



Indiana Department of Transportation

PSCS Portal Version 4.0

User Guide Covering: *Business Registration, Prequalification, RFP/LOIS and Professional People Maintenance for External Users*

This guide was written for use with the Professional Services Contracting System Portal (typically referred to as PSCS Portal) software version 4.0. This guide and the PSCS Portal software described in it are copyrighted, with all rights reserved. This guide and the PSCS Portal software may not be copied, except as otherwise provided in your software license or as expressly permitted in writing by Indiana Department of Transportation. All other trademarks and service marks are the property of their respective owners.

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Getting Started

Online Help Overview

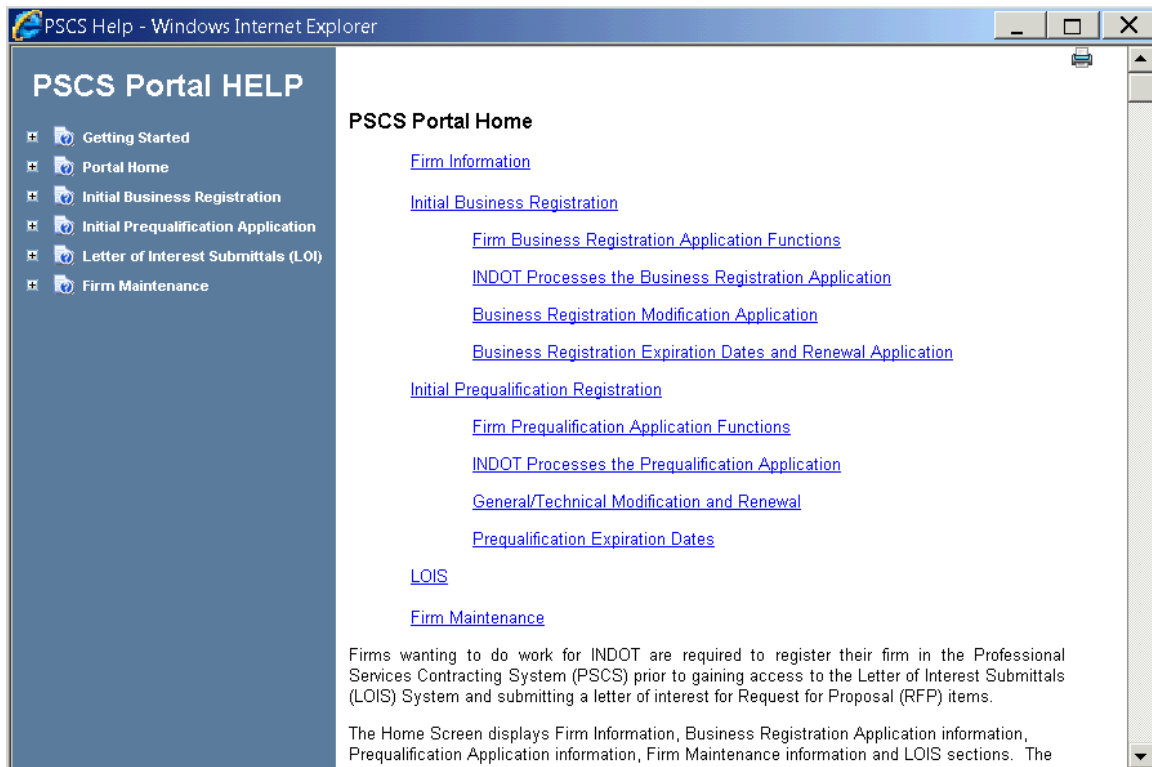
If you are new to online **Help**, the information below will help you understand how the system works.

Online Help may be accessed from any screen in the Professional Services Contracting System (PSCS) Portal or Letter of Interest Submittals (LOIS) System. When working in a specific screen, clicking on the **Help**  icon opens the Online Help topic related to that particular screen. For example, if working in the Initial Business Registration Application, clicking on the **Help**  icon opens the **Initial Business Registration** Online Help topic.

From the initial PSCS Portal Home screen, click on the **Help**  icon in the Title Bar to open the **Online Help** window.



The **Home** Help Topic displays on the right side of the **Online Help** window. The PSCS Portal Help menu on the left side contains links to different sections of the Online Help. Click on the links to open other Online Help topics.



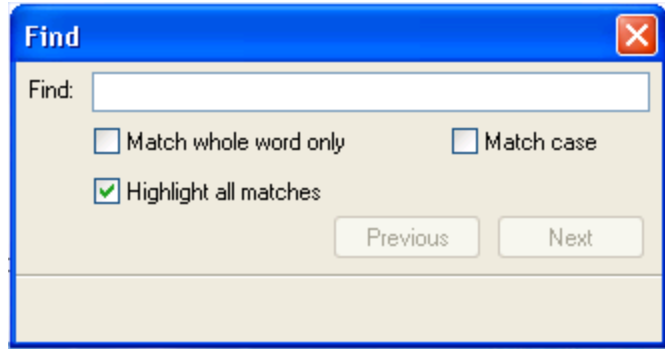
Online Help Sections:


Menu	Description
Home	Overview of PSCS Portal Home page
Getting Started	General PSCS Portal features
Portal Home	Firm Information
Initial Business Registration	Application functions, INDOT Processes the Application, Business Registration Modification and Renewal, Business Registration fields
Initial Prequalification Application	Application functions, INDOT Processes the Application, General/Technical/Financial Modification and Renewal, Detailed field explanations
Letter of Interest Submittals (LOIS)	Request for Proposals, LOIS Form
Firm Maintenance	Maintain user access for users associated with a firm

In the PSCS Portal application the Help  icon is located at the top left of each page.



To find a specific term or phrase on any Help Topic screen, use the Windows Find shortcut keys, **CTRL + F**, to open the Find dialog box as shown below. Enter the term in the text box and click on the **Next** button to find the occurrences.

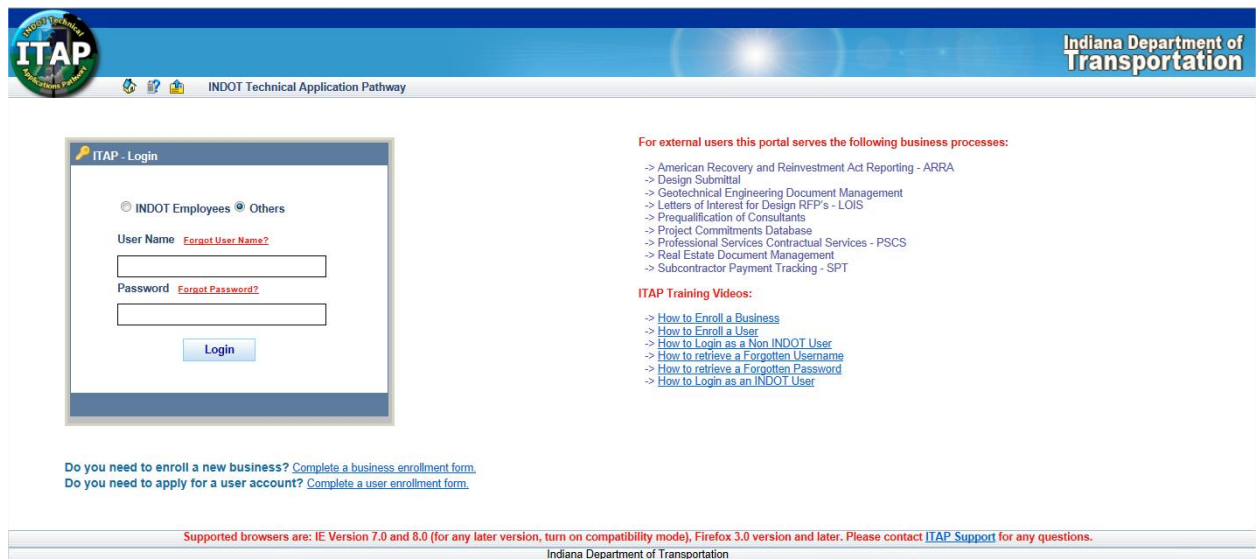


An Online Help topic may be printed by clicking on the **Printer**  icon in the top right-hand corner of the Online Help window.

Logging in to the PSCS Portal

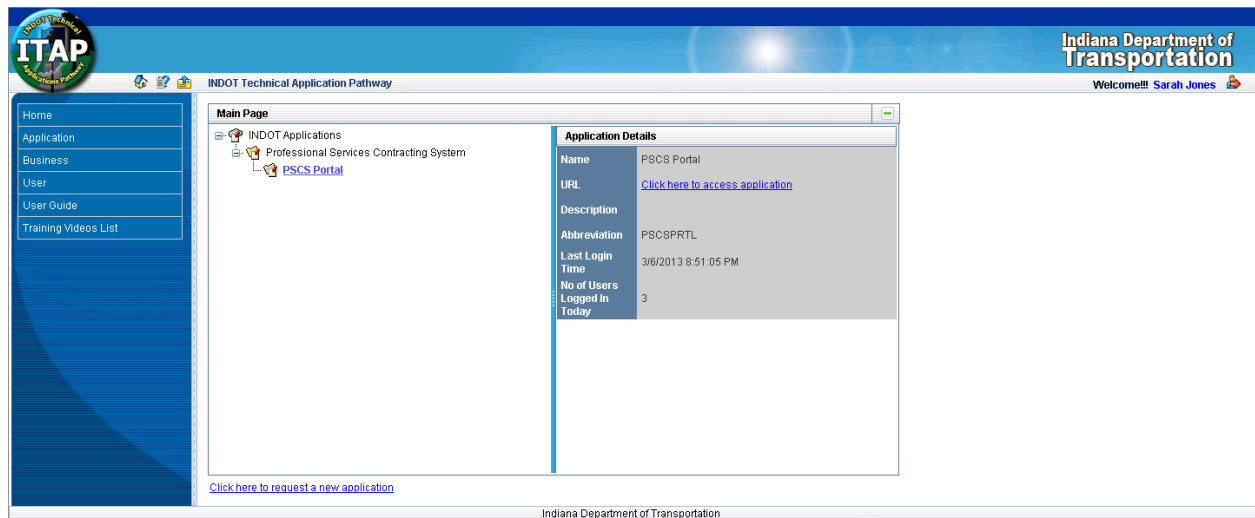
To access the PSCS Portal, type the following URL into the browser's address bar:

<https://itap.indot.in.gov>



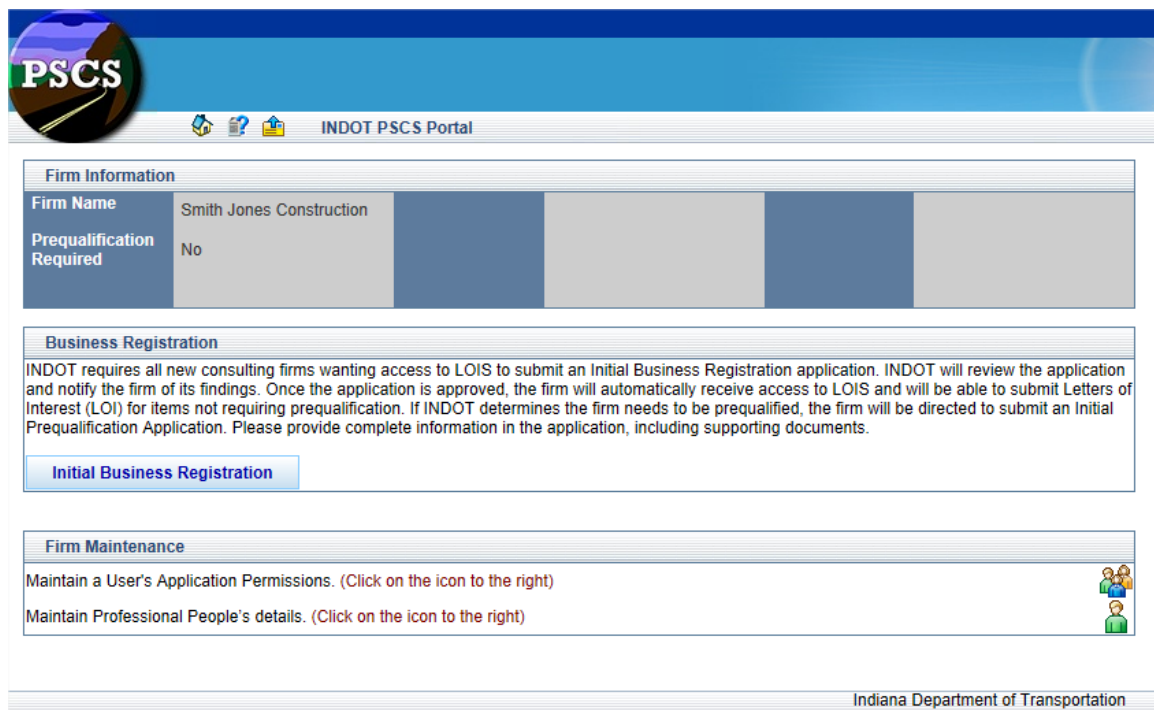
Each firm and firm member needs an INDOT Technical Application Pathway (ITAP) login to access the PSCS Portal. [Click here](#) for more information on enrolling a business.

Login to ITAP and the ITAP Main Page displays. From this page click on the + next to Professional Services Contracting System and then click on PSCS Portal. On the right side of the page next to the URL line click on "Click here to access application" and the PSCS Portal application will open in a new window.



Application Details	
Name	PSCS Portal
URL	Click here to access application
Description	
Abbreviation	PSCSPRTL
Last Login Time	3/6/2013 8:51:05 PM
No of Users Logged In Today	3

PSCS Portal Home screen



Firm Information				
Firm Name	Smith Jones Construction			
Prequalification Required	No			

Business Registration

INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.

[Initial Business Registration](#)

Firm Maintenance

Maintain a User's Application Permissions. (Click on the icon to the right)

Maintain Professional People's details. (Click on the icon to the right)



This is the view upon initial log in to the site for the Firm administrator. The PSCS Portal Home screen will display differently depending on the user's role and the status of the Business Registration/Prequalification Application.

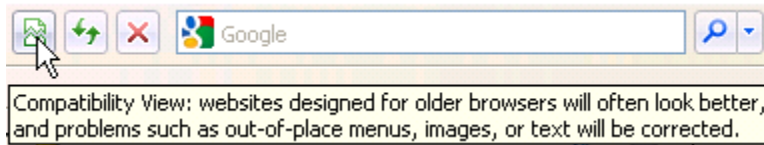
Understanding the Screen

Security

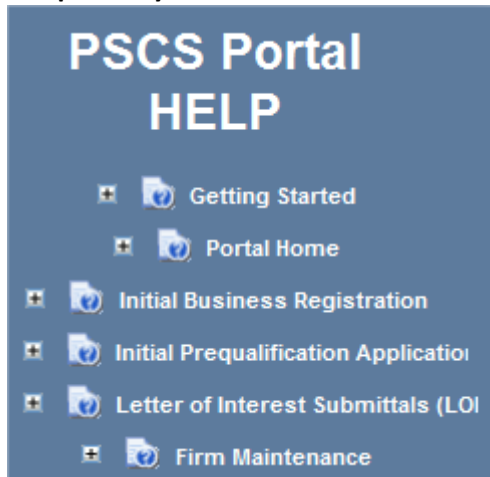
Users are assigned Roles and Tokens giving them permissions to certain features. For example, only System Administrators have access to the System Maintenance menu selections. Users without permissions to certain features see grayed-out records and options on those screens.

Internet Explorer Compatibility View

The icon to the right of the address bar in Internet Explorer 8.0 may be used to switch into Compatibility View, sometimes beneficial in viewing older applications. **PSCS Portal and PSCS Portal Help are best viewed in Normal view (NOT Compatibility view).** For example, the graphics below show the effect on the Performance Evaluation Help menu alignment.




Compatibility View






Not in Compatibility View



Parts of the Screen


Icon Bar




INDOT PSCS Portal

Firm Information

Firm Name	Smith Jones Construction	Registration/General Expiration	04/30/2013	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/30/2013	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 2 worktypes. Details		

Prequalification Application
Business Registration/Prequalification

The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.

The View icon (📄) opens the current application for viewing, read only, not editable.


The Delete icon (✖) deletes the application. This option is only available when the status is draft. Delete will remove the current application.

The Recall icon (🔄) brings back a Submitted application. This option is only available until the application status has been changed to Received by INDOT.

Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
General Prequalification	Draft				
Technical Prequalification	Draft				
Financial Prequalification	Submitted	04/07/2013	04/07/2013		

Letter of Interest Submittal
LOIS



LOIS is used to view currently advertised RFPs and submit letters of interest (LOI). (Click on the icon to the right)



Firm Maintenance

Maintain a User's Application Permissions. (Click on the icon to the right)

Maintain Professional People's details. (Click on the icon to the right)

Icon Bar:




















Home





















Help












 Email PSCS Portal
 Administrator

Icon List

Hover Name	Image	Action
Make Active		Activates a record from Historical to Active
Add Filter		Displays filter input boxes
Add New		Displays the add panel for a record
Add Qualifying Person		Add a qualifying person to a Work Type
Apply Filter		Applies (executes) a filter
Application History		Displays application history
Approve		Approve a Work Type
Calendar (no hover name)		Choose date from a calendar
Clear Search		Clear search criteria
Close		Close a window
Collapse		Collapse the Item
Create		Create LOI Submittal
Delete		Delete the selected record
Denial		Deny a Work Type
Details		Displays the Details section for a Professional Person
Documents		Displays the Documents section for a Professional Person
Download		Download a document

Hover Name	Image	Action
Edit		Displays the edit panel for updating a record
Edit Pending		Edit a Pending LOI Submittal
Education		Displays the Education section for a Professional Person
Email PSCS Admin		Email PSCS Portal Support
Event Log		View Application Event Log
Excel		Allows for exporting data to Excel
Expand		Expand the Item
Experience		Displays the Experience section for a Professional Person
Financial		Make changes to Financial information
Help		Displays the help document for a specific topic
Historical		Marks a record as historical
Home		Displays the PSCS Portal Home screen
License		Displays panel of license information
Licenses		Displays the Licenses section for a Professional Person
Maintain Professional People's Details		Displays the Professional People's Details screen
Maintain User Application Permissions		Displays the User Application Permissions screen
Maximize		Maximize a window
Merge		Displays panel list of name of persons responsible for deliverable to select to merge into from the Merge From person

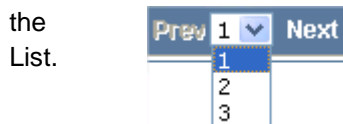
Hover Name	Image	Action
Minimize		Minimize a window
Modify		Modify an accepted application
QP Details		View QP details in report format
PDF		View a Report
Print		Print the current window contents
Processing, please wait		Indicates that an action is taking place
Projects		Displays the Projects section for a Professional Person
Recall		Recall a submitted Business Registration Application
Receive		Mark an application as Received
Refresh Lat Long		Refreshes the Latitude and Longitude of a physical address
Remove Event		Remove an event from the Event Log
Remove Filter		Removes filter input boxes
Remove Work Type		Removes Work Type from table
Renewal		Renew an existing application
Replace		Replace an uploaded document
Resubmit		Resubmit a denied application element
Save Search		Save selected search criteria
Saved Search List		Displays a list of previously saved searches

Hover Name	Image	Action
Search		Search for an Application
Select		Select a specified record
Set Work Type as Pending		Set an approved/denied work type as pending
Upload		Upload a document into the system
View		View Business Registration Application
View		View LOI Submittal
View Details		Displays all data fields for a record
View Documents		Display documents associated with a QP
Work Type Firms		View firms associated with a Work Type
Work Type History		Displays Work Type history

Navigating in the PSCS Portal

Panel Pages

Use the Next **Next** button and Previous **Prev** button to navigate to subsequent pages or use the dropdown to navigate to a specific page. For example, click on **2** from the dropdown to go to Page **2** of



The Status Bar changes depending on what Panel page is displayed. For example, the Status Bar below displays on Page 2 and shows Items 26 – 50 of 53.



Items on each Panel Page

By default, Panels display 10 Items per Page. However, this may be changed.

Indiana Department of Transportation

Smith Jones Construction Professional People										
Filter: AND										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Doe , Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	
Thomas , John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	
Johnson , Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	
Hill , Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	
Leer , Sarah	7564	sleer1@smithjones.com				No	No	Active	03/06/2013	
Davis , Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Active	03/06/2013	
Nelking , Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	
Ives , Dan	7568	dives1@smithjones.com	3175555510			No	No	Active	03/06/2013	
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	
Showing 1-10 of 12								Items Per Page	10	Prev 1 Next
Close										

Click on the **Items Per Page** dropdown list and select 10, 25, 50 or 100 from the list.

Items Per Page 10

10
25
50
100

This example shows a Panel displaying 25 items per page.

Smith Jones Construction Professional People										
Filter: AND										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Doe , Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	
Thomas , John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	
Johnson , Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	
Hill , Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	
Leer , Sarah	7564	sleer1@smithjones.com				No	No	Active	03/06/2013	
Davis , Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Active	03/06/2013	
Nelking , Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	
Ives , Dan	7568	dives1@smithjones.com	3175555510			No	No	Active	03/06/2013	
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	
Trummel , Connie	7570	ctrummel1@smithjones.com				No	No	Active	03/06/2013	
Murray , Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	
Showing 1-12 of 12								Items Per Page	25	Prev 1 Next
Close										

Sorting

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).

Click on the column heading of the field to be sorted. In the example below, the Professional People List is sorted by Name (ascending) by clicking once on the Name column heading.

Smith Jones Construction Professional People										
Filter: AND										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Davis , Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	
Doe , Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Active	03/06/2013	
Hill , Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	
Ives , Dan	7568	dives1@smithjones.com	3175555510			No	No	Active	03/06/2013	
Johnson , Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	
Leer , Sarah	7564	sleer1@smithjones.com				No	No	Active	03/06/2013	
Murray , Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	
Nelking , Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	
Showing 1-10 of 12									Items Per Page 10	Prev 1 Next
Close										

To re-sort (descending), click again on the column heading.

Smith Jones Construction Professional People										
Filter: AND										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Trummel , Connie	7570	ctrummel1@smithjones.com				No	No	Active	03/06/2013	
Thomas , John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	
Nelking , Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	
Murray , Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	
Leer , Sarah	7564	sleer1@smithjones.com				No	No	Active	03/06/2013	
Johnson , Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	
Ives , Dan	7568	dives1@smithjones.com	3175555510			No	No	Active	03/06/2013	
Hill , Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Active	03/06/2013	
Showing 1-10 of 12									Items Per Page 10	Prev 1 Next
Close										

Filtering Information

Data in Panels may be filtered so only particular content displays. For example, the **Professional People Panel** below shows that there are 12 records. A filter may be applied so that only those Status of “Active” are shown in the list.

Smith Jones Construction Professional People

Filter:

AND

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	+
Trummel, Connie	7570	ctrummel1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Thomas, John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	<div></div> <div></div> <div></div> <div></div>
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Nelking, Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Murray, Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Leer, Sarah	7564	sleer1@smithjones.com				No	No	Historical	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Johnson, Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Ives, Dan	7568	dives1@smithjones.com	3175555510			No	No	Historical	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Hill, Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	<div></div> <div></div> <div></div> <div></div>
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Historical	03/06/2013	<div></div> <div></div> <div></div> <div></div>

Showing 1-10 of 12

Items Per Page

10





Prev

1

Next

Close

To create the Filter, click on the **Add Filter**  icon below the title bar. A filter opens with the left-most column, “Status”, selected in the dropdown list as shown below.

Status  LIKE  Active  

To change this Filter, select the new **column**, “Status”, from the dropdown menu.

Name
Name
ID
Work Email
Phone Number
Driver's License State
Driver's License
Qualified Person(OP) Identifier
Responsible Person(RP) Identifier


Then, select the **operator**, “=”, from the dropdown menu and enter the **value**, “CO”, in the text box (not case-sensitive).


LIKE 
LIKE
=
=<
=>
=<=
=>=

Operator	Comparison	Description
LIKE	Like	Enter any character(s) or number(s) in the value to include in the results (no wildcards). For example, Funding Program Like “safety” would return all records with the word “safety” in their Funding Program names.






























=	Equal to	Enter the exact value to include in the results
!=	Not equal to	Enter the exact value to not include in the results
<	Less than	Enter a value below which all values are included in the results
>	Greater than	Enter a value above which all values are included in the results
<=	Less than or equal to	Enter a value below which all values are included in the results, including the value entered
>=	Greater than or equal to	Enter a value above which all values are included in the results, including the value entered

The completed Filter is shown below.




































Status LIKE Active 

To apply the Filter, press **Enter** or click on the **Apply Filter**  icon.

The filtered list of 9 records is shown below.

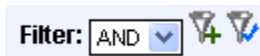
Smith Jones Construction Professional People										
<div> <div>Status</div> <div>LIKE</div> <div>active</div>  </div> <div>Filter: AND </div>										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Trummel, Connie	7570	ctrummel1@smithjones.com				No	No	Active	03/06/2013	  
Thomas, John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	  
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	  
Nelking, Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	  
Murray, Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	  
Johnson, Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	  
Hill, Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	  
Doe, Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	  
Davis, Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	  
<div>Showing 1-9 of 9</div> <div>Items Per Page 10 Prev 1 Next</div> <div>Close</div>										


To remove the Filter, click on the **Remove Filter**  icon and then click on the **Apply Filter**  icon. The complete **Professional People** list of 12 records displays again.

Smith Jones Construction Professional People										
Filter: AND 										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(OP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Trummel, Connie	7570	ctrummel1@smithjones.com				No	No	Active	03/06/2013	  
Thomas, John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	  
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	  
Nelking, Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	  
Murray, Dave	7571	dmurray1@smithjones.com				No	No	Active	03/06/2013	  
Leer, Sarah	7564	sleer1@smithjones.com				No	No	Historical	03/06/2013	  
Johnson, Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	  
Ives, Dan	7568	dives1@smithjones.com	3175555510			No	No	Historical	03/06/2013	  
Hill, Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	  
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Historical	03/06/2013	  
Doe, Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	  
Davis, Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	  
Showing 1-12 of 12								Items Per Page 25	Prev 1	Next
Close										

Applying Multiple Filters


To apply more than one Filter to the List, leave the first filter open, select either **AND** or **OR** from the Filter dropdown list, and click the **Add Filter**  icon.




Enter the second Filter and press **Enter** or click on the **Apply Filter**  icon. The Filter appears below the previous one and the List updates to reflect all applied Filters. Repeat to add as many Filters as necessary.

Name	LIKE	<input type="text"/>	
Qualified Person(QP) Iden	LIKE	<input type="text"/>	


Viewing Details

List Panels contain information about each record. More details are available by clicking on the **View Details**  icon to the right of the record.

Smith Jones Construction Professional People										
Filter: AND 										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Doe, Sally	7542	sdoe1@smithjones.com	3175555554	IN	222222222	No	No	Active	03/02/2013	
Thomas, John	7543	jthomas1@smithjones.com	3175555558			No	No	Active	03/02/2013	
Johnson, Jane	7562	jjohnson1@smithjones.com				No	No	Active	03/06/2013	
Hill, Jamie	7563	jhill1@smithjones.com				No	No	Active	03/06/2013	
Leer, Sarah	7564	sleer1@smithjones.com				No	No	Historical	03/06/2013	
Davis, Robert	7565	rdavis1@smithjones.com	3175555557			No	No	Active	03/06/2013	
Hardy Jr, Lee	7566	lhardy1@smithjones.com	3175555559	NC	35235023	No	No	Historical	03/06/2013	
Nelking, Matt	7567	mnelking1@smithjones.com				No	No	Active	03/06/2013	
Ives, Dan	7568	dives1@smithjones.com	3175555510			No	No	Historical	03/06/2013	
Smith III, Stan	7569	ssmith1@smithjones.com				No	No	Active	03/06/2013	
Showing 1-10 of 12								Items Per Page 10	Prev 1	Next
Close										

The Details window displays the data from the Panel as well as other fields. The Professional People panel example shows **Person ID, Name, Title, Email, Phone Number, Driver's License State and Number, QP Identifier, RP Identifier, Complete Indicator, Status and Status Date**, and the User Name and Date reflecting the record's creation and latest update.

Click the **Print**  icon to print the details.

Users 	
Person ID	7542
Name	Doe, Sally
Title	PE
Work Email	sdoe1@smithjones.com
Phone Number	3175555554
Phone Number	3175555554
Drivers License State	IN
Driver's License	222222222
Qualified Person(QP) Identifier	No

PSCS Portal Home

Firms wanting to do work for INDOT are required to register their firm in the Professional Services Contracting System (PSCS) prior to gaining access to the Letter of Interest Submittals (LOIS) System and submitting a letter of interest for Request for Proposal (RFP) items.

The Home Screen displays Firm Information, Business Registration Application information, Prequalification Application information, Firm Maintenance information and LOIS sections. The PSCS Portal includes several levels of security. A list of Users (identified by User ID) determines who may access the PSCS Portal. Access to menu selections, icons, features and fields is dependent on a User's role and security level. A PSCS Administrator assigns access rights to each of the defined privilege categories. **Firm administrators assign a role(s) to their firm's application users.** If a firm user does not have access to expected functionality upon initial login, contact the Firm Administrator first to ensure the user has been given the appropriate role(s).

Firm Information	
Firm Name	Smith Jones Construction
Prequalification Required	No

Business Registration

INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.

[Initial Business Registration](#)

Firm Maintenance

Maintain a User's Application Permissions. (Click on the icon to the right)

Maintain Professional People's details. (Click on the icon to the right)

Indiana Department of Transportation

Firm Information

The Firm Information section initially only displays the Firm Name (submitted during the ITAP Business Registration Process). As the firm moves through the PSCS registration process, additional details will appear for if Prequalification is Required, Prequalification Status, Registration General Expiration, Technical Expiration, Approved Work Types, Highest Financial Level and Financial Expiration.

INITIAL LOG IN - Firm Information

Firm Information					
Firm Name	Smith Jones Construction				

COMPLETED BUSINESS REGISTRATION – No Prequalification

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/06/2015		
Prequalification Required	No				
Prequalification Status	Not Required				

COMPLETED BUSINESS REGISTRATION – Prequalification

Firm Information					
Firm Name	Designes for the Future	Registration/General Expiration	04/11/2015		
Prequalification Required	Yes				
Prequalification Status	Pending				

COMPLETED PREQUALIFICATION REGISTRATION

Firm Information					
Firm Name	Designes for the Future	Registration/General Expiration	04/12/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/12/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 3 worktypes. Details		

For detailed information on the firm's approved work types, click on the blue **Details** link under the number of approved work types. A window will appear with the Work Type Code, Work Type Description, Specialty and Qualifying Person. Click the **Close** button to return to the PSCS Portal Home Screen.

Approved WorkTypes			
Work Type Code	Work Type Description	Specialty	Qualifying Person
5.1	Environmental Document Preparation - EA/EIS		Thomas, John
8.2	Complex Roadway Design		Ives, Dan Trummel, Connie
9.2	Level 2 Bridge Design		Ives, Dan Trummel, Connie
Showing 1-3 of 3		Items Per Page 10	Prev 1 Next
Close			





Instructions for common functions such as [Showing More Items per Page](#) may be found in the Getting Started section.





Initial Business Registration

Upon initial log in for a new Firm, the Business Registration section will only have the **Initial Business Registration** button available. Click on the button to begin the business registration process. [Click here](#) for more information on completing the application.

Business Registration
INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.
Initial Business Registration


Firm Business Registration Application Functions (View, Edit, Sign, Submit, Recall, Delete an Application)


Once an application has been started and saved, the Business Registration section changes to display the Application as well as the ability to **Edit**  the application or **Delete**  the application.

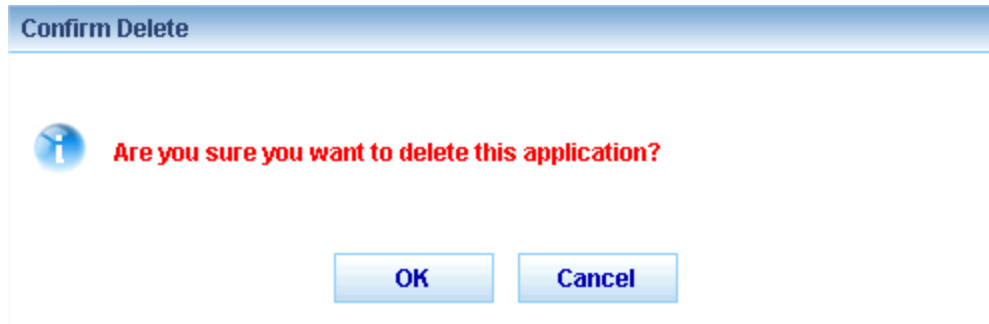
Business Registration					
The Edit icon () opens the current application and allows changes. This option is only available when the application status is Draft or Signed.					
The Delete icon () deletes the application. This option is only available when the status is draft. Delete will remove the current application.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
Business Registration	Draft				
 					



If the user has not been given the proper permissions, the Name and Status of recent applications will be visible, but the ability to Edit, Delete, View and Recall the application will not be available. Contact the Firm Administrator to verify and obtain user permissions if the desired functions are not available.



Clicking the **Edit**  icon will open the application. [Click here](#) for more information on completing the application. This option is only available when the application status is Draft and Signed.

Click the **Delete**  icon to delete the application. This option is only available when the application status is Draft. Click **OK** at the confirmation message to remove the application or click **Cancel** to return to the PSCS Portal without deleting the application. If the application is deleted, the **Initial Business Registration** button will redisplay in the Business Registration section.





After the "I affirm" check box in the application is checked, the application status changes from **Draft** to **Signed**. The options to **Edit** and **Delete** the application are still available; the application still needs to be Submitted to INDOT for approval.

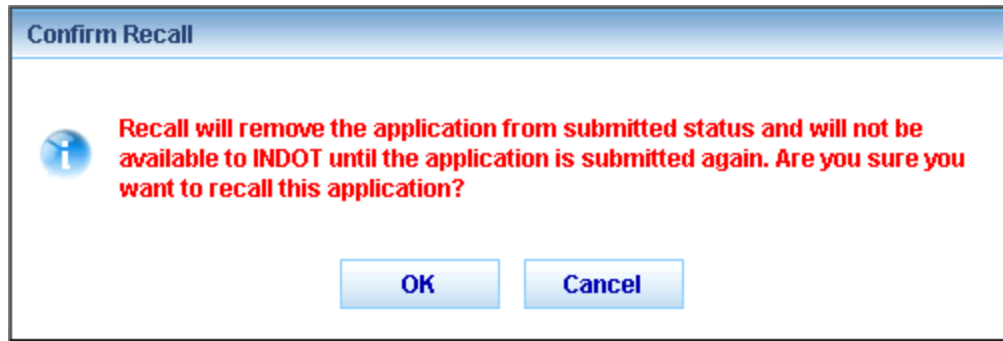
Business Registration					
The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.					
The Delete icon (✖) deletes the application. This option is only available when the status is draft. Delete will remove the current application.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
Business Registration	Signed	04/06/2013			

Once the application has been submitted, the Business Registration section changes to display the Registration as well as the ability to **View**  the application or **Recall**  the application.

Business Registration					
The View icon (🔍) opens the current application for viewing, read only, not editable.					
The Recall icon (🔄) brings back a Submitted application. This option is only available until the application status has been changed to Received by INDOT.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
Business Registration	Submitted	04/06/2013	04/06/2013		


Clicking the **View**  icon will open the application but the fields will not be editable, only viewable. [Click here](#) for more information on the application.

Clicking the **Recall**  icon will recall the application and allow the firm to make corrections/changes to the submitted application and then resubmit for consideration. To recall the application click **OK** at the confirmation message. Click **Cancel** to return to the PSCS Portal Home Screen without recalling the application. The **Recall** icon is unavailable once INDOT Receives the application to begin processing.



The application status will change to **Signed** and the **Edit** and **Delete** icons will be visible. The application must be resubmitted for consideration by INDOT.

Business Registration					
The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed. The Delete icon (✖) deletes the application. This option is only available when the status is draft. Delete will remove the current application.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
Business Registration	Signed	04/06/2013			

Once INDOT has received the application, the application status changes from **Submitted to Received and Under Review** and the **View**  icon will be visible. No changes to the application can be made at this point.

Business Registration					
The View icon (V) opens the current application for viewing, read only, not editable.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
Business Registration	Received and Under Review	04/06/2013	04/06/2013	04/06/2013	

INDOT Processes the Business Registration Application

Once the application status changes to Received and Under Review, INDOT either approves or denies the application.



If the application is denied, the firm administrator will receive a letter from the PSCS administrator alerting them to the denial. The Business Registration section will remove the application information and the Initial Business Registration button will be available again. However, when the firm clicks on the Initial Business Registration button the application that loads will contain all the information previously entered, and it will be editable so that corrections or additions can be made.





Business Registration
<p>INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.</p>
<p>Initial Business Registration</p>

If a Business Registration application is approved for a firm wanting prequalification, an email will be sent to the firm, the Business Registration section will change to Prequalification Application and there will be a button to complete the **Initial Prequalification Application**. See the [Prequalification Application](#) section for more details.

Prequalification Application
Initial Prequalification Application You have access to the Initial Prequalification Application because INDOT has determined that your firm requires prequalification. Once submitted, INDOT will review the application and notify the firm of its findings. If approved, the firm will be able to submit Letters of Interest (LOI) for items requiring prequalification for approved work types. Please provide complete information in the application, including supporting documents.

Business Registration Modification Application

If a Business Registration application is approved for a firm that does NOT wish to be prequalified, an email will be sent to the firm and the Business Registration section will provide the options to **View**  or **Modify**  the application. Clicking the **Modify** icon will create a modification application from the last processed application and allows for changes to be made and the application to be resubmitted.


Business Registration						
The View icon () opens the current application for viewing, read only, not editable.						
The Modification icon () creates a Modification application from the last processed application and allows changes.						
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date	
Business Registration	Approved	04/06/2013	04/06/2013	04/06/2013		 







Click on the **Edit** button to begin a Business Registration Modification.



If the Firm desires to become Prequalified for a Work Type before the Registration/General Expiration date, click the **Modify** icon and click the radio button next to the text “My firm wants to become Prequalified for one or more Prequalification work types.” When the modified application is submitted and approved by INDOT the firm will have the opportunity to complete the Prequalification Application.

Business Registration Expiration Dates and Renewal Application

The firm’s Registration/General Expiration Date will be set to two years from the Business Registration approval date. Firms will receive emails 90, 60 and 30 days before their registration expires alerting them to resubmit their applications. Additionally, 90 days before the Business Registration expiration, the **Renewal**  icon will become available. Clicking on the **Renewal** icon creates a renewal application from the last processed application and allows changes. A Business Registration Renewal is required to extend the Business Registration’s expiration date.

Business Registration						
The View icon () opens the current application for viewing, read only, not editable.						
The Modification icon () creates a Modification application from the last processed application and allows changes.						
The Renewal icon () creates a Renewal application from the last processed application and allows changes. Renewal is required to extend the Business Registration's expiration date.						
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date	
Business Registration	Approved	04/06/2013	04/06/2013	04/06/2013		  

Business Registration Fields

The Initial Business Registration application must be completed by a firm and approved by INDOT prior to gaining access to LOIS and submitting a letter of interest for Request for Proposal (RFP) items.

The Initial Business Registration form pulls some information from ITAP which was entered by the firm when they enrolled in ITAP and other information will be entered by the firm. Information does not need to be entered all in one sitting. Clicking the **Save** button at the bottom of the application will save any entered information, allowing the user to return and enter/edit information at a later time. Required fields are not validated at the save step, so all required fields **DO NOT** need to be completed before saving the application. Click **Close** at the bottom of the Application Submittal section to close the application and return to the PSCS Portal Home Screen. Clicking **Close** without saving first will result in a loss of all information entered since the last **Save**.

General Form

General Information Form: Draft**Application Type: Initial Business Registration**

Firm Information

- The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email [Consultant Prequalifications](#) if it needs to be edited or if you find it blank.
- You will be asked to upload all appropriate documents at the end of the Application.

Federal Id

35-555555

What type of work does your company do?

Road construction

Information entered in "What type of work does your company do", assists INDOT in determining if you need to be prequalified.

Years in Operation

(if less than one year enter 1)

Type of Business Entity

State of Incorporation

Date of Incorporation

(MM/DD/YYYY)

Indiana Secretary of State Doc. No.

To become registered with the Secretary of State refer to website at [Secretary of State](#).




Number of Employees

As Of Date	Firmwide	Total for all offices in Indiana

Number of Registered Professionals

As Of Date	Firmwide	Total for all offices in Indiana

Icon Legend

The  icon is used to add a record. The  is used to edit a record. The  is used to delete a record.

Owners, Officers, Principals and Partners

Type	Name	Title	Has authority to sign contracts

Office List (Main Contact Office and Payment Remit Office are required.)					
Office Type	Physical Address	Contact Name	Phone	Email	+

Indiana Department of Administration's Buy Indiana program.

☐ Our firm is registered under the Buy Indiana program.
☐ Our firm is eligible but not registered under the Buy Indiana program.

If you indicated that your firm is registered or eligible to be registered as a Buy Indiana firm, then you must select all qualifying statements that apply.

☐ 1. A business whose principal place of business is located in Indiana.
☐ 2. A business that pays a majority of its payroll (in dollar volume) to residents in Indiana.
☐ 3. A business that employs Indiana residents as a majority of its employees.
☐ 4. A business that makes significant capital investments in Indiana.
☐ 5. A business that has a substantial positive economic impact in Indiana.

Go to the [Indiana Department of Administration](#) website for "Buy Indiana" information and explanation of the qualifications.

Select all Business Enterprise Programs for which the firm is currently certified in Indiana.

☐ DBE ☐ MBE ☐ WBE

■ For information on the INDOT DBE Program : [INDOT DBE Program](#)
■ For information on the Federal DBE Program : [DOT DBE Program](#)
■ For information on the State Of Indiana's MBE and WBE Programs: [Indiana W/MBE Programs](#)

Please list any name your firm does business as other than Smith Jones Construction. (Please do not list affiliated companies and subsidiaries here.)	
Doing Business As Name	+


Please list names your firm has previously done work as. Also list companies that your firm has acquired that no longer exist.			
Previous Business Names	Entity Type	Number of Years in Operation	Reason for Change

Upload Requested Documentation	
Attach a current signed and dated W-9 (Go to the IRS website to obtain a W-9 form)	
Attach proof of registration with Indiana Secretary of State (copy of website page will suffice). Optional. (Secretary of State website)	
Attach the List of Owners, Officers, Principals, and Partners of the firm - Optional	
Attach DBE certification letter	
Attach MBE certification letter	
Attach WBE certification letter	
Other	

☐ My firm ONLY wants to submit a Letter of Interest (LOI) for RFP items which do NOT require Prequalification for any given work type.
☐ My Firm wants to become Prequalified for one or more Prequalification work types.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

 Click here for a printable copy.

* This color background fields are mandatory.

Application Submittal
Application Type: Initial Business Registration
Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.) The Business Registration Form must be signed by clicking on the "I affirm" statement checkbox. Once all steps are green, click the Submit button
<input type="button" value="Submit"/>



Field values that are grayed out are auto-populated, and therefore **NON-EDITABLE**. Fields with a peach background are **REQUIRED**. Fields with no background color are **OPTIONAL**.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to [Understanding the Screen](#) in the Getting Started section.

Incorporation

Certain fields which display as optional may become required based on other selections. For example, **State of Incorporation** and **Date of Incorporation** are both initially optional fields, but **Date of Incorporation** becomes required if **State of Incorporation** is entered.

Years in Operation	<input type="text"/>	Type of Business Entity	<input type="text"/>
	(if less than one year enter 1)		
State of Incorporation	<input type="text"/>	Date of Incorporation	<input type="text"/> (MM/DD/YYYY)
Indiana Secretary of State Doc. No.	<input type="text"/>		
	To become registered with the Secretary of State refer to website at Secretary of State .		

Number of Employees/Registered Professionals


In the **Number of Employees/Number of Registered Professionals** sections, the number of Total Employees for all offices in Indiana cannot be greater than the Firmwide total.


Required Fields - You can click on the error message below to go directly to the corresponding field.

■ Total Number of employees in Indiana cannot be greater than firmwide total

Number of Employees		
As Of Date	Firmwide	Total for all offices in Indiana
03/01/2013 (MM/DD/YYYY)	1000	1500 *

Owners, Officers, Principals and Partners

In the **Owners, Officers, Principals and Partners** section, click on the **Add New**  icon to the right of the Has Authority to Sign Contracts column to add new information.

Owners, Officers, Principals and Partners			
Type	Name	Title	Has authority to sign contracts
			

The **ADD** screen will appear. Enter the information as required and click **Save** to save the information and return to the application or **Cancel** to return to the application without saving information.

Screen Mode: **ADD**

Type	<input type="text"/>
Name (Full Name include First, Middle Initial, Last)	<input type="text"/>
Title	<input type="text"/>
Please check if this person has the authority to sign contracts on behalf of the firm.	<input type="checkbox"/> Yes

* This color background fields are mandatory.



The system will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Name (Full Name include First, Middle Initial, Last)	<input style="border: 1px solid red;" type="text"/>
--	---

The new entry will display in the **Owners, Officers, Principals and Partners** Table with the ability to **Edit** or **Delete** the information.


Owners, Officers, Principals and Partners				
Type	Name	Title	Has authority to sign contracts	
Owner	Sarah E Jones	CEO	Yes	

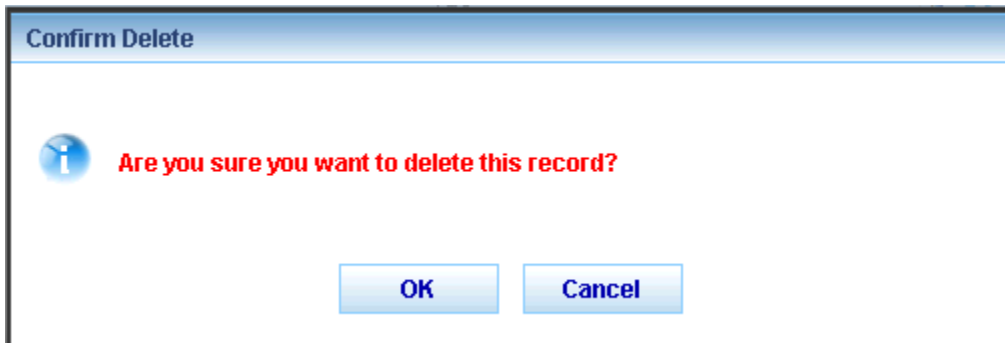
Click the **Edit** icon to edit. The **EDIT** screen will open in a new window. Edit the information as necessary and click **Save** to save the updated information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: **EDIT**


Type	Owner <input type="text"/>
Name (Full Name include First, Middle Initial, Last)	Sarah E Jones
Title	CEO
Please check if this person has the authority to sign contracts on behalf of the firm.	<input checked="" type="checkbox"/> Yes

* This color background fields are mandatory.

Click the **Delete**  icon to delete the information. A confirmation window will appear. Click **OK** to delete the record and return to the table or click **Cancel** to return to the table without deleting the record.



Office Information

In the Office Information section, click on the **Add New**  icon to the right of the Email column to add new Office information. The **ADD** screen will open in a new window. Enter the information as required and click **Save** to save the office information and return to the application or **Cancel** to return to the application without saving information.

Screen Mode: **ADD**

Office Type Main Contact Office		Number of Employees (for this office) 	
Primary Contact - Person for this office with whom INDOT will communicate.			
Salutation		Email	
First Name		Phone	() - - ext
Middle Initial		Alt Phone	() - - ext
Last Name		Fax	() - -
Title			
Secondary Contact			
<input type="checkbox"/> Add Secondary Contact			
Salutation		Email	
First Name		Phone	() - - ext
Middle Initial		Alt Phone	() - - ext
Last Name		Fax	() - -
Title			
Physical Address - Address should not be a P.O. Box			
Street			
Zip Code		City	
County		State	
Mailing Address			



Main Contact Office and Payment Remit Office types must be added.


Only one Main Contact Office may be added; once it is added, the "Main Contact Office" option is removed from the Office Type drop down list.

The fields in the Secondary Contact section are only available for an Office Type of Main Contact Office, and the section will not be editable until the check box next to Add Secondary Contact is checked.

In the Mailing Address section, click on the **Same as the Physical Address** link to populate the Mailing Address information with the information from the Physical Address section.

The new **Office Information** will display in the **Office List** Table with the ability to **Edit** or **Delete** the office information.

Office List (Main Contact Office and Payment Remit Office are required.)					
Office Type	Physical Address	Contact Name	Phone	Email	
Main Contact Office	100 N Senate Ave INDIANAPOLIS, IN 46204	Wingate, Sarah	(317) 555-5555	swingate@smithjones.com	 
Payment Remit Office	100 N Senate Ave INDIANAPOLIS, IN 46204	Davis, Susan	(317) 555-5559	sdavis@smithjones.com	 

Click the **Edit**  icon to edit an office. The **EDIT** screen will open in a new window. Edit the information as necessary and click **Save** to save the updated office information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: **EDIT**

Office Type	Main Contact Office	Number of Employees (for this office)	300
-------------	---------------------	---------------------------------------	-----

Primary Contact - Person for this office with whom INDOT will communicate.

Salutation		Email	swingate@smithjones.com
First Name	Sarah	Phone	(317) 555-5555 ext.
Middle Initial		Alt Phone	() - - ext.
Last Name	Wingate	Fax	() - -
Title			

Secondary Contact


☐ Add Secondary Contact

Salutation		Email	
First Name		Phone	() - - ext.
Middle Initial		Alt Phone	() - - ext.
Last Name		Fax	() - -
Title			


Physical Address - Address should not be a P.O. Box

Street	100 N Senate Ave	City	INDIANAPOLIS
Zip Code	46204	State	IN
County			

Mailing Address

Click the **Delete**  icon to delete the office information. A confirmation window will appear. Click **OK** to delete the record and return to the **Office List** Table or click **Cancel** to return to the table without deleting the record.

Confirm Delete

 **Are you sure you want to delete this record?**


OK **Cancel**

Buy Indiana and Business Enterprise Sections

Complete the Buy Indiana and Business Enterprise sections as necessary by clicking in the applicable check boxes. Selections in this section will impact which documents must be uploaded in the Upload Documents section.

Indiana Department of Administration's Buy Indiana program.	<input type="checkbox"/> Our firm is registered under the Buy Indiana program. <input type="checkbox"/> Our firm is eligible but not registered under the Buy Indiana program.
If you indicated that your firm is registered or eligible to be registered as a Buy Indiana firm, then you must select all qualifying statements that apply.	<input type="checkbox"/> 1. A business whose principal place of business is located in Indiana. <input type="checkbox"/> 2. A business that pays a majority of its payroll (in dollar volume) to residents in Indiana. <input type="checkbox"/> 3. A business that employs Indiana residents as a majority of its employees. <input type="checkbox"/> 4. A business that makes significant capital investments in Indiana. <input type="checkbox"/> 5. A business that has a substantial positive economic impact in Indiana.
Go to the Indiana Department of Administration website for "Buy Indiana" information and explanation of the qualifications.	
Select all Business Enterprise Programs for which the firm is currently certified in Indiana.	<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE <ul style="list-style-type: none"> ■ For Information on the INDOT DBE Program : INDOT DBE Program ■ For Information on the Federal DBE Program : DOT DBE Program ■ For information on the State Of Indiana's MBE and WBE Programs: Indiana W/MBE Programs

Doing Business As Name

In the **Doing Business As Name** section, click on the **Add New**  icon to the right of the **Doing Business As Name** column to add other name information.

Please list any name your firm does business as other than Smith Jones Construction. (Please do not list affiliated companies and subsidiaries here.)	
Doing Business As Name	

The **ADD** screen will appear. Enter the information as required and click **Save** to save the name and return to the application or **Cancel** to return to the application without saving information.

Screen Mode: ADD





Doing Business As Name


Save

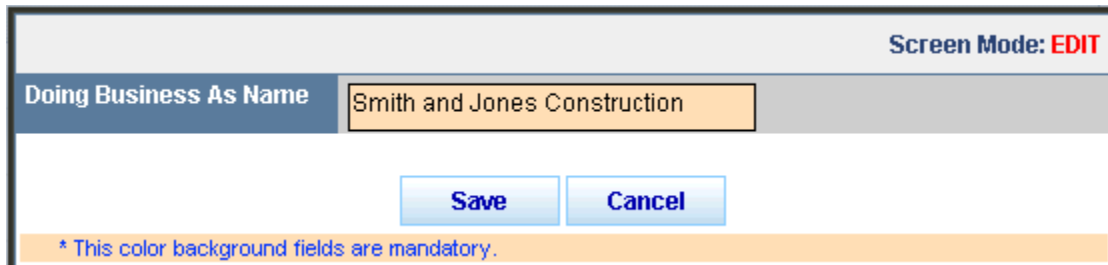
Cancel

* This color background fields are mandatory.


The new information will display in the **Doing Business As** Table with the ability to **Edit**  or **Delete**  the information.

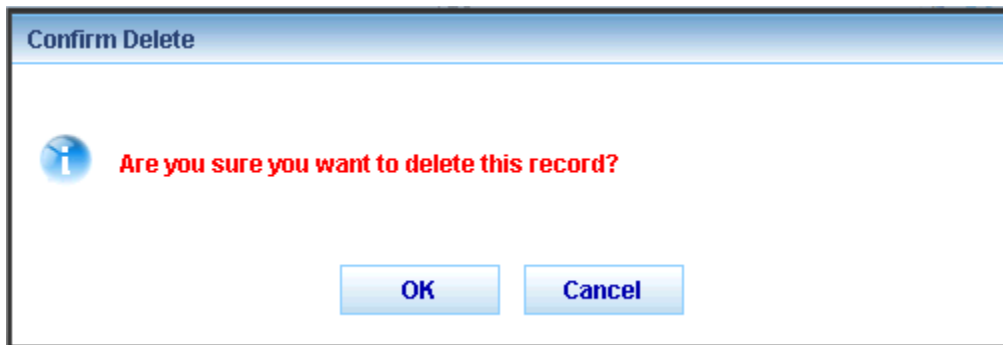
Please list any name your firm does business as other than Smith Jones Construction. (Please do not list affiliated companies and subsidiaries here.)	
Doing Business As Name	
Smith and Jones LLC	 

Click the **Edit**  icon to edit a name. The EDIT screen will open in a new window. Edit the information as necessary and click **Save** to save the updated name information and return to the application, or click **Cancel** to return to the application without saving the changes.




The EDIT screen displays a header with 'Screen Mode: EDIT' in red. Below the header is a section titled 'Doing Business As Name' with a text input field containing 'Smith and Jones Construction'. At the bottom are 'Save' and 'Cancel' buttons. A yellow footer bar contains the text: '* This color background fields are mandatory.'


Click the **Delete**  icon to delete the name information. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.



The Confirm Delete dialog has a title bar 'Confirm Delete'. It contains an information icon and the text 'Are you sure you want to delete this record?'. At the bottom are 'OK' and 'Cancel' buttons.

Previous Business Names

In the **Previous Business Names** section, click on the **Add New**  icon to the right of the Reason for Change column to add previous business name information.

Please list names your firm has previously done work as. Also list companies that your firm has acquired that no longer exist.					
Previous Business Names	Entity Type	Number of Years in Operation	Reason for Change		

The **ADD** screen will appear. Enter the information as required and click **Save** to save the name and return to the application or **Cancel** to return to the application without saving information.



Screen Mode: **ADD**


Previous Business Name	<input type="text"/>
Type of business entity	<input type="text"/>
Years in operation	<input type="text"/>
Reason for change	<input type="text"/>

* This color background fields are mandatory.

The new information will display in the **Doing Business As** Table with the ability to **Edit**  or **Delete**  the information.

Please list names your firm has previously done work as. Also list companies that your firm has acquired that no longer exist.


Previous Business Names	Entity Type	Number of Years in Operation	Reason for Change	
Jones Sisters Construction	LLC	3	Name change due to marriage of one of the partners.	 

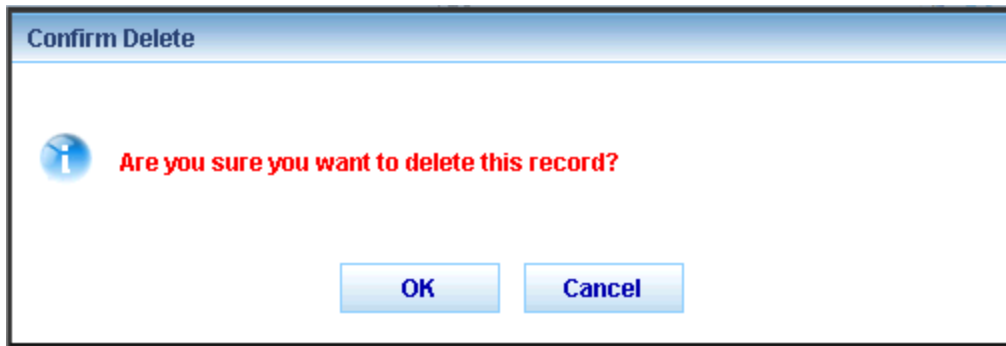
Click the **Edit**  icon to edit a name. The **EDIT** screen will open in a new window. Edit the information as necessary and click **Save** to save the updated name information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: **EDIT**


Previous Business Name	Jones Sisters Construction
Type of business entity	LLC
Years in operation	3
Reason for change	Name change due to marriage of one of the partners.

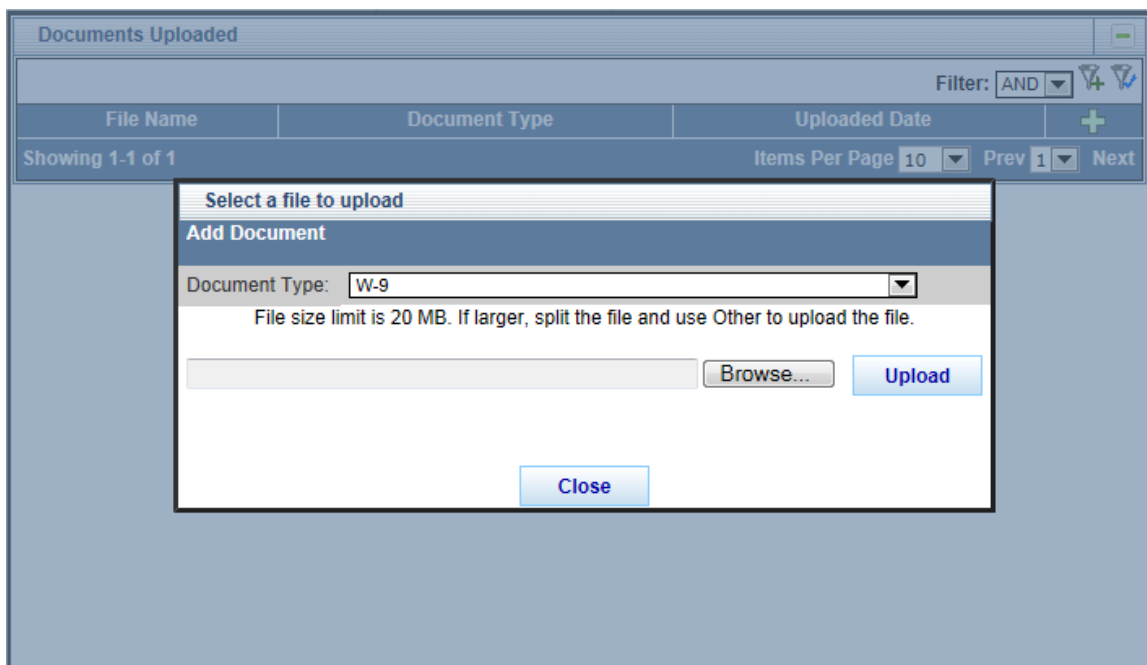
* This color background fields are mandatory.

Click the **Delete**  icon to delete the name information. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.

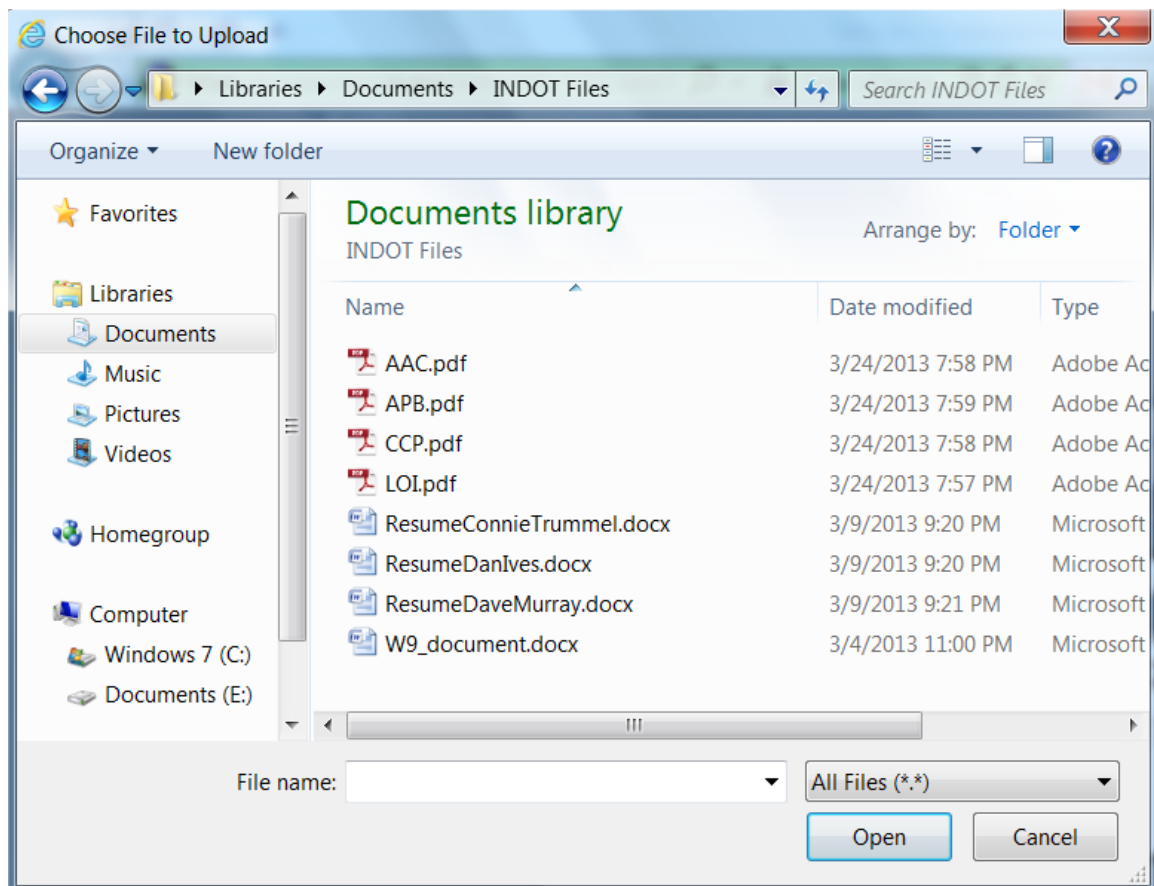


Upload Documents

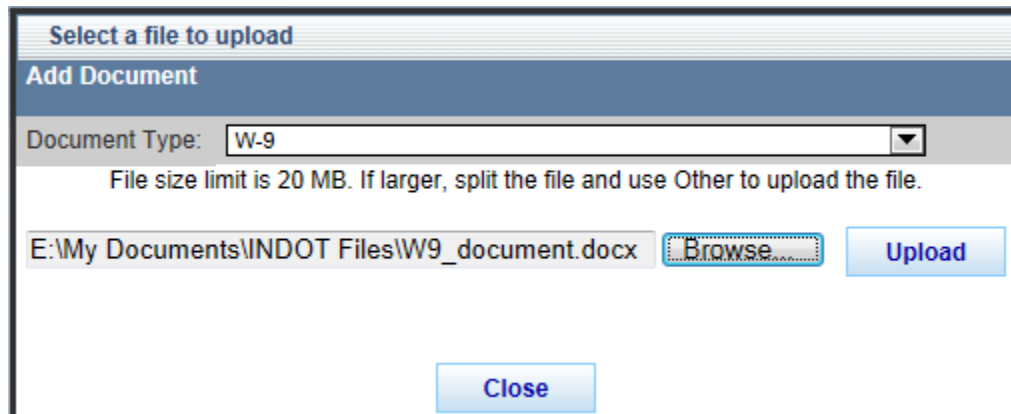
Certain documents must be uploaded into the system to complete the application. To upload a document, click on the **Upload**  icon next to the document type that matches the document to be uploaded. A new window will appear allowing the user to browse their computer to select the document.



Click the **Browse** button to find the desired document on the computer and double click on the document to select it.



The file name will appear in the text box next to the **Browse** button.



Make sure the document type in the drop down window matched the document type to upload, and then click **Upload** to upload the document into the system or click the **Close** button to close the window without uploading anything.

While the document is uploading, a document loading image will appear.


Select a file to upload

Add Document

Document Type:

File size limit is 20 MB. If larger, split the file and use Other to upload the file.

Uploading file



Please wait ...

[Close](#)

Once the document is uploaded successfully, a confirmation will appear in place of the document loading image. Click **Close** to return to the **Documents Uploaded** Table.

Select a file to upload

Add Document






Document Type:






File size limit is 20 MB. If larger, split the file and use Other to upload the file.

File Successfully Uploaded


[Close](#)

The **Documents Uploaded** Table will display all uploaded documents with the ability to

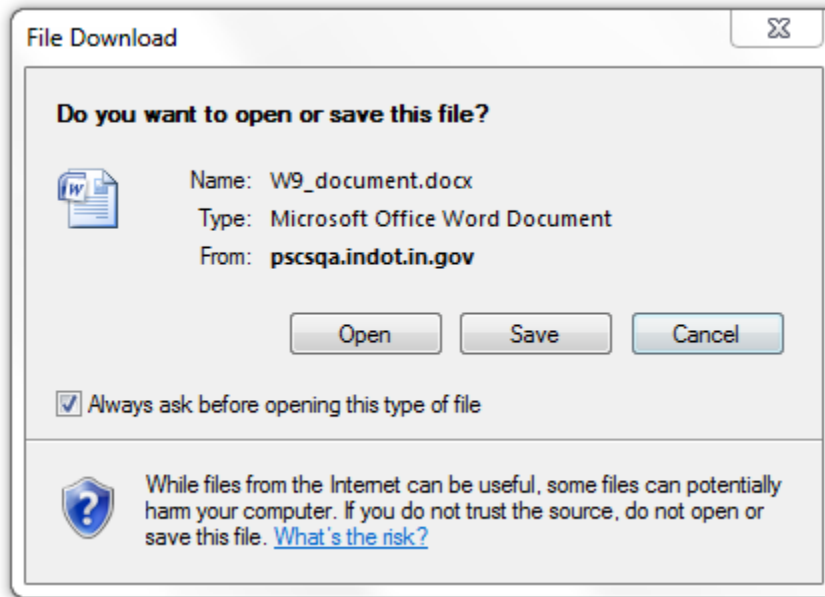
Download  (**View**) the document, **Replace**  the document and **Delete**  the document. Documents can be added by clicking the **Add New**  icon to the right of the **Uploaded Date** in the **Documents Uploaded** Table, or by clicking the **Close** button and then clicking the **Upload**  icon next to the document to be uploaded.


Documents Uploaded			
			Filter: AND 
File Name	Document Type	Uploaded Date	
W9_document.docx	W-9	04/06/2013 09:28 PM	  
Showing 1-1 of 1		Items Per Page 10	Prev 1 Next

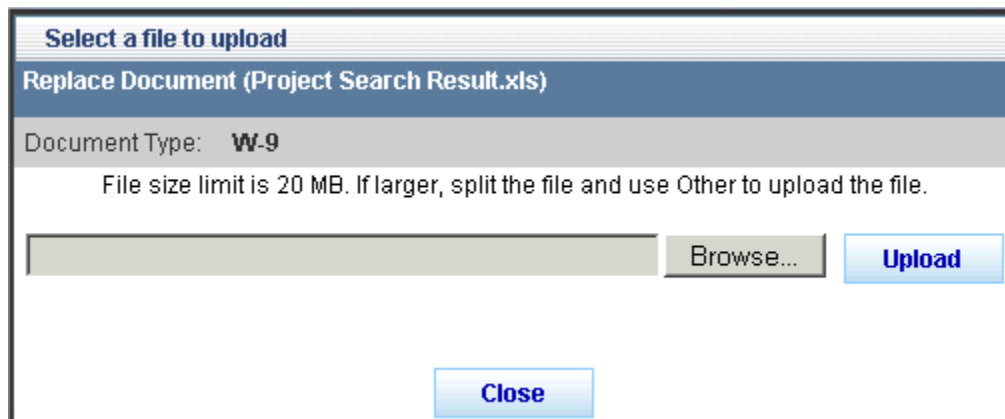
[Close](#)


Click the **Download**  icon to download (**View**) the document from the application. A new window will open. Click **Open** to open the document, click **Save** to save the document to the

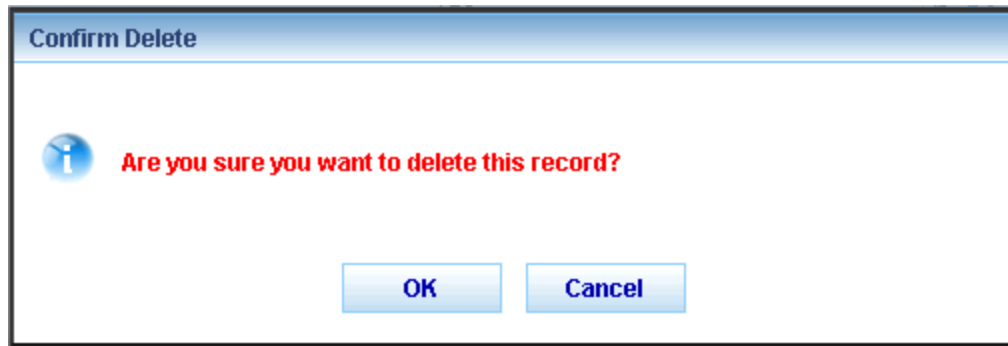
user's computer or click **Cancel** to return to the **Documents Uploaded** table without downloading the document.



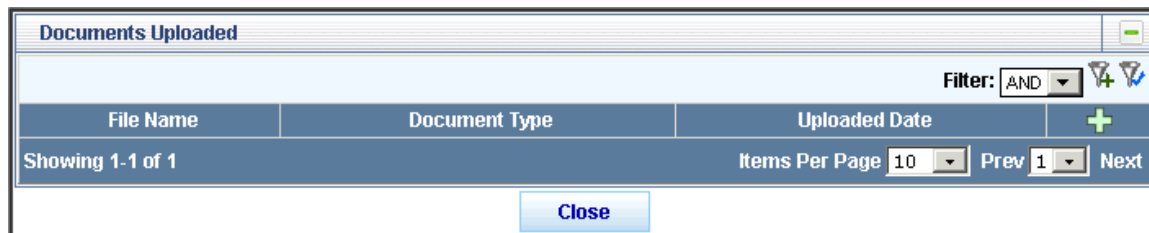
There can be only one document associated with each document type (with the exception of a document type of **Other**). To replace one document with another, click on the **Replace**  icon. A new window will open with the options to **Browse** for the new document, **Upload** the new document and **Close** to return to the **Documents Uploaded** section without replacing the file. Follow the steps outlined in adding a new document to complete the **Replace Document** process.



Click the **Delete**  icon to delete the document. A confirmation window will appear. Click **OK** to delete the document and return to the table or click **Cancel** to return to the table without deleting the document.



Click the **Close** button to return to the **Documents Uploaded** screen.



From the **Documents Uploaded** window, click **Close** to return to the application. Green **"Uploaded"** text will appear next to the files that have been uploaded.

Upload Requested Documentation	
Attach a current signed and dated W-9 (Go to the IRS website to obtain a W-9 form)	Uploaded
Attach proof of registration with Indiana Secretary of State (copy of website page will suffice). Optional. (Secretary of State website)	
Attach the List of Owners, Officers, Principals, and Partners of the firm - Optional	
Attach DBE certification letter	
Attach MBE certification letter	
Attach WBE certification letter	
Other	

Non Prequalification / Prequalification Question

Click in the radio button to indicate if the business wants to be prequalified or not.

- ☐ My firm ONLY wants to submit a Letter of Interest (LOI) for RFP items which do NOT require Prequalification for any given work type.
☐ My Firm wants to become Prequalified for one or more Prequalification work types.

Signing, Validating and Submitting the Application

Click in the check box to **Sign** the application.

To sign, click the "I affirm" statement checkbox when all information is completed.
 If the entered information does not validate, the "I affirm" checkbox will not remain checked.
 Signature is required before being able to submit the application.


☐ I affirm the information submitted is true to the best of my knowledge.

If there are any errors in the information or missing information after clicking the check box, the check box will uncheck and must be checked again and the missing information will display in red under the **Signature** check box.

☐ I affirm the information submitted is true to the best of my knowledge.

Required Fields - You can click on the error message below to go directly to the corresponding field.

- Total Number of employees in Indiana cannot be greater than firmwide total
- W-9 Attachment required

 Click here for a printable copy.

Save


* This color background fields are mandatory.

Once all necessary corrections have been made and the **Signature** check box is checked again, the **Save** button will gray out and the **Submit** button will become available. The application is now in **Signed** mode and changes cannot be made to the application unless the **"I affirm"** signature check box is unchecked.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☒ I affirm the information submitted is true to the best of my knowledge.

General Information Form has been signed by Jones, Sarah on 4/6/2013 9:33:36 PM.

 Click here for a printable copy.

SaveClose

* This color background fields are mandatory.

The General Application has been signed but has not been submitted.
To complete the application process you must Submit the application by clicking on the Submit button.
When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.

Application Submittal

Application Type: Initial Business Registration

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)
The Business Registration Form must be signed by clicking on the "I affirm" statement checkbox.
Once all steps are green, click the Submit button

Submit

To complete the application and submit it for consideration, click the **Submit** button. The application fields will be grayed out and non-editable, the Submit button will be unavailable and the application status will change from **Signed to Submitted**. Click the Close button to return to the PSCS Portal Home Screen.

Application Submittal

Application Type: Initial Business Registration

Application submitted by Jones, Sarah on 4/6/2013 9:37:11 PM

Submit

Printing the Application



Click on the **PDF** icon next to the **Save** button for a printable copy of the application. The application must be saved before any information already entered into the application will appear; the fields not yet completed will display as blank fields.



General Information Form			
Smith Jones Construction			
App ID:3701		App Status: Draft	
Federal ID	55-555555		
What type of work does your company do?	Road construction		
Years in Operation	Type of Business Entity		
State of Incorporation	Indiana	Date of Incorporation	01/01/1998
Indiana Secretary of State Doc. No.			
Number of Employees As Of Date	Firmwide	Total for all Offices in Indiana	
Number of Registered Professionals As Of Date	Firmwide	Total for all Offices in Indiana	
Indiana Department of Administration's Buy Indiana program.			

Initial Prequalification Application

If the firm requested to be prequalified during the Business Registration application process, once INDOT accepts the registration the **Business Registration** section will change to **Prequalification Application** and an **Initial Prequalification Application** button will appear. Click on the button to begin the prequalification application process. [Click here](#) for more information on completing the application.

Prequalification Application
You have access to the Initial Prequalification Application because INDOT has determined that your firm requires prequalification. Once submitted, INDOT will review the application and notify the firm of its findings. If approved, the firm will be able to submit Letters of Interest (LOI) for items requiring prequalification for approved work types. Please provide complete information in the application, including supporting documents.
Initial Prequalification Application

Firm Prequalification Application Functions (View, Edit, Sign, Submit, Recall, Delete an Application)

Once an application has been started and saved, the Prequalification Application section changes to display the Applications as well as the ability to **Edit**  the application or **Delete**  the

applications.

Prequalification Application					
The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.					
The Delete icon (✕) deletes the application. This option is only available when the status is draft. Delete will remove the current application.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
General Prequalification	Draft				
Technical Prequalification	Draft				
Financial Prequalification	Draft				




If one section of the application is deleted, all sections will be deleted.

If a firm decides they do NOT want to be Prequalified for any work types and only wants to submit LOIs for RFPs that do not require prequalification, they should select the radio button next to the text “My firm ONLY wants to submit a Letter of Interest for RFP items which do NOT require Prequalification for any given work type.” on the General Form page. Firms must still complete the Technical and Financial screens, but will not be prequalified for any work types upon INDOT approval.

Clicking the **Edit** ✎ icon will open the selected application section. [Click here](#) for more information on completing the application. The **Edit** option is only available when the application status is Draft or Signed.

Click the **Delete** ✕ icon to delete the application. This option is only available when the application status is Draft. Click **OK** at the confirmation message to remove the application or click **Cancel** to return to the PSCS Portal without deleting the application. If the application is deleted, the **Initial Prequalification Application** button will redisplay in the Prequalification Application section.

Confirm Delete



Are you sure you want to delete this application?


OK


Cancel


Once the application has been submitted, the Prequalification Application section changes to display the Applications as well as the ability to **View** 📄 the applications or **Recall** 🔄 the applications.

Prequalification Application					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
General Prequalification	Submitted	03/09/2013	03/09/2013		
Technical Prequalification	Submitted	03/09/2013	03/09/2013		
Financial Prequalification	Submitted	03/09/2013	03/09/2013		


The View icon () opens the current application for viewing, read only, not editable.

The recall icon () brings back a submitted application. This option is only available until the application status has been changed to Received by INDOT.



Clicking the **View**  icon will open the application but the fields will not be editable, only viewable. [Click here](#) for more information on the application.

Clicking the **Recall**  icon will recall the application and allow the firm to make corrections/changes to the submitted application and then resubmit for consideration. To recall the application click **OK** at the confirmation message. Click **Cancel** to return to the PSCS Portal Home Screen without recalling the application. The **Recall** icon is unavailable once INDOT Receives the application to begin processing.

Confirm Recall

 **Recall will remove the application from submitted status and will not be available to INDOT until the application is submitted again. Are you sure you want to recall this application?**


The application status will change to **Signed** and the **Edit** and **Delete** icons will be visible. The application must be resubmitted for consideration by INDOT.





Prequalification Application					
The Edit icon () opens the current application and allows changes. This option is only available when the application status is Draft or Signed.					
The Delete icon () deletes the application. This option is only available when the status is draft. Delete will remove the current application.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
General Prequalification	Signed	04/06/2013			
Technical Prequalification	Signed	04/06/2013			
Financial Prequalification	Signed	04/06/2013			



If one section of the initial application is recalled, all sections will be recalled.

INDOT Processes the Prequalification Application

Once INDOT has received the application, the application status changes from **Submitted** to **Received and Under Review** and the **View**  icon will be visible. No changes to the application can be made at this point.

Prequalification Application					
The View icon () opens the current application for viewing, read only, not editable.					
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
General Prequalification	Received and Under Review	04/06/2013	04/06/2013	04/06/2013	
Technical Prequalification	Received and Under Review	04/06/2013	04/06/2013	04/06/2013	
Financial Prequalification	Received and Under Review	04/06/2013	04/06/2013	04/06/2013	




From this point, INDOT can mark the application **Denied** or **Incomplete**, or **Approve** the application/mark the Technical and Financial Prequalifications **Complete**.










If the application is denied or marked incomplete, the firm administrator will receive a letter from the PSCS administrator alerting them to the denial or need for more information. The Prequalification Application section will remove the application information and the Initial Prequalification Application button will be available again. However, when the firm clicks on the Initial Prequalification Application button the application that loads will contain all the information previously entered, and it will be editable so that corrections or additions can be made. If one section of the Prequalification is denied or marked incomplete, all sections will be marked Denied or Incomplete. If an application is denied or marked incomplete, the firm will still have access to LOIS and can continue to submit LOIs for RFPs that do not require prequalification.


Prequalification Application	
You have access to the Initial Prequalification Application because INDOT has determined that your firm requires prequalification. Once submitted, INDOT will review the application and notify the firm of its findings. If approved, the firm will be able to submit Letters of Interest (LOI) for items requiring prequalification for approved work types. Please provide complete information in the application, including supporting documents.	
Initial Prequalification Application	

The PSCS Administrator can edit the Prequalification Application on behalf of the firm to assist the firm if necessary. The status will remain as Received and Under Review until the edits are completed and the application is moved to another status.

General/Technical Modification and Renewal

If the application is approved, then the status will change to **Approved** or **Completed** and the **View** , **Modify**  and **Financial**  icons will be available. The **View** icon displays the application but the firm cannot edit any information. The **Modify** icon creates a modification application from the last processed application and allows for changes. The **Financial** icon allows for updates to Financial information, as well allowing firms to submit for different levels of Financial qualification. See the [Financial Form Renewal/Request Different Financial Level](#) section for more information.

Prequalification Application						
The View icon () opens the current application for viewing, read only, not editable.						
The Modification icon () creates a Modification application from the last processed application and allows changes.						
The Financial icon () is for making any changes to your financial information.						
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date	
General Prequalification	Approved	03/20/2013	03/20/2013	03/20/2013		 
Technical Prequalification	Completed	03/20/2013	03/20/2013	03/20/2013	03/20/2013	 
Financial Prequalification	Completed	03/20/2013	03/20/2013	03/20/2013	03/20/2013	 

Click on the **Modify**  icon to modify either the General Form, Technical Form or both. Clicking the **Modify** icon opens the existing approved/completed application. The screen opens on the General Form by default, but it is possible to edit just the Technical Form. Click on the **Edit** button at the top of the desired form to make changes. Once all changes are complete, click in the check box next to “I affirm the information submitted is true to the best of my knowledge.” The modified application needs to be reapproved by INDOT; click **Submit** to submit the modified application to INDOT for approval.

General Form

Technical Form

General Information Form: **Approved**

Application Type: **Initial Prequalification**

To Start modifying the General part of the application, please click on the Edit button.

Edit

Firm Information

- The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application.
- The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email [Consultant Prequalifications](#) if it needs to be edited or if you find it blank.
- You will be asked to upload all appropriate documents at the end of the Application.

Federal Id

35-3334444

What type of work does your company do?

Highway construction services

Information entered in "What type of work does your company do", assists INDOT in determining if you need to be prequalified.


Years in Operation













15

(if less than one year enter 1)

Type of Business Entity




General Partnership










Ninety days before the General/Technical expiration date, the **Renewal**  icon will become available. Clicking on the **Renewal** icon creates a renewal application from the last processed application and allows changes. A General/Technical Prequalification Renewal is required to extend the Prequalification expiration date.


Prequalification Application						
The View icon () opens the current application for viewing, read only, not editable.						
The Modification icon () creates a Modification application from the last processed application and allows changes.						
The application Renewal icon () creates a Renewal application from the last processed application and allows changes. Renewal is required to extend the General/Technical Prequalification expiration date.						
The Financial icon () is for making any changes to your financial information.						
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date	
General Prequalification	Approved	04/06/2013	04/06/2013	04/06/2013		  
Technical Prequalification	Completed	04/06/2013	04/06/2013	04/06/2013	04/06/2013	  
Financial Prequalification	Completed	04/06/2013	04/06/2013	04/06/2013	04/06/2013	 

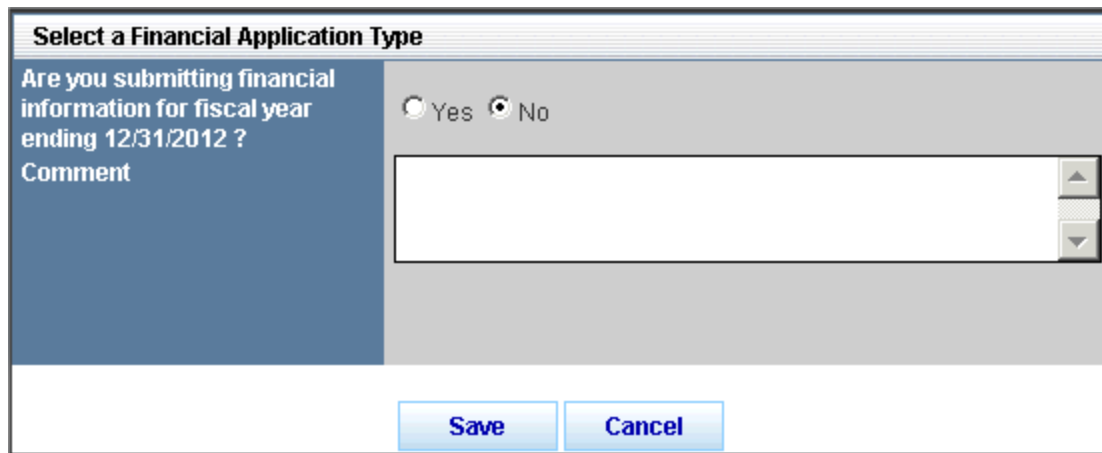
Update General and Technical information as necessary. Once all changes are complete, click in the check box next to **"I affirm the information submitted is true to the best of my knowledge."** Once the "I affirm" box is checked on both the General and Technical Forms, click **Submit** to submit the renewal application to INDOT for approval.

Financial Form Renewal/Request a Different Financial Level

After the Initial Prequalification application is approved, the application status will change to **Approved** or **Completed** and the **View** , **Modify**  and **Financial**  icons will be available. The **View** icon displays the application but the firm cannot edit any information. The **Modify** icon creates a modification application from the last processed application and allows for changes. See the [General/Technical Modification and Renewal](#) section for more details. The **Financial** icon allows for updates to Financial information, as well allowing firms to submit for different levels of Financial qualification.

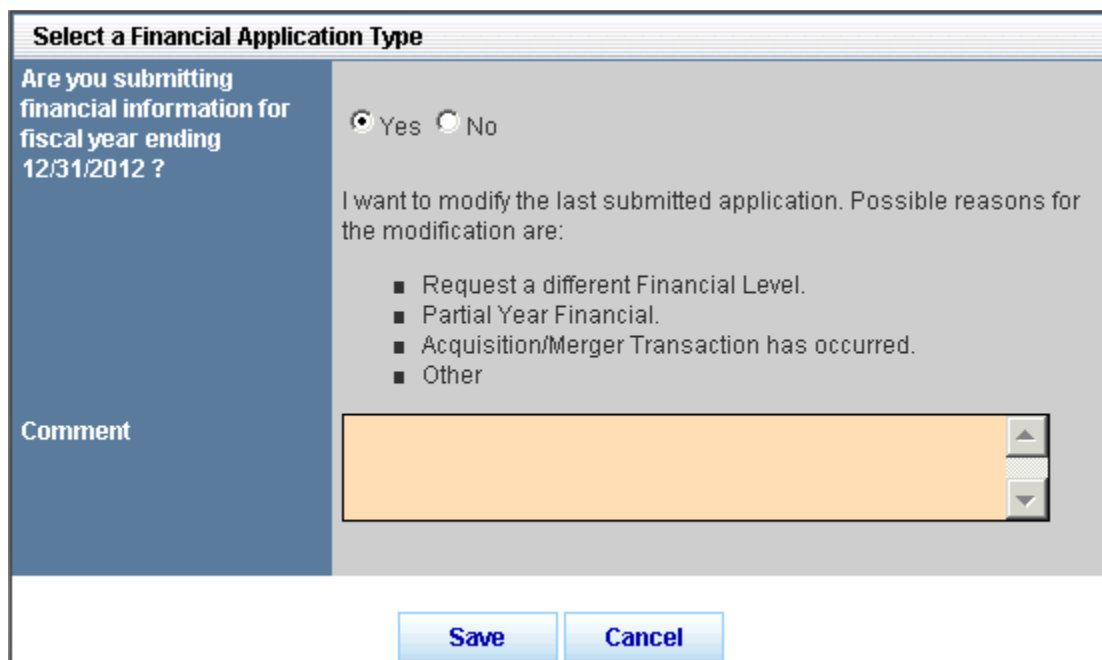
Prequalification Application						
The View icon () opens the current application for viewing, read only, not editable.						
The Modification icon () creates a Modification application from the last processed application and allows changes.						
The Financial icon () is for making any changes to your financial information.						
Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date	
General Prequalification	Approved	03/20/2013	03/20/2013	03/20/2013		 
Technical Prequalification	Completed	03/20/2013	03/20/2013	03/20/2013	03/20/2013	 
Financial Prequalification	Completed	03/20/2013	03/20/2013	03/20/2013	03/20/2013	 

Click on the **Financial**  icon and a new window will open. To submit a **Financial Prequalification Renewal**, leave the **No** button checked and click **Save** to open the Financial Form or click **Cancel** to close the Financial Application window without making changes. The Financial Form with the Unit Price/Limited Services options checked will open, and all the fields will be blank.





If the Financial Expiration date has passed, this window will not appear; the Financial Form will load automatically as if the No button had been selected.

If the information is for the most recent completed fiscal year, click the **Yes** radio button. The screen will refresh, the Comments section becomes required and some of the possible reasons for modification are listed, including Request a different Financial Level, Partial Year Financial, Acquisition/Merger Transaction Occurred, or some other event. Enter a comment and **Save** to open the Financial Form or click **Cancel** to close the Financial Application window without making changes.






If the Financial Expiration date has passed, this window will not appear; the Financial Form will load automatically as if the No button had been selected.

After clicking **Save**, the Financial Form will open. The Financial Form that loads is the same as the original form with three additional Financial Level options: **Self Certified**, **CPA Audit** and **Cognizant Audit**. Select the desired Financial Level and two additional sections will display under the Limited Services and Unit Price Services sections: General Financial Information (the same for all levels) and a Level specific section.

Financial Form	
Financial Information Form: Draft	
Application Type: Financial Other	
Save	
<p>Initial Prequalification Financial Information is required for all firms, and approval allows the firm an Annual Services Capacity limited to \$150,000. Approval for Limited Services also allows the firm Unit Price Services at the appropriate capacity. Minimal financial information is required for this initial level.</p> <p>(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)</p>	
<input checked="" type="checkbox"/> Unit Price Services <input checked="" type="checkbox"/> Limited Services <input type="checkbox"/> Self-Certified <input type="checkbox"/> CPA Audit <input type="checkbox"/> Cognizant Audit	
Limited Services And Unit Price Services	
1. Federal ID	35-555555
2. Our most recently completed fiscal year ended on	12/31/2012 (MM/DD/YYYY)
3. The total of all wages and salaries for that fiscal year is : Bonus, Pension, 401K, ESOP, deferred income whether paid or accrued and all other forms of compensation other than wages and salaries are not included in this total unless they were verified as allowable under the rules of the FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and that "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.	\$1,500,000.00 (999999999999.99)
* This color background fields are mandatory	
<p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p>	
<input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.	
 Click here for a printable copy.	
Save Close	
Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information .	

General Financial Information

The General Financial Information section is the same for all Financial Levels. Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded in order to submit the application. See the [Upload Documents](#) section for more information on uploading documents. Click **Save** at any time to save entered information. The form still needs to be **Signed** and **Submitted** before INDOT can review it.

General Financial Information	
1. Firm Information	
Federal ID	35-5555555
Corporate/Home Office Physical Address	
Corporate/Home Mailing Address	
Main Contact Office Physical Address	100 N Senate Ave INDIANAPOLIS IN 46204
Main Contact Office Mailing Address	100 N Senate Ave INDIANAPOLIS IN 46204
Main Contact Person Name	Jones, Sarah
Title	
Email Address	sjones@smithjones.com
Telephone Number	3175555555
2. Name of firm or business unit represented on the financial statement:	
Is this a wholly owned subsidiary of Smith Jones Construction?	<input type="radio"/> Yes <input type="radio"/> No
What is the relationship of the firm shown on the financial statement to Smith Jones Construction?	
What is the mailing address of the firm shown on the financial statement if different than address of Smith Jones Construction?	
3. Firm's Financial Representative who is knowledgeable of State and Federal Regulations, policy and procedures:	
Name	
Title	
Telephone Number	() - -
Email Address	
Mailing Address	
4. Enter the person submitting prequalification responses to this application:	
Name	
Title	
Telephone Number	() - -
Email Address	
5. Attach the signed Contractor Certification of Costs document.	
	

6. Attach the completed AASHTO Internal Control Questionnaire document.	
7. Attach the <i>Current paid</i> hourly labor rates for all employees, and average paid hourly labor rates by classification document, which has been certified by an officer of the firm.	
8. Attach the <i>Fiscal year end</i> paid hourly labor rates for all employees, and average paid hourly rates by classification document which has been certified by an officer of the firm.	
9. Fiscal year of this submission.	2012 (Date Format:YYYY)
10. Fiscal year end (FYE) of firm	12/31 (MM/DD)
11. Has your firm submitted financial information in the past? Enter the Fiscal Year of most recent prior financial prequalification submitted to INDOT.	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/> (YYYY)
12. Consultant firm understands additional financial information or documentation may be requested by INDOT upon review of submission?	<input type="checkbox"/> Yes
13. Consultant firm has billed for contracts with (or administered through) INDOT during the fiscal year covered by this submission?	<input type="radio"/> Yes <input type="radio"/> No
14. Attach Two(2) completed actual timesheets with typical projects related hours, one for an administrative person, and one for technical person or professional engineer.	
15. Attach the Firm's policy for paid and unpaid overtime compensation.	
16. Attach the Firm's policy and procedure for calculating and recording cost of (and billing for) overtime hours worked.	
17. Attach Two(2) actual job cost reports for current contracts which demonstrate costing details and system capability.	
18. List the Firm's software system used during the fiscal year for: General Ledger: Job Costing: Billing: Payroll Processing: Other:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Save"/>	
* This color background fields are mandatory	


Self-Certified








If the firm selects **Self-Certified**, the corresponding section will display under General Financial Information. Enter the information and upload documents as required. Anywhere an **Upload** icon displays, a document must be uploaded in order to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

Self Certified	
1. Consulting Firm's accounting records are prepared on the basis of Cash or Accrual accounting?	<input type="radio"/> Cash <input type="radio"/> Accrual
2. Attach the schedule of indirect costs.	
3. Enter the proposed indirect cost rate in a percent amount.	<input type="text"/> % (999.99)
4. Is the Facility Capital Cost of Money schedule completed?	<input type="checkbox"/> Yes
5. Attach the firm's policy and/or standard procedures for accounting treatment of all vehicle costs, and policy for vehicle mileage reimbursements.	
6. Attach the schedule of vehicle costs and summary of mileage per vehicle with separation of FAR allowable direct, indirect, unallowable miles, along with calculated total cost per mile.	
7. Attach a copy of an actual mileage log sheet for a vehicle with typical travel for firm business.	
8. Attach the firm's depreciation schedule based on GAAP.	
9. Did the firm rent or lease capital assets?	<input type="checkbox"/> Yes
10. Did a related party own capital assets rented and/or leased by the firm?	<input type="checkbox"/> Yes
Attach a statement with that assertion, certified as accurate, and signed by an officer of the firm.	
11. Attach the firm's policy for eligibility requirements for pension, 401k, SEP, or other pension contributions.	
12. Attach EITHER the firm's compensation analysis as described in AASHTO Uniform Audit and Accounting Guide, with support, OR firm has elected to use the National Compensation Matrix adopted 2012, and has attached the results.	
13. Attach a list of all compensation components including non-wage/salary indirect compensation amounts for each employee.	
14. Attach a schedule separating direct and indirect labor hours of each employee for the firm's fiscal year.	
15. Attach the 941 Statements and reconciliations of total amounts to the firm's General Ledger labor accounts, and reconciled to the firm's Job Costing system totals, with an explanation for any variances between these totals for the year.	
16. Attach a copy of W-2 for all owners, officers, principals, partners and managers, with individual social security numbers blacked out or redacted.	
17. Attach a Chart of Accounts for firm's accounting system including all account numbers and titles.	
18. Attach Trial Balance for fiscal year end, adjusted, that corresponds to indirect cost schedule above.	
19. Attach financial statements (Balance Sheet and Income Statement).	
20. Attach Signed Federal Income Tax Return.	
21. Other comments regarding consultant firm submittal for financial prequalification at Self-Certified level.	<div><div></div><div>(Maximum characters: 4000). You have 4000 characters left.</div></div>
<p>* This color background fields are mandatory</p> <p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p> <p><input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.</p> <div> Click here for a printable copy.</div> <div><input type="button" value="Save"/> <input type="button" value="Close"/></div> <p>Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information.</p>	


CPA Audit




If the firm selects **CPA Audit**, the corresponding section will display under General Financial

Information. Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded in order to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

CPA Audit	
1. Attach Indirect Cost Schedule with Independent Auditor's Report.	
2. Enter contact information for CPA firm.	
CPA Firm name	<input type="text"/>
CPA Firm Contact person	<input type="text"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Mailing Address	<input type="text"/>
3. Enter the Proposed indirect cost rate in a percent amount.	<input type="text"/> % (999.99)
4. Is the Facility Capital Cost of Money schedule completed?	<input type="checkbox"/> Yes
Attach the Facility Capital cost of Money schedule.	
5. Attach EITHER the firm's compensation analysis as described in AASHTO Uniform Audit and Accounting Guide, with support, OR firm has elected to use the National Compensation Matrix adopted 2012, and has attached the results.	
6. Attach a description of the firm's bonus policy, indicating the measurable and verifiable attributes and/or assertion that bonuses are FAR allowable.	
7. Attach ADJUSTMENT to the indirect cost schedule for direct/promotional/personal use of vehicle operating costs, or submission of an audited mileage rate.	
8. Did this Consultant firm use contract/purchased labor during the fiscal year?	<input type="checkbox"/> Yes
9. Does Employee pension or retirement plan include discretionary or profit sharing contributions (48 CFR, Part 31.205-6(4)(i))?	<input type="checkbox"/> Yes
10. Has the CPA firm been notified that labor testing workpaper package must be separately submitted to INDOT? Workpaper package includes items for CPA Workpaper Review Program, Appendix A, Sections VI.B and VI.C of the AASHTO Uniform Audit and Accounting Guide.	<input type="checkbox"/> Yes
11. Attach a Signed Copy of Consultant-CPA engagement form attachment and acknowledgement.	
12. Other comments regarding consultant firm submittal for financial prequalification at CPA Audit level.	<div><input type="text"/></div> <div>(Maximum characters: 4000). You have 4000 characters left.</div>
<div>* This color background fields are mandatory</div>	
<div>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</div>	
<div><input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.</div>	
<div> Click here for a printable copy.</div>	
<div><div>Save</div><div>Close</div></div>	
<div>Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information.</div>	

Cognizant Audit

If the firm selects **Cognizant Audit**, the corresponding section will display under General Financial Information. Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded in order to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

Cognizant Agency Audit	
1. Is consultant firm located in a non-Indiana state?	<input type="checkbox"/> Yes
2. Has the Consultant firm requested and/or received cognizant approval of an indirect cost rate?	<input type="checkbox"/> Yes
3. Enter contact information for Cognizant Agency:	
Agency Name	<input type="text"/>
Contact Person Name	<input type="text"/>
Telephone Number	<input type="text"/> () - <input type="text"/>
Email Address	<input type="text"/>
4. Attach the received Letter of cognizant approval	
5. Enter the Fiscal year of cognizant approval attached.	<input type="text"/> (Date Format:YYYY)
6. Attach the Indirect cost schedule with Independent Auditor's Report.	
7. Enter the approved indirect cost rate in a percent amount.	<input type="text"/> % (Format:999.99)
8. Is the Facility Capital Cost of Money schedule completed?	<input type="checkbox"/> Yes
Enter the proposed rate in a percent amount.	<input type="text"/> % (9.99)
9. Other comments regarding consultant firm submittal for financial prequalification at Cognizant Agency Audit level.	<div><input type="text"/></div> <div>(Maximum characters: 4000). You have 4000 characters left.</div>
* This color background fields are mandatory	
<p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p>	
<input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.	
<div>  Click here for a printable copy. </div> <div> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>	
Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information .	

Submit the Financial Renewal/Modified Financial Form

Once all the necessary information has been filled out, click in the check box to **sign** the application.

<p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p>
<input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.

If there are any errors in the information or missing information after clicking the check box, the check box will uncheck and must be checked again and the missing information will display under the **Signature** check box in red.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

Required Fields

- General Info - 2.Name of Firm or business unit represented on the financial statement
- General Info - 2.Name of Firm or business unit represented on the financial statement: Is this a wholly owned subsidiary

Once all information is updated, click in the **Signature** check box again. The screen refreshes and the **Submit** button becomes available. Click on the **Submit** button to complete the renewal/modification and submit to INDOT for review.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☒ I affirm the information submitted is true to the best of my knowledge.

This application has been signed by Jones, Sarah on 4/7/2013 8:14:23 PM.



Click here for a printable copy.

Save

Close

Information concerning audit issues and the additional documentation is available through the following link: [INDOT Audit Information](#).

The Financial Application has been signed but has not been submitted.
To complete the application process you must Submit the application by clicking on the Submit button.
When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.

Application Submittal

Application Type: Financial Other

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.
Once all steps are green, click the Submit button

Submit

After clicking **Submit**, the Renewal/Modification status will change to **Submitted** and the **Submit** and **Save** buttons will be grayed out.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☒ I affirm the information submitted is true to the best of my knowledge.

This application has been signed by Jones, Sarah on 4/7/2013 8:14:23 PM.



Click here for a printable copy.

Save

Close

Information concerning audit issues and the additional documentation is available through the following link: [INDOT Audit Information](#).

Application Submittal

Application Type: Financial Other

Application submitted by Jones, Sarah on 4/7/2013 8:14:58 PM

Submit

Prequalification Expiration Dates

The General/Technical Expiration date is two years from the Completed/Approval date. The Expiration Date is not changed if General/Technical Modified Applications are submitted. Firms will receive emails 90, 60 and 30 days before their registration expires alerting them to resubmit their applications.

The Financial Expiration date is 18 months past the firm's annual end of Fiscal Year date. Firms will receive emails 90, 60 and 30 days before their registration expires alerting them to resubmit their applications.

Prequalification Application Form – Overview

The **Prequalification Application** must be completed by a firm and approved by INDOT prior to gaining access to submitting a letter of interest for Request for Proposal (RFP) items requiring prequalified work types.

The **Prequalification Application** is made up of three parts: [General Form](#), [Technical Form](#) and [Financial Form](#). Users complete the application by clicking on each of the tabs and completing the necessary information. Information does not need to be entered all in one sitting. Clicking the **Save** button at the bottom of any tab will save all entered information, allowing the user to return and enter/edit information at a later time. Required fields are not validated at the save step, so all required fields **DO NOT** need to be completed before saving the application. Click **Close** at the bottom of the **Application Submittal** section to close the application and return to the PSCS Portal Home Screen. Clicking **Close** without saving first will result in a loss of all information entered since the last **Save**.

Firm Information			
Firm Name	Smith Jones Construction	Registration/General Expiration	04/06/2015
Prequalification Required	Yes		
Prequalification Status	Pending		

General Form	Technical Form	Financial Form									
General Information Form: Draft		Application Type: Initial Prequalification									
<p>Firm Information</p> <ul style="list-style-type: none"> The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application. The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email Consultant Prequalifications if it needs to be edited or if you find it blank. You will be asked to upload all appropriate documents at the end of the Application. 											
<p>Federal Id: 35-555555</p>											
<p>What type of work does your company do? Road construction</p> <p>Information entered in "What type of work does your company do", assists INDOT in determining if you need to be prequalified.</p>											
Years in Operation	14 (if less than one year enter 1)	Type of Business Entity: General Partnership									
State of Incorporation		Date of Incorporation: (MM/DD/YYYY)									
Indiana Secretary of State Doc. No.	To become registered with the Secretary of State refer to website at Secretary of State .										
<table border="1"> <thead> <tr> <th colspan="3">Number of Employees</th> </tr> <tr> <th>As Of Date</th> <th>Firmwide</th> <th>Total for all offices in Indiana</th> </tr> </thead> <tbody> <tr> <td>04/01/2013 (MM/DD/YYYY)</td> <td>300</td> <td>300</td> </tr> </tbody> </table>			Number of Employees			As Of Date	Firmwide	Total for all offices in Indiana	04/01/2013 (MM/DD/YYYY)	300	300
Number of Employees											
As Of Date	Firmwide	Total for all offices in Indiana									
04/01/2013 (MM/DD/YYYY)	300	300									

General Form

The **General Form** tab contains all the information entered in the **Initial Business Registration application**. Any updates or changes to the general business information can be made on the General Form tab. For more information on completing the General Form information, see the [Business Registration Fields](#) section.


Professional Liability Insurance and Affiliated Companies and Subsidiaries


There are two additional fields on the General Form that were not in the Initial Business Registration application: **Professional Liability Insurance** and **Affiliated Companies**.

Enter Professional Liability Insurance (Insurance Binder not accepted)		
<input type="checkbox"/> My firm does not require Professional Liability Insurance according to the Professional Liability Insurance Level Requirements and the work types my firm is requesting. Professional Liability Insurance Level Requirements		
PLI Limit Per Occurrence	PLI Aggregate Limit	Expiration Date
		(MM/DD/YYYY)
List all Affiliated Companies and Subsidiaries		
Affiliate/Subsidiary	Affiliate/Subsidiary Name	Federal ID
		+

If the firm does not require **Professional Liability Insurance**, check the checkbox to make the fields optional. If the firm does require **Professional Liability Insurance**, enter the required information in the text fields.

Enter Professional Liability Insurance (Insurance Binder not accepted)		
<input type="checkbox"/> My firm does not require Professional Liability Insurance according to the Professional Liability Insurance Level Requirements and the work types my firm is requesting. Professional Liability Insurance Level Requirements		
PLI Limit Per Occurrence	PLI Aggregate Limit	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/> (MM/DD/YYYY)

Click on the **Add New**  icon to the right of the **Federal ID** column to add in all **affiliated companies and subsidiaries**.


List all Affiliated Companies and Subsidiaries			
Affiliate/Subsidiary	Affiliate/Subsidiary Name	Federal ID	




The **ADD** screen will appear. Enter the information as required and click **Save** to save the information and return to the application or **Cancel** to return to the application without saving information.


Screen Mode: ADD

Affiliate or Subsidiary	<input type="text"/>
Affiliate or Subsidiary Name	<input type="text"/>
Firm Federal Tax Number	<input type="text"/>

* This color background fields are mandatory.

The new information will display in the **Affiliate/Subsidiary** Table with the ability to **Edit**  or **Delete**  the information.

List all Affiliated Companies and Subsidiaries			
Affiliate/Subsidiary	Affiliate/Subsidiary Name	Federal ID	
Affiliate	Jones Brothers Real Estate		 


Click the **Edit**  icon to edit the record. The EDIT screen will open in a new window. Edit the information as necessary and click **Save** to save the updated record information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: **EDIT**


Affiliate or Subsidiary	Affiliate ▼
Affiliate or Subsidiary Name	Jones Brothers Real Estate
Firm Federal Tax Number	33333333

Save **Cancel**

* This color background fields are mandatory.

Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the **Affiliate/Subsidiary** table or click **Cancel** to return to the table without deleting the record.

Confirm Delete

 **Are you sure you want to delete this record?**

OK **Cancel**

Signing and Validating the General Form

Once all **General Form** information is complete, click in the check box next to “**I affirm the information submitted is true to the best of my knowledge**” to sign the application.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

If there are any errors in the information or missing information after clicking the check box, the check box will uncheck and must be checked again and the missing information will display under the **Signature** check box.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

Required Fields - You can click on the error message below to go directly to the corresponding field.

- PLI Limit Per Occurrence
- PLI Aggregate Limit
- Professional Liability Insurance Expiration Date
- Proof of Liability Insurance certification Attachment required

Once all necessary corrections have been made and the Signature check box is checked again, the **Save** button will gray out. The General Form application is now in "**Signed**" mode and changes cannot be made to the application unless the "**I affirm**" **signature** check box is unchecked. The **Submit** button will only be available once all three tabs have been completed and signed.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☒ I affirm the information submitted is true to the best of my knowledge.

General Information Form has been signed by Jones, Sarah on 4/6/2013 10:13:14 PM.



Click here for a printable copy.

Save

Close

* This color background fields are mandatory.

The General Application has been signed but has not been submitted.
To complete the application process you must Submit the application by clicking on the Submit button.
When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.

Application Submittal

Application Type: Initial Prequalification

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

- The General Information Form must be signed by clicking on the "I affirm" statement checkbox.
- The Technical Information Form must be signed by clicking on the "I affirm" statement checkbox.
- The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.
- Once all steps are green, click the Submit button

Submit

General Form Modification

To modify an approved General Form, click on the **Edit** button at the top of the General Form. The General Form status will change from **Approved** to **Draft**, and the fields will be editable. This is a modification of the General Form only – the Technical Form will stay **Complete**.

General Form

Technical Form

General Information Form: **Approved**

Application Type: **General/Technical Modification**

To Start modifying the General part of the application, please click on the Edit button.

Edit

Firm Information

- The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application.
- The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email [Consultant Prequalifications](#) if it needs to be edited or if you find it blank.
- You will be asked to upload all appropriate documents at the end of the Application.

Federal Id

35-5555555

What type of work does your company do?

Road construction

Information entered in "What type of work does your company do", assists INDOT in determining if you need to be prequalified.

Years in Operation

14

(if less than one year enter 1)

Type of Business Entity

General Partnership

State of Incorporation

Date of Incorporation

(MM/DD/YYYY)

Indiana Secretary of State Doc. No.

To become registered with the Secretary of State refer to website at [Secretary of State](#).

Once all changes are complete, click in the check box next to **"I affirm the information submitted is true to the best of my knowledge."** Click **Submit** to resubmit the application to INDOT for approval.

Technical Form

The **Technical Form** tab allows firms to select the **Work Type** they wish to become prequalified for, as well as entering any **Qualifying Person** details.

Technical Information Form: Draft Application Type: Initial Prequalification

Quick Steps for filling out the Technical Prequalification Application:

- Use the to add a new work type.
- Select a predefined work type or choose 15.1 for specialty not listed.
- If requesting 15.1, add a brief description of the type of work in the text box.
- The firm must associate qualified person(s) to each work type by clicking on the icon. If only one qualifying person is required per the Consultant Prequalification Manual, then the application will only let you submit one person.
- Provide information about the qualifying person, including professional licenses, active registrations, and certifications by clicking on the icon next to the person name.
- List the qualifying person's education.
- List projects related to the requested work type, including detail about each project and the role the qualifying person played in the project.
- Select the work types that were performed on each project entered. At least one project associated to the work type(s) requested is required to submit the application.
- Provide a brief summary of the qualifying person's employment history, experience, and qualifications.
- Use the icon to remove a qualified person from a work type.
- Use the icon to remove a work type.
- Use the icon to view or print a qualified person's details.

Application Work Types

Filter: AND

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons
Showing 1-1 of 1				

Items Per Page 10 Prev 1 Next

[View All Technical Documents](#)

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

Click here to print the Technical Application. Click here to print Qualification Person information.

[Close](#)



There is no **Save** button on the **Technical Form** tab; all information is automatically saved as it is entered in the table.

The Application Work Types table will only show the first 10 Work Types (arranged by Work Type number) by default. See [Navigating in the PSCS Portal](#) for more details on viewing more items per page.

Work Types

Click on the **Add New** to the right of the **Qualifying Persons** column to add a new **Work Type**.

Application Work Types

Filter: AND

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons
Showing 1-1 of 1				

Items Per Page 10 Prev 1 Next

The **ADD** screen will appear. Select the **Work Type** from the dropdown and click **Save** to save the information and return to the application or **Cancel** to return to the application without saving information.

Screen Mode: ADD

Select WorkType:

Save Cancel

* This color background fields are mandatory.



If **Work Type 15.1 Specialty Not Defined** is selected, an additional drop down field will display asking the firm to select the specialty. Select from the drop down list or select **Other** to enter text on the **New Specialty**.

Screen Mode: ADD

Select WorkType: 15.1 Specialty Not Defined

Select Specialty: Other - Select to enter new specialty


Add New Specialty:

Save Cancel




* This color background fields are mandatory.

The new Specialty will need to be approved by INDOT before it will be added to the **Specialty Not Defined** drop down list permanently.

The **Work Type** will display in the **Application Work Type** Table with the options **Add Qualifying Person**  or **Remove Work Type** .

Application Work Types					
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	
9.2	Level 2 Bridge Design	Pending	2/2		
Showing 1-1 of 1				Items Per Page 10	Prev 1 Next

Add as many **Work Types** as the firm wants to be prequalified in by clicking on the **Add New** icon.

To add a **qualifying person** to a Work Type, click on the **Add Qualifying Person**  icon. A window will appear with a list of all ACTIVE Professional Persons in the **Professional People Details** section. [Click here](#) for more information on the Professional People Details section. Click on the **Select**  icon next to an existing person, or click the **Add New**  icon to add a new **Professional Person**. [Click here](#) for more information on adding a new professional person in the Technical Form tab.

9.2 Level 2 Bridge Design

Select a Professional Person

Use the (+) to add a new Person.
Use the (✓) icon to select a Person.

Filter: AND

Name	Email	Phone	Driver's License Number	State	
Ives, Dan	dives@smithjones.com	3175555557			✓
Murray, Dave	dmurray@smithjones.com	3175555558			✓

Showing 1-2 of 2 Items Per Page 10 Prev 1 Next

Close

If an existing Professional Person is selected, the window will close and the **Work Type** table will display the selected person's name in the **Qualifying Persons** column along with the **Qualifying Person's** status with the application, the ability to **Edit** and **Delete** the Qualifying Person and the ability to **Print** QP Details. If a new Qualifying Person is added, the screen will go straight to the [QP Details](#) screen of the **Add Qualifying Person Details** section.

Application Work Types

Filter: AND

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	
9.2	Level 2 Bridge Design	Pending	2/2	Ives, Dan Not Reviewed	✓ ✎ ✕ 🖨

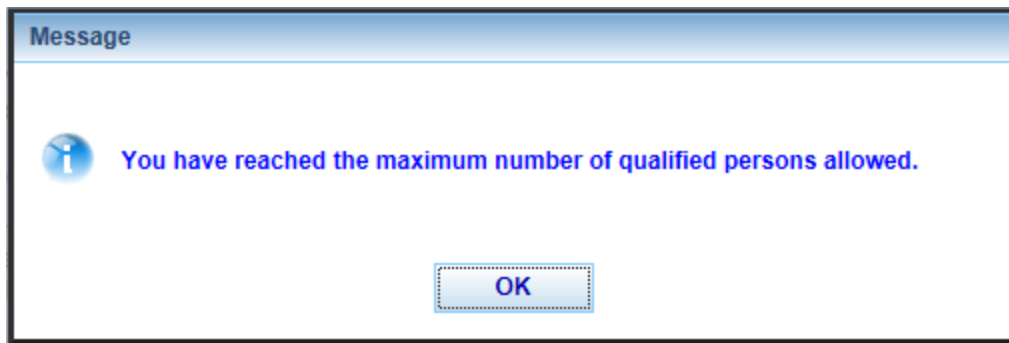
Showing 1-1 of 1 Items Per Page 10 Prev 1 Next



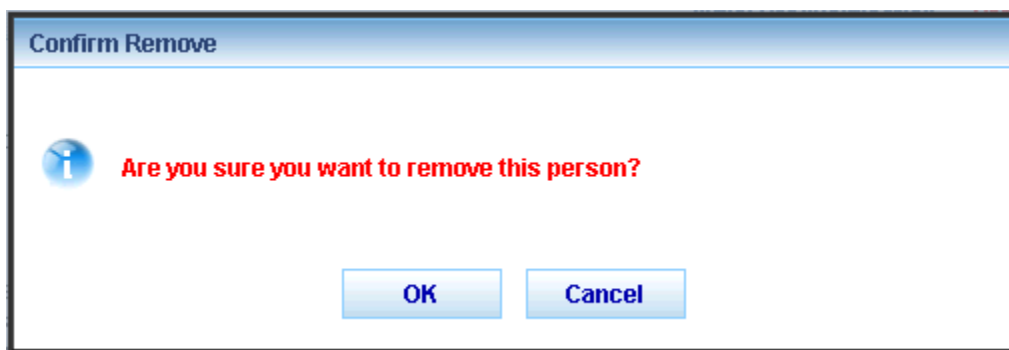
A QP's status with the Application defaults to Not Reviewed and cannot be edited by the firm. As the Technical Application moves through the approval process, the QP's status will change as decided by INDOT Reviewers to either Approved or Denied.


A Work Type cannot be approved if one of the QPs has a status of Denied or Not Reviewed.

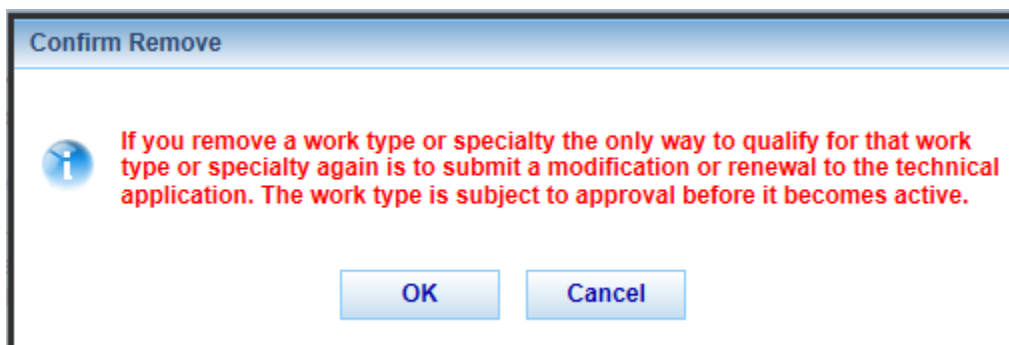
Each **Work Type** has a preset minimum and maximum number of **Qualifying Persons**. Click the **Add Qualifying Person** until the desired number of People are entered. If the maximum number of Qualifying Persons have been entered, clicking the **Add Qualifying Person** icon will result in an error message. Click **OK** and either stop entering Qualified People or click the **Delete** icon next to a previously entered Qualified Person to remove them and make space for another Qualified Person to be entered.



Click the **Delete** icon to remove a **Qualified Person**. A confirmation window will appear. Click **OK** to delete the record and return to the **Work Type** table or click **Cancel** to return to the table without deleting the person.


























Click **Remove Work Type**  to remove a **Work Type** from the **Application Work Types** Table. Click **OK** at the confirmation message to remove the **Work Type**, or click **Cancel** to return to the **Work Types** Table without removing the work type.








If **OK** is selected, the selected work type will be removed from the **Work Types** Table and from the **Technical Form** application.

If modifications to the application are made and/or additional work types are requested for prequalification, the **originally approved work types** will remain as **approved** prequalified work types; the **new/modified work types** appear with a status of "**Pending**" as opposed to "Approved."





Application Work Types						Filter: AND		 	
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons					
8.2	Complex Roadway Design	Pending	2/2	Ives, Dan	<div><div>Not Reviewed</div><div></div></div>	 			
				Murray, Dave	<div><div>Not Reviewed</div><div></div></div>	 			
9.2	Level 2 Bridge Design	Pending	2/2	Ives, Dan	<div><div>Not Reviewed</div><div></div></div>	 			
				Murray, Dave	<div><div>Not Reviewed</div><div></div></div>	 			
Showing 1-2 of 2						Items Per Page 10		Prev 1 Next	







Add Qualifying Person Details

Click the **Edit**  icon next to the **Qualifying Person** to add all required **Qualifying Person** details.


Application Work Types					
Filter: AND 					
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	
9.2	Level 2 Bridge Design	Pending	2/2	Ives, Dan	Not Reviewed   
Showing 1-1 of 1				Items Per Page 10	Prev 1 Next

The **Professional Person** table will open, with icons for [Details](#) , [Licenses](#) ,

[Education](#) , [Projects](#) , [Experience](#) , and [Documents](#) . Click on any of the icons across the top to move to the desired section, or click the **Next** and **Previous** buttons at the bottom of the pages to navigate through the screens. Click **Save** at any time to save entered information. Click **Close** to close the **Qualifying Person** Information section and return to the Technical Application; any information not saved will be lost.

Professional Person	
Ives, Dan	
9.2 Level 2 Bridge Design	
 Details	 Licenses
 Education	 Projects
 Experience	 Documents
Person Details	
First Name <input type="text" value="Dan"/>	Middle Initial <input type="text"/>
Last Name <input type="text" value="Ives"/>	Suffix Name <input type="text"/>
Driver's License Id <input type="text"/>	Driver's License State <input type="text" value="PE"/>
Work Email <input type="text" value="dives@smithjones.com"/>	Title <input type="text"/>
Phone Number <input type="text" value="(317) 555-5557"/>	Phone Extension <input type="text"/>
Contracting Entity Smith Jones Construction	Years with other firms <input type="text"/> (If less than a year enter 1)
Years with this firm <input type="text"/> (If less than a year enter 1)	
Office <input type="text"/>	
<input type="button" value="Save"/>	
* This color background fields are mandatory.	
<input type="button" value="Next"/>	
<input type="button" value="Close"/>	



If the **Add New**  icon was selected when adding a **Qualified Person** to the **Work Type**, this is the screen the user is taken to. All the fields will be empty.

All information entered for a **Professional Person** will be saved (if the save button is clicked). If the **Qualifying Person** is removed from all Work Types, the information entered will still be saved and will appear if the person is added as a QP for future Work Types.

QP Details

The screen defaults to the **Details** section, which will display the basic information entered in the **Professional Person Details** section. Make any necessary corrections and add in any additional required information. When finished, click on any icon to jump to that section, or the **Next** button to move to the next section.

Professional Person

Ives, Dan 9.2 Level 2 Bridge Design

Details Licenses Education Projects Experience Documents

Person Details


First Name	Dan	Middle Initial	
Last Name	Ives	Suffix Name	
Driver's License Id		Driver's License State	
Work Email	dives@smithjones.com	Title	PE
Phone Number	(317) 555-5557	Phone Extension	
Contracting Entity	Smith Jones Construction	Years with other firms	7 (If less than a year enter 1)
Years with this firm	5 (If less than a year enter 1)		
Office	Main Contact Office - 100 N Senate Ave, INDIANAPOLIS, IN		

Save

* This color background fields are mandatory.

Close Next

QP Licenses


All **License** information should be entered on the **License** screen. Any existing License information will display in the table. Click on the **Add New**  icon next to the **Text** column to add new **License** information.

Professional Person

Ives, Dan 8.1 Non-Complex Roadway Design

Details Licenses Education Projects Experience Documents

Indiana Professional Licenses, Active Registrations, and Certifications

Filter: AND 

Type	Id	Text
Showing 1-1 of 1		

Items Per Page 10 Prev 1 Next

Previous Next

Close



The **ADD** screen will appear. Select the type of license from the **Type** drop down and then enter the **License Id** in the **Id** field. Click **Save** to save the record and add it to the **License** Table, or click **Cancel** to return to the **Professional Person** section without adding license information.





Screen Mode: ADD


Enter applicable Indiana professional licensing board registration number and other applicable certification numbers as required.

Type	<input type="text"/>
Id	<input type="text"/>

* This color background fields are mandatory.

The new **License** information will display in the **License** Table with the ability to **Edit**  or **Delete**  the license.

Indiana Professional Licenses, Active Registrations, and Certifications			
		Filter: AND	 
Type	Id	Text	
Professional Engineer	333333333		 
Showing 1-1 of 1			
		Items Per Page 10	Prev 1 Next


Click the **Edit**  icon to edit the record. The **EDIT** screen will open in a new window. Edit the information as necessary and click **Save** to save the updated record information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: EDIT


Enter applicable Indiana professional licensing board registration number and other applicable certification numbers as required.

Type	<input type="text" value="Professional Engineer"/>
Id	<input type="text" value="55566664"/>

* This color background fields are mandatory.

Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.

Confirm Delete


 **Are you sure you want to delete this record?**

OK

Cancel

Add as many **licenses** as necessary. When finished, click on any icon to jump to that section, the **Next** button to move to the next section or the **Previous** button to return to the previous section.


QP Education


All **Education** information should be entered on the **Education** screen. Click on the **Add New**  icon next to the **Specialization** column to add new **Education** information.


Professional Person


Ives, Dan


8.1 Non-Complex Roadway Design


 Details

 Licenses


 Education


 Projects

 Experience

 Documents

Education

Filter: AND 

Institution Name	Degree	Year Obtained	Specialization	
Showing 1-1 of 1				

Items Per Page 10 Prev 1 Next

Previous

Next

Close

The **ADD** screen will appear. Complete the information as required and click **Save** to save the record and add it to the **Education** table, or click **Cancel** to return to the **Professional Person** section without adding **education** information.

Screen Mode: ADD

Include degree, year obtained, and specialization.

Institution

Degree



Year Obtained

Specialization


Save

Cancel

* This color background fields are mandatory.

The new **education** information will display in the **Education** Table with the ability to **Edit**  or **Delete**  the **education**.

Education			
Institution Name	Degree	Year Obtained	Specialization
Purdue University	BS	1998	
Showing 1-1 of 1			
Items Per Page 10 Prev 1 Next			

Click the **Edit**  icon to edit the record. The **EDIT** screen will open in a new window. Edit the information as necessary and click **Save** to save the updated record information and return to the application, or click **Cancel** to return to the application without saving the changes.


Screen Mode: EDIT

Include degree, year obtained, and specialization.


Institution	Purdue University
Degree	BS
Year Obtained	1998
Specialization	

Save **Cancel**

* This color background fields are mandatory.

Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.


Confirm Delete

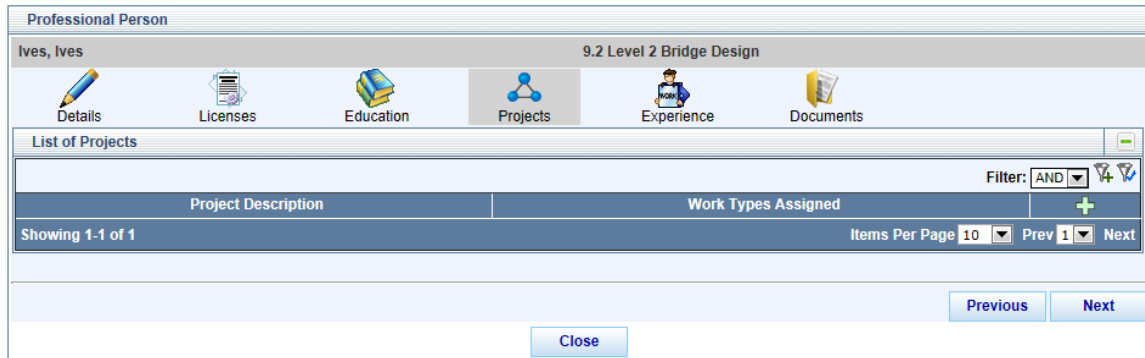
 **Are you sure you want to delete this record?**

OK **Cancel**

Add as many **Education** items as necessary. When finished, click on any icon to jump to that section, the **Next** button to move to the next section or the **Previous** button to return to the previous section.

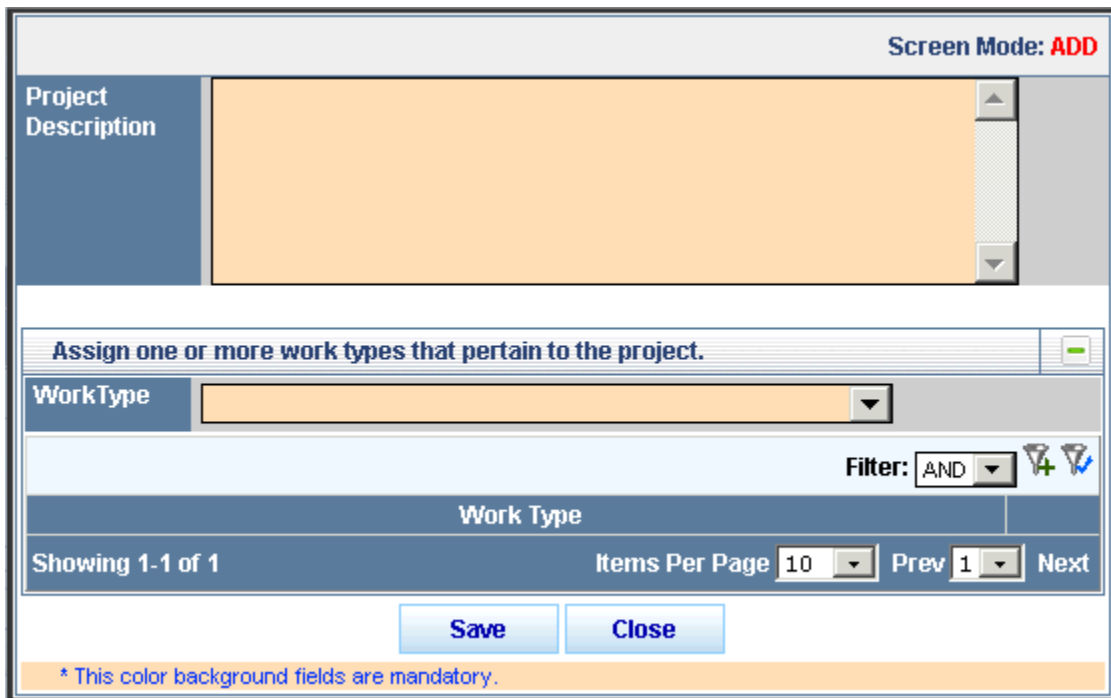
QP Projects

All **Project** information for a person should be entered on the **Project** screen. Click on the **Add New**  icon next to the **Work Types Assigned** column to add new **Project** information.



The screenshot shows the 'Professional Person' screen for 'Ives, Ives' with the title '9.2 Level 2 Bridge Design'. The 'Projects' tab is selected. Below the tabs is a 'List of Projects' section with a table. The table has two columns: 'Project Description' and 'Work Types Assigned'. The 'Work Types Assigned' column has a green plus icon. The table shows 'Showing 1-1 of 1' items. At the bottom are 'Previous', 'Next', and 'Close' buttons.


The **ADD** screen will appear. Complete the information as required and click **Save** to save the record and add it to the Project table, or click **Close** to return to the **Professional Person** section without adding project information. At least one work type selected for the project must match the desired prequalification work type.



The screenshot shows the 'ADD' screen for 'Project Description'. The 'Screen Mode: ADD' is indicated in the top right. The 'Project Description' field is a large text area. Below it is a section titled 'Assign one or more work types that pertain to the project.' with a 'WorkType' dropdown menu. Below the dropdown is a table with the header 'Work Type'. The table shows 'Showing 1-1 of 1' items. At the bottom are 'Save' and 'Close' buttons. A note at the bottom states: '* This color background fields are mandatory.'



If a person will serve as **QP** for multiple work types, enter all **Project** information for a person in this screen, not just the project information related to one specific work type. When this person is selected for the other work types, **the information will carry over and will not need to be re-entered.**


When selecting a **work type** from the drop down, after clicking on an item, the **work type** will display in the **Work Type** table below the drop down. To remove the **work type**, click on the **Delete**  icon next to the **work type** to be removed.



Screen Mode: **ADD**

Project Description
Intersection improvement at SR 32 and Carey Road.

Assign one or more work types that pertain to the project.

WorkType [Dropdown menu]

Filter: AND 

Work Type	
8.1 Non-Complex Roadway Design	
10.4 Lighting Design	


Showing 1-2 of 2 Items Per Page 10 Prev 1 Next

Save **Close**

* This color background fields are mandatory.

Click **OK** at the confirmation message to delete the **work type** and return to the **ADD** screen, or click **Cancel** to return to the **ADD** screen without deleting the **work type**.


Confirm Delete

 **Are you sure you want to remove this work type from this project?**

OK **Cancel**

The new **project** information will display in the **Project** Table with the ability to **Edit**  or **Delete**  the **project** information.

List of Projects		
		Filter: AND
Project Description	Work Types Assigned	
Bridge Replacement at SR 9 in Shelby County	8.2,9.2	
Showing 1-1 of 1		Items Per Page 10 Prev 1 Next

Click the **Edit**  icon to edit the record. The EDIT screen will open in a new window. Edit the information as necessary and click **Save** to save the updated record information and return to the application, or click **Cancel** to return to the application without saving the changes.

Screen Mode: EDIT



Project Description

Bridge Replacement at SR 9 in Shelby County

Assign one or more work types that pertain to the project.

WorkType

Filter: AND

Work Type	
8.2 Complex Roadway Design	
9.2 Level 2 Bridge Design	


Showing 1-2 of 2

Items Per Page 10 Prev 1 Next


Save

Close

* This color background fields are mandatory.

Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the table or click **Cancel** to return to the table without deleting the record.

Confirm Delete



Are you sure you want to delete this record?

OK

Cancel


Add as many project items as necessary. When finished, click on any icon to jump to that section, the **Next** button to move to the next section or the **Previous** button to return to the previous section.

QP Experience

The Experience section provides a place to enter a brief summary of the person's overall work history, experience and qualifications. It is optional, and should **NOT contain information already entered in the Projects section**. Type in information as desired and click the **Save** button to save the text. When finished, click on any icon to jump to that section, the **Next** button to move to the next section or the **Previous** button to return to the previous section.

The screenshot shows the 'Professional Person' form for 'Ives, Dan' under the project '8.1 Non-Complex Roadway Design'. The 'Experience' tab is selected. The main area is titled 'Employment History, Experience and Qualifications Summary' with a note: '(Please provide a brief summary of this person's overall work history, experience and qualifications.) Optional Information entered here should not contain information entered in project experience.' Below this is a large text input area with a vertical scrollbar. At the bottom right are 'Previous' and 'Next' buttons, and at the bottom center is a 'Close' button.

QP Documents

Upload any supporting documents, such as **resumes, samples of work, training certificates, etc** to the **Documents** section. Click on the **Upload**  icon next to the appropriate document type to upload a document. See [Upload Documents](#) for more details on uploading documents.

The screenshot shows the 'Professional Person' form for 'Ives, Dan' under the project '8.1 Non-Complex Roadway Design'. The 'Documents' tab is selected. The main area is titled 'Documentation' and contains a list of document types: 'Resume', 'Samples of Work', 'Training Certificates', and 'Other'. Each item has an 'Upload' icon (a blue square with a white arrow) to its right. At the bottom right are 'Previous' and 'Finish' buttons, and at the bottom center is a 'Close' button.

From the **Technical Form** home screen, click on the **View All Technical Documents** link to view all documents uploaded to the **Technical Form**.

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons
8.2	Complex Roadway Design	Pending	2/2	Ives, Dan Murray, Dave
9.2	Level 2 Bridge Design	Pending	2/2	Ives, Dan Murray, Dave

Showing 1-2 of 2

Items Per Page: 10 Prev 1 Next

[View All Technical Documents](#)

A new window will open with a table of all uploaded documents and the ability to **Download** (view) the uploaded document.

File Name	Document Type	QP Name	Uploaded Date
ResumeDanIves.docx	Individual's Resume	Ives, Dan	04/06/2013 10:51 PM
ResumeDaveMurray.docx	Individual's Resume	Murray, Dave	04/06/2013 10:52 PM

Signing and Validating the Technical Form

After all the **Work Types** for prequalification have been added and the **Qualifying Person** details are complete, click in the check box to **sign** the application.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

If there are any errors in the information or missing information after clicking the check box, the check box will uncheck and must be checked again and the missing information will display under the **Signature** check box in red.

To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

9.2 Level 2 Bridge Design: "Dave Murray" needs to have at least one project associated to the 9.2 worktype.

Once all necessary corrections have been made and the **Signature** check box is checked again, the screen will refresh and the **Add New** Work Type icon will not be accessible on the page. The **Technical Form** application is now in "**Signed**" mode and changes cannot be made to the application unless the "I affirm" signature check box is unchecked. The **Submit** button will only be available **once all three tabs have been completed and signed**.

General Form	Technical Form	Financial Form															
<p>Technical Information Form: Signed Application Type: Initial Prequalification</p> <p style="color: green;">The Technical Application has been signed but has not been submitted. To complete the application process you must Submit the application by clicking on the Submit button. When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.</p> <p>Quick Steps for filling out the Technical Prequalification Application:</p> <ul style="list-style-type: none"> ■ Use the to add a new work type. ■ Select a predefined work type or choose 15.1 for specialty not listed. ■ If requesting 15.1, add a brief description of the type of work in the text box. ■ The firm must associate qualified person(s) to each work type by clicking on the icon. If only one qualifying person is required per the Consultant Prequalification Manual, then the application will only let you submit one person. ■ Provide information about the qualifying person, including professional licenses, active registrations, and certifications by clicking on the icon next to the person name. ■ List the qualifying person's education. ■ List projects related to the requested work type, including detail about each project and the role the qualifying person played in the project. ■ Select the work types that were performed on each project entered. At least one project associated to the work type(s) requested is required to submit the application. ■ Provide a brief summary of the qualifying person's employment history, experience, and qualifications. ■ Use the icon to remove a qualified person from a work type. ■ Use the icon to remove a work type. ■ Use the icon to view or print a qualified person's details. 																	
<p>Application Work Types</p> <table border="1"> <thead> <tr> <th>Work Type</th> <th>Work Type Description</th> <th>Status</th> <th>QP Min/Max</th> <th>Qualifying Persons</th> </tr> </thead> <tbody> <tr> <td>8.2</td> <td>Complex Roadway Design</td> <td>Pending</td> <td>2/2</td> <td> <div>Ives, Dan </div> <div>Murray, Dave </div> </td> </tr> <tr> <td>9.2</td> <td>Level 2 Bridge Design</td> <td>Pending</td> <td>2/2</td> <td> <div>Ives, Dan </div> <div>Murray, Dave </div> </td> </tr> </tbody> </table> <p>Showing 1-2 of 2 Items Per Page 10 Prev 1 Next</p> <p>View All Technical Documents</p> <p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p> <p><input checked="" type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.</p> <p>Technical Information Form has been signed by Ives, Sarah on 4/24/2013 9:46:45 PM.</p> <p>Click here to print the Technical Application. Click here to print Qualification Person information. </p> <p style="text-align: center;">Close</p>			Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	8.2	Complex Roadway Design	Pending	2/2	<div>Ives, Dan </div> <div>Murray, Dave </div>	9.2	Level 2 Bridge Design	Pending	2/2	<div>Ives, Dan </div> <div>Murray, Dave </div>
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons													
8.2	Complex Roadway Design	Pending	2/2	<div>Ives, Dan </div> <div>Murray, Dave </div>													
9.2	Level 2 Bridge Design	Pending	2/2	<div>Ives, Dan </div> <div>Murray, Dave </div>													
<p style="color: green;">The Technical Application has been signed but has not been submitted. To complete the application process you must Submit the application by clicking on the Submit button. When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.</p>																	
<p>Application Submittal</p> <p>Application Type: Initial Prequalification</p> <p>Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)</p> <p>The General Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>The Technical Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>Once all steps are green, click the Submit button</p> <p style="text-align: center;">Submit</p>																	

Print the Technical Application



Click on the **PDF** icon next to the **Close** button and to the right of the text “Click here to print the Technical Application” for a printable copy of the Technical Application. Any information already entered into the application will appear; the fields not yet completed will display as blank fields.

Technical Application Form

Smith Jones Construction

App ID: 3799

Federal ID: 35-555555

App Status: **Draft**

Application Work Types					
Work Type Code	Work Type Description	Work Type Status	QP Minimum	QP Maximum	Qualifying Person
8.1	Non-Complex Roadway Design	Pending	1	1	Ives, Dan

Upload Requested Documentation

Document Name

☐ I affirm the information submitted is true to the best of my knowledge.



Click on the **PDF** icon next to the **Close** button and to the right of the text “Click here to print Qualification Person information” for a printable copy of the **Qualified Person** information.

No more than **5 Qualified People's** information can be printed at one time. A window will appear allowing for the selection of the desired **Qualified People**. Click in the check boxes next to the desired name(s) and click **Submit** to run the report or click **Close** to return to the Technical Application without running the report. Selecting no names and clicking **Submit** will print a blank Qualified Person report.

Select QP's to Print Report.

Only 5 names may be selected per report.

Select	QP Name
<input type="checkbox"/>	Ives, Dan
<input type="checkbox"/>	Murray, Dave

Showing 1-2 of 2

Items Per Page 10

Prev 1

Next

Submit

Close

Any information already entered into the application will appear; the fields not yet completed will display as blank fields.

Technical Application Form							
Smith Jones Construction							
App ID: 3809		App Status: Signed					
Federal ID: 35-555555							
Qualifying Person							
Prof Person ID	First Name	Middle Initial	Last Name	Suffix Name	Email		
7764	Dan		Ives		dives@smithjones.com		
Phone	Phone Extension	Drivers Licesnse ID	Drivers License State	Contracting Entity			
(317)-555-5557				Smith Jones Construction(2811)			
Title	Years with this Firm	Years with other Firm	Office	Status		Status Date	
PE	5	7	100 N Senate Ave INDIANAPOLIS, IN 46204(2346)	Active		04/06/2013	
Education							
Institution Name	Degree		Year Obtained	Specialization			
Purdue University	BS		1998				

Add, Resubmit or Modify a Work Type

INDOT may deny one or multiple submitted **Work Types**. A letter is sent to the firm with details on the denial. Click on the **Edit** button at the top of the Technical tab to make changes to the application. The status of the application will change from **Complete** to **Modification**. Changes can be made to any **work type** (even approved work types), but changes will require INDOT to reapprove the **work type**. To begin modifying the Technical Form, click on the **Edit** button at the top of the Technical Form. The Technical Form status will change from **Completed** to **Draft**. This will create a modification for the Technical Form only – the General Form will stay approved.

General Form **Technical Form**

Technical Information Form: **Completed** Application Type: **General/Technical Renewal**

To Start modifying the Technical part of the application, please click on the Edit button.

[Edit](#)

Quick Steps for filling out the Technical Prequalification Application:

- Use the to add a new work type.
- Select a predefined work type or choose 15.1 for specialty not listed.
- If requesting 15.1, add a brief description of the type of work in the text box.
- The firm must associate qualified person(s) to each work type by clicking on the icon. If only one qualifying person is required per the Consultant Prequalification Manual, then the application will only let you submit one person.
- Provide information about the qualifying person, including professional licenses, active registrations, and certifications by clicking on the icon next to the person name.
- List the qualifying person's education.
- List projects related to the requested work type, including detail about each project and the role the qualifying person played in the project.
- Select the work types that were performed on each project entered. At least one project associated to the work type(s) requested is required to submit the application.
- Provide a brief summary of the qualifying person's employment history, experience, and qualifications.
- Use the icon to remove a qualified person from a work type.
- Use the icon to remove a work type.
- Use the icon to view or print a qualified person's details.

Application Work Types

Filter: **AND**

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons
8.2	Complex Roadway Design	INDOT Denied	2/2	Ives, Dan Murray, Dave
9.2	Level 2 Bridge Design	Approved	2/2	Ives, Dan Murray, Dave

[View All Technical Documents](#)

To sign, click the "I affirm" statement checkbox when all information is completed.
 If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
 Signature is required before being able to submit the application.

☒ I affirm the information submitted is true to the best of my knowledge.

Technical Information Form has been signed by Jones, Sarah on 4/7/2013 8:32:22 PM.

Click here to print the Technical Application. Click here to print Qualification Person information.

[Close](#)



If an approved QP is removed from an approved Work Type, the Work Type status will change from Approved to Pending and must be resubmitted for approval.

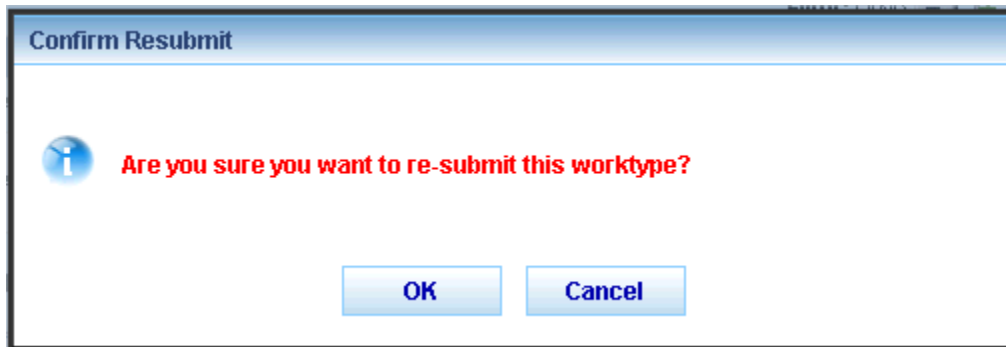
Click the **Resubmit** icon to **resubmit** a denied work type without making changes. If changes are made, the **Resubmit** icon is removed and the basic options of **Add Qualifying Person** and **Remove Work Type** will be available, as well as the ability to make changes to the **Qualified People**.

Application Work Types					
					Filter: AND
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	
8.2	Complex Roadway Design	INDOT Denied	2/2	Ives, Dan Murray, Dave	
9.2	Level 2 Bridge Design	Approved	2/2	Ives, Dan Murray, Dave	



If the **Resubmit** icon is clicked the Application Work Type rules (such as QP Min/Max and one or more of the Projects must have the requested Work Type associated with the Project) are still validated and the Work Type rules must be followed.

Click **OK** at the confirmation window to **resubmit** the **work type**, or click **Cancel** to return to the **Application Work Types** table without resubmitting the work type.




The **Application Work Type** table refreshes showing the denied work type status changed to **Pending**.

Application WorkTypes					
Filter: AND					
Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons	
9.2	Level 2 Bridge Design	Pending	2/2	Ives, Dan	Denied
				Trummel, Connie	Approved
5.1	Environmental Document Preparation - EAVEIS	Approved	1/1	Thomas, John	Approved
8.2	Complex Roadway Design	Approved	2/2	Ives, Dan	Approved
				Trummel, Connie	Approved

Once all changes are complete, click in the check box next to **"I affirm the information submitted is true to the best of my knowledge."** Click **Submit** to resubmit the application to INDOT for approval.

Financial Form

The **Financial Form** allows firms to enter the required financial information to become prequalified. Enter the required information and click **Save** to save the information or click **Close** to close the application and return to the PSCS Portal Home Screen.

General Form	Technical Form	Financial Form
Financial Information Form: Draft		Application Type: Initial Prequalification
<input type="button" value="Save"/>		
<p>Initial Prequalification Financial Information is required for all firms, and approval allows the firm an Annual Services Capacity limited to \$150,000. Approval for Limited Services also allows the firm Unit Price Services at the appropriate capacity. Minimal financial information is required for this Initial level.</p> <p>(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)</p>		
<div style="float: right;"> <input checked="" type="checkbox"/> Unit Price Services <input checked="" type="checkbox"/> Limited Services <input type="checkbox"/> Self-Certified <input type="checkbox"/> CPA Audit <input type="checkbox"/> Cognizant Audit </div>		
Limited Services And Unit Price Services		
1. Federal ID	35-3334444	
2. Our most recently completed fiscal year ended on	<input type="text"/> (MM/DD/YYYY)	
3. The total of all wages and salaries for that fiscal year is : Bonus, Pension, 401K, ESOP, deferred income whether paid or accrued and all other forms of compensation other than wages and salaries are not included in this total unless they were verified as allowable under the rules of the FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and that "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.	<input type="text"/> (999999999999.99)	
<p>* This color background fields are mandatory</p>		
<p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p>		
<input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.		
 Click here for a printable copy.		
<input type="button" value="Save"/> <input type="button" value="Close"/>		
<p>Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information.</p>		



Once the Initial Prequalification Application is approved, firms can request full financial information for additional levels of financial approval. See [Financial Form Renewal/Request a Different Financial Level](#) for more details.

Signing and Validating the Financial Form

After all the financial information has been entered, click in the check box to **sign** the application.

To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

If there are any errors in the information or missing information after clicking the check box, the check box will uncheck and must be checked again and the missing information will display under the **Signature** check box in red.


To sign, click the "I affirm" statement checkbox when all information is completed.
If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed.
Signature is required before being able to submit the application.

☐ I affirm the information submitted is true to the best of my knowledge.

Required Fields

- Limited Services and Unit Price Services - 3. The total of all wages and salaries for that fiscal year is :

Once all necessary corrections have been made and the **Signature** check box is checked again, the **Save** button will gray out. The application is now in "**Signed**" mode and changes cannot be made to the application unless the "**I affirm**" signature check box is unchecked.

General Form	Technical Form	Financial Form
Financial Information Form: Signed Application Type: Initial Prequalification		
<p>The Financial Application has been signed but has not been submitted. To complete the application process you must Submit the application by clicking on the Submit button. When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.</p>		
<input type="button" value="Save"/>		
<p>Initial Prequalification Financial Information is required for all firms, and approval allows the firm an Annual Services Capacity limited to \$150,000. Approval for Limited Services also allows the firm Unit Price Services at the appropriate capacity. Minimal financial information is required for this Initial level.</p> <p>(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)</p>		
<div><input checked="" type="checkbox"/> Unit Price Services <input checked="" type="checkbox"/> Limited Services</div>		
Limited Services And Unit Price Services		
1. Federal ID	35-3334444	
2. Our most recently completed fiscal year ended on	<input type="text" value="12/31/2012"/> (MM/DD/YYYY)	
3. The total of all wages and salaries for that fiscal year is : Bonus, Pension, 401K, ESOP, deferred income whether paid or accrued and all other forms of compensation other than wages and salaries are not included in this total unless they were verified as allowable under the rules of the FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and that "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.	<input type="text" value="\$444,444.00"/> (999999999999.99)	
<p>* This color background fields are mandatory</p>		
<p>To sign, click the "I affirm" statement checkbox when all information is completed. If the entered information does not validate, the "I affirm" checkbox will not remain checked and error messages will be displayed. Signature is required before being able to submit the application.</p>		
<input checked="" type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.		
This application has been signed by Wingate, Sarah on 4/18/2013 12:25:53 PM.		
 Click here for a printable copy.		
<input type="button" value="Save"/> <input type="button" value="Close"/>		
<p>Information concerning audit issues and the additional documentation is available through the following link: INDOT Audit Information.</p>		
<p>The Financial Application has been signed but has not been submitted. To complete the application process you must Submit the application by clicking on the Submit button. When the application is in the Signed mode you cannot make changes unless you remove the signature by removing the checkmark in the "I affirm" checkbox on the bottom of the application.</p>		
Application Submittal		
Application Type: Initial Prequalification		
<p>Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)</p> <p>The General Information Form must be signed by clicking on the "I affirm" statement checkbox. The Technical Information Form must be signed by clicking on the "I affirm" statement checkbox. The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox. Once all steps are green, click the Submit button</p>		
<input type="button" value="Submit"/>		

Print the Financial Application



Click on the **PDF** icon next to the **Save** button for a printable copy of the application. The application must be saved before any information already entered into the application will appear; fields not yet completed will display as blank fields.

Financial Information Form	
Smith Jones Construction	
App ID:3799	App Status: Draft
<p>Initial Prequalification Financial Information is required for all firms, and approval allows the firm an Annual Services Capacity limited to \$150,000.</p> <p>Approval for Limited Services also allows the firm Unit Price Services at the appropriate capacity. Minimal financial information is required for this Initial level.</p> <p>(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)</p>	
<div> <input checked="" type="checkbox"/> Unit Price Services <input checked="" type="checkbox"/> Limited Services <input type="checkbox"/> Self-Certified <input type="checkbox"/> CPA Audit <input type="checkbox"/> Cognizant Audit </div>	
Limited Price Services/ Unit Price Services	
1. Federal ID	35-555555
2. Our most recently completed fiscal year ended on	12/31/2012
<p>3. The total of all wages and salaries for that fiscal year is : Bonus, Pension, 401 K, ESOP, deferred income whether paid or accrued and all other forms of compensation other than wages and salaries are not included in this total unless they were verified as allowable under the rules of the FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and the "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.</p>	
<input type="checkbox"/> I affirm the information submitted is true to the best of my knowledge.	

Submitting the Prequalification Application

Once **all three sections** of the Prequalification Application (General Form, Technical Form, and Financial Form) have been completed and signed, the **Submit** button will become clickable.


Application Submittal
Application Type: Initial Prequalification
<p>Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)</p> <p>The General Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>The Technical Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.</p> <p>Once all steps are green, click the Submit button</p>
<input type="button" value="Submit"/>

To complete the application and submit it for consideration, click the **Submit** button. The application fields will continue to be grayed out and non-editable, the **Submit** button will be unavailable and the application status will change from Signed to Submitted. Click the **Close** button to return to the PSCS Portal Home Screen.


Application Submittal
Application Type: Initial Prequalification
<p>Application submitted by Jones, Sarah on 4/6/2013 11:06:59 PM</p>
<input type="button" value="Submit"/>

LOIS

Once a firm's initial Business Registration is completed, submitted and accepted by INDOT, a link to the Letter of Interest Submittal (LOIS) system appears under the Business

Registration/Prequalification Application section. Click on the **LOIS**  icon to view currently advertised RFPs and submit Letters of Interest.

Letter of Interest Submittal

LOIS is used to view currently advertised RFPs and submit letters of interest (LOI). (Click on the icon to the right) 



The LOIS link will not be available if the Business Registration, General/Technical or Financial expiration dates have passed.

Request for Proposals

The Letter of Interest Submittal (LOIS) System allows firms to submit Letters of Interest (LOI) for advertised Requests for Proposal (RFPs). Firms must be registered via the PSCS Portal to gain access to LOIS. If a firm is not prequalified for any Work Types they may only submit for RFPs Items that do not require prequalification. Prequalified firms can submit RFP Items for the Work Types for which they are prequalified and for RFP Items that do not require prequalification. LOIS provides a way to view all open RFP items and submit LOIs for applicable RFP items.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/01/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/01/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved Work Types	Approved for 6 worktypes. Details	Contact Person	Jones, Sarah

RFP Items															
<div style="float: right; border: 1px solid black; padding: 5px; width: 300px;"> <p>Icon legend</p> <p>▶ to see RFP items under the selected RFP ✓ to Create New LOI Submittal</p> <p>▼ to collapse the selected RFP ✎ to Edit Pending LOI Submittal</p> <p>🔍 to View Details 📄 to View Latest LOI Submittal</p> <p>Click Here to Expand All RFPs Click Here to Collapse All RFPs</p> </div> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>RFP Number</th> <th>RFP Posting Date</th> <th>Response Due Date</th> </tr> </thead> <tbody> <tr> <td>▶</td> <td>1302s1</td> <td>2/27/2013</td> <td>03/27/2013</td> </tr> <tr> <td>▶</td> <td>1303</td> <td>3/12/2013</td> <td>03/26/2013</td> </tr> </tbody> </table>					RFP Number	RFP Posting Date	Response Due Date	▶	1302s1	2/27/2013	03/27/2013	▶	1303	3/12/2013	03/26/2013
	RFP Number	RFP Posting Date	Response Due Date												
▶	1302s1	2/27/2013	03/27/2013												
▶	1303	3/12/2013	03/26/2013												



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to [Understanding the Screen](#) in the Getting Started section.

The Firm Information header is populated with information pertaining to the firm submitting the Letter of Interest. Click on the **Details** link next to Approved Work Types for a list of the firm's approved Work Types.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/01/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/01/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved Work Types	Approved for 6 worktypes. Details	Contact Person	Jones, Sarah

The RFP Items section displays a list of all open RFP items, the RFP Posting Date and the Response Due Date. The Icon Legend explains what action each of the icons performs, and provides links to expand all and collapse all RFPs.

RFP Items			
			Icon Legend to see RFP items under the selected RFP to collapse the selected RFP to View Details Click Here to Expand All RFPs
			to Create New LOI Submittal to Edit Pending LOI Submittal to View Latest LOI Submittal Click Here to Collapse All RFPs
RFP Number	RFP Posting Date	Response Due Date	
▶ 1302s1	2/27/2013	03/27/2013	
▶ 1303	3/12/2013	03/26/2013	

Click on the **Expand** ▶ icon to view Items for a selected RFP. The icons available for each Item will depend on if the firm has the required prequalified work types and financial levels.

Firm Does Not Meet RFP Item Required Prequalification's




If the firm does not meet the requirements for an RFP Item, the line will be grayed out. In the **Additional Information** column it will explain why the firm cannot submit a LOI for the item – either the approved financial level or approved work types (or both) do not meet the requirements for the item. To change the firm's approved work types or financial levels; the Prequalification Application must be modified and resubmitted to INDOT.


	RFP Number	RFP Posting Date	Response Due Date		
▼	1302s1	2/27/2013	03/27/2013		
	Item Number	Item Due Date	Item Description	Additional Information	Press F5 to Refresh Icons
	01	3/27/2013 10:00 AM	Technical Procurement Advisor (TPA) and project development services, PR 69, New Interstate Construction Project in Monroe and Morgan counties	Your approved financial level does not meet the requirements for this item. Click here for more details	
	02	3/27/2013 10:00 AM	Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties	Your approved work type(s) do not meet the requirements for this item. Click here for more details	


Firm Meets Some RFP Required Prequalification's

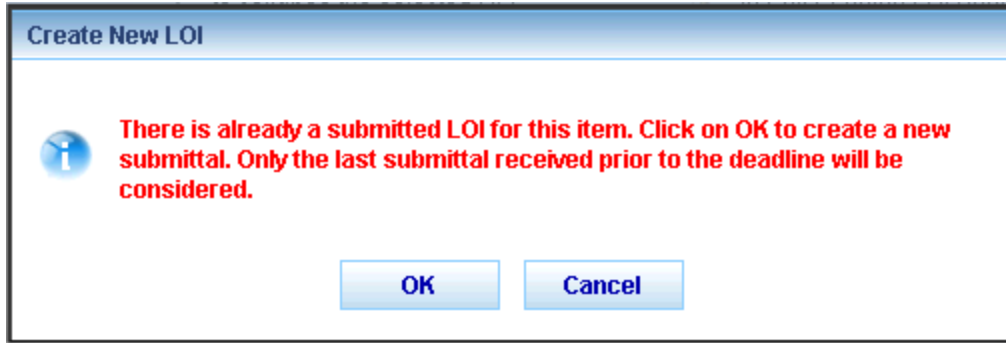
If a firm meets some but not all of the RFP Item requirements, the items for which the firm is qualified will have icons allowing for different actions. The items the firm is not qualified for will be grayed out and the **Additional Information** column will explain why the firm is not qualified.

	RFP Number	RFP Posting Date	Response Due Date		
▶	1302s1	2/27/2013	03/27/2013		
▼	1303	3/12/2013	03/26/2013		
	Item Number	Item Due Date	Item Description	Additional Information	Press F5 to Refresh Icons
	01	3/26/2013 10:00 AM	Multi Des: Project Development Services for Small Structure Replacements		
	02	3/26/2013 10:00 AM	Multi Des: Project Development Services for Bridge Replacement		
	03	3/26/2013 10:00 AM	Multi Des: Project Development Services, (Bridge Deck Overlay) (Bridge Replacement)		
	04	3/26/2013 10:00 AM	Multi Des: Project Development Services for Bridge Replacement and Bridge Rehabilitation		
	05	3/26/2013 10:00 AM	Multi Des: Project Development Services for Intersection Improvements		
	06	3/26/2013 10:00 AM	Multi Des: Project Development Services for Bridge Replacement and Bridge Rehabilitation		
	07	3/26/2013 10:00 AM	Multi Des: Bridge Rehabilitation Services, Bridge Rehabilitation - Bridge Deck Overlays	Your approved financial level does not meet the requirements for this item. Click here for more details	

Click the **View Details**  icon to view details on a specific RFP item. Additional details on the item will open in a new window. Click the **Print**  icon to print RFP item details. Click **Close**  to return to the LOIS home screen.


RFP Item Details 	
RFP Number	1303
RFP Item Number	01
Response Due Date	3/26/2013 10:00:00 AM
Item Description	Multi Des: Project Development Services for Small Structure Replacements
Work Description	Selected firm shall provide some or all of the following services on each of these projects as indicated in the supporting documents: Environmental Document, Topographic Survey, Geotechnical Engineering, Design & Plan Development, Waterway Permits, Right-of-Way Plan Development, Title Research, Utility Coordination, and Construction Phase Services. DES 1296535 - US 421, Small Structure Replacement, 1.69 miles N of SR 229 in Ripley Co., at RP 38 + 52 DES 1296543 - SR 3, Small Structure Replacement, 2.09 miles N of I-74 in Decatur Co., at RP 75 + 29 DES 1296560 - US 31, Small Structure Replacement, 1.35 miles N of Memphis Rd in Clark Co., at RP 16 + 80 DES 1296565 - SR 135, Small Structure Replacement, 6.55 miles N of SR 45 in Morgan Co., at RP 111 + 30 DES 1296567 - SR 135, Small Structure Replacement, 7.85 miles N of SR 135/SR 58 Jct in Brown Co., at RP 82 + 50 DES 1296571 - SR 135, Small Structure Replacement, 5.19 miles N of N SR 135/US 50 Jct in Jackson Co., at RP 73 + 5 Please refer to the Supporting Documents for additional information. Allowable proposed profit rate is 9.7% plus overhead factor. The "Past Performance" scores for this item will be calculated using the following performance type: Roadway Design
Required Work Types For this Item	5.2 Environmental Document Preparation - CE, 5.6 Waterway Permits, 6.1 Topographic Survey Data Collection, 7.1 Geotechnical Engineering Services, 8.1 Non-Complex Roadway Design, 11.1 Right of Way Plan Development, 12.2 Title Research
Additional Information	

Click the **Create**  icon to create a new LOI submittal. The LOI Submittal screen will open. See [Letter of Interest Submittal Form](#) for more details. If an LOI has already been submitted for a specific RFP Item, clicking **Create** will create a new application and copy the contents of the previously submitted LOI to the new application. Click **OK** at the confirmation window to create a new submittal; only the last submitted LOI will be considered. Click **Cancel** to return to the LOIS home screen without creating a new LOI.






All information and uploaded documents from the most recent LOI submittal will be copied into the new LOI submittal and will be available for editing.

A LOI must be **Submitted** to INDOT in order for it to be considered. If multiple LOI's for the same Item are Submitted, only the last submittal will be used by INDOT. If the LOI is not submitted to INDOT, the firm will not be considered for the RFP Item.

Click the **View**  icon to view the latest LOI submittal. The most recent LOI submittal will open; details can be viewed but no information can be edited. Click **Close** to return to the LOIS home screen.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/01/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/01/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 6 worktypes. Details		Contact Person
Jones, Sarah					

RFP 1303 Item Number 01 - Multi Des: Project Development Services for Small Structure Replacements							
Work Description Click here		RFP Posting Due 3/26/2013 10:00:00 AM		Time left to submit			
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.							
Step 1:							
Select Office Responsible for this Work		100 N Senate Ave, INDIANAPOLIS, IN 46204					
Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).							
Document Type							
Letter of Interest (LOI)		LOI.pdf					
Affirmative Action Certificate (AAC)		AAC.pdf					
Current and Completed Projects (CCP)		CCP.pdf					
Active and Pending Contract Balance Form (APB)		APB.pdf					
Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (pencil icon) to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.							
Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	
Smith Jones Construction	100.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.1 Geotechnical Engineering Services	<input checked="" type="checkbox"/>	
					8.1 Non-Complex Roadway Design	<input checked="" type="checkbox"/>	
Total Estimated % of Contract		100 %					
Step 4:							
Enter your Total Annualized Active Pending Balance (APB)		\$150,000.00					
Step 5: Enter the Priority of the item below. If multiple items appear, re-prioritize as needed, any previously submitted items for the above RFP.							
Filter: AND  							
RFP Item Number	Priority	Submittal Status	Item Description				
02	1	Pending	Multi Des: Project Development Services for Bridge Replacement				
03	1	Pending	Multi Des: Project Development Services, (Bridge Deck Overlay) (Bridge Replacement)				
01	1	Submitted	Multi Des: Project Development Services for Small Structure Replacements				
05	1	Pending	Multi Des: Project Development Services for Intersection Improvements				
* This color background fields are mandatory							
Close							

Click the **Edit Pending**  icon to edit a pending (saved but not submitted) LOI. The LOI will open in a new window. See [Letter of Interest Submittal Form](#) for more details on LOI Submittal. Click **Close** to return to the LOIS home screen.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/01/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/01/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 6 worktypes. Details		Contact Person
				Jones, Sarah	

RFP 1303 Item Number 02 - Multi Des: Project Development Services for Bridge Replacement					
Work Description Click here		RFP Posting Due 3/26/2013 10:00:00 AM		Time left to submit 01 Days 13 Hours 53 Minutes 54 Seconds.	
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.					
Step 1:					
Select Office Responsible for this Work		100 N Senate Ave, INDIANAPOLIS, IN 46204			
Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).					
Document Type					
Letter of Interest (LOI)	LOI.pdf				
Affirmative Action Certificate (AAC)	Select File				
Current and Completed Projects (CCP)	Select File				
Active and Pending Contract Balance Form (APB)	Select File				
Step 3: Click "Add New" to identify firms who are part of the team associated with this LOI. Click "Edit" to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.					
Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service
Smith Jones Construction	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Estimated % of Contract		0 %			
Step 4:					
Enter your Total Annualized Active Pending Balance (APB)		<input type="text"/>			
Step 5: Enter the Priority of the item below. If multiple items appear, re-prioritize as needed, any previously submitted items for the above RFP.					
RFP Item Number	Priority	Submittal Status	Item Description		
02	1	Pending	Multi Des: Project Development Services for Bridge Replacement		
03	1	Pending	Multi Des: Project Development Services, (Bridge Deck Overlay) (Bridge Replacement)		
01	1	Submitted	Multi Des: Project Development Services for Small Structure Replacements		
05	1	Pending	Multi Des: Project Development Services for Intersection Improvements		
* This color background fields are mandatory					
		Save		Submit to INDOT	
				Close	

Letter of Interest Submittal Form

The LOI Submittal screen allows a firm to submit a LOI for a specific RFP Item. If coming to the screen for the first time, the fields will be blank. If the firm is editing an in-process (saved but not submitted) LOI for an Item or creating a new LOI for the same Item after submitting once, the fields will be populated with the last saved/submitted information and documents. Click the **Save** button at any time to save the LOI submittal. This does NOT submit it to INDOT for consideration and none of the required fields will be validated. Once all fields have been completed, click the **Update Priorities and Submit** button to submit the LOI for consideration. The LOI MUST be submitted before the RFP Posting due date and time expires. Click **Close** to return to the LOIS home screen.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/30/2013	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/30/2013	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 4 worktypes. Details	Contact Person	Jones, Sarah

[Click here to see RFP Items](#)

RFP 1302s1 Item Number 02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties							
Work Description Click here	RFP Posting Due 4/13/2013 10:00:00 AM Time left to submit 05 Days 12 Hours 11 Minutes 51 Seconds.						
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.							
Step 1:							
Select Office Responsible for this Work	<input type="text"/>						
Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).							
Document Type							
Letter of Interest (LOI)	Select File						
Affirmative Action Certificate (AAC)	Select File						
Current and Completed Projects (CCP)	Select File						
Active and Pending Contract Balance Form (APB)	Select File						
Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (pencil icon) to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.							
Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	
Smith Jones Construction	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			pencil
Total Estimated % of Contract		0 %					
Step 4:							
Enter your Total Annualized Active Pending Balance (APB)		<input type="text"/>					
* This color background fields are mandatory							
Save		Update Priorities and Submit		Close			



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

The Firm Information section contains information related to the firm submitting the LOI. Click on the **Details** link next to Approved Work Types to see a list of the firm's approved Work Types.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/30/2013	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/30/2013	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 4 worktypes. Details	Contact Person	Jones, Sarah

Between the Firm Information and the RFP Information there is a blue link that says "Click here to view RFP Items". Clicking the link will take the user back to the LOIS home page.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/30/2013	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/30/2013	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 4 worktypes. Details	Contact Person	Jones, Sarah

[Click here to see RFP Items](#)

RFP 1302s1 Item Number 02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties	
Work Description Click here	RFP Posting Due 4/13/2013 10:00:00 AM Time left to submit 05 Days 12 Hours 10 Minutes 02 Seconds.
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.	

The top of the LOI Submittal screen displays the RFP number, the RFP Item Number and a brief description of the item. Click on the **Click here** text next to Work Description for a detailed work

description. The RFP Posting Due Date displays, as well as a running countdown of the time left to submit.

RFP 1302s1	Item Number 02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties
Work Description Click here	RFP Posting Due 4/13/2013 10:00:00 AM Time left to submit 05 Days 12 Hours 09 Minutes 22 Seconds.
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.	



If the Response Due Date and Time pass before the **Submit** button is clicked, the LOI will NOT be considered. Only submittals received prior to the deadline will be considered for selection.

Step One – Select Responsible Office

First select the office responsible for the RFP Item work. The drop down list populates from the list of offices entered in the Business Registration and Prequalification applications.

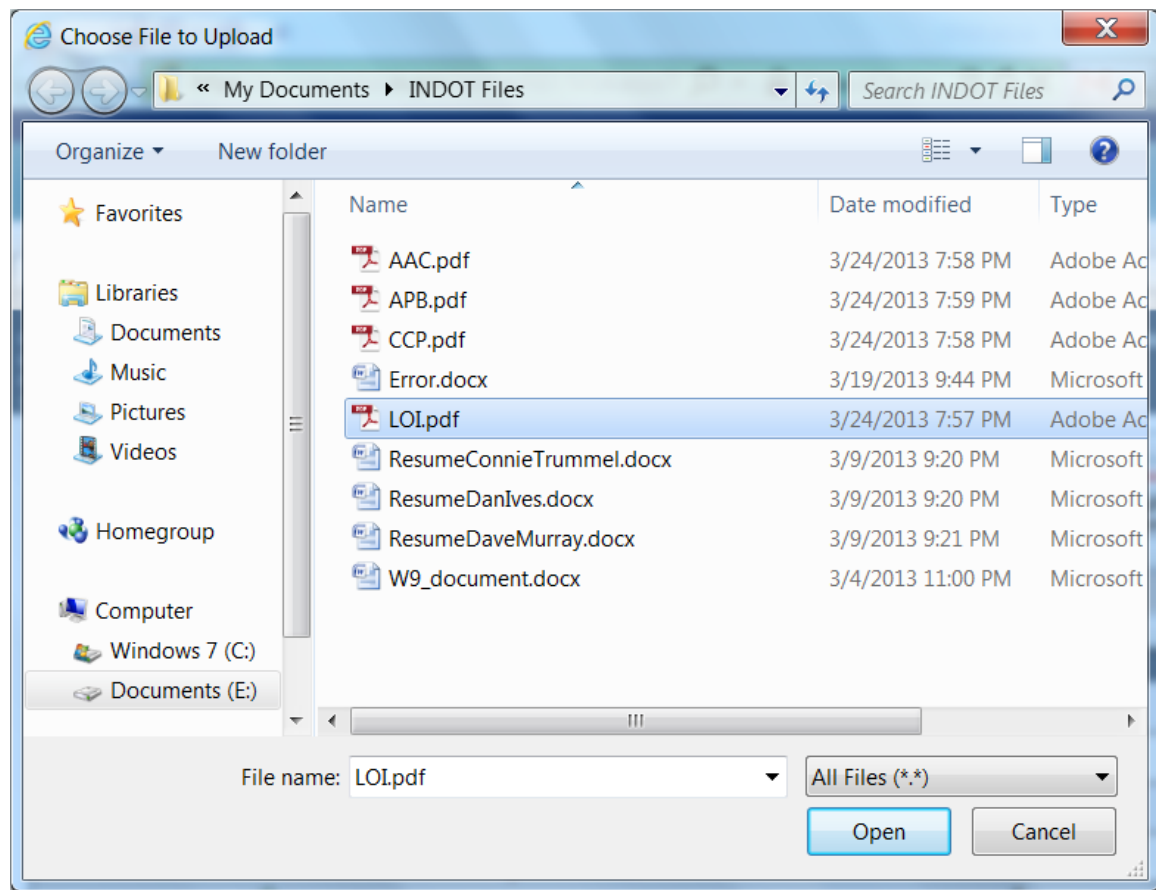
Step 1:	
Select Office Responsible for this Work	<div> <div></div> <div>100 N Senate Ave, INDIANAPOLIS, IN 46204</div> </div>

Step Two – Attach Required Documents

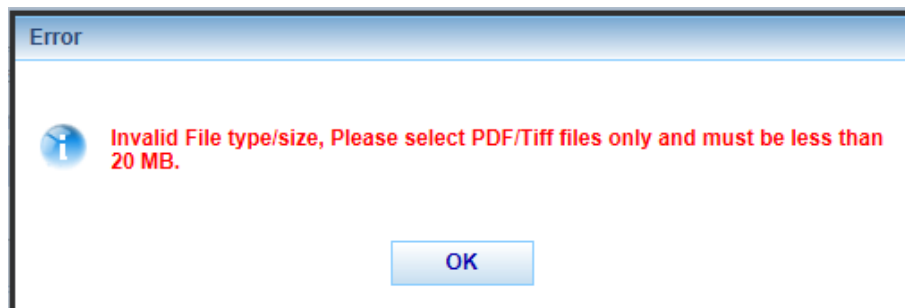
The next step is to upload the required documentation. Click the **Select File** button next to the appropriate document type to begin the upload process.


Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).	
Document Type	
Letter of Interest (LOI)	Select File
Affirmative Action Certificate (AAC)	Select File
Current and Completed Projects (CCP)	Select File
Active and Pending Contract Balance Form (APB)	Select File


A new window will open. Navigate through the folders on your computer until you find the correct document. Click on the document and click the **Open** button to upload the document or click **Cancel** to return to the LOI Submittal screen without attaching a document.



Documents must be either .pdf or .tiff file types and under 20 MB. If the wrong file type is selected, or if the file size is over 20 MB, an error message will display. Click **OK** and then click the **Select File** button to upload a different file.




After the correct file is selected and the **Open** button is clicked, the file will begin to load. Text saying "Upload in progress..." displays and the **Processing**  icon displays while the file is uploading. Users can upload additional documents or continue working in the application while the document uploads. Only one document can be uploaded per document type.


Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).	
Document Type	
Letter of Interest (LOI)	Select File Upload in progress... 
Affirmative Action Certificate (AAC)	Select File
Current and Completed Projects (CCP)	Select File
Active and Pending Contract Balance Form (APB)	Select File




The LOI Submittal can be submitted to INDOT while a document is being uploaded. If the submit button is pressed prior to the deadline date and time the system will allow the documents that are in the process of uploading to continue to be uploaded. **DO NOT CLOSE THE BROWSER** until the uploading of all documents is complete.

Once a document is uploaded, the document name will display in place of the **Select File** button. Click on the file name to open and view the document in a new window.


Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).	
Document Type	
Letter of Interest (LOI)	LOI.pdf 
Affirmative Action Certificate (AAC)	Select File
Current and Completed Projects (CCP)	Select File
Active and Pending Contract Balance Form (APB)	Select File

A **Delete**  icon is also next to the uploaded document name. Click on **Delete** to delete the document if you wish to upload a different document for that Document Type. Click **OK** to delete the document, or click **Cancel** to return to the LOI Submittal screen without deleting the document.

Message

 **Are you sure you want to delete this document?**

Step Three – Identify Team for the LOI

The Step 3 section allows the Firm submitting the LOI to identify the firms who are part of the team associated with this LOI. The firm's name that is submitting the LOI will automatically display in the **Firm Name** column. Enter the estimated percentage of the contract the firm will complete. DBE/MBE/WBE information is pulled from the PSCS Business Registration or PSCS Prequalification application and is not editable. If the item requires Prequalification work type(s) then click the **Edit**  icon to select which work type(s) the firm submitting the LOI will perform

and identify which work types the firm submitting the LOI will be the Lead firm. See [Edit a Firm](#) for more information.


Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (pencil icon) icon to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	
Smith Jones Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total Estimated % of Contract		0 %					



The submitting firm must complete the largest percentage of work on the contract. As additional Firm(s) are added and their Estimated % is determined, the Total Estimated % of Contract field will be updated.

Add a Firm to the LOI

To add a firm to the team associated with the LOI Submittal, click the **Add New**  icon to the right of the **Lead Firm** column header. A new window will open.

Select Firm				
<input type="radio"/> Firm Name				
<input type="radio"/> Other Firm Name				
BE Type(s) if applicable				
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE				
Percent of Work on Item				
Other Services				
<i>If more than one "Other Type Services" is to be identified for the firm, place a comma between each service. Ex: Publicity, Lab Work.</i>				
Select Prequalification Work Types				
Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
	12.1 Project Management for Acquisition Services	Not Prequalified	0	
	12.2 Title Research	Not Prequalified	0	
	12.4 Appraisal	Not Prequalified	0	
	12.5 Appraisal Review	Not Prequalified	0	
	12.6 Negotiation	Not Prequalified	0	
* This color background fields are mandatory				
<div> <div>Save</div> <div>Close</div> </div>				

Begin typing any portion of the firm name into the Firm Name field. A drop down of possible matches will display under the Firm Name field; continue typing to refine the results until the desired firm name displays, then click on the firm name to select it. For example, typing **gat** returns the desired firm of **Wingate Construction**.

Select Firm

☒ Firm Name

☐ Other Firm Name

BE Type(s) if applicable
☐ DBE ☐ MBE ☐ WBE

Percent of Work on Item

Other Services

If more than one "Other Type Services" is to be identified for the firm, place a comma between each service. Ex: Publicity, Lab Work.

Select Prequalification Work Types

Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
<input type="checkbox"/>	12.1 Project Management for Acquisition Services	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.2 Title Research	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.4 Appraisal	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.5 Appraisal Review	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.6 Negotiation	Not Prequalified	0	<input type="checkbox"/>

* This color background fields are mandatory

If the additional firm cannot be found in the Firm Name field, click in the radio button next to **Other Firm Name** and type in the firm name.

Select Firm

☐ Firm Name

☒ Other Firm Name

BE Type(s) if applicable
☐ DBE ☐ MBE ☐ WBE

Percent of Work on Item

Other Services

If more than one "Other Type Services" is to be identified for the firm, place a comma between each service. Ex: Publicity, Lab Work.

Select Prequalification Work Types

Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
<input type="checkbox"/>	12.1 Project Management for Acquisition Services	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.2 Title Research	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.4 Appraisal	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.5 Appraisal Review	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.6 Negotiation	Not Prequalified	0	<input type="checkbox"/>

* This color background fields are mandatory



The name in the **Other Firm Name** field cannot match any firm names in the PSCS Portal database. If there is a match, an alert displays any possible matches. Click the green checkmark ✓ next to the firm name to select that firm for use, or click **NO** to continue. If the green checkmark is selected then the PSCS Portal firm name is moved to the **Firm Name** field.

Select Firm

☐ Firm Name

☒ Other Firm Name: Wingate

If you meant one of these firms, click the green checkmark (✓) next to the firm name or click "NO" to continue.

✓ Wingate Construction

NO

BE Type(s) if applicable: ☐ DBE ☐ MBE ☐ WBE

Percent of Work on Item:

Other Services:

If more than one "Other Type Services" is to be identified for the firm, place a comma between each service. Ex: Publicity, Lab Work.

Select Prequalification Work Types

Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
<input type="checkbox"/>	12.1 Project Management for Acquisition Services	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.2 Title Research	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.4 Appraisal	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.5 Appraisal Review	Not Prequalified	0	<input type="checkbox"/>
<input type="checkbox"/>	12.6 Negotiation	Not Prequalified	0	<input type="checkbox"/>

* This color background fields are mandatory

Save Close

If the firm has completed a PSCS Business Registration or Prequalification application, the DBE, MBE, WBE boxes will be auto populated if applicable to the firm and are not editable. Otherwise, if the firm name was entered in the "Other Firm Name" field the DBE, MBE, WBE fields are open. Click on the appropriate box to indicate if the firm is a DBE, MBE or WBE.

Enter the percentage of work the associated firm will complete, as well as any Other Services the firm may be providing. Other Services could include items such as project management or public relations assistance.

If applicable, select any Prequalification Work Types the firm will participate in by clicking in the check box in the **Selected** column. If applicable, indicate if that firm is the lead firm on a work type by clicking in the check box in the **Is Lead Firm** column. Only one firm per work type is allowed to be selected as the Lead Firm for the work type. The number of firms already selected in this LOI Submittal for a specific work type will display in the No. of Firms column.

Firm Is Not Prequalified for any Work Types

If a firm is not prequalified for any of the Work Types associated with the RFP Item, the table will be grayed out. If a firm is prequalified for a work type but their prequalification status is expired then the Work Type line will be grayed out and the **Firm Work Type Status** column will display the text **Expired**.

Select Prequalification Work Types				
Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
	12.1 Project Management for Acquisition Services	Not Prequalified	0	
	12.2 Title Research	Not Prequalified	0	
	12.4 Appraisal	Not Prequalified	0	
	12.5 Appraisal Review	Not Prequalified	0	
	12.6 Negotiation	Not Prequalified	0	

Firm Is Prequalified for Some Work Types

If the firm is prequalified for some of the work types, the available work types will appear in white with the ability to click in the **Selected** column to select the work type and the ability to click in the **Is Lead Firm** column if the associated firm will be the lead firm for the work type.

Select Prequalification Work Types				
Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
<input type="checkbox"/>	12.4 Appraisal		0	<input type="checkbox"/>
<input type="checkbox"/>	12.5 Appraisal Review		0	<input type="checkbox"/>
<input type="checkbox"/>	12.6 Negotiation		0	<input type="checkbox"/>
	12.1 Project Management for Acquisition Services	Not Prequalified	0	
	12.2 Title Research	Not Prequalified	0	

Once all information has been entered, click **Save** to save the information and return to the LOI Submittal screen. Click **Close** to return to the LOI Submittal screen without adding the additional firm. The new firm and its information will be added to the Step 3 table. Add as many additional firms as necessary, until the Total Estimated % of Contract equals 100%.

Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (✎) icon to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.							
Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	+
Smith Jones Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			✎
Wingate Construction	35.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.4 Appraisal	<input type="checkbox"/>	✎ ✕
					12.5 Appraisal Review	<input checked="" type="checkbox"/>	
					12.6 Negotiation	<input type="checkbox"/>	
Total Estimated % of Contract		35 %					

Edit a Firm

Some fields are editable directly in the Step 3 table, such as Estimate % of Contract. Type directly in the field or check boxes to make changes.

Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (✎) icon to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	+
Smith Jones Construction	65.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	✎
Wingate Construction	35.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.4 Appraisal	<input type="checkbox"/>	✎ ✕
					12.5 Appraisal Review	<input checked="" type="checkbox"/>	
					12.6 Negotiation	<input type="checkbox"/>	
Total Estimated % of Contract		100 %					

To enter Work Type information for the submitting firm, or to edit a firm at any time, click on the **Edit** ✎ icon in the far right column.

Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	+
Smith Jones Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	✎

A new window will open. The Firm Name or if applicable Other Firm Name will not be editable.

Selected Firm - Smith Jones Construction

☒ Firm Name
☐ Other Firm Name

BE Type(s) if applicable
☐ DBE ☐ MBE ☐ WBE

Percent of Work on Item
 65.00 %

Other Services

If more than one "Other Type Services" is to be identified for the firm, place a comma between each service. Ex: Publicity, Lab Work.

Select Prequalification Work Types

Selected	Work Type	Firm Work Type Status	No. Of Firms Submitted	Is Lead Firm
<input type="checkbox"/>	12.1 Project Management for Acquisition Services		0	<input type="checkbox"/>
<input type="checkbox"/>	12.2 Title Research		0	<input type="checkbox"/>
<input type="checkbox"/>	12.4 Appraisal	Not Prequalified	1	<input type="checkbox"/>
<input type="checkbox"/>	12.5 Appraisal Review	Not Prequalified	1	<input type="checkbox"/>
<input type="checkbox"/>	12.6 Negotiation	Not Prequalified	1	<input type="checkbox"/>

* This color background fields are mandatory

Save Close

Enter information as necessary and click in the desired **Work Type** and **Is Lead Firm** columns. Click **Save** to save the changes and return to the LOI Submittal screen or click **Close** to return to the LOI Submittal screen without saving the changes.

Delete a Firm


The submitting firm cannot be deleted from a LOI Submittal, but all additional firms will have a **Delete** ✕ icon once added to the LOI.

Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (✎) icon to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	+
Smith Jones Construction	65.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.1 Project Management for Acquisition Services	<input checked="" type="checkbox"/>	✎
					12.2 Title Research	<input checked="" type="checkbox"/>	
Wingate Construction	35.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.4 Appraisal	<input type="checkbox"/>	✎✕
					12.5 Appraisal Review	<input checked="" type="checkbox"/>	
					12.6 Negotiation	<input type="checkbox"/>	
Total Estimated % of Contract		100 %					

Click **OK** at the confirmation message to delete the firm, or click **Cancel** to return to the Step 3 table without deleting the firm.

Confirm Delete

 **Are you sure you want to delete this firm?**

If **OK** is selected, the firm will be removed from the table when the screen refreshes.

Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (✎) icon to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Firm Name	Estimate % of Contract	DBE	MBE	WBE	Work Type/Other Service	Lead Firm	+
Smith Jones Construction	65.00 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.1 Project Management for Acquisition Services	<input checked="" type="checkbox"/>	✎
					12.2 Title Research	<input checked="" type="checkbox"/>	
Total Estimated % of Contract		65 %					

Step Four – Total Annualized Active Pending Balance

Enter the firm's Total Annualized Active Pending Balance (APB) in the text box. If the firm does not have a APB then enter 0.

Step 4:

Enter your Total Annualized Active Pending Balance (APB)

Step Five – Update Priorities Before Submit to INDOT

Once all information has been entered, click on the **Update Priorities and Submit** button to submit the LOI for consideration.

Firm Information					
Firm Name	Smith Jones Construction	Registration/General Expiration	04/30/2013	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/30/2013	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved WorkTypes	Approved for 4 worktypes. Details	Contact Person	Jones, Sarah

[Click here to see RFP Items](#)

RFP 1302s1 Item Number 02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties		
Work Description Click here	RFP Posting Due 4/13/2013 10:00:00 AM	Time left to submit 05 Days 11 Hours 35 Minutes 36 Seconds.
PLEASE NOTE: Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.		
Step 1:		
Select Office Responsible for this Work	100 N Senate Ave, INDIANAPOLIS, IN 46204	
Step 2: Attach Required Documents: (Note: only .pdf and .tif files are accepted and each file size must be less than 20MB).		
Document Type		
Letter of Interest (LOI)	LOI.pdf	
Affirmative Action Certificate (AAC)	AAC.pdf	
Current and Completed Projects (CCP)	CCP.pdf	
Active and Pending Contract Balance Form (APB)	APB.pdf	
Step 3: Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (pencil icon) to edit a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.		
Firm Name	Estimate % of Contract	OBE MBE WBE Work Type/Other Service Lead Firm
Smith Jones Construction	65.00 %	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12.1 Project Management for Acquisition Services <input checked="" type="checkbox"/>
Wingate Construction	35.00 %	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 12.2 Title Research <input checked="" type="checkbox"/>
		12.4 Appraisal <input checked="" type="checkbox"/>
		12.5 Appraisal Review <input checked="" type="checkbox"/>
		12.6 Negotiation <input checked="" type="checkbox"/>
Total Estimated % of Contract		100 %
Step 4:		
Enter your Total Annualized Active Pending Balance (APB)	\$0.00	
* This color background fields are mandatory		
Save	Update Priorities and Submit	Close

A new window will open. Enter the priority for this RFP Item. If multiple items appear in the table, it means the firm is submitting multiple LOIs for Items on the same RFP. Reprioritize the RFP Items as needed by numbering the items in the **Current Priority** field. 1 is the highest priority. The **Current Submitted Status** column indicates if the Item is Pending or Submitted. The **Most Recent Submitted Priority** indicates the priority of items on the last submittal. The **Previously Submitted** column indicates whether the item has been previously submitted. The first Item submitted will default to 1 but may be changed. Different RFP Items cannot have the same priority.


Step 5: Update Priority Before Submit to INDOT					
Enter the Priority of the item below. If multiple items appear, re-prioritize as needed, any previously submitted items for the above RFP.					
Filter: <input type="text" value="AND"/>					
RFP Item Number	Current Priority	Current Submittal Status	Most Recent Submitted Priority	Previously Submitted	Item Description
02		Pending		No	Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties
					Submit to INDOT Close



If there are any errors either the problem field will be highlighted with a red asterisk (*) next to it, or an error window will provide notification of any problems. Click **OK** to return to the LOI and correct the issues, then click **Update Priorities and Submit** again.

Select Office Responsible for this Work *

Message

 **Total of all firms estimated % of contract should be 100%.
Unable to submit.**

OK

Submit to INDOT

Once the priorities have been entered as desired, click the **Submit to INDOT** button to submit the LOI, or click **Close** to return to the LOI Submittal screen without submitting to INDOT.

Step 5: Update Priority Before Submit to INDOT

Enter the Priority of the item below. If multiple items appear, re-prioritize as needed, any previously submitted items for the above RFP.


Filter: **AND**

RFP Item Number	Current Priority	Current Submittal Status	Most Recent Submitted Priority	Previously Submitted	Item Description
02		Pending		No	Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties


Submit to INDOT **Close**

Click **OK** at the confirmation message to complete the LOI submission.

Message

 **Submitted successfully.**


OK

Upon returning to the LOI Submittal screen, the **Save** and **Update Priorities and Submit** buttons will no longer be available. There will be a **View Submitted Items Priority** button and a **PDF**  icon next to the **Close** button.

Click **View Submitted Items Priority** to view the priority designation of all submitted RFP items for the firm. Click **Close** to return to the LOI Submission screen.

Step 5: Update Priority Before Submit to INDOT

Enter the Priority of the item below. If multiple items appear, re-prioritize as needed, any previously submitted items for the above RFP.

Filter: **AND** 

RFP Item Number	Current Priority	Current Submittal Status	Most Recent Submitted Priority	Previously Submitted	Item Description
02	1	Submitted	1	Yes	Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties

Close

Click the **PDF** icon to view and print a receipt of the LOI Submittal.

The information below has been submitted to the Indiana Department of Transportation. Please print this page for your records, or save a copy to your hard drive.

NOTE: In the event that changes to your original submittal becomes necessary, you will be permitted to re-submit the information more than once for the same RFP item, as long as it is PRIOR to INDOT's response due date and time. Only the latest submittal will be considered for selection.



RFP	Item	Date and Time Submitted
1302s1	02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties	04/07/2013 10:30:42 PM

Submitting Firm Name and Address	Office Responsible for this Work
Smith Jones Construction 100 N Senate Ave INDIANAPOLIS, IN, 46204 3175555555	100 N Senate Ave, INDIANAPOLIS, IN 46204 Total Annualized Active Pending Balance Amount \$0.00


Firm Name	Percentage	DBE	MBE	WBE	Work Type/Other Services	Lead
Smith Jones Construction	65.00				12.1 Project Management for Acquisition Services	✓
					12.2 Title Research	✓
Wingate Construction	35.00				12.4 Appraisal	✓
					12.5 Appraisal Review	✓
					12.6 Negotiation	✓


Submitted Forms

Firm Maintenance

The Firm Maintenance section allows the firm administrator to **Maintain a User's Application Permissions**  and to **Maintain Professional People's Details** .

Firm Maintenance

Maintain a User's Application Permissions. (Click on the icon to the right) 

Maintain Professional People's details. (Click on the icon to the right) 

Maintain a User's Application Permissions

The Application Permissions screen will display all users associated with a firm in the Application Users Table. This association is created when the users register as a member of the firm during ITAP registration. The names will display alphabetically in the format Last Name, First Name.



Name	User Name	Title	Email	Phone
Dee, Dee	DDEE01	CEO	dee@nowhere.com	(321) 321-3213 x33
Do, Ana	ADO01	CEO	ad@nowhere.com	(555) 555-5555 x5
Lo, Dan	DLO01	Department Director	dl@nowhere.com	(544) 646-4646 x654


Showing 1-3 of 3 Items Per Page 10 Prev 1 Next

Close



Instructions for common functions such as [Applying Filters](#), [Sorting](#), and [Showing More Items per Page](#) may be found in the Getting Started section.

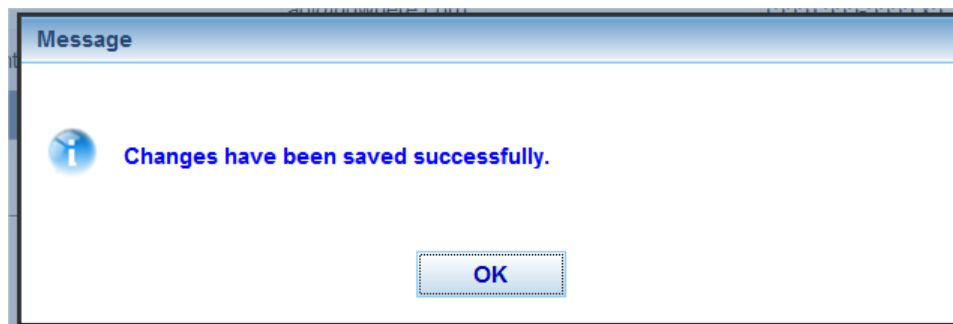
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to [Understanding the Screen](#) in the Getting Started section.

Click on the **Assign Roles**  icon to assign PSCS Portal permissions for a user. The Application Roles list will display under the Application User Table. Click in the check boxes next to the desired permission(s) to assign a role to the user. Users can have one or multiple permission levels, depending on their role within the firm. To remove permissions, click in a checked check box; the box should change from checked to unchecked. An unchecked box means the permission is not assigned to the user.

Click **Save** to save the role assignments or click **Close** to close the Application Role(s) List without assigning permissions.

Application Roles	
Application Role(s) List	
User Name	DDEE01
Name	Dee, Dee
Assign	Description
<input type="checkbox"/>	Edit Financial-User may create, edit, sign, and submit a Financial application.
<input type="checkbox"/>	View Financial-User may only view a Financial application.
<input type="checkbox"/>	Edit General Technical-User may create, edit, sign, and submit a General and Technical application.
<input type="checkbox"/>	View General Technical-User may only view a General and Technical application.
<input type="checkbox"/>	Submit Letters of Interest-User may create, edit, and submit a Letter of Interest.
<input type="checkbox"/>	Assign Security Roles - User may assign role(s) to other firm users.
<div> <div>Save</div> <div>Close</div> </div>	

If role permissions were saved, click **OK** at the confirmation message to return to the Application User Table.






Once all role assignments are complete, click the **Close** button at the bottom of the Application User Table to return to the PSCS Portal Home Screen.




Smith Jones Construction Application Users					
Name	User Name	Title	Email	Phone	Phone Extension
Jones, Jane	JJONES03	Account Manager	jjones1@smithjones.com	3175555552	





Showing 1-1 of 1 Filter: [AND] Items Per Page: 10 Prev 1 Next

Close


Maintain Professional People's Details

The Professional People screen allows firm professionals to be added and maintained for selection in a Performance Evaluation review and assigning a firm person to be the Qualified Person (QP) for a Work Type in a Prequalification application. Once a professional is added, you can **View Details** , **Edit**  the professional's basic information, add/edit **License** .

information, make the professional's firm association **Historical**  (or **Active** ) , and **Merge**  with another professional.

Smith Jones Construction Professional People										
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Active	04/06/2013	   
Showing 1-1 of 1										
Items Per Page 10 Prev 1 Next										
Close										

Add a Professional Person

To add a new Professional Person, click on the **Add New**  icon to the right of the Status Date column. The Person Details screen will display under the Professional People Table. Enter the person's details and click **Save** to save the person or **Cancel** to return to the Professional People Table without adding the person. If saving, the screen will refresh and the new person will be added to the Professional People Table.

Person Details	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Driver's License Id	<input type="text"/>
Work Email	<input type="text"/>
Phone Number	<input type="text"/>
Middle Initial	<input type="text"/>
Suffix Name	<input type="text"/>
Driver's License State	<input type="text"/>
Title	<input type="text"/>
Phone Extension	<input type="text"/>
Save Cancel	
* This color background fields are mandatory.	



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

The PSCS Portal will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk** (*) will appear to the right of the field and the cursor will blink inside the field.

First Name	<input type="text"/>
------------	----------------------


In the Professional People Table, there are two columns not available for entry from the Person Details screen and not editable: Qualified Person Identifier and Responsible Person Identifier.

A person becomes a Qualified Person (QP) when they are selected as the representative from the firm who has the qualifications needed to meet the requirements for a work type. At that point the Qualified Person Identifier column will change from No to Yes.




A person becomes a Responsible Person (RP) once a Performance Evaluation is completed on them. This evaluation is completed after a firm is awarded work from an RFP. INDOT has

checkpoints where the person performing the work is evaluated, and at that time the Responsible Person Identifier will change from No to Yes.

Edit Details

Click the **Edit**  icon to edit basic person details. The Person Details screen will display under the Professional People Table. Edit the person's details and click **Save** to save the changes or **Cancel** to return to the Professional People Table without saving the changes. If saving, the screen will refresh and the new information will display in the Professional People Table.

Smith Jones Construction Professional People

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Active	04/06/2013	  

Showing 1-1 of 1 Items Per Page 10 Prev 1 Next

Close


Person Details

First Name	Dan	Middle Initial	
Last Name	Ives	Suffix Name	
Driver's License Id		Driver's License State	
Work Email	dives@smithjones.com	Title	PE
Phone Number	(317) 555-5557	Phone Extension	

Save Cancel

* This color background fields are mandatory.

License Information

Click the **License**  icon to add or edit professional license, active registration or certificate information for a person. The License Table will display under the Professional People Table.

Smith Jones Construction Professional People

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Active	04/06/2013	  

Showing 1-1 of 1 Items Per Page 10 Prev 1 Next

Close

Indiana Professional Licenses, Active Registrations, and Certifications


Enter applicable Indiana professional licensing board registration number and other applicable certification numbers as required.

Selected Person: Ives, Dan (7764)



Type	Id	Text	
			



Showing 1-1 of 1 Items Per Page 10 Prev 1 Next


Close


Click the **Add New**  icon to add a new license/registration/certification. The ADD screen will open in a new window. Select the type of license from the drop down and add the Identification Number (or text if **Other** is selected) and click **Save** to save the license information and return to

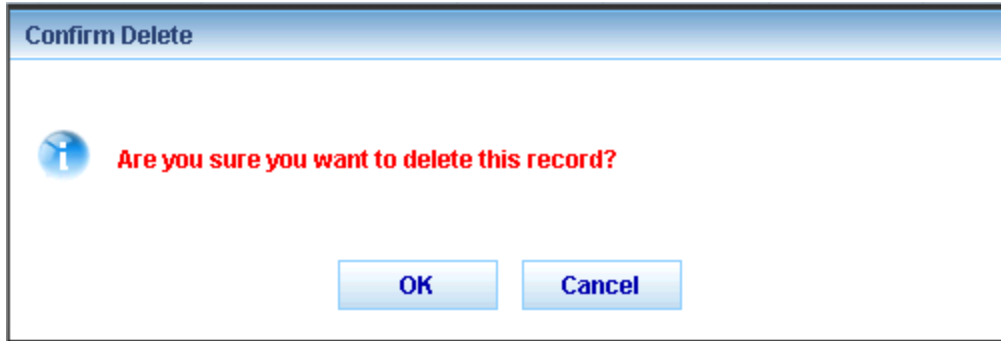
the license/registration/certification table or click **Cancel** to return to the table without saving the information.

If saving, the table will display the new license information, along with the option to **Edit**  the information or **Delete**  the license.

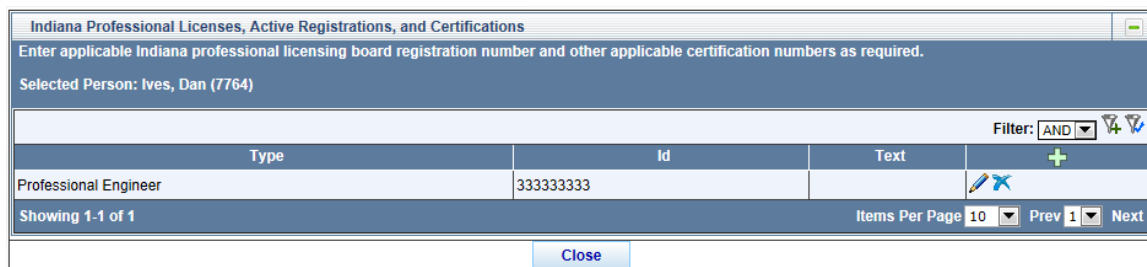
Indiana Professional Licenses, Active Registrations, and Certifications			
Enter applicable Indiana professional licensing board registration number and other applicable certification numbers as required.			
Selected Person: Ives, Dan (7764)			
Type	Id	Text	
Professional Engineer	333333333		 
Showing 1-1 of 1		Items Per Page 10	Prev 1 Next
Close			

Click the **Edit**  icon to edit an existing license/registration/certification. The EDIT screen will open in a new window. Edit the information as necessary and click **Save** to save the updated license information and return to the license/registration/certification table, or click **Cancel** to return to the table without saving the changes.


Click the **Delete**  icon to delete the license information. A confirmation window will appear. Click **OK** to delete the record and return to the license/registration/certification table or click **Cancel** to return to the table without deleting the record.



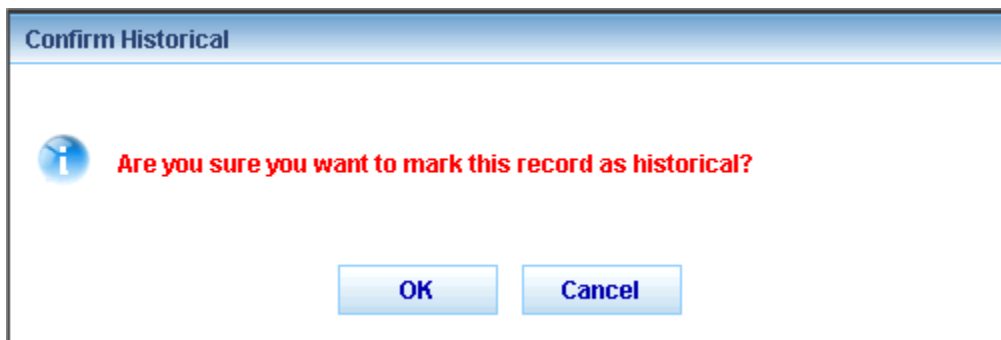
Once all license information has been added/edited for a person, click **Close** to close the license/registration/certification table.



Make Firm Association Historical

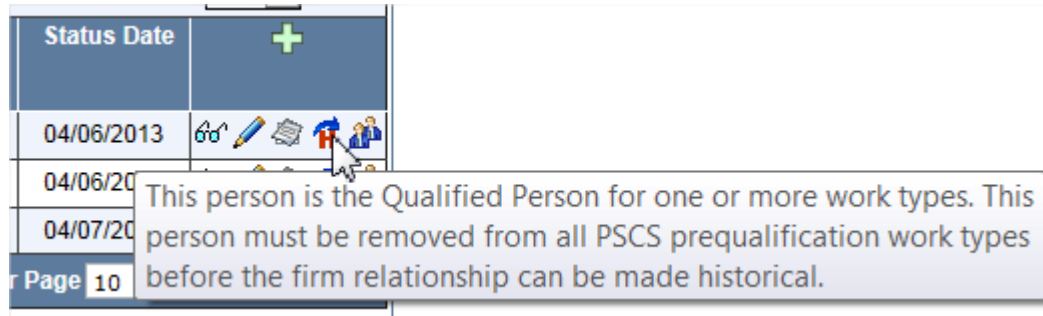
To make a professional person's firm association historical, click on the **Make Historical**  icon next to the name of the person to be made historical. A person should be made Historical when they no longer work for the firm.

A confirmation message displays. Click **OK** to confirm the change or click **Cancel** to exit without saving the changes.









People designated as a Qualified Person (QP) cannot be made historical. The person must be removed from all PSCS prequalification work types before the firm relationship can be made historical. If trying to make a QP historical, the **Make Historical** icon will be visible, but not clickable. Warning text will provide notification that the QP is associated with a prequalification work type.






The Status changes to Historical, the **Status Date** changes to the current date and the options are limited to **View Details** , **Make Active**  and **Merge** .

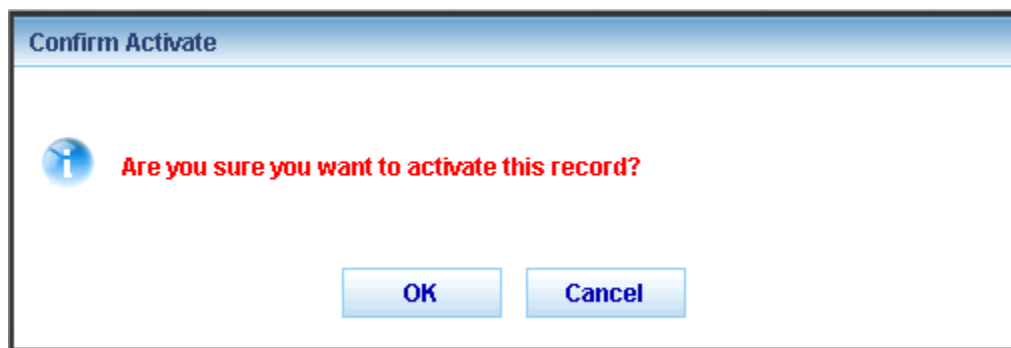
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	+
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Historical	04/06/2013	  





Make Firm Association Active





To make the professional person's firm association active again, click on the **Make Active**  icon next to the record to be made active.

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	+
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Historical	04/06/2013	  



A Confirmation message displays. Click **OK** to confirm the change or click **Cancel** to exit without saving the changes.



The **Status** changes back to Active, the **Status Date** changes to the current date, the **Edit**  and **License**  icons are available again and the **Make Historical**  icon replaces the **Make Active**  icon.

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	+
Ives, Dan	7764	dives@smithjones.com	(317) 555-5557			No	No	Active	04/06/2013	   

Merge Professional Persons

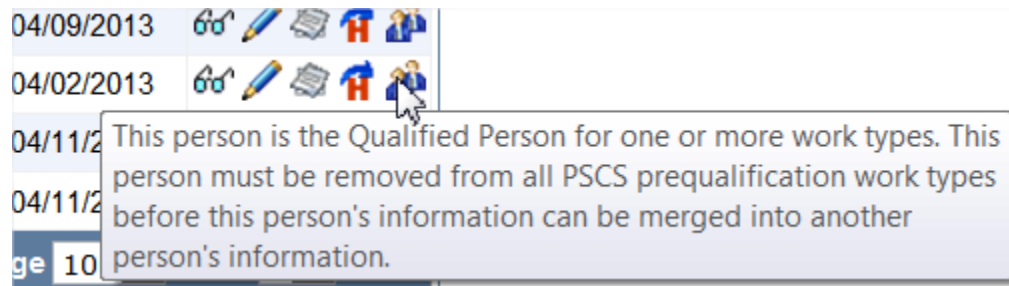
Click the **Merge**  icon to merge that professional person's profile into another existing profile. A table of available Professional Persons to merge the Merge From profile into will appear under the Professional Persons Table. Click the **Select**  icon in the row of the person to Merge Into to start the merge process, or click **Cancel** at the bottom of the page to close the Available Professional Persons Table.

When the Merge process is complete it is final and cannot be undone so be accurate with the selections.

Dana Corp Professional People



The Merge From person (the original person selected) CANNOT be a QP and CANNOT be active with another firm. The Merge From name will be deleted once the merge is complete.



The Merge Into person CAN be a QP but CANNOT be active with another firm. The Merge Into person (the second person selected) will retain their original name and profile information, and will have the Merge From profile information added to their profile.

Dana Corp Professional People

Filter: AND

Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Do, Dana	7745	dd@nowhere.com				No	Yes	Active	04/05/2013	
Doright Jr., Dudley D	7849	dd@nowhere.com	(321) 456-7798 x9	ND	231313216498798	No	Yes	Active	04/11/2013	
Farmer, Fanny D	7807	FDF@nowhere.com	(321) 321-3213			No	Yes	Active	04/09/2013	
Stoakes Sr., Jeffrey G	7708	jstoakes@nowhere.com	(317) 233-0430 x123			Yes	Yes	Active	04/03/2013	
Stoakes, Jeff	7805	jstoakes@nowhere.com				No	No	Active	04/09/2013	
Stoakes, Sarah M	7673	sstoakes@nowhere.com	(317) 232-5339	IN	BR549	Yes	Yes	Active	04/02/2013	
Wopan, Darin D	7847	wop1@nowhere.com				No	Yes	Active	04/11/2013	
Wopper, Donna	7846	wop@nowhere.com	(654) 321-3468			No	Yes	Active	04/11/2013	

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Close

Select a person to merge Stoakes, Jeff into

Filter: AND

Name	ID	Work Email	Phone	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date	
Do, Dana	7745	dd@nowhere.com				No	Yes	Active	04/05/2013	
Doright Jr., Dudley D	7849	dd@nowhere.com	(321) 456-7798 x9	ND	231313216498798	No	Yes	Active	04/11/2013	✓
Farmer, Fanny D	7807	FDF@nowhere.com	(321) 321-3213			No	Yes	Active	04/09/2013	✓
Stoakes Sr., Jeffrey G	7708	jstoakes@nowhere.com	(317) 233-0430 x123			Yes	Yes	Active	04/03/2013	✓
Stoakes, Sarah M	7673	sstoakes@nowhere.com	(317) 232-5339	IN	BR549	Yes	Yes	Active	04/02/2013	✓
Wopan, Darin D	7847	wop1@nowhere.com				No	Yes	Active	04/11/2013	✓
Wopper, Donna	7846	wop@nowhere.com	(654) 321-3468			No	Yes	Active	04/11/2013	✓


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Cancel


After the **Select** icon is clicked, the Available Professional Persons Table will be replaced with a Merge Table. The Merge From name, information and licenses will display in the Merge From Row. This is the person who will be removed from the system and their information will be transferred to the Merge Into Person. The Merge Into name, information and licenses will display in the Merge Into Row. This is the information that will be maintained after the merge process.

Merge																											
Merge From This Merge From record will be deleted after the information is combined with the "Merge Into" person below.																											
Name	Person	Phone	Work Email	Drivers License State	Drivers License	Complete Indc	Is QP	Is RP																			
Stoakes, Jeff	7805		jstoakes@nowhere.com			N	No	No																			
Merge Into After the merger, this record will contain both the information from the "Merge From" above and the information to the right. The information that will be merged is listed below:																											
Name	Person	Phone	Work Email	Drivers License State	Drivers License	Complete Indc	Is QP	Is RP																			
Stoakes Sr., Jeffrey G	7708	3172330430	jstoakes@nowhere.com			N	Yes	Yes																			
<table border="1"> <thead> <tr> <th>Licenses, Registrations, Certifications</th> <th>ID</th> <th>Degree</th> <th>Institution Name (Year Obtained)</th> <th>Project Description</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ■ All Firm Relationships ■ All Evaluations ■ All Licenses, Registrations and Certifications ■ All Project Details ■ All Education Details ■ All Employment History, Experience and Qualification Summary Details </td> <td>55555</td> <td>BS</td> <td>Butler University (1972)</td> <td rowspan="3"> new project information T- 12314 Intersection improvement. Designed sight distance correction for the intersection US 52 and SR 26 in Lafayette. This includes but was not limited to: Traffic signals Highway lighting new curb and gutter resurface intersection. B-12345 Bridge design over the Wabash River I-65 in Tippecanoe County. Designed the new process for using a concrete that will hold the winterizing spray and keep the pavement free of ice. </td> </tr> <tr> <td>Professional Engineer</td> <td>PE12345</td> <td>Master</td> <td>Purdue University (1980)</td> </tr> <tr> <td>Professional Traffic Operations Engineer</td> <td>321154654</td> <td></td> <td></td> </tr> </tbody> </table>										Licenses, Registrations, Certifications	ID	Degree	Institution Name (Year Obtained)	Project Description	<ul style="list-style-type: none"> ■ All Firm Relationships ■ All Evaluations ■ All Licenses, Registrations and Certifications ■ All Project Details ■ All Education Details ■ All Employment History, Experience and Qualification Summary Details 	55555	BS	Butler University (1972)	new project information T- 12314 Intersection improvement. Designed sight distance correction for the intersection US 52 and SR 26 in Lafayette. This includes but was not limited to: Traffic signals Highway lighting new curb and gutter resurface intersection. B-12345 Bridge design over the Wabash River I-65 in Tippecanoe County. Designed the new process for using a concrete that will hold the winterizing spray and keep the pavement free of ice.	Professional Engineer	PE12345	Master	Purdue University (1980)	Professional Traffic Operations Engineer	321154654		
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Professional Engineer	PE12345	Master	Purdue University (1980)																								
Professional Traffic Operations Engineer	321154654																										
<input type="button" value="Clear Selection"/>																											
Warning: Merge will be final and cannot be undone!																											
<input type="button" value="Merge"/> <input type="button" value="Cancel"/>																											

Click the **Clear Selection** button to clear the Merge Into name and return to the Available Professional Persons Table. Click **Cancel** to cancel the merge process entirely and return to the Professional Persons Table. To complete the merge process, click the **Merge** button. Click **OK** at the confirmation message to complete the merge process, or click **Cancel** to return to the Professional Persons Table.

Confirm Merger	
	Are you really really really sure? The merge is final!
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click **OK** at the Merge Successful confirmation message to return to the Professional Persons table.

Message	
	Merge Successful
<input type="button" value="OK"/>	

The merge process is complete and the Merge From person no longer displays in the Professional People table.

Dana Corp Professional People											
Filter: AND 											
Name	ID	Work Email	Phone Number	Driver's License State	Driver's License	Qualified Person(QP) Identifier	Responsible Person(RP) Identifier	Status	Status Date		
Do, Dana	7745	dd@nowhere.com				No	Yes	Active	04/05/2013	   	
Doright Jr., Dudley D	7849	dd@nowhere.com	(321) 456-7798 x9	ND	231313216498798	No	Yes	Active	04/11/2013	   	
Farmer, Fanny D	7807	FDF@nowhere.com	(321) 321-3213			No	Yes	Active	04/09/2013	   	
Stoakes Sr., Jeffrey G	7708	jstoakes@nowhere.com	(317) 233-0430 x123			Yes	Yes	Active	04/03/2013	   	
Stoakes, Sarah M	7673	sstoakes@nowhere.com	(317) 232-5339	IN	BR549	Yes	Yes	Active	04/02/2013	   	
Wopan, Darin D	7847	wop1@nowhere.com				No	Yes	Active	04/11/2013	   	
Wopper, Donna	7846	wop@nowhere.com	(654) 321-3468			No	Yes	Active	04/11/2013	   	
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<div>Close</div>											