

Commonwealth of Pennsylvania
Invitation to Qualify For Electronic Waste Removal and Recycling Services

PART II – BID REQUIREMENTS

Suppliers interested in doing business with the Commonwealth of Pennsylvania (COPA) through the Electronic Waste Removal and Recycling Services (E-waste) ITQ Contract #4400009722, must submit a bid in response to this ITQ and provide supporting documentation to the COPA. The COPA will review the supporting documentation to determine whether the supplier meets the minimum eligibility requirements. Suppliers must complete and submit the documentation specified below for their bid to be considered complete and responsive.

After reviewing Parts I through IV of this ITQ, you must begin the qualification process by clicking on the “*Back to Select ITQ*” button at either the top or the bottom of this page. You may then begin to develop your online bid by clicking on the “*Select*” button. The system will then walk you through the steps that are required to develop and submit your online bid.

Suppliers interested in submitting a bid to become a Qualified Supplier of E-waste Removal Services must meet **all** of the following requirements. Failure to meet the below requirements may result in the supplier’s bid being rejected.

1. The supplier must be registered with the COPA. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, www.pasupplierportal.state.pa.us.
2. The supplier must submit supporting documentation to the COPA in accordance with the Open Enrollment Process in Part III.
3. Suppliers must submit PA DEP Beneficial Use Processing Permit (or another state's processing permit/EPA ID Number) authorizing computer processing at your facility(s).
4. Suppliers must submit third-party accreditation from the Responsible Recycling Practices Standard (R2) or E-Stewards Standard.
5. Suppliers are required to have been in business for a minimum of three (3) years at the time they apply to become qualified on this ITQ.
6. COSTARS Designation

Suppliers must complete and submit the COSTARS Designation Form for their proposal to be considered complete and responsive. To obtain a copy of the form, click on this [COSTARS Designation Form](#) link.

There is an Administrative Fee of \$1500 (\$500 for Qualified Small Businesses) associated with this ITQ Contract.

Each supplier that meets the minimum qualifications will be awarded a contract. Award of a contract to a supplier is not a guarantee of business.

The PA Supplier Portal is a secure site. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured.

Steps of the PA Supplier Portal:

1. Select ITQ: Select the ITQ from the Listing provided – download a copy of the Costars Qualified Small Business Certification Form by selecting the “view” button and printing the appropriate document only if supplier is qualified as a Small Business.
2. Proposal Contact Information: When filling out the ITQ Supplier Profile Questionnaire and entering an email address contact, please use a company resource account and not a person’s personal email address. Our system will not allow this information to be changed at this time and if the email would change you would not receive the solicitations from the agencies to be able to provide a response to their solicitations.

The following minimum fields are required to be provided in the Supplier Profile Questionnaire.

- 1) Company Information
- 2) Organization
- 3) Financial Information
- 4) Organizational Questions

3. Service Locations: Select the county or counties you will service from the listing.
4. Client References – Provide information client references regarding past performance.
5. Technical – Nothing will be entered under “Step 5” See Service Category Table on page 11.
6. Additional Required Documentation – Upload all required documentation.

Suppliers must complete and/or submit the additional required documentation specified in each service category for their bid to be considered as being complete and responsive. In *Step 6. Additional Required Documentation*, suppliers will be asked to upload required documentation by selecting “All Required Documentation” from the drop down and uploading all required documentation as one file.

7. Pre-Submission Audit: Review all sections to be sure “complete” has been captured in all columns. Click on small instruction box on the left and a “Submit Proposal” button will appear. Click on this button when you are ready to submit your bid

Technical Skills

In “*Step 5.Techicals*”, suppliers will be asked to identify technical skills relative to the selected Service Category. After the supplier’s bid is accepted and a contract is executed, this information will then be posted to a “Supplier Profile” page on the ITQ website. It is the Supplier’s responsibility to review and update the “Company Profile” on an ongoing basis to keep agencies informed of its technical capabilities.

Additional Required Documentation

Suppliers must complete and/or submit the additional required documentation specified below for their bid to be considered as being complete and responsive. In *Step 6, “Additional Required Documentation”*, suppliers will be asked to upload this additional required documentation by selecting a required document name from the drop down and uploading the appropriate documentation with the file name specified below.

1. **Required Certifications.** ERP’s must provide the following certifications;
 - a. PA DEP Beneficial Use Processing Permit or another state’s processing permit/EPA ID Number; and
 - b. Third party accreditation from the Responsible Recycling Practices Standard (R2) and/or E-Stewards Standard.
2. **Years In Business.** To meet the minimum of three (3) years in business qualification requirement, suppliers may submit documentation such as; Articles of Incorporation, registration of a fictitious name, income tax return, Dunn & Bradstreet report, etc. In “*Step 6.*”, upload the years in business documentation by selecting Years in Business from the drop down and naming the file that will be uploaded “Years in Business”.
3. **COSTARS Program Questionnaire**
4. **COSTARS Qualified Small Business Certification Form (If Applicable)**