ORE PRESENTATION

Manual Review:

Visit the INDOT website page https://www.in.gov/indot/2732.htm to find the link to the Manual. See Section B for general information. See Section C for the step-by-step submittal process.

ITAP Enrollment:

Business Enrollment

Firms wishing to submit Letters of Interest for INDOT Requests for Proposal must be enrolled in ITAP and have access to the Professional Services Contracting System (PSCS):

- Look for the business enrollment link on the ITAP login page at https://itap.indot.in.gov/login.aspx.
- It is important to select the appropriate Business Type when enrolling. The selected Business Type will dictate which applications are available to users for the firm in ITAP.

Emphasis on using legal name for firm and not Doing Business As name:

- Must use legal name that is associated with the Federal Employer Identification Number (FEIN) issued by the IRS.
- Sole Proprietorships may use Social Security Number.

Account administrator for ITAP/PSCS and their responsibilities:

- Contact person listed in New Business Enrollment with a business type of consultant is automatically made the Primary Contact (Administrator) in ITAP and the Administrator for the firm's Professional Services Contracting System (PSCS) account.
- Primary Contact must approve new user enrollment for the firm.
- PSCS Administrator must grant permissions to new users for PSCS access. This is done in the PSCS application, NOT in ITAP.
- Additional employees requiring access must complete a User Enrollment from the link on the ITAP login page.
- Primary Contact in ITAP will receive an email when a user enrollment is submitted for the firm. The Primary Contact must go into the email and follow the steps to approve the new user.
- If the new user requires access to the PSCS, the firm's PSCS administrator must log into the PSCS and grant the appropriate level(s) of permission for the new user.

PSCS Business Registration:

Purpose of the registration:

- Ensure that firm is registered with the Indiana Secretary of State's office
- Decide whether prequal is required
- Check for Indiana Department of Workforce Development and Indiana Department of Revenue liabilities
- Check firm and authorized contract signers for federal exclusions on System for Award Management (SAM)

PSCS Prequalification Application:

Overview of all three parts of the application:

- General Form
  - ⊙ Information will be copied forward from the firm's Business Registration.
  - ⊙ Only addition will be certificate of insurance
- Technical Form
  - ⊙ Firm selects desired work types. Refer to Manual for work type descriptions
  - ⊙ Firm provides qualifying persons for desired work types. Refer to Manual for work type requirements.
- Financial Form
  - ⊙ Initial prequalification application is always submitted for the default, Unit Price/Limited Services financial level.
  - ⊙ Refer to Section D of the Manual for further information regarding the different financial levels.