SAME PHILADELPHIA POST SMALL BUSINESS CONFERENCE

DBE/ACDBE/SBE CERTIFICATION

March 19, 2018
Topics

- Overview of SEPTA
- DBE, MBE, WBE…Which Certification is for Me?
- DBE Program Office Responsibilities
- Title 49 of the Code of Federal Regulations (49 CFR), Parts 26 and 23
- Pennsylvania Unified Certification Program (PAUCP)
- Benefits of becoming DBE certified
- DBE Eligibility Criteria

SAME PHILADELPHIA POST SMALL BUSINESS CONFERENCE

Innovation Integration Renewal
Southeastern Pennsylvania Transportation Authority

- Sixth largest transit system in the nation
- 337.3 million riders annually
- System includes bus, trolley, trackless trolley, regional rail, Market Frankford Line, Broad Street Line, Norristown High Speed Line, ADA Para-transit, and shared ride
- One of the region’s largest employers with a workforce of more than 9,000 employees
Minority Business Enterprise (MBE) and Women’s Business Enterprise (WBE) Certifications

- State, city, or private programs for minority and women owned businesses
- Varying criteria for certification
- Certified firms count towards respective agency contracting goals
- Often accepts Third-Party certification for reciprocal certification approval
CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY (OEO)

Certifications:
- Minority Business Enterprise (MBE)
- Women ’s Business Enterprise (WBE)
- Disabled Business Enterprise (DSBE)

Certification verifies that at least 51% of the beneficial ownership interest and control are owned by a minority, woman or disabled person

Website: www.phila.mwdsbe.com
CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

Accepts certification from a variety of external agencies:

- Pennsylvania Unified Certification Program
- New Jersey Department of the Treasury M/WBE Certification
- Metropolitan Washington Unified Certification Program
- Baltimore, Maryland Minority & Women Business Opportunity Office
- Maryland Department of General Services MBE Program
- Maryland Department of Transportation Office of Minority Business Enterprise
- Delaware Department of Transportation DBE Program
- State of Delaware Office of Supplier Diversity
- Virginia Department of Minority Business Enterprise
- National Minority Diversity Council (NMSDC)
- Women's Business Enterprise National Council WBE Certification (WBENC)
PENNSYLVANIA DEPARTMENT OF GENERAL SERVICES:
Bureau of Diversity, Inclusion & Small Business Opportunities (BDISBO)

CERTIFICATION: SMALL DIVERSE BUSINESSES

http://www.dgs.pa.gov/

The BDISBO verifies self-certified Small Businesses that wish to participate as Minority, Woman, Veteran, Service Disabled Veteran, LGBT, and Disability-Owned Business Enterprises through the Small Diverse Businesses program.
The Department of General Services accepts approved third-party certifications from any of the following entities:

- Unified Certification Program (UCP) *
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program *
- Vets First Verification Program at vetbiz.gov
- US Business Leadership Network (USBLN)
- National Gay & Lesbian Chamber of Commerce (NGLCC)

*These are disadvantaged business certifications which are accepted for Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) only. Additional proof of ethnicity and/or gender must be submitted at time of verification.
THE STATE OF NEW JERSEY DEPARTMENT OF TREASURY

CERTIFICATION: MBE/WBE CERTIFICATION

Businesses that are seeking City of Philadelphia’s Minority Business Enterprise (MBE) certification can expedite that process by obtaining MBE or WBE certification from the NJ Department of Treasury.

The New Jersey certification takes approximately 3-4 weeks.

Cost: $100

Website: [http://www.nj.gov/njbusiness/contracting/](http://www.nj.gov/njbusiness/contracting/), get certified, then apply for certification through the City of Philadelphia Office of Economic Opportunity (OEO) at the link at [www.phila.mwdsbe.com](http://www.phila.mwdsbe.com)
As a recipient of Federal financial assistance of greater than $250,000 from the Department of Transportation, SEPTA has assured that it will comply with the 49 Code of Federal Regulation Parts 26 and 23.

49 CFR Part 26 and 23 are the guidelines for program eligibility of small, minority and women-owned businesses, goal setting, and contract monitoring.

May 2014 SEPTA adopted practices of applying Federal DBE Regulations to all contracting opportunities.

DBE goal for FFY 2018-2020 is 15%.

Also administers a Small Business Enterprise (SBE) program.
DBE Certification/SBE Verification

Establish SEPTA's Annual DBE Goal, Contract Goals and Monitoring

REBUILDING the System Workforce Reporting

Technical Assistance & Outreach

DBE Program Office Responsibilities
Small Business Enterprise (SBE) Program

- February 2012 – New DBE Regulations
- New Section added to 49 CFR Part 26
- Augment existing Race Neutral Participation
- Facilitate competition for all small business concerns
- Currently, there are no SBE goals at SEPTA
The United States Department of Transportation (USDOT) requires that a Unified Certification Program (UCP), governed by 49 CFR, Part 26 and 23, be put into practice by each state.

The purpose of the UCP is to provide “one stop shopping” of certification services to socially and economically disadvantaged individuals.
PAUCP Certifying Agencies

- Pennsylvania Department of Transportation (PennDOT) - Bureau of Equal Opportunity
- Southeastern Pennsylvania Transportation Authority (SEPTA) - DBE Program Office
- Allegheny County - Department Minority, Women and Disadvantaged Business Enterprises
- City of Philadelphia - Philadelphia International Airport – Office of Business Diversity
- Port Authority of Allegheny County - Office of Equal Opportunity
- DBE Certification is recognized by all Federal Aid Recipients in Pennsylvania

- Expands opportunities to participate on federally-funded contracts

- Become accessible to prime contractors needing to fulfill DBE participation goal requirements

- Various local agencies and private companies accept DBE Certification as a third-party minority/women business certification

- Listings in the PAUCP State-Wide directory
DBE Eligibility Criteria

- Social and Economic Disadvantage
- Business Size Standards
- Personal Net Worth Standards
- Independent Ownership
- Management
- Control
Presumed disadvantaged persons who are eligible to apply are United States citizens or lawfully admitted permanent residents who are:

- Women
- African American
- Hispanic American
- Native American
- Asian-Pacific American
- Subcontinent Asian American
Any individual regardless of ethnicity found to be both socially and economically disadvantaged, on a case-by-case basis, by a certifying agency pursuant to the standards of 49 CFR, Part 26, Appendix E

The burden of proof is on the applicant to demonstrate that they are socially and economically disadvantaged
North American Industry Classification System (NAICS) codes are required for the application and based on the firm's primary activity; SBA size standards are applicable.

- [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)
- [www.sba.gov/content/small/-business-size-standards](http://www.sba.gov/content/small/-business-size-standards)

For DBE purposes, the three (3) year annual gross receipts for the firm (including affiliates) cannot exceed $23.98 million.
For ACDBEs, the three (3) year annual gross receipts for the firm (including affiliates) cannot exceed $56.42 million, except for the following exceptions:

- Banks and financial institutions: $1 billion in assets
- Car rental companies: $75.23 million
- Pay telephones: 1,500 employees
- Automobile dealers: 350 employees
In order to evaluate economic disadvantage, each socially disadvantaged owner must submit a Personal Net Worth Statement.

- PNW is the net value of the assets held by an individual, and includes, if married, the disadvantaged applicant’s portion of assets held jointly or as community property with spouse.

- To be eligible for the program, an individual’s personal net worth cannot exceed $1.32 million for DBE/ACDBE/SBE certification.
Ownership

- Majority ownership: the firm must be owned and controlled at least 51 percent by a socially and economically disadvantaged individual or group of individuals.

- Ownership must be real, substantial, an continuing; going beyond *pro forma* (*for sake of; as a matter of form*) ownership of the firm as reflected in the ownership documents.

- Disadvantaged owners must enjoy the customary incidents of ownership, and share in the risks and profits commensurate with their ownership interests as demonstrated by the substance, and not merely the form of arrangements.
The socially and economically disadvantaged owner(s) must possess the power to direct or cause the direction of the management and polices of the firm as well as making the day-to-day and long-term decisions on matters of management, policy, and operations (e.g. By-laws, minutes, agreements, licensing, etc.)

Only an independent business may be certified as a DBE. An independent business is one that the viability of which does not depend on its relationship with another firm or firms (e.g. personnel, facilities, equipment, financial support, relationships, resources etc. within normal industry practice)
Applying for DBE Certification

The purpose of the Pennsylvania Unified Certification Program (PAUCP) is to provide "one-stop shopping" for firms seeking certification as a Disadvantaged Business Enterprise (DBE) in accordance with 49CFR Part 26. The PAUCP makes all certification decisions on behalf of all agencies and organizations in the Commonwealth with respect to participation in the DBE Program. In other words, firms certified as a DBE with the PAUCP are eligible to participate on any Federal Aviation Administration, Federal Highway Administration and the Federal Transit Administration funded contract as a Disadvantaged Business Enterprise.

Don't Know Where To Begin? Download The [PA UCP User Manual](#) For Guidance!

**2018-2020 FHWA Methodology And Goal**

<table>
<thead>
<tr>
<th>Search the Certified PA UC Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Firm Name:</strong></td>
</tr>
<tr>
<td><strong>Work Description:</strong></td>
</tr>
<tr>
<td><strong>Business Profile:</strong></td>
</tr>
<tr>
<td><strong>Certification Number:</strong></td>
</tr>
<tr>
<td><strong>Certification Type:</strong></td>
</tr>
<tr>
<td><strong>Working County:</strong></td>
</tr>
<tr>
<td><strong>NAICS Code(s):</strong></td>
</tr>
</tbody>
</table>

Select multiple by holding the Ctrl key

Separate Codes with a comma

Separate Numbers with a comma

Select multiple by holding the Ctrl key
Applying for DBE Certification

Click Here to get User ID and Password
Applying for DBE Certification

Is your firm organized as a for-profit business?  Yes  No

Is at least 51% of the ownership a U.S. citizen(s) or lawfully admitted permanent resident(s) of the U.S.?  Yes  No

Is your firm’s principal place of business located in a state other than Pennsylvania?  Yes  No

START
Applying for DBE Certification

### Certification Document Checklist

The following document types need to have documents uploaded. Please select each document type to upload a new document and also view any currently attached documents.

<table>
<thead>
<tr>
<th>Stage/Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>The completed application downloaded from the 'Review' page.</td>
</tr>
<tr>
<td>Personal Net Worth</td>
<td>Completed, signed, dated and notarized Personal Net Worth statement for each socially and economically disadvantaged owner comprising 51% ownership or more of the applicant firm.</td>
</tr>
<tr>
<td>Personal Tax Returns</td>
<td>Completed Federal personal tax returns for the past three years for each owner claiming economic disadvantage.</td>
</tr>
<tr>
<td>Balance Sheets</td>
<td>Year-end balance sheets and income statements for the past three years (or life of firm, if less than three years); a new business must provide a current balance sheet. (Schedule L is not acceptable for Federal regulations.)</td>
</tr>
<tr>
<td>Resumes</td>
<td>Work experience resumes (include places of ownership/employment with corresponding dates), for all owners and officers of your firm.</td>
</tr>
<tr>
<td>Contribution Statements</td>
<td>Documented proof of contributions used to acquire/start business for each owner (e.g., both sides of cancelled checks).</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Descriptions and proof of ownership (e.g., deeds, mortgage statements, utility bills, property tax notices, etc.) signed lease agreements of all real estate used by your firm. (Including office/storage space and home offices, etc.)</td>
</tr>
<tr>
<td>Bank Certificates</td>
<td>Bank authorizations, corporate resolutions, and/or signatures.</td>
</tr>
<tr>
<td>Payroll Statements</td>
<td>Schedule of salaries or other compensations or remuneration paid to all officers, managers, owners, and/or directors of the firm. (e.g., W-2's, spreadsheets, etc.)</td>
</tr>
<tr>
<td>Organization/Formation Certificates</td>
<td>Official Certificate of Organization/Formation (signed/approved by the state official).</td>
</tr>
<tr>
<td>Agreements and Amendments</td>
<td>Operating or Partnership or Joint Venture Agreements and any amendments.</td>
</tr>
<tr>
<td>Membership Certificate</td>
<td>Membership Certificates (front and back views).</td>
</tr>
<tr>
<td>Business Tax Returns</td>
<td>Complete Federal Business tax returns for the past three years (or for the life of firm, if less than three years old); a new business must provide a current balance sheet. For annual affiliates, provide only the most recent business tax return.</td>
</tr>
<tr>
<td>Fictional Name Registrations</td>
<td>Registration of fictitious names (signed/approved by the state official).</td>
</tr>
<tr>
<td>Loans</td>
<td>Your firm's signed loan agreements, security agreements, and bonding forms. (Required if Section 4B was completed on the initial application)</td>
</tr>
<tr>
<td>Leased Equipment</td>
<td>List of equipment leased and signed lease agreements. (Required if: Leased equipment was listed in Section 4C and was completed on the initial application.)</td>
</tr>
<tr>
<td>Owned Equipment</td>
<td>List of construction equipment and/or vehicles owned by the business and titles/proof of ownership. (Required if: Section 4C was completed on the initial application.)</td>
</tr>
<tr>
<td>Transfer Documents</td>
<td>Documents detailing any transfers/assets to/from your firm and/or to/from any of its owners over the past two years. (Required if: Section 4C was completed on the initial application.)</td>
</tr>
<tr>
<td>Licenses and Permits</td>
<td>All relevant licenses, license renewal forms, permits, and/or authority forms. (Required if: Section 4H was completed on the initial application)</td>
</tr>
<tr>
<td>Certifications</td>
<td>Certifications, details, and/or de-certifications, if applicable. (Required if: Section 18 was completed on the initial application.)</td>
</tr>
<tr>
<td>Application Modifications/Additional Information</td>
<td>Documents detailing any changes/additions since the RDF application was generated and downloaded to your computer. This section can also be used to attach additional information about your firm that is not covered under the other sections of the application but you feel is important to communicate.</td>
</tr>
<tr>
<td>Letters</td>
<td>We may wish to consider adding a document type 'Letter'. This could include all letters for both out-of-state and in-state applicants and firms.</td>
</tr>
</tbody>
</table>
Applying for DBE Certification

Click Here to Download Forms
Applying for DBE Certification

SAME PHILADELPHIA POST SMALL BUSINESS CONFERENCE

PA UCP PA UNIFIED CERTIFICATION PROGRAM

Login
For PA Unified Certification Program applicants and firms only. To request an authorized user account, please click here.

Login Id: 
Password: 

- Required

Forgot Your Password?

Download Certification Forms

In order to become certified you may download the Disadvantaged Business Enterprise Certification Application or contact any of the Certifying Participants. This application must be completed, including all supporting documents.

The PA Unified Certification Program Annual Affidavit and PA Unified Certification Program No Change Affidavit may also be downloaded.

Important Note:

All forms are in PDF format and require Adobe Acrobat Reader to view and print. This software is provided free of charge and you may download the latest version by clicking on the 'Get Acrobat Reader' button.

Certification Forms:

To download a form, right-click the form's name and choose 'Save Target As...'. Then specify the folder where you want to save the form on your local computer.

These forms require a signature, notary and date after printing. All forms must be printed and mailed to one of the Certifying Participants for processing.

- DBE Initial Application Form
- DBE PWN Statement
- DBE Annual Affidavit Form
- DBE Notice of Change
- Interstate Certification Affidavit
How can I best position my business for successful bidding?

- **Business Development – Be Proactive . . .**
- **Attend Pre-bid and Pre-proposal Meetings**
  
  Opportunity to learn about the specifics of the procurement/scope of work
  
  Meet the SEPTA Team
  
  Network with other firms for potential joint-venturing or subcontracting opportunities

- **Research Contracting Opportunities**
  
  Visit SEPTA’s website (www.septa.org/business) often for upcoming opportunities
  
  Register for SEPTA’s eProcurement System (ePS)
  
  Register with other agencies (e.g., City of Philadelphia’s Office of Economic Opportunity; PA Department of General Services; PennDOT’s ECMS system)
“How to Become a Vendor with SEPTA”

PROCUREMENT, SUPPLY CHAIN & DBE DIVISION

March 19, 2018
Procurement & Supply Chain Management

Key Points

- Procurement Contacts – SEPTA Business Directory
- Examples of Materials & Services Procured
- Accessing Procurement Information via our Internet
  - Septa.org
- Registering on SEPTA’s ePS System (Electronic Procurement System)
- Over $100,000 Bid/RFP Opportunities
**Procurement and Supply Chain Management**

PSCM General Information | (215) 580-8300

**Senior Staff**

Vacant | Assistant General Manager, Procurement, Supply Chain, and DBE  
Ashley Abshire | Administrative Assistant II | (215) 580-8334 | aabshire@septa.org

Marie Chu, Senior Director, Procurement and Supply Chain Management | (215) 580-8310 | mchu@septa.org

Andy Abdallah, Director, Contract Administration | (215) 580-8267 | aabdallah@septa.org

Michael Collins, Director, Materials Management, Infrastructure | (215) 580-7484 | mcollins@septa.org

Robin Deveney, Director, Compliance and Quality Assurance | (215) 580-3305 | rdeveney@septa.org

Robert J. Landgraf, Director, Supply Chain Management | (215) 580-8358 | rlandgraf@septa.org

John Vito, Director, Materials Management, Automotive, Rail, and Asset Recovery | (215) 580-8354 | jvito@septa.org

**Materials Management, Rail**

Procurements for rail vehicle related parts and equipment. This, however, excludes the purchase of new rail vehicles

Jim Richeal, Manager Materials Management, Rail | (215) 580-8314 | jricheal@septa.org

Carolyn Caruso, Procurement Officer | (215) 580-7399 | ccarus@septa.org

Peter Chung, Procurement Officer | (215) 580-3775 | pchung@septa.org

Dan Clegg, Resource Controller | (215) 580-6066 | dclegg@septa.org

Dustin Cotton, Procurement Officer | (215) 580-3754 | dcotton@septa.org

Stephen Curley, Procurement Officer | (215) 580-8122 | sscurley@septa.org

James Kolb, Resource Control | (215) 580-6249 | jkolb@septa.org

Scott Landes, Resource Controller | (215) 580-8801 | slandes@septa.org

Scott Mitchell, Resource Controller | (215) 580-6684 | smitchell@septa.org

Yolanda Mosley, Procurement Officer | (215) 580-8350 | ymosley@septa.org

Lisa Negri, Resource Controller | (215) 580-3812 | lnegri@septa.org

Lou Pallante, Resource Controller | (215) 580-3895 | lpallante@septa.org

John Shiatman, Resource Controller | (215) 580-5136 | jshtatman@septa.org
➢ **Rail & Railroad Fleet Related Parts:** Rail vehicle related parts and equipment

➢ **Infrastructure (Power, Track, Communications & Signals, Bridges & Buildings, City Construction, Shops & Station Maintenance):** Infrastructure materials & equipment; metals & fabrication; construction and building materials

➢ **Bus & Utility Fleet Replacement Parts:** All vehicle related parts and equipment

  Maintenance, Repair & Operations (MRO) Materials, IT Equipment, Office Supplies, and All Asset Recovery Functions: Chemicals; janitorial supplies; electrical supplies; industrial mill supplies; safety equipment; wire & cable; catenary materials; HVAC/plumbing; rail, ties, screw spikes, printing; computer & related hardware items; office supplies; vehicle rental; purchase of new commercial vehicles

➢ **Construction:** Construction projects; architectural & engineering services

➢ **Professional & Technical Services:** Computer software & services; hazardous material disposal; real estate lease; technical services; professional services; transit advertising services; building management services

➢ **Vehicle & Special Services:** New bus and rail rolling stock; rubber tires for buses; fuels & lubricants; paratransit services; energy procurements; employee benefits
How to Become a Vendor with SEPTA – 3/19/2018
Electronic Procurement System (ePS)

The Procurement & Supply Chain Management Department remains committed to providing a full and open competitive environment for procurement opportunities in conformance with local, state and federal regulations. The Authority offers prospective bidders the ability to access information on business opportunities through an electronic system. All pricing offers posted to this system will remain secure and unreadable until the deadline listed.

SEPTA provides an eProcurement System (ePS) allowing registered users to receive automatic notification when a product or service within a firm’s area of business expertise is being procured by SEPTA. This system is free but requires an Internet connected device. **No other form of bid or quotation will be accepted for procurements facilitated through ePS.**

Prospective bidders can contact the appropriate buyer to receive copies of select procurements not listed in ePS.

Suppliers should first read our registration instructions for ePS. Then, register using the vendor form to request approval for participation in our system.

Upon approval, read the **quoting instructions (procurements under $100,000)** and bidding instructions **(procurements over $100,000)** and ePS FAQs to learn how to properly navigate the system. If you need help during the registration process you can contact us by email at **epsadmin@septa.org**.

**ePS Vendor Login**

- $100,000 and under ePS award listings
- $25,001-$100,000 Quote Listings
- $100,000 and above Bid Listings
- $100,000 and above Bid Results
- Terms & Conditions
- Video Tutorials: eBid
# Vendor Registration Form

**SEPTA eProcurement System**

## Company Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Doing Business As</td>
<td></td>
</tr>
<tr>
<td>Login ID</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Confirm Password</td>
<td></td>
</tr>
<tr>
<td>Company Website</td>
<td></td>
</tr>
<tr>
<td>Federal Tax Number</td>
<td></td>
</tr>
<tr>
<td>DUNS Number</td>
<td></td>
</tr>
<tr>
<td>W-9 Classification</td>
<td></td>
</tr>
</tbody>
</table>

## Certification Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Status</td>
<td></td>
</tr>
</tbody>
</table>

*Fields marked with an asterisk (*) are required.*
### W-9 Classification
- Select

### Certification Information
- **Certification Status**
  - Select
- **Certification Agency**
  - Select
- **Gender**
  - Select
- **Certification Type**
  - Select
- **Ethnicity**
  - Select

### Note
A PDF copy of your Certification Document will be required at the bottom of this form.

### Notify via Email
- Yes - I want to receive automatic notification of solicitations that match my selected Commodity codes as well as being notified 24 hours in advance of the closing of solicitations that match my selected codes.
- No - I do not want to receive any automatic notifications of solicitations that match my selected Commodity codes. You may change this option at any time by updating your vendor profile.
Commodity Codes

Please enter a full or partial keyword or a four digit Commodity Code number each time you search.

**Keyword or Commodity Code**

- construction

5 codes found.

**Matching Commodity Code(s)**

- 1454 - Construction Equipment Parts
- 1862 - Construction Machinery & Equipment Rental
- 1865 - Heavy Construction Rental Equipment
- 2278 - General Construction
- 2279 - Highway/ Street/ Bridge Construction

**Vendor Selected Commodity Code(s)**
SEPTA – ePS Vendor Registration

NAICS Codes

Please enter a full or partial keyword or a six digit NAICS Code number each time you search.

Keyword or NAICS Code

|construction|

412 codes found.

Matching NAICS Code(s)

| 212321 - Construction sand and gravel beneficiating (e.g.,... |
| 212321 - Construction sand or gravel dredging |
| 212321 - Sand and gravel quarrying (i.e., construction grade... |
| 212321 - Sand, construction grade, quarrying and/or beneficiat... |
| 213112 - Contract services (except site preparation and re... |
| 213112 - Oil and gas field services (except contract drilling... |
| 213112 - Preparation of oil and gas field drilling sites (ex... |
| 213113 - Anthracite mining services (except site preparation... |

Vendor Selected NAICS Code(s)

ADD
DELETE
ADD ALL
DELETE ALL
IRS Form W-9

Upload Form (.PDF Only)

BROWSE...
How to Become a Vendor with SEPTA – 3/19/2018
SEPTA’s Website – Bid & RFP Opportunities

Serving Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties

Getting Around | About | Customer Service | Media | Careers | Business

Choose Your Service
- Regional Rail
- Market-Frankford Line
- Broad Street Line
- Trolley Lines
- Norristown High Speed Line
- Buses
- CCT Connect

Bid & RFP Opportunities

- $25,001 - $100,000 Non-EPS Bid & RFP Opportunities
- Over $100,000 Non-EPS Bid/RFP Opportunities
- Bid Tabulations

Over $100,000 Bid/RFP Opportunities

17-00265-ATMM.
5th & Market Station Enhancement Project

Pre-Bid: February 09, 2018 at 10:00 AM
Pre-Bid Location: 1234 Market Street, 11th Floor, Philadelphia, PA

Deadline for Sealed Bids: Rescheduled to March 21, 2018 at 2:00 PM
Sealed Bid Opening Location: 1234 Market Street 11th Floor, Philadelphia, PA

Contact Name: Thomas Moiani
Contact E-mail: tmoiani@septa.org
Contact Phone: 215-580-8311

How to Become a Vendor with SEPTA – 3/19/2018
SEPTA – e-Bidding

Previous Process
- Invitations to bid are e-mailed to a list of known vendors.
- Vendors submit bid packages via mail and hand delivery.

eBID Process
- Bids are electronically sent from ePS to all vendors with the relevant commodity code.
- Vendors submit all necessary bid documents electronically.

Benefits
- Currently, documentation may be missing from submitted package and unknown until sealed bid packages are opened.
- eBID flags missing documentation prior to transmission and will disallow submission unless all required items are sufficient.
Vendor Main Menu

SEPTA eProcurement System

Vendor Administration

- Update Registration Information

eProcurement Quotations

Quotes Under $100,000

- View Open Quotes
- View Quote Confirmations

Bids Over $100,000

- View Open Bids
- View Bid Confirmations

Rebuilding for the Future Project Reporting

Manage Employees

- View Employees
- Add Employee
How can I best position my business for successful bidding?

- **Business Development – Be Proactive . . .**
- **Attend Pre-bid and Pre-proposal Meetings**
  - Opportunity to learn about the specifics of the procurement/scope of work
  - Meet the SEPTA Team
  - Network with other firms for potential joint-venturing or subcontracting opportunities
- **Research Contracting Opportunities**
  - Visit SEPTA’s website (www.septa.org/business) often for upcoming opportunities
  - Register for SEPTA’s eProcurement System (ePS)
  - Register with other agencies (e.g., City of Philadelphia’s Office of Economic Opportunity; PA Department of General Services; PennDOT’s ECMS system)
Thank You!

Please contact epsadmin@septa.org with questions