



# Professional Services Contracting System (PSCS) 6.0

**External**



# INDOT Professional Services Contract Administration Manual

Purpose: Maintain compliance with state and federal code and regulations

## Reminders:

### Chapter 2: Code of Ethics and Conflict of Interest

- Strictly avoid marketing communication with INDOT personnel regarding the award of items and projects advertised on RFPs from the formal advertisement date until the date a selection decision is published.

### Chapter 8: Contract Amendments

- Contract amendment requests are to be reviewed first with the INDOT project manager. The project manager is to verify the proposed modification is not covered by the original scope and cost, to verify the modification is warranted and then to evaluate the validity of the proposed hours and costs. When the project manager is satisfied that a modification is warranted and that the proposed scope and cost proposal is acceptable, the project manager shall upload the proposal, along with recommendations, into PSCS for review and further processing by the Central Office Consultant Services Section.



<https://www.in.gov/indot/doing-business-with-indot/consultants/>

INDIANA DEPARTMENT OF TRANSPORTATION



# Oh, how far we have come



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Indiana Department Of Transportation  
Professional Services Contracting System

Main Menu
Search
My WorkSpace
Logout

> My WorkSpace

[Temporary Approval Signatures](#)

RFPs
Items
Contracts
Finance

[RFP Search](#)

Posting Date    Response Due Date    Status  
 Filter By: ALL    ALL    ALL   

SHOW RFPs BY:

[All RFPs](#)  
[CS Admin](#)  
[Commissioner](#)

Please Select an RFP

	RFP ID	RFP Number	Posting Date	Response Due Date	Status	Ready for Approval
Select	202	0903	03/16/2009	03/31/2009	Advertised	
Select	201	0902s1	02/18/2009	03/04/2009	Completed	
Select	200	0902	02/10/2009	02/24/2009	Recommended	NO
Select	199	0901	01/13/2009	01/27/2009	Completed	
Select	198	05US				
Select	197	0812	12/09/2008	12/23/2008	Completed	
Select	196	0811	11/07/2008	11/25/2008	Completed	
Select	195	0810	10/14/2008	10/28/2008	Recommended	NO
Select	194	0702s1	02/16/2007	02/23/2007	Completed	
Select	193	0809	09/09/2008	09/23/2008	Completed	
Select	192	0808	08/12/2008	08/26/2008	Completed	
Select	191	0807	07/08/2008	07/22/2008	Completed	
Select	190	0806s1	06/10/2008	06/24/2008	Completed	
Select	189	0806	06/10/2008	06/24/2008	Completed	
Select	188	0805	05/13/2008	05/28/2008	Completed	

1 2 3 4 5 6 7 8 9 10

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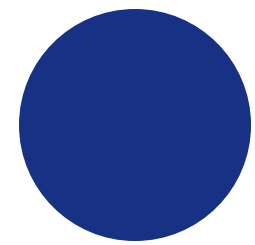
# Intent and Purpose

- Internally developed system (2007 and 2014)
  - Built to ensure compliance, reduce administrative burden, and document tracking
- Full rewrite of the whole system to update technology
- Enhancements to improve use
- New update look and colors but don't be scared, a lot of the same core processes

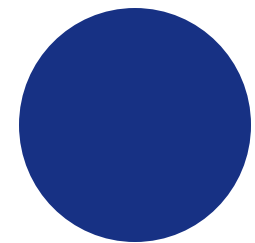


...

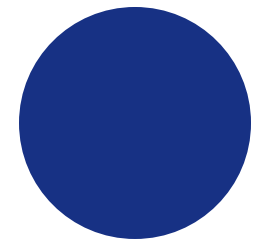
# What we will be covering today:



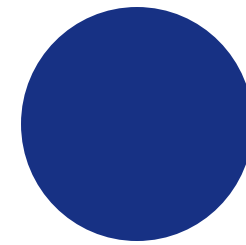
RFP revisions



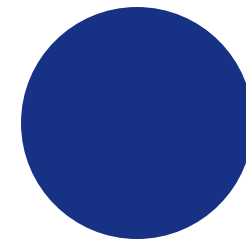
Letter of Interest Tile



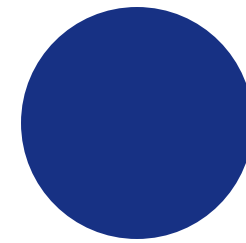
Setting Priority  
APB Excel  
Cost Proposal



Active Contracts Tile



Proposal Submittals



View contract status

...



# RFP Item Updates

- RFP Revision
  - Changes are then posted at the top of the view RFP

Comments

Add - Comment

Subject: RFP Revision

Please provide a comment on the change that was made to this RFP Item.  
This comment will display under the RFP Revision section page 1 of the RFP Advertisement.

Comment: Prequalification Change, Geotechnical Removed

Remaining characters: 3955

\* This color background fields are mandatory

Save Cancel

Currently Advertised INDOT RFPs

View Details	RFP#	Most Recent Published Date	Response Due Date	Q&A
<a href="#">View RFP</a>	2511	11/03/2025	11/25/2025	?

Request for Proposal Notification

RFP Details - 2511

RFP Information

RFP #: 2511  
Advertised Date: 11/03/2025  
Response Due Date: 11/25/2025 10:00 AM Eastern Standard Time

Item Revisions

Revision: 11/05/2025 06 Prequalification Change, Geotechnical Removed





# RFP Item Required Documents

- Required documents now show up on the RFP Item Details

## Item Details

RFP #: 2511 Item #: 01 Item ID: 20731

Central Office / Planning / Technical Plan & Prog

Allowable Profit Rate: 0

RFP Date: 11/10/2025

# of Firms to Select: 1

Complexity Level: Low (LOI 4 pages max)

Term of Contract:

Will this Item involve 2 step scoring: No

APB Required: Yes

Compensation Method: To Be Determined

Is Federal Funding Involved: Yes

Prequalification Required: Yes

BE Goals: DBE:3%

Scoresheet: 1703

CCP Required: Yes



# Letter of Interest Submittal

## Letter of Interest Submittal















LOIS is used to view currently advertised RFPs and submit letters of interest (LOI).

[Click Here](#)

INDOT PSCS Portal - LOI Submittal

FIRM INFORMATION					
Name of Firm		Registration/General Expiration	2/28/2026	Highest Finance Level	Cognizant Audit
Prequalification Required	Yes	Technical Expiration	2/28/2026	Financial Expiration	6/30/2026
Prequalification Status	Approved	Approved WorkTypes	Approved for 40 worktypes.		

RFP ITEMS						
	Action Details	RFP Number	RFP Posting Date	Response Due Date	Item Description	Additional Information
▼ RFP ID: 2349						
▼ Item Number: 01	  	2511	11/10/2025	11/25/2025 10:00 AM	Long Range Transportation Planning - Development of INDOT Active Transportation Plan	
▼ Item Number: 02	 	2511	11/10/2025	11/25/2025 10:00 AM	Long Range Transportation Planning - 2027 Strategic Highway Safety Plan for the State of Indiana	
▼ Item Number: 03	  	2511	11/10/2025	11/25/2025 10:00 AM	Project Development Services - District Bridge Project (5 replacements- US 36, US 41, I-74,1 replace superstructure- US 36) in Fountain and Parke Counties.	
▼ Item Number: 04	 	2511	11/10/2025	11/25/2025 10:00 AM	Project Development Services - 1 Slide Correction in Putnam County and Small Structures & Drains Construction at multiple locations within the Crawfordsville District.	
▼ Item Number: 05	 	2511	11/10/2025	11/25/2025 10:00 AM	Project Development Services - District Pavement Project (Interstate), HMA Overlay Minor Structural (DES 2500977) and Small Structures & Drains Construction (DES 2500940) on I-69 from SR-13 to .08 miles North of SR-38.	
▼ Item Number: 06	 	2511	11/10/2025	11/25/2025 10:00 AM	Project Development Services - Other Project Type, Bike/Pedestrian Facilities on SR-9 from 59th Street to Lora Street in Anderson	





# Setting Priority

At the bottom of the Letter of Interest Submittal page, when you select "Update Priorities and Submit", a new window will open.

STEP 4 : TOTAL ANNUALIZED ACTIVE PENDING BALANCE (APB) ^

Total Annualized Active Pending Balance (APB)

If you believe your APB is substantially incorrect, please provide an explanation.

[Save](#) [Update Priorities and Submit](#) [Back to RFP Items](#)



# Setting Priority

Click "Update" to enter the "Current Priority" of the item.

Step 5: Update 'Current Priority' before submitting to INDOT

Select the "Update" button below to enter the "Current Priority" of the item. If multiple items appear, re-prioritize as needed. Select the "Save" button after selecting current priority prior to submitting to INDOT.

Action Details	RFP Item Number	Current Priority	Current Submittal Status	Item Description
Update	07		Pending	The selected firm shall perform the environmental services for projects from Seymour District. The environmental document will be prepared in accordance with Indiana's "Categorical Exclusion Manual". All necessary sections including, but not limited to, Section 106, 4F documentation, bat assessments, waters reports and wetland delineations will be included as part of the environmental document. Services to also include waterway permitting and wetland mitigation. All On-Call contract services are on an as-needed basis and there is a possibility that no assignments will be made. The selected consultant's fee proposal shall be due 15 calendar days after the selection date for this RFP item. These contracts will utilize the INDOT eInvoice application.
Update	06		Pending	The selected firm shall perform preliminary engineering and plan development services necessary to produce construction contract documents in accordance with the INDOT project development process. The selected firm shall complete Road Design, Small Culverts and Hydraulics Design, Environmental Documentation, Permits Applications, Public Involvement, Right of Way Engineering, Utility Coordination, Pavement Design, and Construction Phase Services. Other services such as Ecological Surveys, Archeological Investigations, Historical/Architectural Investigation and Wetland Mitigation, may be included later if these work types become necessary. INDOT will provide the Geotechnical Engineering and Real Estate Services for this project, if needed. The INDOT Project Manager and the Consultant will schedule the Scoping Meeting within two (2) weeks of the Notice of Selection. The selected firm's fee proposal shall be due 45 calendar days after the selection date for his RFP item. The contract may utilize the INDOT eInvoice application.
Update	01		Pending	The Indiana Department of Transportation (INDOT) is committed to the development of a statewide Active Transportation Plan that will outline strategies and an actionable framework to support walking, bicycling, and other non-motorized forms of transportation. In addition to a public facing planning document, the consultant will be expected to develop interactive digital suitability maps (levels of traffic stress, availability of bike/ped infrastructure, etc.), multimedia educational components, and a planning prioritization tool. INDOT is soliciting proposals from qualified consultants to develop the Active Transportation Plan and other supporting items. Interested respondents shall include examples of previous work and/or plans on how they can help INDOT achieve the objectives laid out in the RFP.



# Setting Priority

If multiple items appear, re-prioritize as needed. Select the "Save" button after selecting the current priority prior to submitting to INDOT. The "Current Submittal Status" column indicates if the item is Pending or Submitted.

**The first item submitted will default to 1 but may be changed. Different RFP items cannot have the same priority.**

Step 5: Update Priority Before Submit to INDOT

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

ActionDetails	RFP Item Number	Current Priority	Current Submittal Status	Most Recent Submitted Priority	Previously Submitted	Item Description
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	07	<input type="text" value="2"/>	Pending	2	No	The selected firm shall perform preliminary engineering and plan development service necessary to produce construction contract documents in accordance with the INDOT development process. The selected firm shall complete an Engineering Assessment (if necessary), Topographic Survey, Roadway and Bridge Rehabilitation Design and Plan Development, Environmental Documentation, Permits Applications, Right-of-Way Plan Development (including R/W Engineering, Title Research and Staking, if needed), Geo-Engineering, Utility Coordination, Pavement Design, and Construction Phase Services. services such as Ecological Surveys, Archeological Investigations, Historical/Architectural Investigation, professional public outreach and marketing services, and Wetland Mitigation may be included later if these work types become necessary. INDOT will provide the Fee Estimate Services for this project, if needed. The INDOT Project Manager and the Consultant schedule the Scoping Meeting within two (2) weeks of the Notice of Selection. The selected firm's fee proposal shall be due 45 calendar days after the selection date for his RFP. The contract may utilize the INDOT eInvoice application.
<input type="button" value="Update"/>	06	1	Pending	1	No	The selected firm shall perform preliminary engineering and plan development service necessary to produce construction contract documents in accordance with the INDOT development process. The selected firm shall complete an Engineering Assessment (if necessary), Topographic Survey, Roadway Design and Plan Development, Environmental Documentation, Permits Applications, Right-of-Way Plan Development (including R/W Engineering, Title Research and Staking, if needed), Geotechnical Engineering, Utility Coordination, Pavement Design, and Construction Phase Services. Other services such as Ecological Surveys, Archeological Investigations, Historical/Architectural Investigation, professional public outreach and marketing services, and Wetland Mitigation, may be included later if these work types become necessary. INDOT will provide the Fee Estimate Services for this project, if needed. The INDOT Project Manager and the Consultant schedule the Scoping Meeting within two (2) weeks of the Notice of Selection. The selected firm's fee proposal shall be due 45 calendar days after the selection date for his RFP. The contract may utilize the INDOT eInvoice application.





# Active and Pending Contract Balance (APB)

## Active and Pending Contract Balance (APB)

*This Active and Pending Balances Report has been generated based on INDOT data sources and can be edited within the item to incorporate deductions for subcontract amounts on a contract by contract basis. This report is primarily used to help verify that firms have adequate capacity for a new contract selection but is also available for review by INDOT scorers to see active contracts. Updates to incorporate subcontract amounts are optional. Substantial errors in this report can be noted in the comments area of the Letter of Interest submittal form APB comments area.*

*Estimated Annualized Contract Balances are calculated by dividing the unpaid contract amounts by the years remaining in the contracts. For on-call contracts the encumbered PO amounts are used instead of the contract amounts. The Total Firm Annualized Balance is the sum of the Estimated Annualized Contract Balances.*



Contract Description	Contract Date	Contract Amt	Expiration Date	Contract PO Amt	Contract Invoice Amt	Subcontract Balance Amt	Annualized Contract Amt
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# Cost Proposal

- Require Total Cost Proposal Amount
  - Only allowed on non-construction plans development contracts (i.e. Studies, Grant writing, etc.)
  - Consultants will be required to add the Total Cost Proposal Amount which will be visible on scoring screen.

STEP 2 : ATTACH REQUIRED DOCUMENTS: (NOTE: ONLY .PDF AND .TIF FILES ARE ACCEPTED AND EACH FILE SIZE MUST BE LESS THAN 20MB).

*Document Type*

Letter of Interest (LOI)

Select files... Drop files here to upload

*Complexity Level: Low (4 pages maximum)*

Total Cost Proposal Amount

\$3,423,423.00

Copy Master CCP

Edit View

Current and Completed Projects (CCP)

Active and Pending Contract Balance (APB)

Scorer	Gretchen West
Firm	
Past Performance	Performance Evaluation
Total Cost Proposal Amount	\$3,423,423.00



# Selection Email Automation

- Following Commissioner Approval of RFP selections and Contract Engineer Assignment System will send an email to the Authorized Negotiator listed on the LOI submittal

PLEASE DO NOT REPLY TO THIS E-MAIL. This is an automated email notification.

Congratulations! The Indiana Department of Transportation (INDOT) has selected your firm for professional services.

Contract Number	Contract Type	Owner Office	Contract Description	Other Contracting Party	Contract Lead	Des #
P2508s204	Project Specific	District / Greenfield District / Capital Program Mgmt	Project Development Services I 74 Small Structure Replacement in Shelby Co.		West, Gretchen	

A Scope of Services meeting should be scheduled in collaboration with the contract lead and project manager within the next two weeks. For construction inspection contracts, prepare proposal based on the estimated hours included in the RFP advertisement and in coordination with the project manager and Construction Area Engineer. For On-call contracts, no scope of services meeting is required.

The following should be discussed at the scope of services meeting: services to be provided, the schedule of deliverables, and fees. A list of required documents is listed on our website to be uploaded through Portal.

<https://protect.checkpoint.com/v2/r01/> <https://www.in.gov/indot/doing-business-with-indot/consultants/proposals-and-contracts/> [.YzJ1OnN0YXRlb2ZpbmRpYW5hOmM6bzo4YjY2OD-MzZjU1NmY0YWJjN2ZhYzlhNmZDU0OGZkMjo3OmY4OTg6ZTQ5ZTE4MGRmMzY0NTM0Yzli-YzY2YTZkZmZiZml2MWVmMzY0NTgyMWRlNWEyM2QzMzYxZjUyYzFmZjhiNGE1ZTp0OkY6Tg](https://www.in.gov/indot/doing-business-with-indot/consultants/proposals-and-contracts/.YzJ1OnN0YXRlb2ZpbmRpYW5hOmM6bzo4YjY2OD-MzZjU1NmY0YWJjN2ZhYzlhNmZDU0OGZkMjo3OmY4OTg6ZTQ5ZTE4MGRmMzY0NTM0Yzli-YzY2YTZkZmZiZml2MWVmMzY0NTgyMWRlNWEyM2QzMzYxZjUyYzFmZjhiNGE1ZTp0OkY6Tg)

To keep on schedule, submit proposals within the next 45 days. This date may be adjusted at the scope of services meeting.

Reach out to the contract lead or the project manager for additional questions.



# Active Contracts



## Active Contracts

Upload documentation to active contracts.

[Click Here](#)




# Active Contracts



Provides information and current status

Active Contracts

*Not to be used with amendments, Project manager to review and approve before sending to Contract Administration*

Actions	Contract #	Contract Description	Des Number	Owner Office	Selection Date	Project Manager	Contract Lead	Contract Status
	SP250007	Small Structure Replacement SR 22		Wooldrige, Joann	11/24/2025		West, Gretchen	Scoping Meeting Held

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

Close

- New ability to upload documents for original contract proposals directly to contract supporting documents
  - Reduce emails with large attachments and large number of attachments
  - Follow up email required, once all documents are uploaded for starting review and audit



# Active Contracts

Upload for **original contracts**, confirm with follow up email to PM and Contract Lead  
**Not to be used with amendments, Project manager to review and approve before sending to Contract Administration**

CONTRACT DOCUMENTS (PREFERRED FILE TYPE) ^		
Billing Rate Worksheet (.xls or .xlsx)	Select files...	Drop files here to upload
Fee Justification (.xls or .xlsx)	Select files...	Drop files here to upload
Proof of Insurance (.pdf)	Select files...	Drop files here to upload
DBE Goals (.xls or .xlsx)	Select files...	Drop files here to upload
Schedule of Deliverables (.pdf)	Select files...	Drop files here to upload
Scope of Services (.doc or .docx)	Select files...	Drop files here to upload
Administrative Type Classifications (.xls or .xlsx)	Select files...	Drop files here to upload
Unit Cost Proposal (.xls or .xlsx)	Select files...	Drop files here to upload
Certified Payroll (.pdf)	Select files...	Drop files here to upload
Other	Select files...	Drop files here to upload



# Go Live

Professional Services Contracting Services Portal will not be accessible December 12-19 for go live and initial testing

Selections will be made for RFP 2511 before the shut down

Next Advertisement is 1/13/2026

Happy Holidays!





# Questions?

