



A list of contracts for bid is available online. Go to www.emarketplace.state.pa.us.

For step-by-step instructions and helpful screenshots, visit the [eMarketplace help page at www.emarketplace.state.pa.us/help.aspx](http://www.emarketplace.state.pa.us/help.aspx).

Finding State Bids on the Internet

The Department of General Services' eMarketplace portal, the Commonwealth's one-stop shop for bidding and contract information, is a valuable resource for companies that want to do business with the State. Whether you deal in services, supplies, or construction, eMarketplace contains links to a wealth of information on state contracting.

For example, the Commonwealth is required to advertise contracting opportunities for which the bids are expected to be \$10,000 or above. These contracts for bid are "advertised" on the DGS website, in a searchable database that is updated daily.

The database can be searched by solicitation name, number, title, description, issuing department, type, county, and date. Each record includes a summary or description of contract requirements, contact information, the duration of the contract, and the project location.

To access the database of contract advertisements for bid, go to www.emarketplace.state.pa.us, and click on the *Solicitations* tab at the top of the screen. On the Solicitations search screen, enter a brief description in the *Solicitation Title* field and click *Search* (in some cases, you may need to enter several descriptions before finding the appropriate word or words). For more specific results, enter data in the appropriate fields before clicking on *Search*.

If you do not know the name of the bid opportunity, you can leave all fields blank to bring up all contracts for bid.

Your search results will appear at the bottom of the page.

Scroll down the page and browse through the list of advertisements. To sort the advertisements by number, type, agency, county, etc., click on the appropriate column heading. Select an advertisement number to see its specific requirements. You can view and print bid documents by clicking on the links in the "Related Solicitation Files" section. If the bid documents are not available online, call the office issuing the contract for bid and request a bid packet.

Using the Database to Find Subcontracting Opportunities

Most bidders select their suppliers and subcontractors before bids are due. To find these opportunities, search for contracts on which your company might be a supplier or subcontractor. Then contact the state contract issuing office and request a list of all potential bidders (i.e. those companies that have requested a bid packet). Contact these firms to offer your services as a supplier or subcontractor.

You can also click on the *Upcoming Procurements* tab at the top of the page to view upcoming opportunities not yet available for bid.

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North Office Bldg | 401 North Street, Room 611 | Harrisburg, PA 17120-0500
Email: gs-bmwo@pa.gov
717-783-3119 | FAX: 717-787-7052 | Pittsburgh 412-442-5872