



Submitting DAPW Documents and Forms Via the Access Gov System

First, go to in.accessgov.com/dapw

Log in. To submit DAPW forms via the Access Gov system, you will need to be logged in, which will require you to set up an account for the first time. It is recommended that vendors establish a primary account that is associated with a position within the company as opposed to a specific individual so that you may have a default account. It will be the responsibility of the vendor to maintain their own login information and to update it as needed and when appropriate.

After you log in, you will come to DAPW's landing page:

IN.gov

Search Home Directory Caleb Slocum

My Forms

To Do In Progress Done

You do not currently have any items to do.

Indiana Department of Administration Public Works

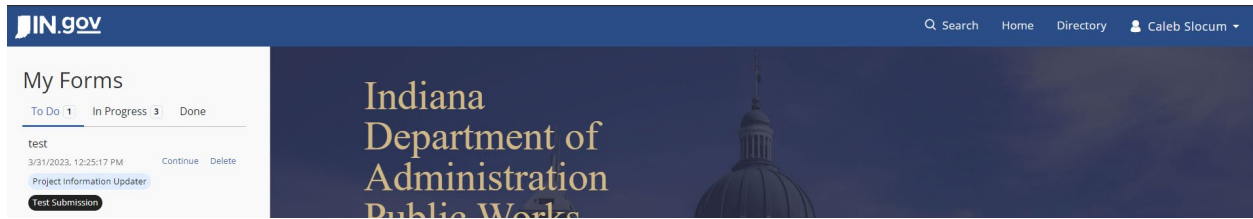
DAPW is the managing division of nearly all building construction and maintenance projects for the state of Indiana. This work includes the evaluation of construction proposal feasibility, project design, advertising, public bidding as well as contract awards and management.

Who Are You?

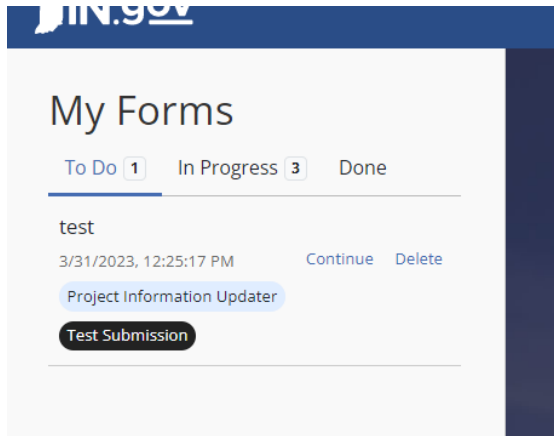
- Contractor / Sub-Contractor
- Designer / Architect / Other Professional
- Project Manager / Other State Employee

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LANDING PAGE COMPONENTS:



My Forms:



My Forms are comprised of To Do, In Progress and Done.

To Do: These are forms that you've started but have yet to submit. You can select continue in order to complete your submission or to cancel your submission by selecting Delete.

In Progress: These are forms that you've submitted that are going through the review/processing phases. Here you will have the option to download your submission into a pdf format, any pdfs generated through the application process, any attachments you may have included in your application, or all the above.

Done: These are forms that you've submitted that have completed gone through the submission, review, and processing phases. Just like with the In Progress items, you'll be able to download a series of documents associated with your previous submissions here.

Navigation Bar:

Search: Will allow you to look for publicly accessible forms via the use of keywords.

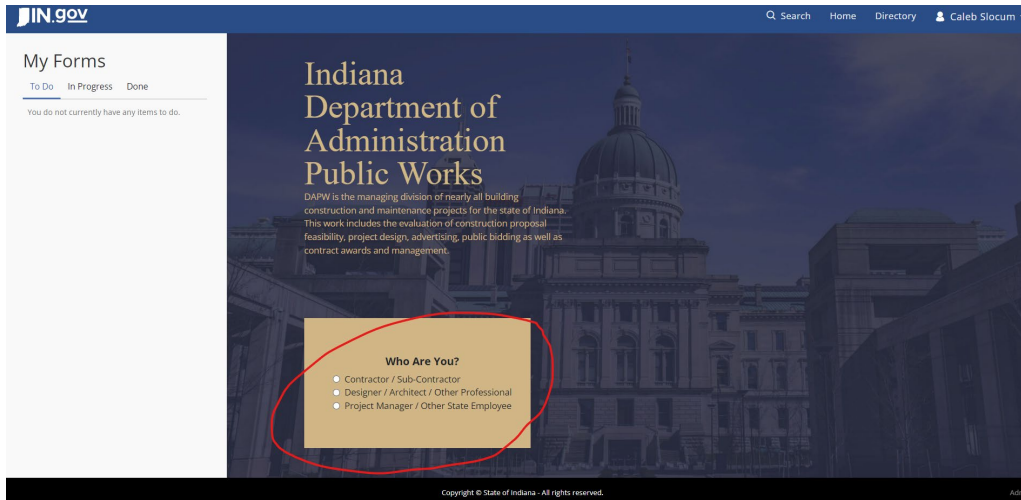
Home: Will return you to the landing page.

Directory: Will allow you to see listing of forms, with the ability to filter forms out via the selection of tags.

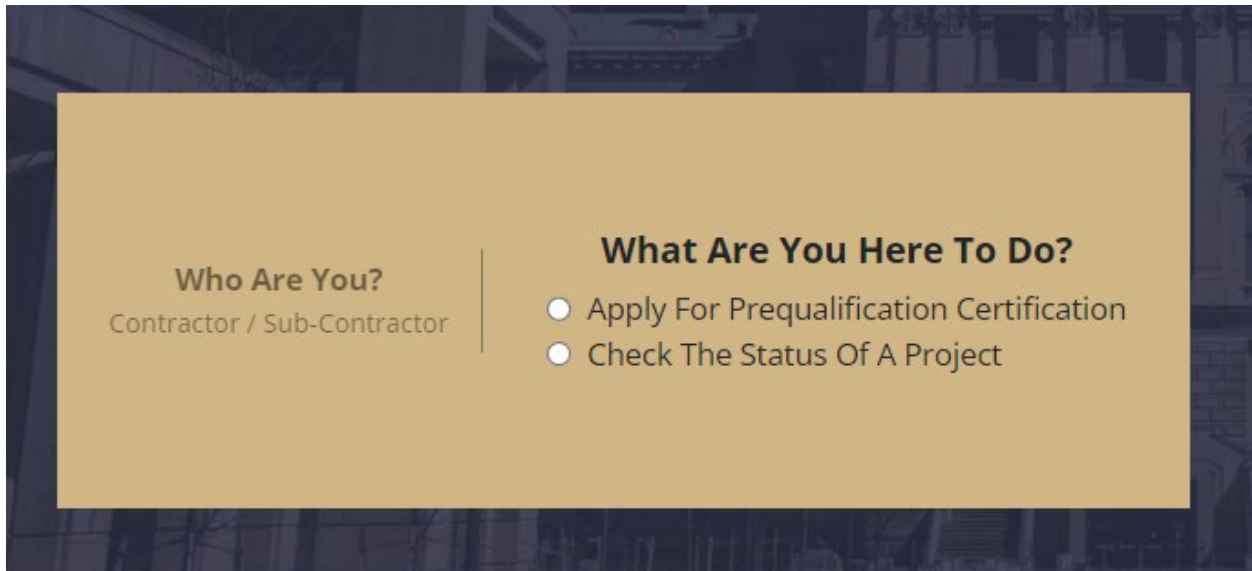
Your name: This will allow you to log out or access additional screens, if granted those privileges by the system administrators.

FORM SUBMISSION:

To submit a new form, use the guide found at the bottom of the page.



After selecting who you are, the system will ask you what you are wanting to do. You will have a series of options but at the time of program launch, you will be restricted to either applying for prequalification certification or checking on the status of a project.



CHECKING PROJECT Status

Select “Check The Status Of A Project”

Project Status Viewer

Log In	Name *	<input type="text"/>
Prime Project Data	Email Address *	<input type="text"/>
Financial Data		
Contractor Data		
Designer Data	<input type="button" value=" < Previous"/>	<input type="button" value=" Home"/>
		<input type="button" value=" Next >"/>

Type in your name and email address as provided in your firm’s prequalification certification packet. If you weren’t included in that document, your company hasn’t submitted one yet, or if you mistype either piece of information, the system will treat you as having submitted a form and send you back to the landing page.

After logging in to the viewer, you will be presented with a table of projects associated with your firm. Select the project you wish to check on from the table. This will populate the data in the following pages. Through this viewer, you can see prime project data, financial information, contractor information and designer information.

NOTE: At the time of launch, many project’s status tables will be blank. As time progresses and more forms are added to the system, these tables will become more accurate and complete.

APPLYING FOR PREQUALIFICATION CERTIFICATION

As you go through the process, you will have a set of options at the bottom of each page: Previous, Save and Exit, Next, Submit Application and Delete.

Working Districts	<input type="button" value=" < Previous"/>	<input type="button" value=" Save and Exit"/>	<input type="button" value=" Next >"/>
Affirmation			
Review			

Previous: Will take you to the tab that you were just viewing.

Save and Exit: Will allow you to save your progress on the form and exit the application. This will allow you to return to the access gov site later and resume your application.

Next: Will bring you to the following tab.

Submit Application: Will send in your form to either the Certification Board or a member of DAPW for review.

Delete: Will exit the application and completely remove the progress you've made on the form from your work history.

Contractor Prequalification Application

Introduction	Welcome to DAPW's Contractor Prequalification Application!
Certification Information	Please enter the information required in each step to complete your registration. Use the navigation buttons "Next" and "Previous" to move between steps. Once completed you may submit your application. You will receive an email notification confirming your submission.
Company Information	After you login with Access Indiana and begin your registration, you may save any information entered and return to complete it at any time.
General Instructions For Prequalification	Begin Application >
Work in Which The Firm Specializes	
Office Locations	Home
Organization and Business Types	
Corporation and Joint Venture Information	
Additional Information	
Additional Information, Continued	
Surety Statement	

Both the Contractor and Designer Applications will have an introduction screen like the one depicted above.

This form will be blank the first time you submit the form but will repopulate previously submitted information on subsequent submissions. If your company has been previously registered, you may find that some of this data may be filled in for you as well. If any of the fields are auto filled, it is your responsibility to review the information for accuracy and adjust where appropriate.

Fields that are required to be filled will be indicated with a red asterisk. If you leave these fields blank, the system will not allow you to submit your application.

Radio Buttons: Throughout the form, there will be questions that utilize radio buttons to denote options. In these cases, you can only select one of the provided choices. If more than one could apply, choose the one that bears the most weight for your firm.

Checkboxes: Throughout the form, there will be questions that utilize check boxes to denote options. In these cases, you can select multiple options. Select all that apply.

Conditional Regions: Throughout the form, you will find that some questions, text boxes or file upload boxes only appear if certain options are selected, or keywords are entered. In these cases, the conditional regions are normally required, and the system will not allow you to submit if these fields are left blank.

Repeatable Regions: Throughout the document, several locations allow you to select multiple options from a drop-down menu or through grouped text boxes. In these cases, you will need to select the “Additional Entry” button. Below is an example for the Additional Entry button as used by the specialties list selector.

List of Specialties



The screenshot shows a form field labeled "Specialization" with an information icon and a red asterisk. The dropdown menu is open, showing "-- Select an option --". Below the dropdown is a button labeled "+ Additional Specialization".

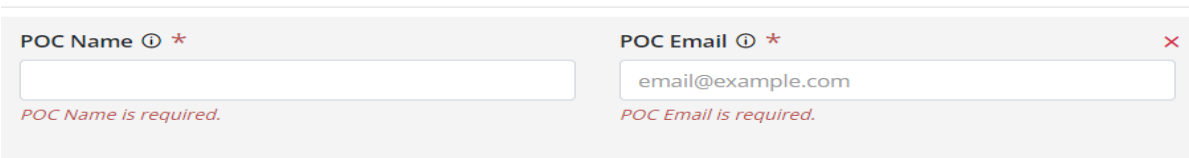
NEW ELEMENT: PRIMARY POC AND EMAIL

Primary Point of Contact Title and POC Email Address: This should be a position, not a person: CFO, Designer, Accountant, President, etc. The associated email address will be used as a method by which the company can update/modify information between certification submissions.

NEW ELEMENT: POINTS OF CONTACT

List of Points of Contact: This will be a list of all individuals that are permitted to submit forms on behalf of your firm. When submitting future forms, individuals will be required submit a secondary login, which will associate their name and email address with your firm, auto populating the forms with information gathered on the certification application.

Please list all Points of Contact that are permitted to submit forms on behalf of your firm.



The screenshot shows two form fields side-by-side. The left field is labeled "POC Name" with an information icon and a red asterisk. Below it is a red error message: "POC Name is required." The right field is labeled "POC Email" with an information icon and a red asterisk. It contains the text "email@example.com" and has a red error message below it: "POC Email is required." There is a red 'X' icon in the top right corner of the right field.

NOTE: Only the individuals listed as POCs, an individual with access to the POC email address, and the certification application submitter will be able to submit forms on behalf of your firm. It is vitally important that you use accurate spelling on their names and email addresses on this form as the system will NOT pull up your firm information on later forms if the names and addresses aren't typed in the same way each time. Some forms will not be accessible at all without accurate names and emails.

NEW ELEMENT: BIN and SSN Numbers

As we move forward, all Vendors MUST supply their IDOA – provided, Bidder Identification Number to submit their certification forms. This will allow us to cross-reference your information with the Division of Supplier Diversity and to better ensure that we are compliant with state laws and requirements.

Additionally, we will no longer accept Social Security Numbers on this form. This is a matter of security both for DAPW as well as any submitter. In a case where you without an IRS-provided, Employer Identification Number, leave this field blank.

NEW ELEMENT: WORKING DISTRICTS

Working Districts

Please review the following map and then select which district(s) you/your firm are willing to perform work in.



District One includes Jasper, Lake, Laporte, Newton and Porter counties.

District Two includes Elkhart, Fulton, Kosciusko, Marshall, Pulaski, St. Joseph and Starke counties.

District Three includes Adams, Allen, Dekalb, Huntington, LaGrange, Miami, Noble, Steuben, Wabash, Wells and Whitley counties.

District Four includes Benton, Cass, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren and White counties.

Moving forward, DAPW will be adopting “Working Districts”. These districts will depict 10 different regions throughout the state that fall in line with Homeland Security’s Emergency Response’s districts. Not only will this aid DAPW in collaborative efforts with IDHS but it will also allow for DAPW to

If you have run into any technical issues while attempting to complete your certifications (ie: can’t submit, regions not populating correctly, difficulty uploading a document, etc), please contact [DAPW](#)