Indiana Department of Transportation
PSCS Portal Version 4.0

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.

Copyright © 2012, Indiana Department of Transportation  All rights reserved.

Contact
Indiana Department of Transportation
100 North Senate Avenue
IGCN Room N725
Indianapolis, IN 46204
(317) 232-5095

Prequalification Administrator: Karen Macdonald
LOIS Administrator: Jeff Clanton
# Table of Contents

Getting Started ........................................................................................................................................ 5

Online Help Overview .......................................................................................................................... 5

Logging in to the PSCS Portal .............................................................................................................. 7

Understanding the Screen .................................................................................................................. 9

Security ................................................................................................................................................ 9

Internet Explorer Compatibility View .................................................................................................. 9

Parts of the Screen ............................................................................................................................... 10

Icon List ............................................................................................................................................... 11

Navigating in the PSCS Portal ............................................................................................................. 14

Sorting ................................................................................................................................................ 16

Filtering Information ............................................................................................................................ 17

Viewing Details ................................................................................................................................... 20

PSCS Portal Home ................................................................................................................................. 21

Firm Information .................................................................................................................................. 21

Initial Business Registration ................................................................................................................ 23

Firm Business Registration Application Functions (View, Edit, Sign, Submit, Recall, Delete an Application) .................................................................................................................................................. 23

INDOT Processes the Business Registration Application .................................................................. 25

Business Registration Modification Application ................................................................................... 26

Business Registration Expiration Dates and Renewal Application ...................................................... 26

Business Registration Fields .............................................................................................................. 27

Incorporation ....................................................................................................................................... 30

Number of Employees/Registered Professionals ................................................................................. 30

Owners, Officers, Principals and Partners ............................................................................................. 30

Office Information ............................................................................................................................... 32

Buy Indiana and Business Enterprise Sections .................................................................................... 35

Doing Business As Name ..................................................................................................................... 35

Previous Business Names .................................................................................................................... 36
Upload Documents.............................................................................................................................................. 38
Non Prequalification / Prequalification Question............................................................................................ 42
Signing, Validating and Submitting the Application............................................................................................ 42
Printing the Application ....................................................................................................................................... 44

Initial Prequalification Application.................................................................................................................... 44

Firm Prequalification Application Functions (View, Edit, Sign, Submit, Recall, Delete an Application).................. 44

INDOT Processes the Prequalification Application ............................................................................................ 47

General/Technical Modification and Renewal.................................................................................................... 47

Financial Form Renewal/Request a Different Financial Level............................................................................ 49

General Financial Information ............................................................................................................................ 51
Self-Certified ......................................................................................................................................................... 53
CPA Audit............................................................................................................................................................... 55
Cognizant Audit..................................................................................................................................................... 56
Submit the Financial Renewal/Modified Financial Form...................................................................................... 56

Prequalification Expiration Dates..................................................................................................................... 58

Prequalification Application Form – Overview .................................................................................................... 58

General Form ........................................................................................................................................................ 59
Professional Liability Insurance and Affiliated Companies and Subsidiaries ...................................................... 59
Signing and Validating the General Form ........................................................................................................... 61
General Form Modification .................................................................................................................................... 62

Technical Form .................................................................................................................................................... 64
Work Types............................................................................................................................................................ 64
Add Qualifying Person Details ............................................................................................................................ 68
QP Details ............................................................................................................................................................. 69
QP Licenses ........................................................................................................................................................... 70
QP Education ......................................................................................................................................................... 72
QP Projects ........................................................................................................................................................... 73
QP Experience ......................................................................................................................................................... 77
QP Documents.................................................................................................................................................... 77

Signing and Validating the Technical Form......................................................................................................... 78
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:**

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

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.
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: websites designed for older browsers will often look better, and problems such as out-of-place menus, images, or text will be corrected.
Parts of the Screen

Icon Bar:

- Home
- Help
- Email PSCS Portal Administrator
## Icon List

<table>
<thead>
<tr>
<th>Hover Name</th>
<th>Image</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Active</td>
<td>🔄</td>
<td>Activates a record from Historical to Active</td>
</tr>
<tr>
<td>Add Filter</td>
<td>🔍</td>
<td>Displays filter input boxes</td>
</tr>
<tr>
<td>Add New</td>
<td>🏷</td>
<td>Displays the add panel for a record</td>
</tr>
<tr>
<td>Add Qualifying Person</td>
<td>🔄</td>
<td>Add a qualifying person to a Work Type</td>
</tr>
<tr>
<td>Apply Filter</td>
<td>🔍</td>
<td>Applies (executes) a filter</td>
</tr>
<tr>
<td>Application History</td>
<td>📅</td>
<td>Displays application history</td>
</tr>
<tr>
<td>Approve</td>
<td>✅</td>
<td>Approve a Work Type</td>
</tr>
<tr>
<td>Calendar ( no hover name)</td>
<td>📅</td>
<td>Choose date from a calendar</td>
</tr>
<tr>
<td>Clear Search</td>
<td>🔄</td>
<td>Clear search criteria</td>
</tr>
<tr>
<td>Close</td>
<td>❌</td>
<td>Close a window</td>
</tr>
<tr>
<td>Collapse</td>
<td>📦</td>
<td>Collapse the Item</td>
</tr>
<tr>
<td>Create</td>
<td>✅</td>
<td>Create LOI Submittal</td>
</tr>
<tr>
<td>Delete</td>
<td>✖</td>
<td>Delete the selected record</td>
</tr>
<tr>
<td>Denial</td>
<td>📷</td>
<td>Deny a Work Type</td>
</tr>
<tr>
<td>Details</td>
<td>✍</td>
<td>Displays the Details section for a Professional Person</td>
</tr>
<tr>
<td>Documents</td>
<td>📂</td>
<td>Displays the Documents section for a Professional Person</td>
</tr>
<tr>
<td>Download</td>
<td>📄</td>
<td>Download a document</td>
</tr>
<tr>
<td>Hover Name</td>
<td>Image</td>
<td>Action</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Edit</td>
<td></td>
<td>Displays the edit panel for updating a record</td>
</tr>
<tr>
<td>Edit Pending</td>
<td></td>
<td>Edit a Pending LOI Submittal</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td>Displays the Education section for a Professional Person</td>
</tr>
<tr>
<td>Email PSCS Admin</td>
<td></td>
<td>Email PSCS Portal Support</td>
</tr>
<tr>
<td>Event Log</td>
<td></td>
<td>View Application Event Log</td>
</tr>
<tr>
<td>Excel</td>
<td></td>
<td>Allows for exporting data to Excel</td>
</tr>
<tr>
<td>Expand</td>
<td></td>
<td>Expand the Item</td>
</tr>
<tr>
<td>Experience</td>
<td></td>
<td>Displays the Experience section for a Professional Person</td>
</tr>
<tr>
<td>Financial</td>
<td></td>
<td>Make changes to Financial information</td>
</tr>
<tr>
<td>Help</td>
<td></td>
<td>Displays the help document for a specific topic</td>
</tr>
<tr>
<td>Historical</td>
<td></td>
<td>Marks a record as historical</td>
</tr>
<tr>
<td>Home</td>
<td></td>
<td>Displays the PSCS Portal Home screen</td>
</tr>
<tr>
<td>License</td>
<td></td>
<td>Displays panel of license information</td>
</tr>
<tr>
<td>Licenses</td>
<td></td>
<td>Displays the Licenses section for a Professional Person</td>
</tr>
<tr>
<td>Maintain Professional People’s Details</td>
<td></td>
<td>Displays the Professional People’s Details screen</td>
</tr>
<tr>
<td>Maintain User Application Permissions</td>
<td></td>
<td>Displays the User Application Permissions screen</td>
</tr>
<tr>
<td>Maximize</td>
<td></td>
<td>Maximize a window</td>
</tr>
<tr>
<td>Merge</td>
<td></td>
<td>Displays panel list of name of persons responsible for deliverable to merge into from the Merge From person</td>
</tr>
<tr>
<td>Hover Name</td>
<td>Image</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Minimize</td>
<td></td>
<td>Minimize a window</td>
</tr>
<tr>
<td>Modify</td>
<td></td>
<td>Modify an accepted application</td>
</tr>
<tr>
<td>QP Details</td>
<td></td>
<td>View QP details in report format</td>
</tr>
<tr>
<td>PDF</td>
<td></td>
<td>View a Report</td>
</tr>
<tr>
<td>Print</td>
<td></td>
<td>Print the current window contents</td>
</tr>
<tr>
<td>Processing, please wait</td>
<td></td>
<td>Indicates that an action is taking place</td>
</tr>
<tr>
<td>Projects</td>
<td></td>
<td>Displays the Projects section for a Professional Person</td>
</tr>
<tr>
<td>Recall</td>
<td></td>
<td>Recall a submitted Business Registration Application</td>
</tr>
<tr>
<td>Receive</td>
<td></td>
<td>Mark an application as Received</td>
</tr>
<tr>
<td>Refresh Lat Long</td>
<td></td>
<td>Refreshes the Latitude and Longitude of a physical address</td>
</tr>
<tr>
<td>Remove Event</td>
<td></td>
<td>Remove an event from the Event Log</td>
</tr>
<tr>
<td>Remove Filter</td>
<td></td>
<td>Removes filter input boxes</td>
</tr>
<tr>
<td>Remove Work Type</td>
<td></td>
<td>Removes Work Type from table</td>
</tr>
<tr>
<td>Renewal</td>
<td></td>
<td>Renew an existing application</td>
</tr>
<tr>
<td>Replace</td>
<td></td>
<td>Replace an uploaded document</td>
</tr>
<tr>
<td>Resubmit</td>
<td></td>
<td>Resubmit a denied application element</td>
</tr>
<tr>
<td>Save Search</td>
<td></td>
<td>Save selected search criteria</td>
</tr>
<tr>
<td>Saved Search List</td>
<td></td>
<td>Displays a list of previously saved searches</td>
</tr>
</tbody>
</table>
### Hover Name

<table>
<thead>
<tr>
<th>Hover Name</th>
<th>Image</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td><img src="image" alt="Search" /></td>
<td>Search for an Application</td>
</tr>
<tr>
<td>Select</td>
<td><img src="image" alt="Select" /></td>
<td>Select a specified record</td>
</tr>
<tr>
<td>Set Work Type as Pending</td>
<td><img src="image" alt="Set Work Type as Pending" /></td>
<td>Set an approved/denied work type as pending</td>
</tr>
<tr>
<td>Upload</td>
<td><img src="image" alt="Upload" /></td>
<td>Upload a document into the system</td>
</tr>
<tr>
<td>View</td>
<td><img src="image" alt="View" /></td>
<td>View Business Registration Application</td>
</tr>
<tr>
<td>View</td>
<td><img src="image" alt="View" /></td>
<td>View LOI Submittal</td>
</tr>
<tr>
<td>View Details</td>
<td><img src="image" alt="View Details" /></td>
<td>Displays all data fields for a record</td>
</tr>
<tr>
<td>View Documents</td>
<td><img src="image" alt="View Documents" /></td>
<td>Display documents associated with a QP</td>
</tr>
<tr>
<td>Work Type Firms</td>
<td><img src="image" alt="Work Type Firms" /></td>
<td>View firms associated with a Work Type</td>
</tr>
<tr>
<td>Work Type History</td>
<td><img src="image" alt="Work Type History" /></td>
<td>Displays Work Type history</td>
</tr>
</tbody>
</table>

### Navigating in the PSCS Portal

#### Panel Pages

Use the **Next** button and **Previous** 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 List.

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

<table>
<thead>
<tr>
<th>Items Per Page</th>
<th>10</th>
<th>25</th>
<th>50</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This example shows a Panel displaying 25 items per page.
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.

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

![Filtering Information Panel]

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.

![Filtering Information Panel with Status selected]

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

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

<table>
<thead>
<tr>
<th>Operator</th>
<th>Comparison</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIKE</td>
<td>Like</td>
<td>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.</td>
</tr>
</tbody>
</table>
The completed Filter is shown below.

The filtered list of 9 records is shown below.

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.
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.

![Filter: AND OR 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Work Email</th>
<th>Phone Number</th>
<th>Driver's License State</th>
<th>Driver's License</th>
<th>Qualified Person(GP) Iden</th>
<th>Responsible Person(GP) Iden</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas, Connie</td>
<td>7570</td>
<td><a href="mailto:ctomasollo@smithjones.com">ctomasollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Thomas, John</td>
<td>7543</td>
<td><a href="mailto:jthomasollo@smithjones.com">jthomasollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Smith, Steff</td>
<td>7569</td>
<td><a href="mailto:ssmithollo@smithjones.com">ssmithollo@smithjones.com</a></td>
<td></td>
<td>3175555556</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Expired</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Nielson, Matt</td>
<td>7567</td>
<td><a href="mailto:mniesnollo@smithjones.com">mniesnollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Murray, Dave</td>
<td>7571</td>
<td><a href="mailto:dmurrayollo@smithjones.com">dmurrayollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Luer, Sarah</td>
<td>7504</td>
<td><a href="mailto:slerollo@smithjones.com">slerollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Johnson, Jane</td>
<td>7582</td>
<td><a href="mailto:jjohnnollo@smithjones.com">jjohnnollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Lee, Dan</td>
<td>7508</td>
<td><a href="mailto:dleello@smithjones.com">dleello@smithjones.com</a></td>
<td>3175555516</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Expired</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Hill, Lamee</td>
<td>7563</td>
<td><a href="mailto:lhilleollo@smithjones.com">lhilleollo@smithjones.com</a></td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Hardy, Lee</td>
<td>7566</td>
<td><a href="mailto:lhhardyollo@smithjones.com">lhhardyollo@smithjones.com</a></td>
<td></td>
<td>3175555000</td>
<td>NC</td>
<td>No</td>
<td>No</td>
<td>Expired</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Done, Dale</td>
<td>7542</td>
<td><a href="mailto:sdoneollo@smithjones.com">sdoneollo@smithjones.com</a></td>
<td>3175555555</td>
<td>3123456789</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Expired</td>
<td>03/06/2013</td>
</tr>
<tr>
<td>Danks, Robert</td>
<td>7565</td>
<td><a href="mailto:stansollo@smithjones.com">stansollo@smithjones.com</a></td>
<td></td>
<td>3175555557</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Active</td>
<td>03/06/2013</td>
</tr>
</tbody>
</table>

Showing 6 of 12
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.

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.
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
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

<table>
<thead>
<tr>
<th>Firm Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
</tr>
</tbody>
</table>

COMPLETED BUSINESS REGISTRATION – No Prequalification

<table>
<thead>
<tr>
<th>Firm Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
</tr>
<tr>
<td>Prequalification Required</td>
</tr>
<tr>
<td>Prequalification Status</td>
</tr>
<tr>
<td>Registration/General Expiration</td>
</tr>
</tbody>
</table>

COMPLETED BUSINESS REGISTRATION – Prequalification

<table>
<thead>
<tr>
<th>Firm Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
</tr>
<tr>
<td>Prequalification Required</td>
</tr>
<tr>
<td>Prequalification Status</td>
</tr>
<tr>
<td>Registration/General Expiration</td>
</tr>
</tbody>
</table>

COMPLETED PREQUALIFICATION REGISTRATION

<table>
<thead>
<tr>
<th>Firm Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
</tr>
<tr>
<td>Prequalification Required</td>
</tr>
<tr>
<td>Prequalification Status</td>
</tr>
<tr>
<td>Registration/General Expiration</td>
</tr>
<tr>
<td>Technical Expiration</td>
</tr>
<tr>
<td>Approved WorkTypes</td>
</tr>
<tr>
<td>Highest Financial Level</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Approved WorkTypes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Type Code</td>
</tr>
<tr>
<td>5.1</td>
</tr>
<tr>
<td>8.2</td>
</tr>
<tr>
<td>9.2</td>
</tr>
</tbody>
</table>

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

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.

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.

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.

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.

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.

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.

**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.
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.

---

**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.

---

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

**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 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.
The screenshot shows a section of a document related to the Indiana Department of Transportation. It includes a table and a section on business enterprise programs. The table lists various office types with associated physical addresses, contact names, and phone numbers. There is also a section on business enterprise programs with options to select MBE, WBE, or DBE. Additionally, there is a note about business registration processes, including steps for submitting an application and ensuring all necessary information is accurate. The document appears to be a guide or form for business registration within the transportation department.
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.

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.

**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.

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.
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.

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

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.
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.

![Confirm Delete](image)

**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.
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.
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.

![EDIT Screen](Image)

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](Image)
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.

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.

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.

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

![Edit Screen](image)

*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.

![Delete Confirmation](image)

**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.

![Add Business Name](image)

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

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.

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.
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.

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.

Click the Download (View) 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.

![File Download dialog]

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.

![Select a file to upload]

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.
Confirm Delete

Are you sure you want to delete this record?

OK  Cancel

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.

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.

Sign, 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

* 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.

General Information Form has been signed by Jones, Sarah on 4/5/2013 9:33:36 PM

Click here for a printable copy

* 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.

The Business Registration Form must be signed by clicking on the “I affirm” statement checkbox.

Once all steps are green, click the Submit button

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.
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.

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.

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.

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.

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.
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.

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.

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.

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.
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.

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.
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.

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.

<table>
<thead>
<tr>
<th>Select a Financial Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you submitting financial information for fiscal year ending 12/31/2012?</strong></td>
</tr>
<tr>
<td><img src="image" alt="Yes" /> <img src="image" alt="No" /></td>
</tr>
<tr>
<td>I want to modify the last submitted application. Possible reasons for the modification are:</td>
</tr>
<tr>
<td>- Request a different Financial Level.</td>
</tr>
<tr>
<td>- Partial Year Financial.</td>
</tr>
<tr>
<td>- Acquisition/Merger Transaction has occurred.</td>
</tr>
<tr>
<td>- Other</td>
</tr>
<tr>
<td><strong>Comment</strong></td>
</tr>
</tbody>
</table>

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.

**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.
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?**
   - [ ] Cash
   - [x] Accrual

2. Attach the schedule of indirect costs.

3. Enter the proposed indirect cost rate in a percent amount.
   - [%] 0.00

4. Is the Facility Capital Cost of Money schedule completed?
   - [ ] 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?
   - [ ] Yes

10. Did a related party own capital assets rented and/or leased by the firm?
    - [ ] Yes
    - Attached 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 contributites.

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).


21. Other comments regarding consultant firm submittal for financial prequalification at Self Certified level.

---

*This entire background text is mandatory.*

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.

Save Close

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

<table>
<thead>
<tr>
<th>CPA Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attach Indirect Cost Schedule with independent Auditor’s Report.</td>
</tr>
<tr>
<td>2. Enter contact information for CPA firm.</td>
</tr>
<tr>
<td>CPA Firm name</td>
</tr>
<tr>
<td>CPA Firm Contact person</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>3. Enter the Proposed indirect cost rate in a percent amount.</td>
</tr>
<tr>
<td>% (099.99)</td>
</tr>
<tr>
<td>4. Is the Facility Capital Cost of Money schedule completed?</td>
</tr>
<tr>
<td>Attached Facility capital cost of money schedule.</td>
</tr>
<tr>
<td>5. Attach ETUCO 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.</td>
</tr>
<tr>
<td>6. Attach a description of the firm’s bonus policy, indicating the measurable and verifiable attributes and/or assertion that bonuses are FAR allowable.</td>
</tr>
<tr>
<td>7. Adjust indirect cost schedule for direct/indirect personal use of vehicle operating costs, or submission of an audited mileage rate.</td>
</tr>
<tr>
<td>8. Did this Consultant firm use contract/purchased labor during the fiscal year?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>9. Does Employee savings or retirement plan include discretionary or profit sharing contributions (48 CFR, Part 31.205-4(b)(j))?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>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 VIII and XIV of the AASHTO Uniform Audit and Accounting Guide.</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>11. Attach a Signed Copy of Consultant CPA engagement form attachment and acknowledgement.</td>
</tr>
<tr>
<td>12. Other comments regarding consultant firm submission for financial prequalification at CPA Audit level.</td>
</tr>
</tbody>
</table>

*This color background fields are mandatory*

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.

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

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.

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.
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.

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

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

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.

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

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.
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.

**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.

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.
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.

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.
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.
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 Form

- **Quick Tips** for filling out the Technical Prequalification Application:
  - Use the **ADD** icon to add a new work type.
  - Select a predefined work type or choose 16:1 for specially listed.
  - If requesting 16:1, add a brief description of this type of work in the `Work Type Description` field.
  - The firm must associate qualified persons to each work type by clicking on the **ADD** 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 **ADD** icon next to the person's 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 with the work type requested is required to submit the application.
  - Provide a brief summary of the qualifying person's employment history, experience, and qualifications.
  - Use the **ADD** icon to remove a qualified person from a work type.
  - Use the **ADD** icon to remove a work type.
  - Use the **ADD** icon to view or print a qualified person's details.

- **Application Work Types**

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** icon to the right of the **Qualifying Persons** column to add a new **Work Type**.

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.
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**.

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**.

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.
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.

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.”
Add Qualifying Person Details
Click the Edit icon next to the Qualifying Person to add all required Qualifying Person details.

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.
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.
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.

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

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.

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.
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.

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

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.

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.

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 Assigend** column to add new **Project** information.

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.
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.

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.

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

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.
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.

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

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

**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.

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.

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**.
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 "Unsign" checkbox on the bottom of the application.

Quick Steps for filling out the Technical Prequalification Application:

- Use the ( ) to add a new work type.
- Select a predefined work type or choose F-S for specially rated.
- F-Requiring F-S, add a brief description of the type of work in the textbox.
- The firm must assemble at least one 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's 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. All inactive project associated to the work-type(s) requested is required to submit the application.
- Provide a brief summary of the qualifying person's 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**

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Work Type Description</th>
<th>Status</th>
<th>QP Min/Max</th>
<th>Qualifying Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ill</td>
<td>Complex Roadway Design</td>
<td>Pending</td>
<td>3/2</td>
<td>McGraw, Dan</td>
</tr>
<tr>
<td>Ill</td>
<td>Level 2 Bridge Design</td>
<td>Pending</td>
<td>3/2</td>
<td>McGraw, Dan</td>
</tr>
</tbody>
</table>

View All Technical Documents

To sign, click the "Unsign" statement checkbox when all information is completed.

If the entered information does not validate, the "Unsign" 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 Joe, Sarah on 4/24/2013 9:45:45 PM

Click here to print the Technical Application.

Click here to print Qualification Person Information.

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 "Unsign" checkbox on the bottom of the 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.

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.

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

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.
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.

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.
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.
### Financial Information Form: Signed

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.

#### Initial Prequalification

Financial Information is required for all firms, and approval allows the Firm as 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.

(After approval of the Limited Services level by the Prequalification Division, firms may submit full financial information for the additional levels of Small, Certified, DBE, Audit, or Conglomerate. The full financial submittal is evaluated by External Audit.)

### Limited Services And Unit Price Services

<table>
<thead>
<tr>
<th>1. Federal ID</th>
<th>353334444</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Our most recently completed fiscal year ended on</td>
<td>2012</td>
</tr>
<tr>
<td>3. The total of all wages and salaries for that fiscal year is:</td>
<td>123456</td>
</tr>
<tr>
<td><strong>Total of all wages and salaries for that fiscal year is:</strong></td>
<td><strong>123456</strong></td>
</tr>
<tr>
<td>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 FAKT. It is important to determine whether compensation paid on either a &quot;Profit Sharing&quot; or &quot;Salary Sharing&quot; arrangement is allowable under the FAKT and that &quot;Guaranteed&quot; payments not clearly related to and supported by bona fide work done on services performed are generally unallowable and have not been included in the calculation of annual total wages.</td>
<td></td>
</tr>
</tbody>
</table>

---

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: Wingfield, Sarah

### Application Submit

**Application Type: Initial Prequalification**

Steps to submit the application: (the fields in red still need to be accomplished; once it turns green the application 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.
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.

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.

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.
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.

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.

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.
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.

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.

**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.
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.

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.
There is already a submitted LOI for this item. Click on OK to create a new submittal. Only the last submittal received prior to the deadline will be considered.

OK  Cancel

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.
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.
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.
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.

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.

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.

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 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.

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.
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.

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.

**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.

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.

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.
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.
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.

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

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**.
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.

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%.

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.
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.

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

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

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

**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 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.
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.
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.

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.

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

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

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

---

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.

<table>
<thead>
<tr>
<th>RFP Item Number</th>
<th>Current Priority</th>
<th>Current Submittal Status</th>
<th>Most Recent Submitted</th>
<th>Previously Submitted</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10122</td>
<td></td>
<td>Submitted</td>
<td>1</td>
<td>Yes</td>
<td>Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RFP Item Number</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13021</td>
<td>02 - Real Estate Acquisition Services for PR 69, New Interstate Construction Project in Monroe and Morgan counties</td>
</tr>
<tr>
<td></td>
<td>Date and Time Submitted: 04/07/2013 10:30:42 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitting Firm Name and Address</th>
<th>Office Responsible for this Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Jones Construction</td>
<td>100 N Senate Ave, INDIANAPOLIS, IN, 46204</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Annualized Active Pending Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Percentage</th>
<th>DBE MBE WBE</th>
<th>Work Type/Other Services</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith Jones Construction</td>
<td>65.00</td>
<td></td>
<td>12.1 Project Management for Acquisition Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.2 Title Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.4 Appraisal</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.5 Appraisal Review</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12.6 Negotiation</td>
<td></td>
</tr>
<tr>
<td>Wingate Construction</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

Last Save Date: 4/25/2013
Author: Sarah Wingfield
Version: 4.0
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.

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 with in 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.
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.

**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.

---

### 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.

---

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.

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.

**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.

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.

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**.

### 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.

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.
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.
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.

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.
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.

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

The merge process is complete and the Merge From person no longer displays in the Professional People table.
<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Work Email</th>
<th>Phone Number</th>
<th>Driver's License</th>
<th>Qualified Person ID</th>
<th>Responsible Person ID</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do, Dana</td>
<td>7746</td>
<td><a href="mailto:ds@nowhere.com">ds@nowhere.com</a></td>
<td>(321) 456-7789</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>04/05/2013</td>
</tr>
<tr>
<td>Doughty, Dudley</td>
<td>7649</td>
<td><a href="mailto:dd@nowhere.com">dd@nowhere.com</a></td>
<td>(321) 456-7789</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Active</td>
<td>04/10/2013</td>
</tr>
<tr>
<td>Farmer, Frank</td>
<td>7607</td>
<td><a href="mailto:FDF@nowhere.com">FDF@nowhere.com</a></td>
<td>(321) 321-3213</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Active</td>
<td>04/09/2013</td>
</tr>
<tr>
<td>Stokes, Jeffry</td>
<td>7708</td>
<td><a href="mailto:jstokes@nowhere.com">jstokes@nowhere.com</a></td>
<td>(317) 220-0450</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>04/05/2013</td>
</tr>
<tr>
<td>Stokes, Sarah M</td>
<td>7673</td>
<td><a href="mailto:sstokes@nowhere.com">sstokes@nowhere.com</a></td>
<td>(317) 220-6220</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>04/22/2013</td>
</tr>
<tr>
<td>Wagoner, Dave D</td>
<td>7647</td>
<td><a href="mailto:wag@nowhere.com">wag@nowhere.com</a></td>
<td>(317) 220-6220</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Active</td>
<td>04/11/2013</td>
</tr>
<tr>
<td>Wopker, Debra</td>
<td>7640</td>
<td><a href="mailto:wop@nowhere.com">wop@nowhere.com</a></td>
<td>(654) 321-3468</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Active</td>
<td>04/13/2013</td>
</tr>
</tbody>
</table>