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Web Site: www.ecms.penndot.gov

How to Complete Consultant Qualifications Package & Overhead Rate

Each ECMS application has on-line Help text that will guide you on how to complete the required tasks. Just click on the HELP link on the ECMS Home page to view the Help text that is available.

Step 1 – Submit Annual Consultant Qualifications Package

1. You cannot submit your Annual Consultant Qualifications Package until you have received your Business Partner User ID Number. You may, however, prepare your Annual Consultant Qualifications Package while the Department is processing your Business Partner Registration Agreement. Select Consultants under Business Partner info on the Consultant information portal, download and complete the off-line Consultant Qualifications Package (CQP) templates. Resumes should not exceed two pages per individual. All templates shall be complete using 12 pitch or larger type.
2. After you have completed the off-line templates, have received your Business Partner User ID Number and have set-up user ID's for your principal(s) or financial officer(s), these users can submit your Annual Consultant Qualifications Package. They need to log-in ECMS as a registered user and select Consultant option under Business Partner info. Click on the Create Consultant Qualifications Package button to electronically submit the templates to PennDOT with the electronic CQP cover sheet. Your Annual Consultant Qualifications package does not require Department approval.

Step 2 – Submit Firm Overhead Information for Review and Approval

1. Your financial officer or principal must log-in as a registered user, select Consultants under Business Partner info and complete and submit the electronic Overhead Information for review and approval by PennDOT.
If the Overhead Rates being entered on the Overhead Information form were previously approved by the Department, you should not submit a copy of your Audit Report, but you should indicate "Previously Approved" in the comments box on the Overhead Information form.

2. You will receive an e-mail confirming your approved overhead rates once the Overhead Information form (and the Audit Report, if required) is received and reviewed.

Step 3 – Complete and submit Employee Roster and Wage Rate Information for PennDOT Review and Approval

1. Your principal(s) or financial officer(s) must log-in as a registered user and select Consultant under Business Partner info. Select Employee Roster option and create your roster of employees with all the appropriate classifications and wage rates for each employee. Note that every employee wage rate is created in pending status and automatically submitted to PennDOT for review and approval.
2. You will be able to see if the employee wage rate has been approved or rejected by checking the status on-line. There are no e-mail notifications for employee rate approvals or rejections.

E-mail Notification is provided for:

- ◆ ***Consultant Qualifications Expiration*** – An e-mail reminder is generated and sent to the Business Partner about one month before the current Consultant Qualifications Package expires.

How do I find out about Planned and/or Advertised Projects?

1. To look at Planned Projects, access the new ECMS Home Page at www.ecms.penndot.gov and select the User Log-in. Log-in with your ECMS User ID and Password (you can also view Planned Projects as a public user but, if you are a registered business partner, you might as well sign on and have more flexibility).
2. On the Navigation pane at the top go to Solicitation, Consultants, then Planned Projects. Look for and click on Planned Projects Published (last month).
3. Note that you can look for Planned Projects by Anticipated Advertisement Date, Initiating Organization, Date Published or Agreement Number. Customize your search under - Advanced Search.
4. You can click on any Planned Project you wish to view. The Planned Project screen will describe the project and provide the anticipated advertisement date.

Advertisements and Submitting Statements of Interest

1. You may view advertisements as a public user or as a registered business partner. If you want to submit a Statement of Interest you must log-in as a registered business partner and have submitted your qualifications package and overhead information. If you do not have a current qualifications package you will not be able to submit a State of Interest for an advertisement.
2. Access the ECMS Home Page and select User Log-in. You may then log-in with your ECMS User ID and Password.
3. On the Navigation pane at the top then go to Solicitation, Consultants then Advertisements. Look for and click on Statement of Interest Deadline (Next 2 weeks).
4. Click on the ADV# to view the advertisement you are looking for. Do not select the Agreement number.
5. If you are a registered business partner with a current qualifications package, you will see a Create Statement of Interest link at the end of the advertisement.
6. To submit a Statement of Interest for a specific advertisement, click on the Create Statement of Interest link.
7. ECMS will display the Statement of Interest page. If you have sub-consultants to add, use the drop down list provided to select from registered business partners. If your sub-consultant is not a registered business partner or does not have a current CQP on file, ECMS will not allow you to use them.
8. You are required to attach the following with each Statement of Interest
 - ◆ Statement of Interest document – the file must be named Statement _of_ Interest and saved as a .pdf format only.
 - ◆ Resumes – the file you send must be named Resumes and saved as a .pdf format only. (The resume format must be the same format as provided in the Annual Consultant Qualifications Package)
 - ◆ Organizational Chart – the file you send must be named Organization_Chart and saved as a .pdf format only.

Please Note that all attachments must be in a .pdf format and named exactly as the file name is printed on the screen or ECMS will not accept them.

9. You may save this Statement of Interest as a draft to be submitted later or you can submit it immediately. Up until the Due Date you may change and resubmit as many Statements of Interest as you want. The latest one you submit will be the one PennDOT will be able to read and process.
10. PennDOT will not be able to view your Statement of Interest until after midnight on the SOI Due Date.