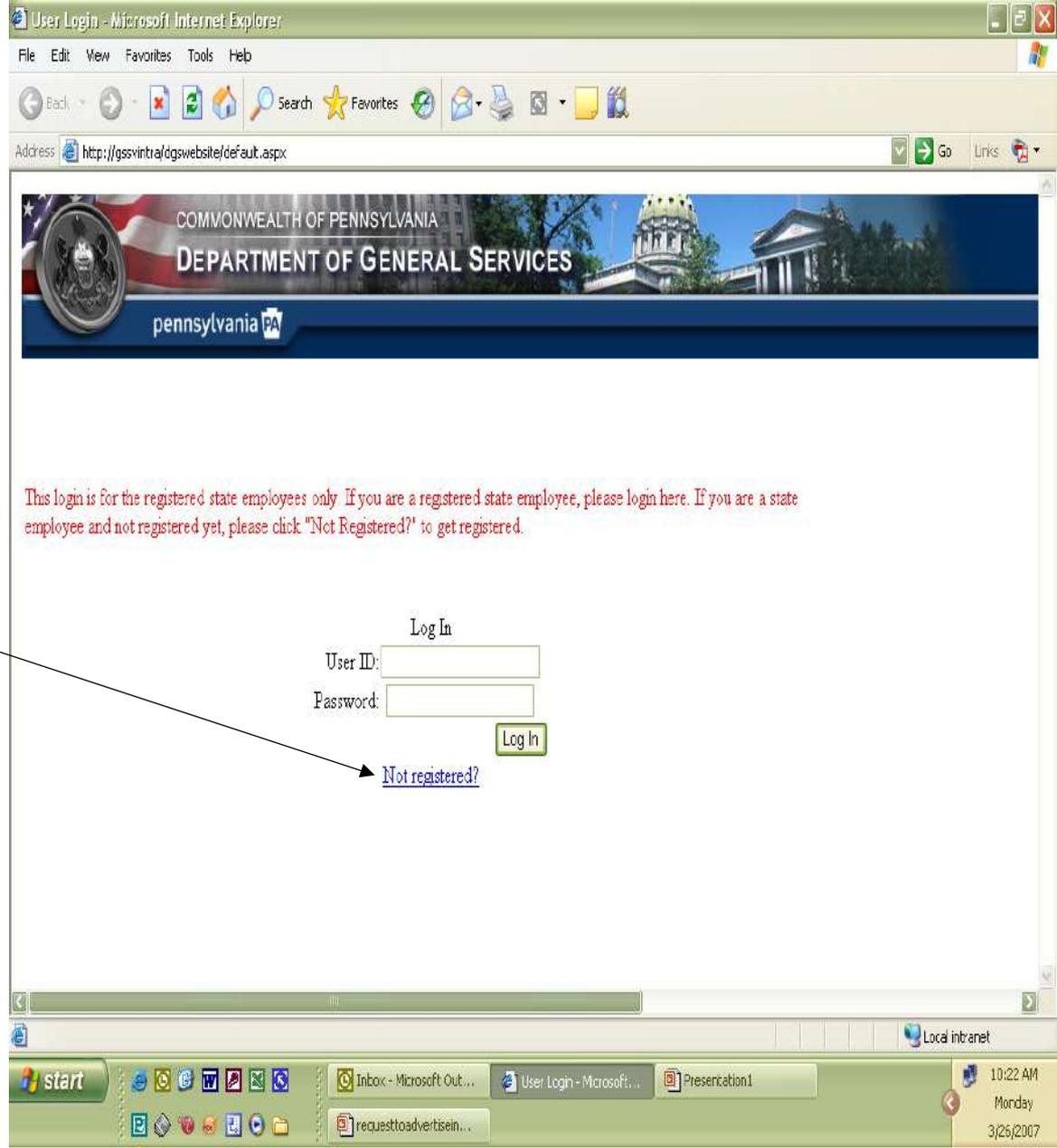
Request to Advertise Instructions

# Registration Process

- **Current STD-179 users must register to use the new “Request to Advertise” Form.**

- **Go to our website at <http://www.dgsweb.state.pa.us/RTA/Default.aspx>**

**1<sup>st</sup> time users, select not-registered, complete information and submit.**





### Register New User

#### General Information

User ID:  \*

Password:  \*

Confirm Password:  \*

First Name:  \*

Last Name:  \*

Email:  \*

Confirm Email:  \*

Agency/Business Name:  \*

Department:  \*

**Create your own User ID & Password,**

**Most agencies should pick Procurement for Department because the others are for other areas of DGS**

**Complete all information and submit.**



Your request has been sent to the administrator. You will receive an email once the request is approved.

### Register New User

#### General Information

User ID:	<input type="text" value="susanplecker"/>	*
Password:	<input type="password" value="*****"/>	*
Confirm Password:	<input type="password" value="*****"/>	*
First Name:	<input type="text" value="Susan"/>	*
Last Name:	<input type="text" value="Plecker"/>	*
Email:	<input type="text" value="splecker@state.pa.us"/>	*
Confirm Email:	<input type="text" value="splecker@state.pa.us"/>	*
Agency/Business Name:	<input type="text" value="DGS"/>	*
Department:	<input type="text" value="Procurement"/>	*

**You will receive an approval notification via e-mail within 1 – 2 business days after your initial registration submission.**

Cancel

From: c-rdighe@state.pa.us  
To: splecker@state.pa.us  
Cc:  
Subject: Your request for access to advertise is approved

Sent: Thu 3/22/2007 10:34 AM

Please click [here](#) to login.

**You will receive an e-mail with the subject stating “Your request to access to advertise is approved”**

**You can now log in and use the online Request to Advertise Form”.**

# Creating an Advertisement



**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at : [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

**Enter Search Criteria**

Solicitation#:  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Bid Open Date(mm/dd/yy):

Select Log In.

**Search Result** NEW: Hover your mouse over the Description text to get more details.



This login is for  
**Registered Pennsylvania State Employees only.**  
If you are a  
**Registered Pennsylvania State Employee,**  
please login.  
If you are a  
**Pennsylvania State Employee**  
and not registered yet, please click "Register Here"

Log In

User ID:

Password:

[Register Here](#)

**Enter User ID &  
Password**



**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at : [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

**Enter Search Criteria**

Solicitation#:  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:

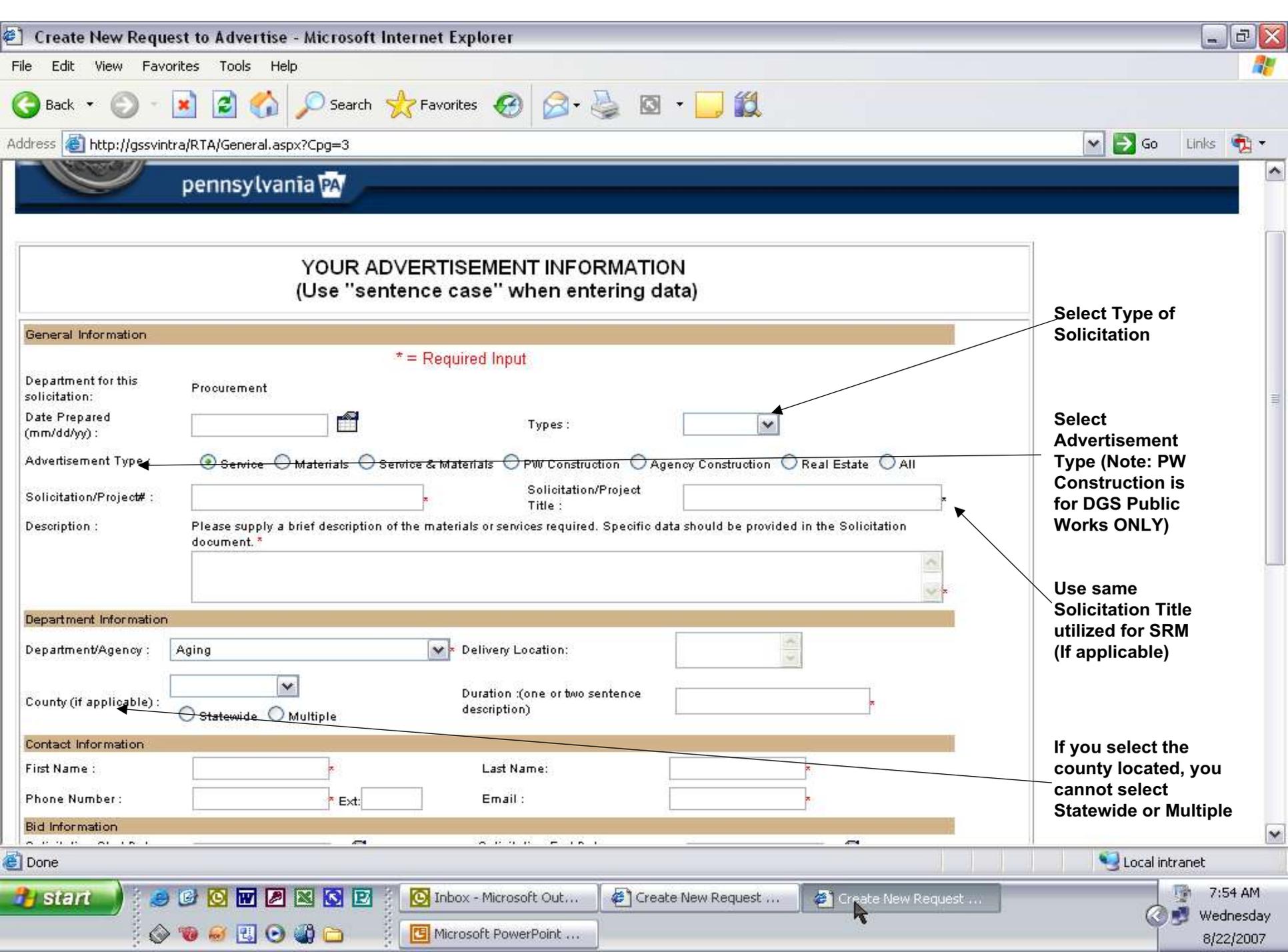
Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Bid Open Date(mm/dd/yy):

No. of records per page:

**Search Result** *NEW: Hover your mouse over the Description text to get more details.*

**Select "New Solicitation" button to create new advertisement.**



## YOUR ADVERTISEMENT INFORMATION (Use "sentence case" when entering data)

### General Information

\* = Required Input

Department for this solicitation: Procurement

Date Prepared (mm/dd/yy):

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Solicitation/Project#:  Solicitation/Project Title:

Description: Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation document.

### Department Information

Department/Agency:  Delivery Location:

County (if applicable):  Duration: (one or two sentence description)

Statewide  Multiple

### Contact Information

First Name:  Last Name:

Phone Number:  Ext.:  Email:

### Bid Information

Select Type of Solicitation

Select Advertisement Type (Note: PW Construction is for DGS Public Works ONLY)

Use same Solicitation Title utilized for SRM (If applicable)

If you select the county located, you cannot select Statewide or Multiple

Description : Please supply a brief description of the materials or services required. Specific data should be provided in the Solicitation document. \*

The Dept of General Services is looking for Contractor's for computer maintenance for approximately 200 staff.

**Department Information**

Department/Agency : General Services \* Delivery Location: Harrisburg

County (if applicable): Dauphin \* Duration (one or two sentence description): 2 years \*

Statewide  Multiple

**Contact Information**

First Name : Susan \* Last Name: Plecker \*

Phone Number : 717-346-2678 \* Ext: \* Email : splecker@state.pa.us \*

**Bid Information**

Solicitation Start Date (mm/dd/yy) : 08/22/07 \* Solicitation End Date (mm/dd/yy) : 09/22/07 \*

Bid Opening Date (mm/dd/yy) : 09/22/07 \* Bid Opening Time (hh:mm AM/PM) : 1:30 PM \*

Bid Opening Location : 555 Walnut Street, 6th Floor, Harrisburg PA 17101

Check if there is a Pre-proposal Conference

No. of Flyers: (# of bid versions) \*

Check here if this Solicitation is in SRM

Amended Date: None

Cancel

Create Solicitation

**The Solicitation End Date should be before or the day of the bid opening date.**

**If the bid is only available in SRM, select the "Check here if this Solicitation is in SRM"**

**Select Create Solicitation**

County (if applicable):  Statewide  Multiple

Duration (one or two sentence description): 2 years

---

**Contact Information**

First Name: Susan Last Name: Plecker  
 Phone Number: 717-346-2678 Ext: Email: splecker@state.pa.us

---

**Bid Information**

Solicitation Start Date (mm/dd/yy): 08/22/07 Solicitation End Date (mm/dd/yy): 09/22/07  
 Bid Opening Date (mm/dd/yy): 09/22/07 Bid Opening Time (hh:mm AM/PM): 1:30 PM  
 Bid Opening Location: 555 Walnut Street, 8th Floor, Harrisburg PA 17101

Check if there is a Pre-proposal Conference No. of Flyers: (# of bid versions)  
 Check here if this Solicitation is in SRM

Amended Date: None

---

**Upload**

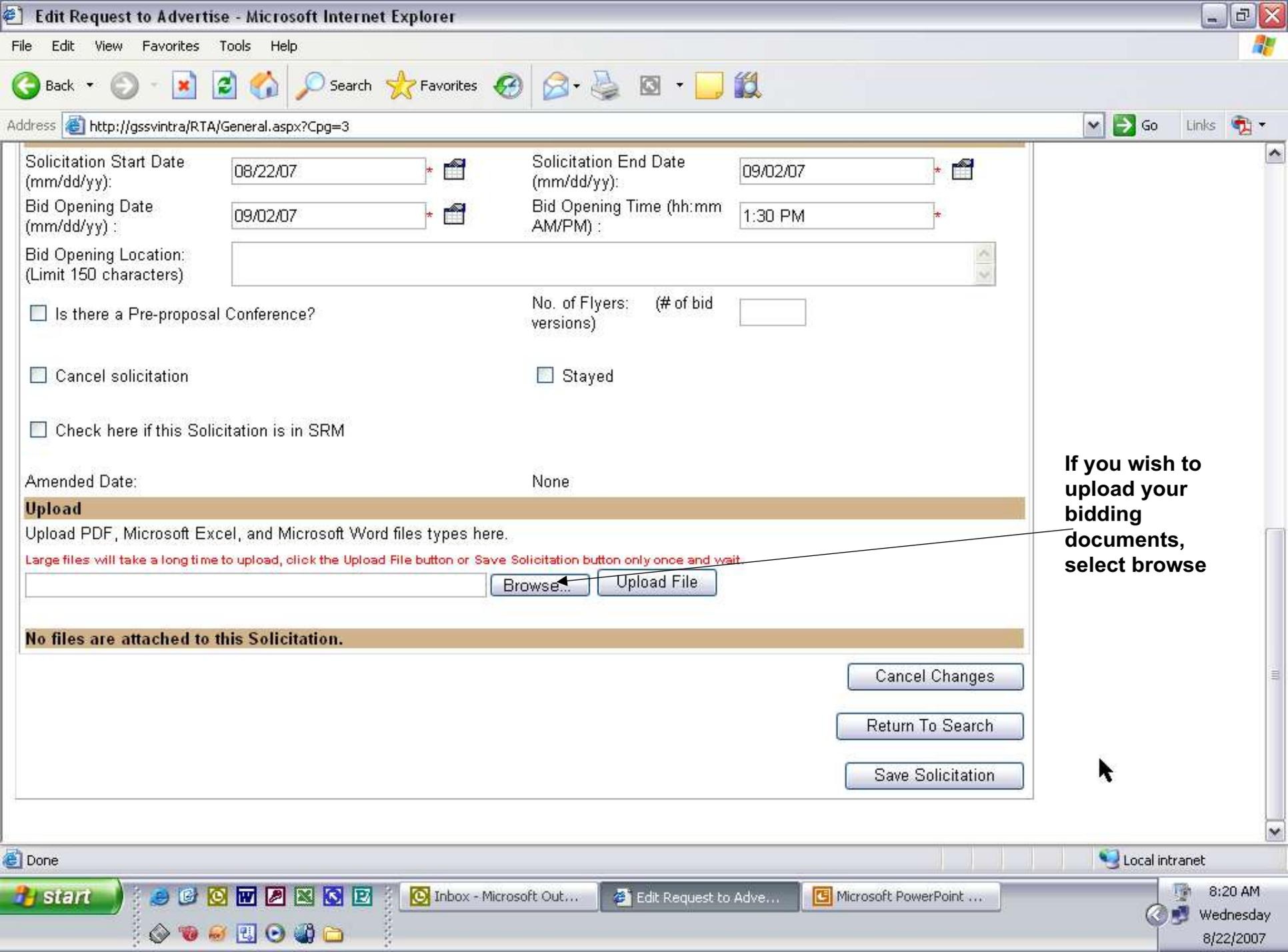
Upload PDF, Microsoft Excel, and Microsoft Word files types here.  
 Large files will take a long time to upload, click the submit only once and wait.

[You must Create a Solicitation before attaching files.](#)

**IF BID IS NOT AVAILABLE IN SRM**

**Do not select "Check here if this Solicitation is in SRM"**

**Select "Create Solicitation"**



Solicitation Start Date (mm/dd/yy): 08/22/07

Solicitation End Date (mm/dd/yy): 09/02/07

Bid Opening Date (mm/dd/yy): 09/02/07

Bid Opening Time (hh:mm AM/PM): 1:30 PM

Bid Opening Location: (Limit 150 characters)

Is there a Pre-proposal Conference?

No. of Flyers: (# of bid versions)

Cancel solicitation

Stayed

Check here if this Solicitation is in SRM

Amended Date: None

**Upload**

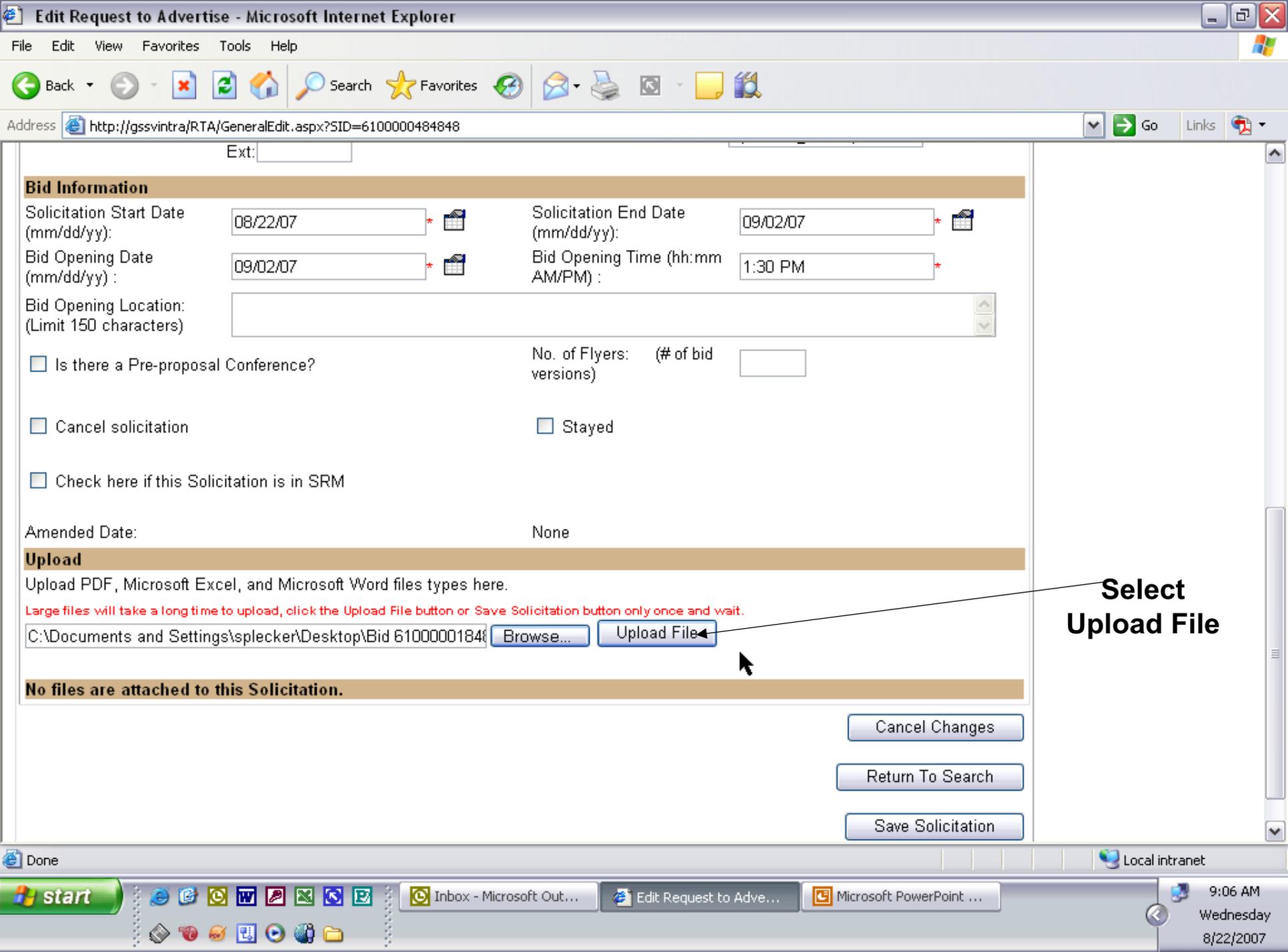
Upload PDF, Microsoft Excel, and Microsoft Word files types here.

Large files will take a long time to upload, click the Upload File button or Save Solicitation button only once and wait.

**No files are attached to this Solicitation.**

If you wish to upload your bidding documents, select browse





**Bid Information**

Solicitation Start Date (mm/dd/yy):   Solicitation End Date (mm/dd/yy):  

Bid Opening Date (mm/dd/yy):   Bid Opening Time (hh:mm AM/PM):  

Bid Opening Location:  (Limit 150 characters)

Is there a Pre-proposal Conference? No. of Flyers: (# of bid versions)

Cancel solicitation  Stayed

Check here if this Solicitation is in SRM

Amended Date: None

**Upload**

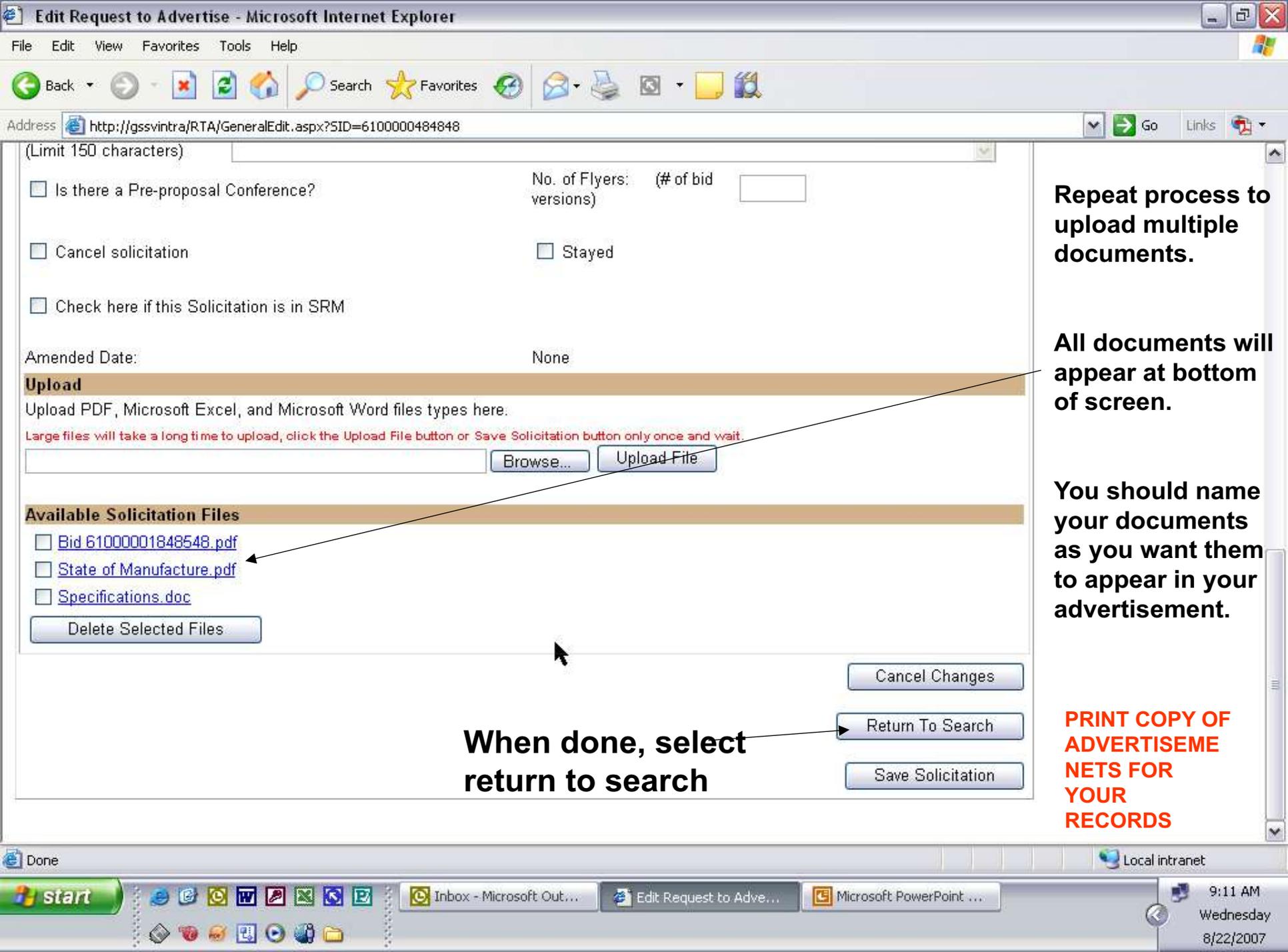
Upload PDF, Microsoft Excel, and Microsoft Word files types here.

Large files will take a long time to upload, click the Upload File button or Save Solicitation button only once and wait.

C:\Documents and Settings\splecker\Desktop\Bid 6100000184

No files are attached to this Solicitation.

Select Upload File



**Repeat process to upload multiple documents.**

**All documents will appear at bottom of screen.**

**You should name your documents as you want them to appear in your advertisement.**

**PRINT COPY OF ADVERTISEME NETS FOR YOUR RECORDS**

**When done, select return to search**

(Limit 150 characters)

Is there a Pre-proposal Conference?

Cancel solicitation

Check here if this Solicitation is in SRM

Amended Date:

No. of Flyers: (# of bid versions)

Stayed

None

**Upload**

Upload PDF, Microsoft Excel, and Microsoft Word files types here.

*Large files will take a long time to upload, click the Upload File button or Save Solicitation button only once and wait.*

**Available Solicitation Files**

- [Bid 61000001848548.pdf](#)
- [State of Manufacture.pdf](#)
- [Specifications.doc](#)

# Editing or Changing an Advertisement



**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at : [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

**Enter Search Criteria**

Solicitation#:  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Bid Open Date(mm/dd/yy):

No. of records per page: 10

**Search Result** *NEW: Hover your mouse over the Description text to get more details.*

**Select Log In**



This login is for  
**Registered Pennsylvania State Employees only.**  
If you are a  
**Registered Pennsylvania State Employee,**  
please login.  
If you are a  
**Pennsylvania State Employee**  
and not registered yet, please click "Register Here"

Log In

User ID:

Password:

[Register Here](#)

**Enter User ID  
and Password**



**Search Solicitations**

All suppliers wishing to do business with the Commonwealth must register at : [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us).

**Enter Search Criteria**

Solicitation#:  Agency:

Solicitation Title or Description:  County:   Statewide  Multiple

Solicitation Type:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Bid Open Date(mm/dd/yy):

No. of records per page: 10

**Search Result** *NEW: Hover your mouse over the Description text to get more details.*

**Search by one to locate your solicitation advertisement and select search**

# Select Solicitation Number Hyperlink

Search - Microsoft Internet Explorer

Address: <http://gssvintra/RTA/Search.aspx?Cpg=3>

Solicitation Type:

Advertisement Type:  Service  Materials  Service & Materials  PW Construction  Agency Construction  Real Estate  All

Bid Open Date(mm/dd/yy):

No. of records per page: 10

[Search](#) [New Solicitation](#) [Cancel](#)

**Search Result** **NEW: Hover your mouse over the Description text to get more details.**

[Excel](#) [Export Search Results](#)

Solicitation#	Types	Solicitation Title	Description	Agency	County	Amended Date	Solicitation Start Date	Solicitation End Date	Bid Opening Date	Date Prepared	Status	Contact Person
<a href="#">46464646</a>	ITQ	AnotherTestEntry	This is another vali...	General Services	State Wide	8/22/2007	8/27/2007	8/31/2007	9/3/2007 12:00:00 PM	8/20/2007 12:00:00 AM	Created	Bob Roberts
<a href="#">76767676</a>	ITQ	YetAnotherTestEntry	This is a test. ano...	General Services	State Wide	8/22/2007	8/27/2007	8/31/2007	9/3/2007 12:00:00 PM	8/20/2007 12:00:00 AM	Created	Bob Roberts
<a href="#">90000888</a>	ITQ	HaveAnother	This is a test valid...	General Services	State Wide	8/22/2007	8/27/2007	8/31/2007	9/3/2007 12:00:00 PM	8/20/2007 12:00:00 AM	Created	Bob Roberts
<a href="#">SVC-09192006</a>		SpecialArrival	Here is a brief mess...	General Services	State Wide	8/20/2007	8/27/2007	8/31/2007	9/3/2007 12:00:00 PM	8/20/2007 12:00:00 AM	Created	Michael Scarazzo
<a href="#">Sues test</a>	RFP	Computer maintenance	The Dept of General ...	General Services	Dauphin		8/22/2007	9/22/2007	9/22/2007 1:30:00 PM	8/22/2007 12:00:00 AM	Open	Susan Plecker
<a href="#">6100000484848</a>	IFB	Computers	The Department of Ge...	General Services	Dauphin		8/22/2007	9/2/2007	9/2/2007 1:30:00 PM	8/22/2007 12:00:00 AM	Open	Susan Plecker
<a href="#">01010101</a>	ITQ	TestValidationSummary	This is another test...	Aging	State Wide	8/20/2007	8/20/2007	8/24/2007	8/27/2007 12:00:00 PM	8/20/2007 12:00:00 AM	Open	Bob Roberts
<a href="#">12121212</a>	ITQ	AnotherTestSol	This is a brief desc...	General Services	State Wide		8/20/2007	8/24/2007	8/27/2007 12:00:00 PM	8/15/2007 12:00:00 AM	Created	Bob Roberts
<a href="#">12344321</a>	IFB	FirstSolicitation	This is the first en...	Aging	State Wide		8/20/2007	8/30/2007	8/31/2007 2:00:00 PM	8/13/2007 12:00:00 AM	Created	Bob Roberts
<a href="#">65656565</a>	IFB	TestAuto Transfer	This is a brief mess...	General Services	State Wide		8/20/2007	8/24/2007	8/27/2007 12:00:00 PM	8/16/2007 12:00:00 AM	Created	Bob Roberts

1 2 3 4 5 6 7 8 9 10 ... >>

http://gssvintra/RTA/GeneralEdit.aspx?SID=6100000484848

Local intranet

start

Inbox - Microsoft Out... Microsoft PowerPoint ... Department of Gener...

9:18 AM Wednesday 8/22/2007

(Limit 150 characters)

Is there a Pre-proposal Conference?

No. of Flyers: (# of bid versions)

Cancel solicitation

Stayed

Check here if this Solicitation is in SRM

Amended Date:

None

**Upload**

Upload PDF, Microsoft Excel, and Microsoft Word files types here.

Large files will take a long time to upload, click the Upload File button or Save Solicitation button only once and wait.

**Available Solicitation Files**

- [Bid 61000001848548.pdf](#)
- [State of Manufacture.pdf](#)
- [Specifications.doc](#)

**Make necessary changes or add Flyer/Addendum # or cancel solicitation and click Save Solicitation..**

**Amended date will change automatically**

# QUICK TIPS

- Bid must complete approval process within SRM before completing the DGS online Request to Advertise.
- Once registered go to <http://www.dgsweb.state.pa.us/RTA/Default.aspx> to create advertisement.
- Select “New Solicitation” to create new advertisement.
- Select “SRM Check Box” if bid is in SRM
- Delivery Location – where materials/services are to be provided.
- Select County, or Statewide or Multiple
- End Date and Bid Opening Date must be same date.
- Can only upload PDF, Word & Excel Documents
- **PRINT COPY OF ADVERTISEMENT FOR YOUR RECORDS.**
- Edit/Update DGS online advertisement when making changes to documents in SRM

# CONTACT INFORMATION

Susan Plecker  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6<sup>th</sup> Floor Forum Place  
Harrisburg PA 17101

Phone: 717-346-2678

E-mail: [splecker@state.pa.us](mailto:splecker@state.pa.us)