



**State of Indiana
Department of Transportation
Request for Information (RFI)
System and Process Improvements for the Intra-Agency Integration
of INDOT Work Codes for Construction Lettings Documents
RFI# 2109**

Issuance Date: Tuesday, September 29, 2020

Response Due Date: Thursday, October 29, 2020

Time Due: 3:00 pm (Indianapolis, Indiana Time)

Submit responses to the RFI to: ContractsRFP@indot.in.gov

I. Purpose of Request for Information (RFI)

Prime road construction contractors encounter difficulties identifying the optimum subcontractor mix when assembling bids for construction contracts. INDOT bidders have to search various INDOT applications (ITAP, BidEx) to identify subcontractors concerning their PreQualification status, capacity, and work code approvals, DBE status and match these to the bid work type. Working through this maze of codes and systems (NAICS, Work Types, PreQual) makes this difficult and leads to mistakes. We need these systems to seamlessly interact for the user to improve their confidence in their subcontractor choices and lead to better quality bidding.

This RFI is being issued by the Indiana Department of Transportation (INDOT) to solicit feedback on the development of a request for proposals (RFP) regarding the translation of INDOT work codes into a unified catalogue and the subsequent integration of these unified work codes into Department systems and processes. Specifically, INDOT is seeking to translate contractor prequalification work types, contract pay items, and contractor DBE work types into a single set of work codes that can be used across Department systems and processes. INDOT would like assistance collecting information about the challenges faced by users of the current work codes, systems, and processes, and to obtain some insight into what end users would like to see in terms of the functionality of an integrated system and refined processes. This RFI is ultimately intended to solicit assistance defining the requirements of the subject RFP.

The Department is still in the information collection and development phase of the proposed project. As such, this RFI is published as a means of collaborating with existing external users of the EOD, Prequalification, and Contract Administration systems and processes, as well as with potential interested parties.

II. Background

INDOT utilizes three (3) distinct designations for contractor prequalification work types, contract work items, and contractor DBE work codes. Each of these sets of codes is utilized by a different INDOT division, electronic system(s), and processes.

- A. Contractor prequalification work types are owned by the Prequalification Division; utilized in SiteManager, the Contractor Prequalification Application (CPQ) in ITAP, the Scheduling Project Management System (“SPMS”) in ITAP, and AASHTOWARE Preconstruction; and relied upon for the assignment of prequalification status, the determination of eligibility for specific INDOT contract items, and the selection of DBE work type codes. Contractor prequalification work types are also utilized by the Contractor Performance Evaluation Application (CPE) in ITAP and referenced in the evaluation process for contractors.
- B. Contract pay items are owned by Contract Administration and associated with the INDOT Standard Specifications; utilized by contractors to draft bid proposals in AASHTOWARE Project Bids, as well as by INDOT inputting information into the various software platforms used for administration of the overall bidding and award process (including SPMS and Project Close Out in ITAP); and relied upon for defining the work required to complete INDOT construction projects, scoping and estimating contract values, subletting, organizing contractor performance evaluations, determining prequalification work types required to bid a project, and determining the DBE work types eligible to receive credit for completing sublet work.

C. DBE work types are owned by the Economic Opportunity Division (“EOD”); utilized by EOD in the Contractor Payroll Management System and DBE/ACDBE Application in ITAP, and for subcontract approval in SiteManager; and relied upon for the certification of Disadvantaged Business Enterprises under 49 CFR 23 and 26 and the determination of eligibility for DBE credit on federal aid projects. Pursuant to federal law, INDOT uses the North American Industry Classification System (“NAICS”) to identify DBE codes and work types for DBE credit on federal aid contracts.

INDOT is currently working to map DBE work types and contract pay items into contractor prequalification work types. INDOT would then like to implement the new work type catalogue into existing electronic systems and agency processes, and ultimately create a new unified electronic platform for INDOT to perform all functions shared by the Prequalification Division, EOD, and Contract Administration, namely those processes identified above and any other processes identified as being shared by the divisions. This RFI is intended obtain information about the feasibility of this systems-wide consolidation, solicit industry input regarding the contents and functionality of such a unified system, and help develop an RFP for the solicitation of proposals for the development of a unified electronic platform and streamlined processes shared by the requesting divisions.

Federal funds participation will be utilized for this procurement.

III. Presentation of Information

INDOT is interested in collecting input from both interested potential RFP proposers and existing external users of the Prequalification, EOD, and Contract Administration systems and processes subject of this RFI. The Department would like external users to provide feedback regarding the functionality of existing systems and processes, and input regarding desired changes. INDOT would like interested potential RFP proposers to provide input to help with development of the scope of work for a future RFP and input regarding potential difficulties in creating integrated electronic systems, as well as feedback regarding how the integration of electronic systems can be accomplished and what a finished platform could look like.

All feedback, input, and other information is welcomed. The Department is still in the information collection phase of this project and in turn appreciates all contributions for external users and interested parties.

IV. RFI Responses

Written responses/briefings to this RFI are requested from each respondent no later than **3:00 p.m. (Indianapolis, Indiana Time) on Thursday, October 29, 2020**. The page limit for responding to this RFI is 20 pages.

Please submit responses by email to: contractsRFP@indot.in.gov

V. Questions

All questions, inquiries and/or request for information related to this RFI shall be directed to: ContractsRFP@indot.in.gov. All questions, inquiries and/or request for information relating to this RFI must be in writing and received no later than **10:00 am (Indianapolis, Indiana Time) on Thursday, October 22, 2020**.

Questions and answers will be posted on INDOT's website at: <http://www.in.gov/indot/3119.htm>.

After the deadline for submitting questions, inquiries and/or request for information passes, INDOT will review the questions, inquiries and/or requests for information received, but INDOT reserves the right to determine whether to respond and post the questions and answers on INDOT's website.

INDOT will not respond to telephone or other oral questions, inquiries and/or requests for information for this advertised RFI.

VI. Agency Liability and Confidential Information

This Request for Information (RFI) is only a request for information about potential services and no contractual obligation on behalf of INDOT whatsoever shall arise from the RFI process. It does not constitute a Request for Qualifications (RFQ), a Request for Proposals (RFP), or other solicitation, nor does it constitute the commencement of any other type of procurement process. Moreover, it does not represent a commitment to issue an RFQ or an RFP in the future. Therefore, those choosing to respond to this RFI will not, merely by virtue of submitting such a response, be deemed to be "bidders" in any sense, and no such respondent will have any preference, special designation, advantage or disadvantage whatsoever in any subsequent procurement process related to this RFI.

This RFI does not commit INDOT to pay costs incurred in the preparation or submission of any response to the RFI.

By submitting a response to this RFI, you grant to INDOT a fully paid-up, worldwide, royalty-free, irrevocable, perpetual, and nonexclusive license to use any idea, information, process, or other material submitted with your response, and regardless of whether such ideas, information, processes, or other materials are patented or subject to other laws governing the protection of intellectual property, including, without limitation, trade secret and unfair competition laws. Nothing in this RFI will impair this right of use on behalf of INDOT.

Respondents are advised that materials contained in their responses are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the execution of a related contract, may be viewed and/or copied by any member of the public, including news agencies and competitors.