

Indiana Department of Transportation PSCS Portal Version 6.0

User Guide Covering: *Business Registration, Prequalification, RFP/LOIS
and Professional People Maintenance for External Users*

This guide was written for use with the Professional Services Contracting System Portal (typically referred to as PSCS Portal) software version 6.0. 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 the Indiana Department of Transportation. All other trademarks and service marks are the property of their respective owners.

- Getting Started..... 5
 - Online Help Overview 5
 - Online Help Sections 6
 - Logging into the PSCS Portal..... 7
- Understanding the Screen 9
 - Security 9
 - Icon Bar..... 9
 - Icon List..... 10
- Navigating the PSCS Portal..... 14
 - Panel Pages 14
 - Sorting..... 15
 - Filtering Information 16
 - Applying Multiple Filters 18
 - Viewing Details 18
- PSCS Portal Home 19
 - Firm Information 19
 - Initial Business Registration..... 22
 - Firm Prequalification Application Functions (View, Edit, Sign, Submit, Recall, Delete an Application)..... 22
 - INDOT Processes the Prequalification Application..... 25
 - General/Technical Modification and Renewal 25
 - Financial Form Renewal/Request a Different Financial Level 27
 - General Financial Information 29
 - CPA Audit 33
 - Cognizant Audit 35
 - Submit the Financial Renewal/Modified Financial Form 37
- Prequalification Application Form 39
 - Overview..... 39
 - Prequalification Expiration Dates 40
 - General Form 40
 - Professional Liability Insurance and Affiliated Companies and Subsidiaries..... 40

Signing and Validating the General Form	43
General Form Modification.....	44
Technical Form	45
Work Types	45
Add Qualifying Person Details.....	48
QP Details.....	50
QP Licenses	50
QP Education	52
QP Projects	53
QP Experience.....	56
QP Documents.....	56
Signing and Validating the Technical Form.....	57
Print the Technical Application.....	59
Add, Resubmit or Modify a Work Type	60
Financial Form	62
Signing and Validating the Financial Form.....	62
Print the Financial Application	64
Submitting the Prequalification Application	64
Letter of Interest Submittal (LOIS).....	65
Request for Proposals (RFPs)	65
Firm Does Not Meet RFP Item Required Prequalifications	66
Firm Meets Some RFP Required Prequalifications	67
INDOT PSCS Portal – LOI Submittal Dashboard	68
Letter of Interest Submittal.....	68
Step 1: Select Responsible Office	70
Step 2: Attach Required Documents.....	70
Step 3: Add Firm.....	71
Add a Firm to the LOI	73
Firm Is Not Prequalified for any Work Types and/or Status Is Expired.....	74
Firm Is Prequalified for Some Work Types	75
Edit a Firm	75

Delete a Firm.....	76
Step 4 – Total Annualized Active Pending Balance (APB).....	77
Step 5 – Update ‘Current Priority’ before submitting to INDOT	78
Submit to INDOT	80
Re-submitting a LOI	82
Active Contracts	83
Firm Maintenance.....	84
Maintain a User’s Application Permissions	85
Maintain Professional People’s Details.....	87
Add a Professional Person	88
Edit Details	88
License Information.....	89
Make Firm Association Historical.....	91
Make Firm Association Active	92

Getting Started

Online Help Overview

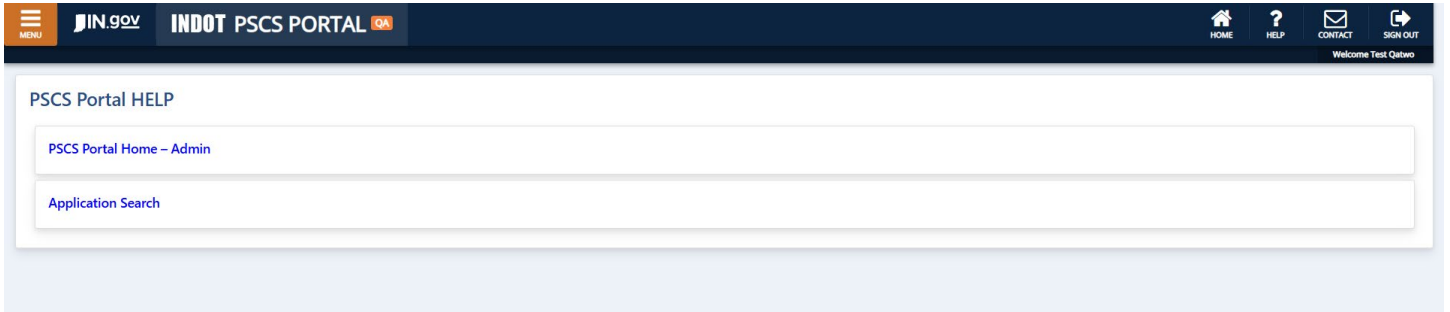
If you are new to online **Help**, the information below will help you understand how the system works.

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 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 is displayed on the right side of the **Online Help** window. The PSCS Portal Help menu on the right side contains links to different sections of the Online Help. Click on the links to open other Online Help topics.



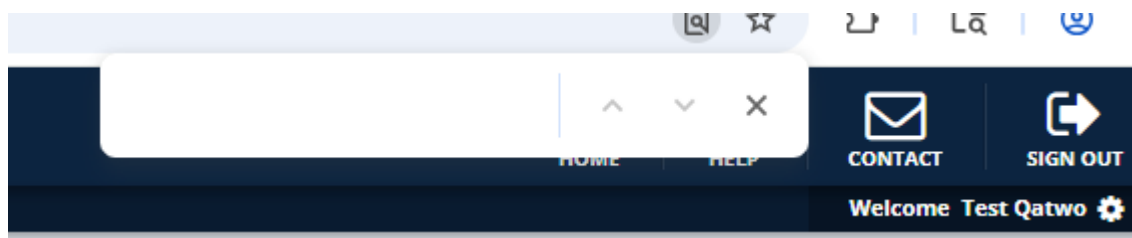
Online Help Sections

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

In the PSCS Portal application the Help  icon is located at the top right 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 in the top right corner. Enter the term in the text box and click on the **Next** button to find the occurrences.

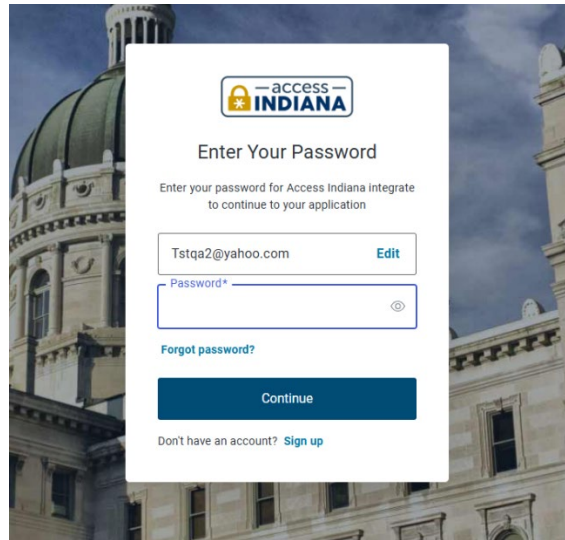


An Online Help topic may be printed by clicking on the **Printer**  icon in the top right-hand corner of the Online Help window.

Logging into the PSCS Portal

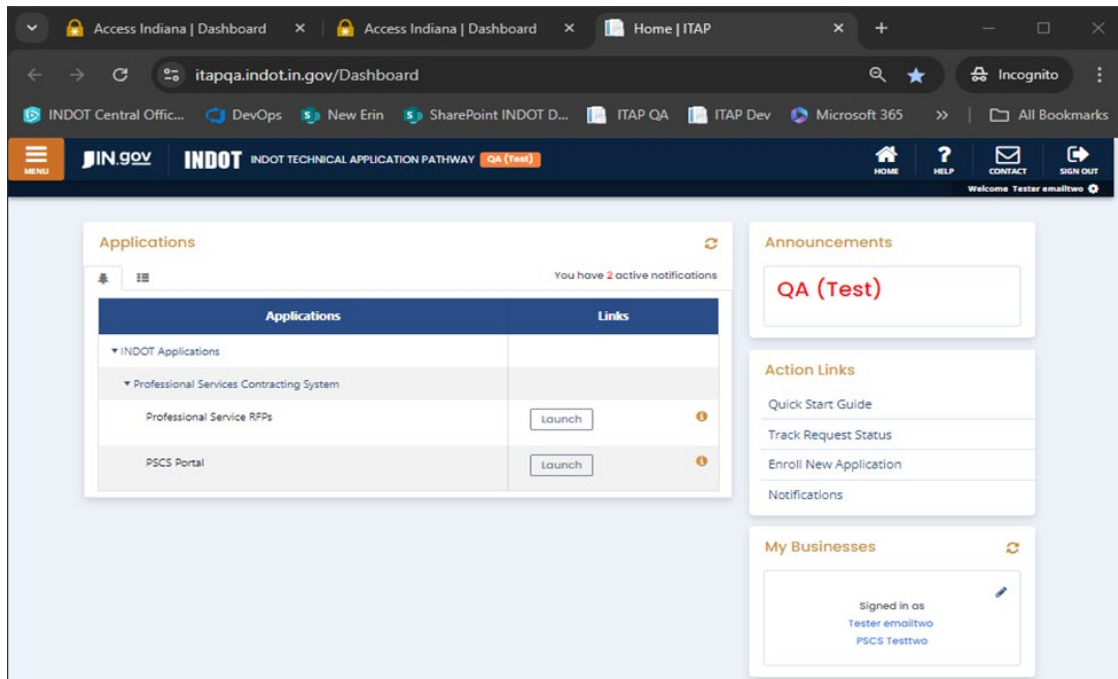
To access the PSCS Portal, type the following URL into the browser's address bar:

<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.



Firm Information

Name of Firm	Test Qaone		
Prequalification Required	No		
Prequalification Status	Approved WorkTypes	Approved for 0 worktypes.	

Business Registration

INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.

[Click Here for Initial Business Registration](#)

PSCS Portal Home Screen



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.

Parts of the Screen

The screenshot displays the INDOT PSCS PORTAL interface. At the top, there is a navigation bar with a menu icon, the IN.GOV logo, and the text 'INDOT PSCS PORTAL'. On the right side of the navigation bar are icons for HOME, HELP, CONTACT, and SIGN OUT, along with a user greeting 'Welcome Leia Robison'.




The main content area is divided into several sections:

- Firm Information:** A table with the following data:






Name of Firm	Leia Test	Registration/General Expiration	11/22/2025	Highest Finance Level	Unit Price/Limited Service
Prequalification Required	Yes	Technical Expiration	11/22/2025	Financial Expiration	1/1/2027
Prequalification Status	Expired	Approved WorkTypes	Approved for 2 worktypes.		
- Prequalification Application:** A section with instructions and a table of recent applications.

The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.
















The Recall icon (↶) brings back a Submitted application. This option is only available until the application status has been changed to Received by INDOT.














Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Approved	11/20/2025	11/20/2025	11/20/2025	11/20/2025
	Technical Prequalification	Submitted	11/20/2025	11/20/2025		
	Financial Prequalification	Signed	10/03/2025			
- Master Current and Completed Projects List:** A button labeled 'Click Here' with the text 'CCP is used to keep track of current and completed projects.'
- Active and Pending Balance:** A button labeled 'Click Here' with the text 'APB is your firm's Active and Pending contract Balance report.'
- Firm Maintenance:** A button labeled 'Click Here' with the text 'Maintain Professional People's details and Application Permissions.'
- Active Contracts:** A button labeled 'Click Here' with the text 'Upload documentation to active contracts.'







Icon Bar














-  HOME Home
-  HELP Help
-  CONTACT Email PSCS Portal Administrator
-  SIGN OUT Sign out of system
-  MENU Location of User Guide

Icon List

Hover Name	Image	Action
Make Active		Activates a record from Historical to Active
Add Filter		Displays filter input boxes
Add New		Displays the add panel for a record
Add Qualifying Person		Add a qualifying person to a Work Type
Apply Filter		Applies (executes) a filter
Application History		Displays application history
Approve		Approve a Work Type
Calendar (no hover name)		Choose date from a calendar
Clear Search		Clear search criteria
Close		Close a window
Collapse		Collapse the Item
Create		Create LOI Submittal
Delete		Delete the selected record
Denial		Deny a Work Type
Details		Displays the Details section for a Professional Person
Documents		Displays the Documents section for a Professional Person





Hover Name	Image	Action
Download		Download a document
Edit		Displays the edit panel for updating a record
Edit Pending		Edit a Pending LOI Submittal
Education		Displays the Education section for a Professional Person
Email PSCS Admin		Email PSCS Portal Support
Event Log		View Application Event Log
Excel		Allows for exporting data to Excel
Expand		Expand the Item
Experience		Displays the Experience section for a Professional Person
Financial		Make changes to financial information
Help		Displays the help document for a specific topic
Historical		Marks a record as historical
Home		Displays the PSCS Portal Home screen
License		Displays panel of license information
Licenses		Displays the Licenses section for a Professional Person
Maintain Professional People's Details		Displays the Professional People's Details screen

Hover Name	Image	Action
Maintain User Application Permissions		Displays the User Application Permissions screen
Maximize		Maximize a window
Merge		Displays panel list of names of persons responsible for deliverable to select to merge into from the Merge From person
Minimize		Minimize a window
Modify		Modify an accepted application
QP Details		View QP details in report format
PDF		View a Report
Print		Print the current window contents
Processing, please wait		Indicates that an action is taking place
Projects		Displays the Projects section for a Professional Person
Recall		Recall a submitted Business Registration Application
Receive		Mark an application as Received
Refresh Lat Long		Refreshes the Latitude and Longitude of a physical address
Remove Event		Remove an event from the Event Log
Remove Filter		Removes filter input boxes
Remove Work Type		Removes Work Type from table
Renewal		Renew an existing application

Hover Name	Image	Action
Replace		Replace an uploaded document
Resubmit		Resubmit a denied application element
Save Search		Save selected search criteria
Saved Search List		Displays a list of previously saved searches
Search		Search for an Application
Select		Select a specified record
Set Work Type as Pending		Set an approved/denied work type as pending
Upload		Upload a document into the system
View		View Business Registration Application
View		View LOI Submittal
View Details		Displays all data fields for a record
View Documents		Display documents associated with a QP
Work Type Firms		View firms associated with a Work Type
Work Type History		Displays Work Type history

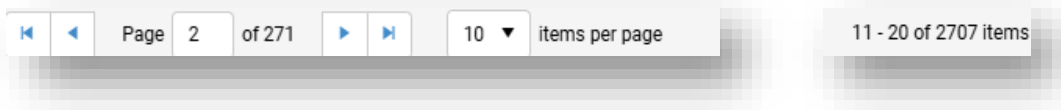
Navigating the PSCS Portal

Panel Pages

Use the Next   buttons and Previous   buttons to navigate to subsequent pages or use the textbox to navigate to a specific page. For example, click on 1 from the textbox type 2 and press enter 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.



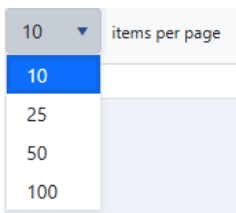
Items on Each Panel Page

By default, Panels display 10 Items per Page. However, this may be changed.

Actions	Work Type Code	Work Type Description	Sort Order	Minimum # of QP	Maximum # of QP	Status	Status Date
  	1.1	Systems Planning	1	1	1	Active	03/13/2007
  	2.1	Traffic Data Collection	2	1	1	Active	03/13/2007
  	2.2	Traffic Forecasting	3	1	1	Active	03/13/2007
  	3.1	Non-Complex Traffic Capacity and Operations Analysis	4	1	1	Active	03/13/2007
  	3.2	Complex Traffic Capacity and Operations Analysis	5	1	1	Active	03/13/2007
  	4.1	Traffic Safety Analysis	6	1	1	Active	03/13/2007
  	4.2	Highway Safety - Complex or Major Analysis	7	1	1	Historical	03/13/2007
  	5.1	Environmental Document Preparation - EA/EIS	8	1	1	Active	03/13/2007
  	5.2	Environmental Document Preparation - CE	9	1	1	Active	03/13/2007
  	5.3	Environmental Document Preparation - Section 4(f)	10	1	1	Active	03/13/2007

Page 1 of 6 10 items per page 1 - 10 of 59 items

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



This example shows a Panel displaying 25 items per page.

			7.1	Geotechnical Engineering Services	23	1	4	Active
			8.1	Non-Complex Roadway Design	24	1	1	Active
			8.2	Complex Roadway Design	25	2	2	Active

Page 1 of 3 25 items per page 1 - 25 of 59 items

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.

+					
Actions	Name ↓	Person ID	Work Email Address	Phone	
	test tester	48319	test@email.com		
	qwwqwq aaaiou	48322	aoouai@gmail.com		
	qowifios andjkwef	48320	aljnfdew@gmail.com		
	qeiofjoe adscnlkal	48321	aoendfko@gmail.com		
	qa m tester	48217	Tstqa2@yahoo.com		

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

+					
Actions	Name ↑	Person ID	Work Email Address	Phone	
	qa m tester	48217	Tstqa2@yahoo.com		
	qeiofjoe adscnlkal	48321	aoendfko@gmail.com		
	qowifios andjkwef	48320	aljnfdew@gmail.com		
	qwwqwq aaaiou	48322	aoouai@gmail.com		
	test tester	48319	test@email.com		

Page 1 of 1 10 items per page

Filtering Information

Data in Panels may be filtered so only particular content displays. For example, the **Professional People Panel** below shows that there are 5 records. A filter may be applied so that only those Status of “Active” are shown in the list.

+			
Actions	Name	Person ID	Work Email Address
	qa m tester	48217	Tstqa2@yahoo.com
	qeoiqfoe adscnlkal	48321	aoendfko@gmail.com
	qowifios andjkwef	48320	alkjndew@gmail.com
	qwwqwq aaaliou	48322	aoooui@gmail.com
	test tester	48319	test@email.com

Page 1 of 1 10 items per page

To create the Filter, click on the **Add Filter** icon in the heading of the status bar.

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

Status	Status Date
Active	
Active	
Active	
Active	
Active	

Filter using the following criteria:

Contains

And

Contains

Filter Clear

Then, enter your filter parameters in the text box (not case-sensitive). This can be done by typing or using the parameters in the “Contains” dropdowns as listed below

Filter using the following criteria:

Starts with ▼

Contains

Does not Contain

Starts with

Is equal to

Is not equal to

Ends With

Is Null

Is Not Null

Operator	Description
Contains	Returns all records where the field includes the specified value anywhere within it.
Equal to	Returns records that exactly match the specified value.
Starts with	Returns records where the field begins with the specified value.
Does not contain	Returns records where the field does not include the specified value.
Is null	Returns records where the field has no value (empty or null).
Ends with	Returns records where the field ends with the specified value.

The completed Filter is shown below.

Status

▼

LIKE

▼

Active

To apply the Filter, press **Enter** or click on the **Apply Filter** icon.

The filtered list of 5 records is shown below.

PROFESSIONAL PERSON


+									
Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date	
	qa m tester	48217	Ttqa2@yahoo.com		No	No	Active	12/10/2025	▲
	qwqwqwq aaaliou	48322	aaouai@gmail.com		No	No	Active	12/10/2025	
	test tester	48319	test@email.com		No	No	Active	12/09/2025	
	qeofjoe adscnkial	48321	aeendfio@gmail.com		No	No	Historical	12/10/2025	
	qwifios andjkwef	48320	aijnfdeiw@gmail.com		No	No	Historical	12/10/2025	▼

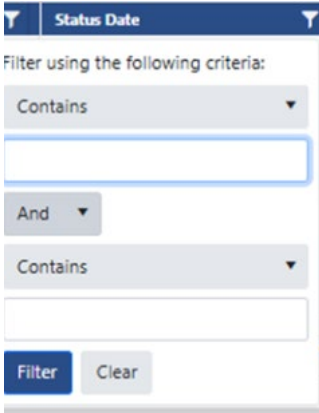
To remove the Filter, click on the **Clear Filter** icon and then click on the **Apply Filter** icon. The complete **Professional People** list of 5 records is displayed again.

PROFESSIONAL PERSON


+									
Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date	
	qa m tester	48217	Ttqa2@yahoo.com		No	No	Active	12/10/2025	▲
	test tester	48319	test@email.com		No	No	Active	12/09/2025	
	qwifios andjkwef	48320	aijnfdeiw@gmail.com		No	No	Historical	12/10/2025	
	qeofjoe adscnkial	48321	aeendfio@gmail.com		No	No	Historical	12/10/2025	
	qwqwqwq aaaliou	48322	aaouai@gmail.com		No	No	Active	12/10/2025	▼

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.























The screenshot shows a filter dialog box titled "Status Date". It contains two filter criteria sections. The first section has a dropdown menu set to "Contains" and an empty text input field. Below this is a dropdown menu set to "And". The second section also has a dropdown menu set to "Contains" and an empty text input field. At the bottom of the dialog are two buttons: "Filter" and "Clear".

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.

Viewing Details

List Panels contain information about each record. More details are available by clicking on the **View Details**  icon to the left of the record.

PROFESSIONAL PERSON

+						
Actions	Name ↓	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	
   	test tester	48319	test@email.com		No	
   	qwwqwq aaiou	48322	aoaui@gmail.com		No	
   	qowifos andjowef	48320	aljnfdew@gmail.com		No	
   	qeoirjoe adscnikal	48321	aoendfco@gmail.com		No	
   	qa m tester	48217	Tstqa2@yahoo.com		No	

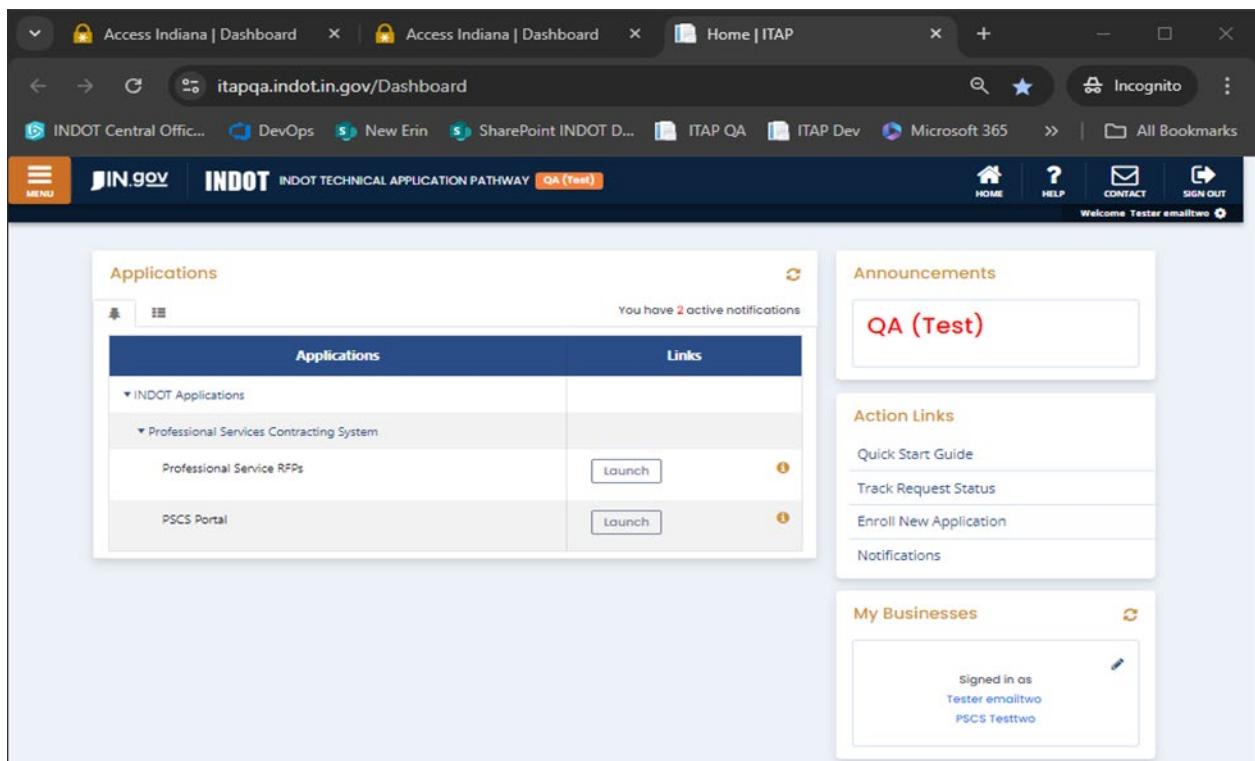
Page 1 of 1 10 items per page

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 Username and Date reflecting the record's creation and latest update.

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 role(s) to their firm's application users.** If a firm user does not have access to the 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

Firm Information

Name of Firm	Test Qaone		
Prequalification Required	No		
Prequalification Status	Approved WorkTypes	Approved for 0 worktypes.	

Business Registration

INDOT requires all new consulting firms wanting access to LOIS to submit an Initial Business Registration application. INDOT will review the application and notify the firm of its findings. Once the application is approved, the firm will automatically receive access to LOIS and will be able to submit Letters of Interest (LOI) for items not requiring prequalification. If INDOT determines the firm needs to be prequalified, the firm will be directed to submit an Initial Prequalification Application. Please provide complete information in the application, including supporting documents.

[Click Here for Initial Business Registration](#)

Firm Information	
Firm Name	Smith Jones Construction

COMPLETED BUSINESS REGISTRATION – No Prequalification

Firm Information	
Firm Name	Smith Jones Construction
Prequalification Required	No
Prequalification Status	Not Required

COMPLETED BUSINESS REGISTRATION – Prequalification

Firm Information

Name of Firm	Testfive	Registration/General Expiration	5/31/2027
Prequalification Required	Yes		
Prequalification Status	Pending	Approved WorkTypes	Approved for 0 worktypes.

Prequalification Application

You have access to the Initial Prequalification Application because INDOT has determined that your firm requires prequalification. Once submitted, INDOT will review the application and notify the firm of its findings. If approved, the firm will be able to submit Letters of Interest (LOI) for items requiring prequalification for approved work types. Please provide complete information in the application, including supporting documents.

[Click Here for Initial Prequalification Application](#)

Letter of Interest Submittal

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

[Click Here](#)

Master Current and Completed Projects List

CCP is used to keep track of current and completed projects.

[Click Here](#)

Active and Pending Balance

APB is your firm's Active and Pending contract Balance report.

[Click Here](#)

Firm Maintenance

Maintain Professional People's details and Application Permissions.

[Click Here](#)

Active Contracts

Upload documentation to active contracts.

Firm Information	
Firm Name	Designs for the Future
Prequalification Required	Yes
Prequalification Status	Pending

COMPLETED PREQUALIFICATION REGISTRATION

Firm Information

Name of Firm	Testive	Registration/General Expiration	12/31/2027	Highest Finance Level	Unit Price/Limited Service
Prequalification Required	Yes	Technical Expiration	12/31/2027	Financial Expiration	6/30/2026
Prequalification Status	Approved	Approved WorkTypes	Approved for 1 worktype.		

Prequalification Application

The View icon (V) opens the last application processed by INDOT for viewing; read only; not editable.
The Financial icon (F) is for making any changes to your financial information.

Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
V M	General Prequalification	Approved	05/19/2025	05/19/2025	05/19/2025	05/19/2025
	Technical Prequalification	Completed	05/19/2025	05/19/2025	05/19/2025	05/19/2025
	Financial Prequalification	Completed	05/19/2025	05/19/2025	05/19/2025	05/19/2025

Page 1 of 1 | 10 items per page | 1 - 3 of 3 items

Letter of Interest Submittal

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

[Click Here](#)

Master Current and Completed Projects List

CCP is used to keep track of current and completed projects.

[Click Here](#)

Active and Pending Balance

APB is your firm's Active and Pending contract Balance report.

[Click Here](#)

Firm Maintenance

Maintain Professional People's details and Application Permissions.

[Click Here](#)

Active Contracts

Firm Information					
Firm Name	Designs for the Future	Registration/General Expiration	04/12/2015	Highest Financial Level	Unit Price/Limited Services
Prequalification Required	Yes	Technical Expiration	04/12/2015	Financial Expiration	06/30/2014
Prequalification Status	Approved	Approved Work Types	Approved for 3 worktypes. Details		

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.

Approved Work Types ✕

Work Type Code	Work Type Description	Specialty	Qualifying Person
1.1	Systems Planning		one1 asdf1232, another 1 s
8.3	Roundabout Design		man2 asdf32432, adding1 a
15.1	Specialty Not Defined	Building Structural Design	man2 asdf32432, adding1 a
15.1	Specialty Not Defined	asdfsadf4234324	man2 asdf32432, adding1 a

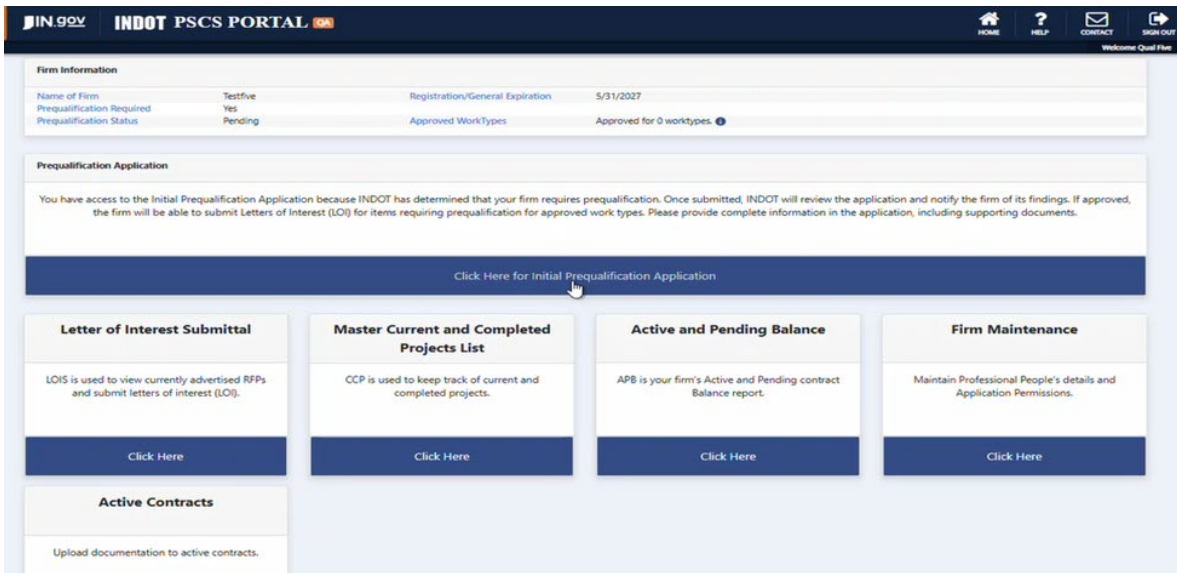
Page 1 of 1 | 10 items per page | 1 - 4 of 4 items

[Close](#)



Instructions for common functions such as [Showing More Items per Page](#) may be found in the Getting Started section.

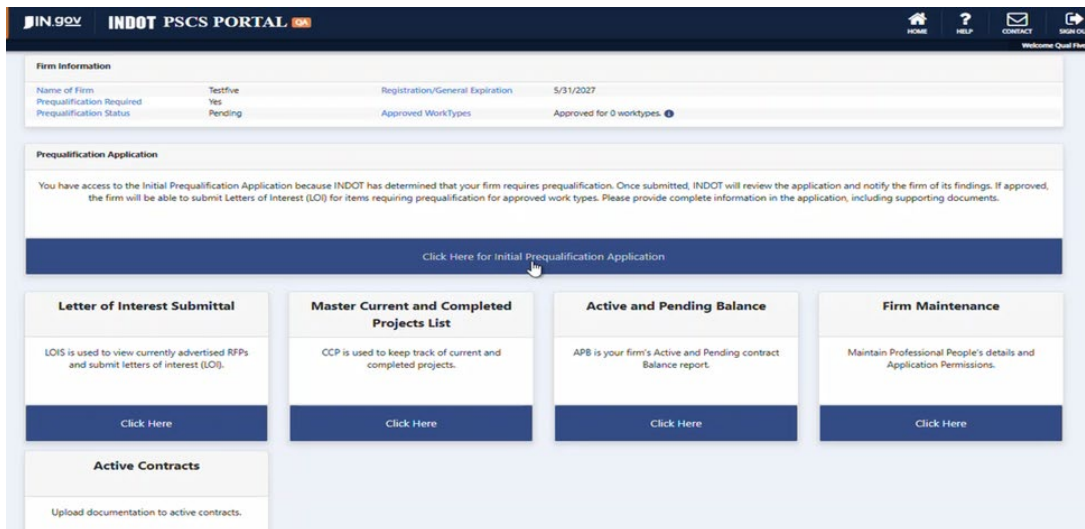
If the firm requested to be prequalified during the Business Registration application process, once INDOT accepts the registration the **Business Registration** section will change to **Prequalification Application** and an **Initial Prequalification Application** button will appear. Click on the button to begin the prequalification application process. [Click here](#) for more information on completing the application.



Initial Business Registration

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.



IN.99V INDOT PSCS PORTAL HOME HELP CONTACT SIGN OUT Welcome Qual Five

Firm Information

Name of Firm	Testfive	Registration/General Expiration	5/31/2027
Prequalification Required	Yes	Approved WorkTypes	Approved for 0 worktypes.
Prequalification Status	Pending		


Prequalification Application


The View icon (V) opens the last application processed by INDOT for viewing, read only; not editable.
The Recall icon (C) brings back a Submitted application. This option is only available until the application status has been changed to Received by INDOT.

Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Submitted	05/19/2025	05/19/2025		
	Technical Prequalification	Submitted	05/19/2025	05/19/2025		
	Financial Prequalification	Submitted	05/19/2025	05/19/2025		


Page 1 of 1 10 items per page 1 - 3 of 3 items

Letter of Interest Submittal **Master Current and Completed** **Active and Pending Balance** **Firm Maintenance**

Clicking the **View**  icon will open the application. 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.




Confirm Recall

 **Recall will remove the application from submitted status and will not be available to INDOT until the application is submitted again. Are you sure you want to recall this application?**

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.

Prequalification Application

The Edit icon (E) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.
The Financial icon (F) is for making any changes to your financial information.
The Delete icon (X) deletes the application. This option is only available when the status is draft. Delete will remove the current application.


Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Draft	11/20/2025			
	Technical Prequalification	Draft				
	Financial Prequalification	Completed	10/09/2025	10/09/2025	10/09/2025	10/22/2025

Page 1 of 1 10 items per page 1 - 3 of 3 items





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.

Prequalification Application

The Edit icon () opens the current application and allows changes. This option is only available when the application status is Draft or Signed.

The Financial icon () is for making any changes to your financial information.

The Delete icon () deletes the application. This option is only available when the status is draft. Delete will remove the current application.

Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Draft	11/20/2025			
	Technical Prequalification	Draft				
	Financial Prequalification	Completed	10/09/2025	10/09/2025	10/09/2025	10/22/2025

Page 1 of 1 | 10 items per page | 1 - 3 of 3 items

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.




Prequalification Application

You have access to the Initial Prequalification Application because INDOT has determined that your firm requires prequalification. Once submitted, INDOT will review the application and notify the firm of its findings. If approved, the firm will be able to submit Letters of Interest (LOI) for items requiring prequalification for approved work types. Please provide complete information in the application, including supporting documents.

[Initial Prequalification Application](#)

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.

Prequalification Application


The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.

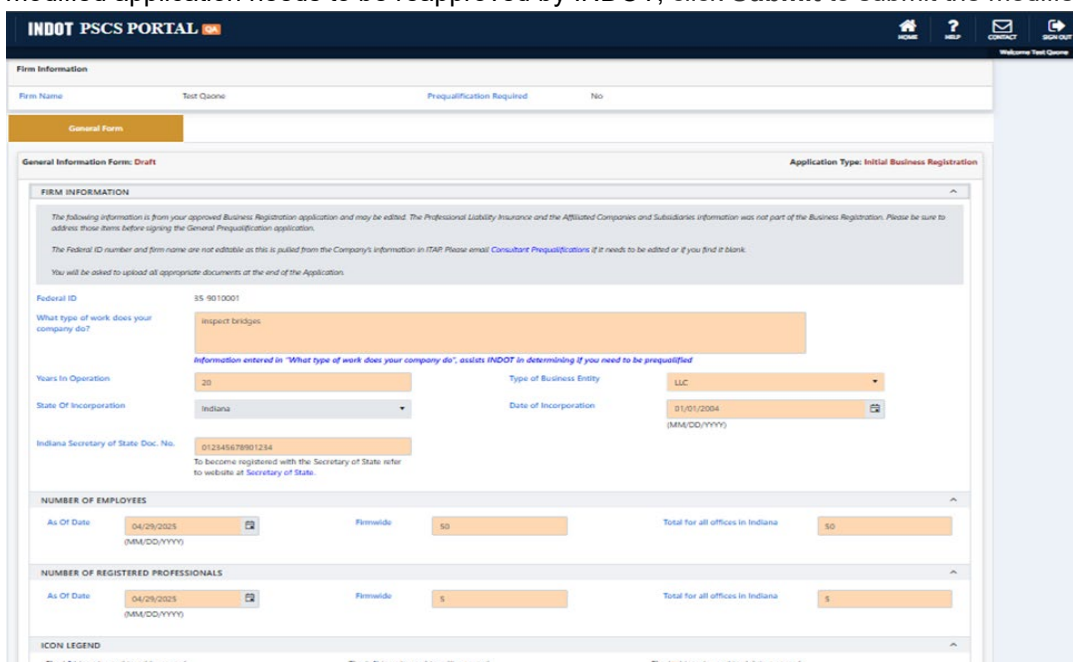
The Financial icon (F) is for making any changes to your financial information.

The Delete icon (✖) deletes the application. This option is only available when the status is draft. Delete will remove the current application.

Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Draft	11/20/2025			
	Technical Prequalification	Draft				
	Financial Prequalification	Completed	10/09/2025	10/09/2025	10/09/2025	10/22/2025

Page 1 of 1 | 10 items per page | 1 - 3 of 3 items

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 for approval



INDOT PSCS PORTAL

Firm Information: Firm Name, Test Queue, Prequalification Required, No

General Form

General Information Form: Draft | Application Type: Initial Business Registration

FIRM INFORMATION

The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application.

The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email [Consultant.Prequalifications](#) if it needs to be edited or if you find it blank.

You will be asked to upload all appropriate documents at the end of the Application.

Federal ID: 35 9010001

What type of work does your company do?: inspect bridges

Information entered in "What type of work does your company do", assists INDOT in determining if you need to be prequalified

Years in Operation: 20 | Type of Business Entity: LLC

State of Incorporation: Indiana | Date of Incorporation: 01/01/2004

Indiana Secretary of State Doc. No.: 012345678901234




NUMBER OF EMPLOYEES


As Of Date: 04/29/2025 | Worldwide: 50 | Total for all offices in Indiana: 50

NUMBER OF REGISTERED PROFESSIONALS

As Of Date: 04/29/2025 | Worldwide: 5 | Total for all offices in Indiana: 5

ICON LEGEND

The  icon is used to add a record. The  icon is used to edit a record. The  icon is used to delete a record.




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.

Prequalification Application

The Edit icon (✎) opens the current application and allows changes. This option is only available when the application status is Draft or Signed.

The Financial icon (F) is for making any changes to your financial information.




The Delete icon (✖) deletes the application. This option is only available when the status is draft. Delete will remove the current application.

Actions	Recent Application	Status	Signed Date	Submitted Date	Received Date	Completed Date
 	General Prequalification	Draft	11/20/2025			
	Technical Prequalification	Draft				
	Financial Prequalification	Completed	10/09/2025	10/09/2025	10/09/2025	10/22/2025

Page 1 of 1 10 items per page 1 - 3 of 3 items

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.

Prequalification Application


The View icon (V) opens the last application processed by INDOT for viewing, read only, not editable.

The Modification icon (M) creates a Modification application from the last processed application and allows changes.

The Financial icon (F) is for making any changes to your financial information.

Actions	Recent Application	Status	Signed Date
 	General Prequalification	Approved	08/02/2024
	Technical Prequalification	Completed	08/02/2024
 	Financial Prequalification	Completed	10/16/2024

Page 1 of 1 10 items per page

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.

Select a Financial Application Type
✕

Are you submitting financial information for fiscal year ending 3/31/2024 Yes No

Comments

* This color background fields are mandatory

✓ Save
✕ Cancel



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 recently 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.

Select a Financial Application Type
✕

Are you submitting financial information for fiscal year ending 3/31/2024 Yes No

I want to modify the last submitted application. Possible reasons for the modification are:

- Request a different Financial Level.
- Partial Year Financial.
- Acquisition/Merger Transaction has occurred.
- Other.

Comments

* This color background fields are mandatory

✓ Save
✕ Cancel



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.

FINANCIAL INFORMATION FORM

Initial Prequalification Financial Information is required for all firms, and approval allows the firm an 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 Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)

Unit Price Services
 Limited Services
 Self-Certified
 CPA Audit
 Cognizant Audit

LIMITED SERVICES AND UNIT PRICE SERVICES

1. Federal ID 99-999988


2. Our most recently completed fiscal year ended on [Orange Box]

3. The total of all wages and salaries for that fiscal year is : \$0.00
Bonus, Pension, 401K, ESOP, deferred income whether paid or accrued and all 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 FAR. It is further understood that compensation paid as 'Profit Sharing' is not allowable under the FAR and that 'Guaranteed' payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.

APPLICATION SUBMITTAL

*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.](#)


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

Application Type: Financial Update

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

*The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.
Once all steps are green, click the Submit button*

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 to submit the application. See the [Upload Documents](#) section for more information on uploading documents. Click **Save** at any time to save the entered information. The form still needs to be **Signed** and **Submitted** before INDOT can review it.

GENERAL FINANCIAL INFORMATION

1. Firm Information

i. Federal ID	99-9999988
ii. Corporate/Home Office Physical Address	
iii. Corporate/Home Mailing Address	
iv. Main Contact Office Physical Address	100 N Senate Ave, Indianapolis, IN 46204
v. Main Contact Office Mailing Address	100 N Senate Ave, Indianapolis, IN 46204
vi. Main Contact Person Name	Connie Brown
vii. Title	President
viii. Email Address	cbrown@nowhere.com
ix. Telephone Number	(317) 555-5551

2. Name of firm or business unit represented on the financial statement:

i. Is this a wholly owned subsidiary of ?

Yes No

ii. What is the relationship of the firm shown on the financial statement to ?

iii. What is the mailing address of the firm shown on the financial statement if different than address of ?

3. Firm's Financial Representative who is knowledgeable of State and Federal Regulations, policy and procedures

i. Name	<input type="text"/>
ii. Title	<input type="text"/>
iii. Telephone Number	<input type="text"/>
iv. Email Address	<input type="text"/>
v. Mailing Address	<input type="text"/>

4. Enter the person submitting prequalification responses to this application:

i. Name	<input type="text"/>
ii. Title	<input type="text"/>
iii. Telephone Number	<input type="text"/>
iv. Email Address	<input type="text"/>

5. Attach the signed Contractor Certification of Costs document.

Select files...

6. Attach the completed AASHTO Internal Control Questionnaire document.

Select files...

7. Attach the Current paid hourly labor rates for all employees, and average paid hourly labor rates by classification document, which has been certified by an officer of the firm.

Select files...

8. Attach the Fiscal year end paid hourly labor rates for all employees, and average paid hourly rates by classification document which has been certified by an officer of the firm.

Select files...

9. Fiscal year of this submission.

YYYY

10. Fiscal year end (FYE) of firm

MM/YY

11. Has your firm submitted financial information in the past?

Yes No

12. Consultant firm understands additional financial information or documentation may be requested by INDOT upon review of submission?

Yes

13. Consultant firm has billed for contracts with (or administered through) INDOT during the fiscal year covered by this submission?

Yes No

14. Attach Two (2) completed actual timesheets with typical projects related hours, one for an administrative person, and one for a technical person or professional engineer

Select files...

15. Attach the Firm's policy for paid and unpaid overtime compensation.

Select files...

16. Attach the Firm's policy and procedure for calculating and recording cost of (and billing for) overtime hours worked.

Select files...

17. Attach Two (2) actual job cost reports for current contracts which demonstrate costing details and system capability.

Select files...

18. List the Firm's software system used during the fiscal year for:

i. General Ledger


ii. Job Costing

iii. Billing

iv. Payroll Processing

v. Other

Self-Certified

If the firm selects **Self-Certified**, the corresponding section will be displayed under General Financial Information. Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

SELF CERTIFIED DETAILS	
1. Consulting Firm's accounting records are prepared on the basis of Cash or Accrual accounting?	<input type="radio"/> Cash <input type="radio"/> Accrual
2. Attach the schedule of indirect costs.	<input type="button" value="Select files..."/>
3. Enter the proposed indirect cost rate in a percent amount.	<input type="text"/>
4. Is the Facility Capital Cost of Money schedule completed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Attach the firm's policy and/or standard procedures for accounting treatment of all vehicle costs, and policy for vehicle mileage reimbursements.	<input type="button" value="Select files..."/>
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.	<input type="button" value="Select files..."/>
7. Attach a copy of an actual mileage log sheet for a vehicle with typical travel for firm business.	<input type="button" value="Select files..."/>
8. Attach the firm's depreciation schedule based on GAAP.	<input type="button" value="Select files..."/>
9. Did the firm rent or lease capital assets?	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Did a related party own capital assets rented and/or leased by the firm?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Attach a statement with that assertion, certified as accurate, and signed by an officer of the firm.	<input type="button" value="Select files..."/>
11. Attach the firm's policy for eligibility requirements for pension, 401k, SEP, or other pension contributions.	<input type="button" value="Select files..."/>
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.	<input type="button" value="Select files..."/>
13. Attach a list of all compensation components including non-wage/salary indirect compensation amounts for each employee.	<input type="button" value="Select files..."/>
14. Attach a schedule separating direct and indirect labor hours of each employee for the firm's fiscal year.	<input type="button" value="Select files..."/>
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.	<input type="button" value="Select files..."/>
16. Attach a copy of W-2 for all owners, officers, principals, partners and managers, with individual social security numbers blacked out or redacted.	<input type="button" value="Select files..."/>
17. Attach a Chart of Accounts for firm's accounting system including all account numbers and titles.	<input type="button" value="Select files..."/>
18. Attach Trial Balance for fiscal year end, adjusted, that corresponds to indirect cost schedule above.	<input type="button" value="Select files..."/>

19. Attach financial statements (Balance Sheet and Income Statement).

Select files...

20. Attach Signed Federal Income Tax Return.

Select files...

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

APPLICATION SUBMITTAL

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](#).

Application Type:

Financial Update

Steps to submit the application:


(If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.

Once all steps are green, click the Submit button

✓ Submit

CPA Audit

If the firm selects **CPA Audit**, the corresponding section will be displayed under General Financial Information. Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

CPA AUDIT DETAILS

1. Attach Indirect Cost Schedule with Independent Auditor's Report.

Select files...

2. Enter contact information for CPA firm.

i. CPA Firm name

ii. CPA Firm Contact person

iii. Telephone Number

iv. Email Address

v. Mailing Address

3. Enter Proposed Combined Overhead Rate

4. Enter Proposed Office Overhead Rate

5. Enter Proposed Field Rate

6. Is the Facility Capital Cost of Money schedule completed?

Yes No

7. Enter Proposed Combined Cost of Money Percentage

8. Enter Proposed Office Cost of Money Percentage

9. Enter Proposed Field Cost of Money Percentage

10. 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.

Select files...

11. Attach a description of the firm's bonus policy, indicating the measurable and verifiable attributes and/or assertion that bonuses are FAR allowable.

Select files...

12. Attach ADJUSTMENT to the indirect cost schedule for direct/promotional/personal use of vehicle operating costs, or submission of an audited mileage rate.

Select files...

13. Did this Consultant firm use contract/purchased labor during the fiscal year?

Yes

14. Does Employee pension or retirement plan include discretionary or profit sharing contributions (48 CFR, Part 31.205-6(4)(i))?

Yes

15. 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 VI.B and VI.C of the AASHTO Uniform Audit and Accounting Guide.

Yes

16. Attach a Signed Copy of Consultant-CPA engagement form attachment and acknowledgement.

Select files...

17. Other comments regarding consultant firm submittal for financial prequalification at CPA Audit level.

18. Attach Trial Balance for fiscal year end, adjusted, that corresponds to indirect cost schedule above.

Select files...

19. Attach financial statements (Balance Sheet and Income Statement).

Select files...


APPLICATION SUBMITTAL

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](#).

Application Type: Financial Update

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)


The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.

Once all steps are green, click the Submit button

✓ Submit

Cognizant Audit

If the firm selects **Cognizant Audit**, the corresponding section will be displayed under General Financial Information.

Enter the information and upload documents as required. Anywhere an **Upload**  icon displays, a document must be uploaded to submit the application. See the [Upload Documents](#) section for more information on uploading documents.

COGNIZANT AUDIT DETAILS

1. Is consultant firm located in a non-Indiana state? Yes

2. Has the Consultant firm requested and/or received cognizant approval of an indirect cost rate? Yes

3. Enter contact information for Cognizant Agency:

i. Agency Name

ii. Contact Person Name

iii. Telephone Number

iv. Email Address

4. Attach the received Letter of cognizant approval

Select files...

5. Enter the Fiscal year of cognizant approval attached.

YYYY

6. Attach the Indirect cost schedule with Independent Auditor's Report.

Select files...

7. Enter Proposed Combined Overhead Rate

8. Enter Proposed Office Overhead Rate

9. Enter Proposed Field Rate

10. Is the Facility Capital Cost of Money schedule completed?

Yes No

11. Enter Proposed Combined Cost of Money Percentage

12. Enter Proposed Office Cost of Money Percentage

13. Enter Proposed Field Cost of Money Percentage

14. Other comments regarding consultant firm submittal for financial prequalification at Cognizant Agency Audit level.

15. Attach Trial Balance for fiscal year end, adjusted, that corresponds to indirect cost schedule above.

Select files...

16. Attach financial statements (Balance Sheet and Income Statement).

Select files...

APPLICATION SUBMITTAL

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](#).

Application Type: Financial Update

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

The Financial Information Form must be signed by clicking on the "I affirm" statement checkbox.

Once all steps are green, click the Submit button

✓ Submit


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.

APPLICATION SUBMITTAL

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

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. The missing information will be displayed under the **Signature** check box in red.

APPLICATION SUBMITTAL

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.

Please fix below errors

- The Cog Firm Name field is required.
- The Fiscal year of this submission field is required.
- The Fiscal year end (FYE) of firm field is required.
- The Name field is required.
- The Billing field is required.
- The General Ledger field is required.
- The Job Costing field is required.
- The Payroll Processing field is required.
- The Email Address field is required.
- The Telephone Number field is required.
- The Title field is required.
- The Name field is required.
- The Email Address field is required.
- The Telephone Number field is required.
- The Title field is required.
- The Cog Firm Contact Name field is required.
- The Combined Overhead rate field is required.
- The Cog Firm Contact Email field is required.
- The Cog Firm Contact Phone field is required.
- The Cognizant Approval Fy field is required.
- The Financial Rep Address field is required.
- The Field Overhead rate field is required.
- The Office Overhead rate field is required.
- The Name of firm or business unit represented on the financial statement field is required.
- The Combined Cost of Money Percentage field is required.
- The Field Cost of Money Percentage field is required.
- The Office Cost of Money Percentage field is required.



Click here for a printable copy.

 Save

 Close

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.

APPLICATION SUBMITTAL

*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

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

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" checkb

Application Type: Financial Update

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

✓ Submit

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 later. 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**.

INDOT PSCS PORTAL

HOME HELP CONTACT SIGN OUT

WELCOME Qual Five

FIRM INFORMATION

Name of Firm	Testfive	Registration/General Expiration	5/31/2027
Prequalification Required	Yes	Approved WorkTypes	Approved for 0 worktypes.
Prequalification Status	Pending		

General Form | Technical Form | Financial Form

General Information Form: Draft | Application Type: Initial Prequalification

FIRM INFORMATION

The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application.

The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAR. Please email Consultant Prequalifications if it needs to be edited or if you find it blank.

You will be asked to upload all appropriate documents at the end of the Application.

Federal ID: 35-959559

What type of work does your company do?: Testing

Information entered in "What type of work does your company do?" assists INDOT in determining if you need to be requalified.

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. A final expiration notice will also be sent out following the completion of this process.

The Financial Expiration date is 180 days after the firm's most recent fiscal year ending date. Firms will receive emails 90, 60 and 30 days before their registration expires alerting them to resubmit their applications. A final expiration notice will also be sent out in a final expiration notice.

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**.

PROFESSIONAL LIABILITY INSURANCE (INSURANCE BINDER NOT ACCEPTED)

My firm does not require Professional Liability Insurance according to the table C1 in the Prequalification Manual and the work types we are requesting. [Professional Liability Insurance Level Requirements](#)

PLI Limit Per Occurrence: \$250,000.00

PLI Aggregate Limit: \$250,000.00

Expiration Date: 12/31/2027

AFFILIATED COMPANIES AND SUBSIDIARIES

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.

PROFESSIONAL LIABILITY INSURANCE (INSURANCE BINDER NOT ACCEPTED)

My firm does not require Professional Liability Insurance according to the table C1 in the Prequalification Manual and the work types we are requesting. [Professional Liability Insurance Level Requirements](#)

PLI Limit Per Occurrence

PLI Aggregate Limit

Expiration Date

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

AFFILIATED COMPANIES AND SUBSIDIARIES			
Actions	Affiliate/Subsidiaries	Affiliate/Subsidiary Name	Federal ID
	Affiliate	other	

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.

Edit Affiliate/Subsidiary ✕

Affiliate/Subsidiaries

Affiliate/Subsidiary Name

Federal ID

* This color background fields are mandatory

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


Actions	Affiliate/Subsidiaries	Affiliate/Subsidiary Name	Federal ID
	Affiliate	qwerty worldwide	
	Affiliate	other	

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.


Edit Affiliate/Subsidiary ✕

Affiliate/Subsidiaries	Affiliate
Affiliate/Subsidiary Name	qwerty worldwide
Federal ID	77777777

* This color background fields are mandatory

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.

Confirm Delete

 **Are you sure you want to delete this 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.

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 under the **Signature** check box.

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.

Required Fields - You can click on the error message below to go directly to the corresponding field.


- PLI Limit Per Occurrence
- PLI Aggregate Limit
- Professional Liability Insurance Expiration Date
- Proof of Liability Insurance certification Attachment required

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.

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.

General Information Form has been signed by Jones, Sarah on 4/6/2013 10:13:14 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.
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.

Application Submittal
Application Type: Initial Prequalification

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step 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

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**.

The screenshot shows the 'FIRM INFORMATION' section with fields for Name of Firm (Testive), Prequalification Required (No), and Prequalification Status (Pending). It also shows 'Approved WorkTypes' as 'Approved for 0 worktypes'. Below this is the 'EVENTS LOG' table:

Actions	Event	Comment	Created By	Created Date	Email	Application ID	Application Type
	Admin Comment	Received Application	Leming, John	05/19/2025 12:49:56 PM	jleming@indot.in.gov	61329	Initial Business Registration
	Application Submitted	General Section	Five, Quil	05/19/2025 12:45:35 PM	totq5@yahoo.com	61329	Initial Business Registration

Below the events log is the 'ADMIN' section for application ID 61329. It includes options to 'View All Documents', 'Approve as a firm not requiring prequal', and 'Approve as a firm requiring prequal'. There are 'Approve' and 'Deny' buttons, and a note: 'To Start modifying the General part of the application, please click on the INDOT Edit button.' Below this is an 'INDOT Edit' button.

This screenshot shows the 'General Form' tab selected. At the top, it says 'General Information Form: Approved' and 'Application Type: General/Technical Modification'. A green message states: 'To Start modifying the General part of the application, please click on the Edit button.' The 'Edit' button is circled in red. Below this is a section titled 'Information' with the following text:

- The following information is from your approved Business Registration application and may be edited. The Professional Liability Insurance and the Affiliated Companies and Subsidiaries information was not part of the Business Registration. Please be sure to address those items before signing the General Prequalification application.
- The Federal ID number and firm name are not editable as this is pulled from the Company's information in ITAP. Please email [Consultant.Prequalification](#) if it needs to be edited or if you find it blank.
- You will be asked to upload all appropriate documents at the end of the Application.

Below the information are several input fields:

- Serial ID: 05556105
- What type of work does your company do?: Road construction
- Years in Operation: 11 (if less than one year enter 1)
- Type of Business Entity: General Partnership
- State of Incorporation: [Dropdown]
- Date of Incorporation: [Text] (MM/DD/YYYY)
- Indiana Secretary of State C. No.: [Text]

A large red watermark 'OLD VERSION' is overlaid on the form.

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.

Technical Form

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 Information Form: Received and Under Review

Application Type: Initial Prequalification

APPLICATION WORK TYPES

Quick Steps for filling out the Technical Prequalification Application:
Select a predefined work type or choose 15.1 for specialty not listed.
If requesting 15.1, add a brief description of the type of work in the text box.
The firm must associate 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 name.
List the qualifying person's education.
List projects related to the requested work type, including details 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 to the work type(s) requested is required to submit the application.
Provide a brief summary of the qualifying person's employment history, 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.

Action Details	Work Type	Work Type Description	Status	QP Min/Max
	S.1	Non-Complex Roadway Design	Pending	1 / 1

Page 1 of 1 | 25 items per page | 1 - 1 of 1 items

Save Qualifying Persons

TECHNICAL DOCUMENTS

View All Technical Documents

APPLICATION SUBMITTAL

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 Qval Five on 5/19/2025 1:02:00 PM

Click here to print the Technical Application. | Click here to print Qualification Person information.

Close



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**.

+

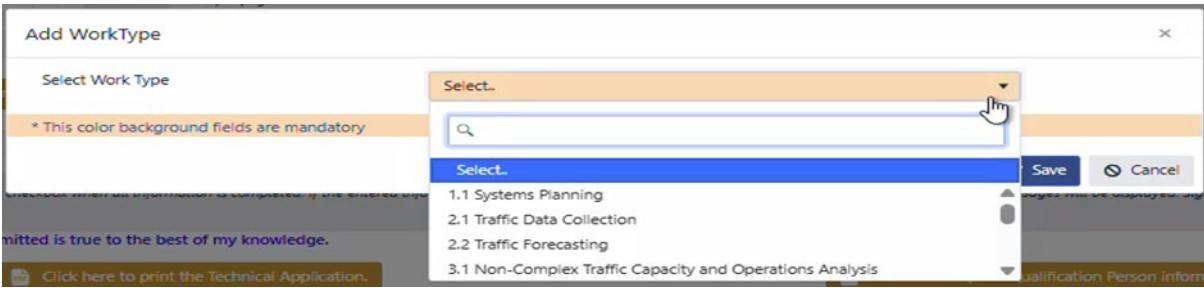
Action Details	Work Type	Work Type Description	Status	QP Min/Max
No Records were found				

Page 0 of 0 | 25 items per page | No items to display

TECHNICAL DOCUMENTS

View All Technical Documents

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.

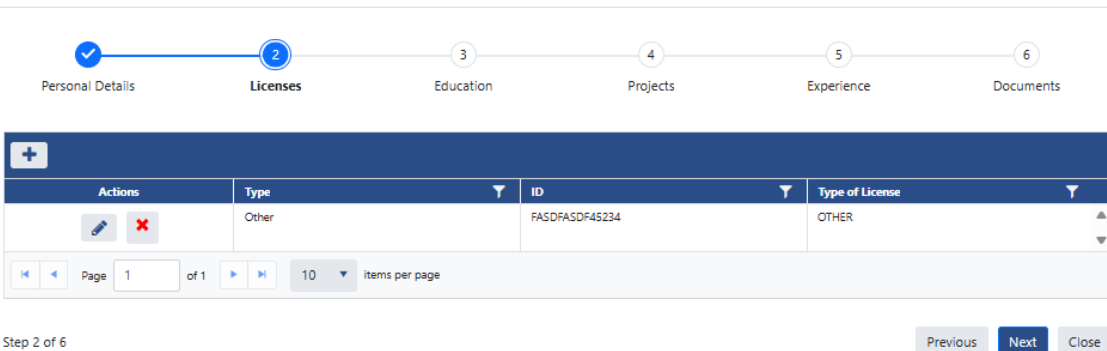
The **Work Type** will display in the **Application Work Type** Table with the options **Add Qualifying Person** or **Remove Work Type** .










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

1.1 - Systems Planning - tester, qa m



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.


+					
Add New		Work Type	Work Type Description	Status	QP Min/Max
Action Details					
▶	 	1.1	Systems Planning	Firm Removed	1 / 1
▶	 	2.2	Traffic Forecasting	Pending	1 / 1

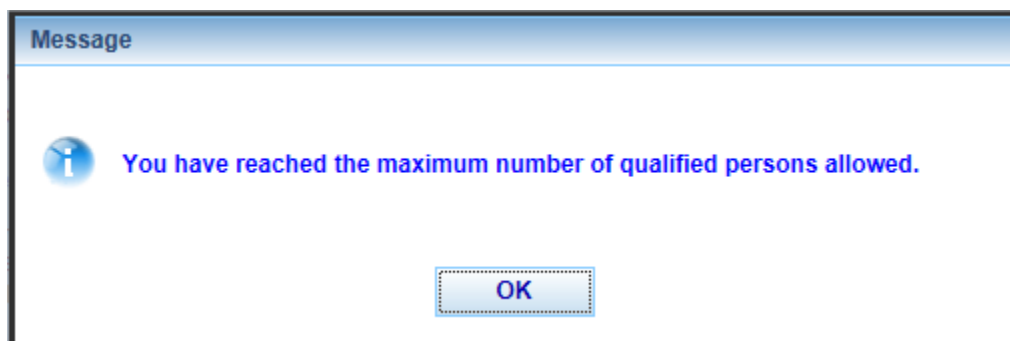


 Page of 1
 

 25  items per page
 1 - 2



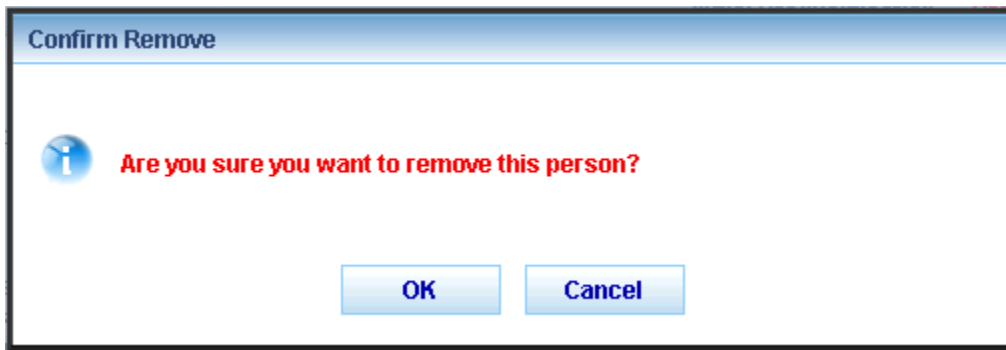
A QP's status with the Application defaults to Not Reviewed and cannot be edited by the firm. As the Technical Application moves through the approval process, the QP's status will change as decided by INDOT Reviewers to either Approved or Denied.


A Work Type cannot be approved if one of the QPs has a status of Denied or Not Reviewed.

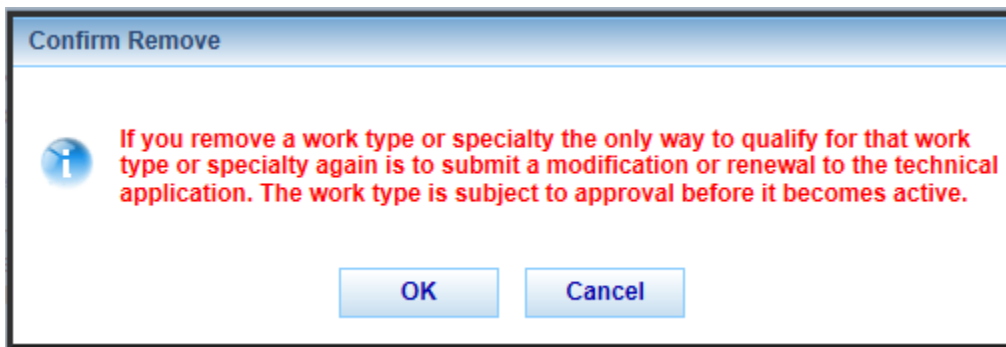
Each **Work Type** has a preset minimum and maximum number of **Qualifying Persons**. Click the **Add Qualifying Person** until the desired number of People are entered. If the maximum number of Qualifying Persons has been entered, clicking the **Add Qualifying Person** icon will result in an error message. 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.

+					
Add New		Work Type	Work Type Description	Status	QP Min/Max
▶	 	1.1	Systems Planning	Firm Removed	1 / 1
▶	 	2.2	Traffic Forecasting	Pending	1 / 1

Page 1 of 1 25 items per page 1 - 2 of 2 items

The **Professional Person** table will open, with numbers (1-6) for [Details](#), [Licenses](#), [Education](#), [Projects](#), [Experience](#), and [Documents](#). Click on any of the numbers 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.

1.1 - Systems Planning - tester, qa m


×

1 Personal Details 2 Licenses 3 Education 4 Projects 5 Experience 6 Documents

First Name: qa
 Last Name: tester
 Contracting Entity: Tester Qatwo
 Phone Number:
 Years With this Firm: 00 (If less than a year enter 1)
 Office: Main Contact Office - 35 E Main St, Greenwood, IN 46142

Middle Initial: m
 Suffix Name: Enter Suffix
 Phone Extension: Enter Phone Extension
 Years With Other Firms: 00 (If less than a year enter 1)



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.


1.1 - Systems Planning - tester, qa m

×

The screenshot shows a progress bar at the top with six steps: 1. Personal Details (selected), 2. Licenses, 3. Education, 4. Projects, 5. Experience, and 6. Documents. Below the progress bar are several input fields:

- First Name: qa
- Last Name: tester
- Contracting Entity: Tester Qatwo
- Phone Number: [Empty]
- Years With this Firm: 00 (If less than a year enter 1)
- Office: Main Contact Office - 35 E Main St, Greenwood, IN 46142
- Middle Initial: m
- Suffix Name: Enter Suffix
- Phone Extension: Enter Phone Extension
- Years With Other Firms: 00 (If less than a year enter 1)

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 screenshot shows the progress bar with step 2, Licenses, selected. Below it is a table with the following data:

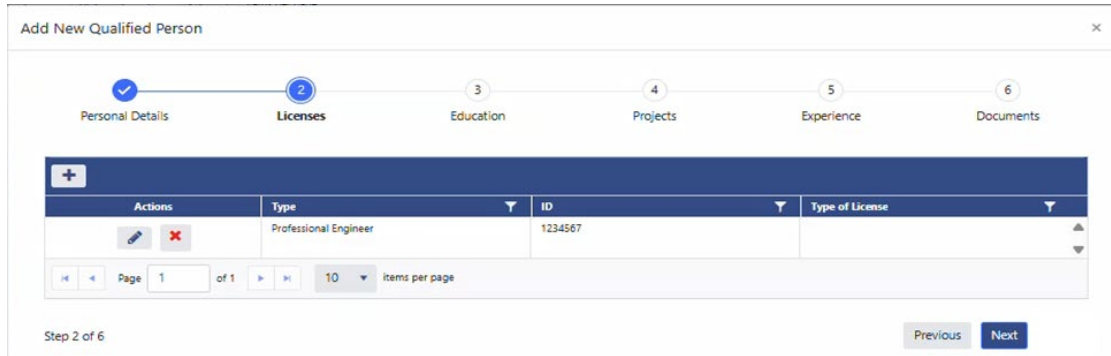
Actions	Type	ID	Type of License
 	Other	FASDFASDF45234	OTHER


Below the table is a pagination control: Page 1 of 1, 10 items per page.

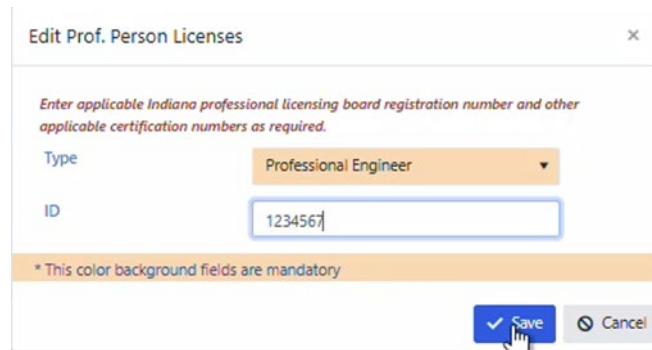
The **ADD** screen will appear. Select the type of license from the **Type** drop down and then enter the **License Id** in the **Id** field. Click **Save** to save the record and add it to the **License** Table or click **Cancel** to return to the **Professional Person** section without adding license information.


The left screenshot shows the 'Edit Prof. Person Licenses' dialog box with the 'Type' dropdown menu open. The menu options are: Select..., Professional Engineer, Engineer in Training (or Engineer Intern), Land Surveyor, Surveyor in Training, Professional Traffic Operations Engineer. The right screenshot shows the same dialog box with 'Professional Engineer' selected in the 'Type' dropdown and '1234567' entered in the 'ID' field. The 'Save' button is highlighted.

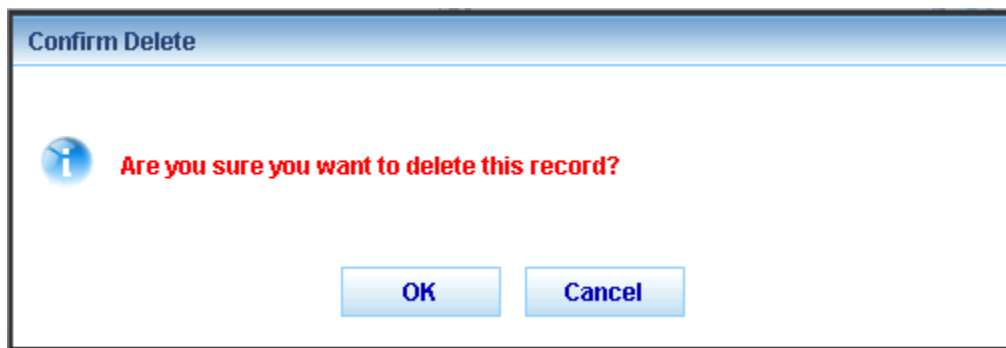
The new **License** information will display in the **License** Table with the ability to **Edit**  or **Delete**  the **license**.



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.




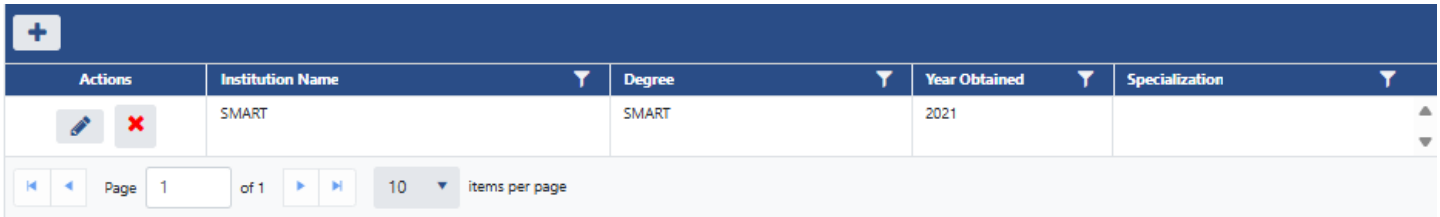
Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.





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

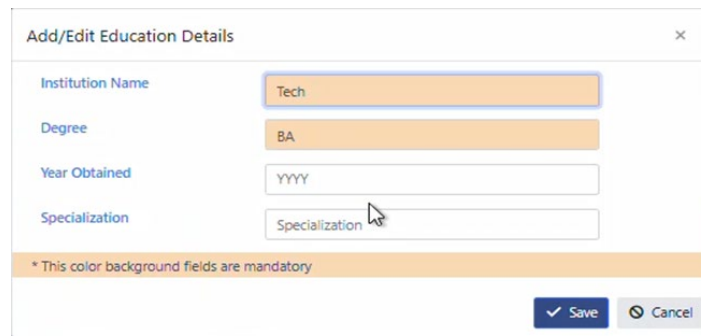
All **Education** information should be entered on the **Education** screen. Click on the **Add New**  icon next to the **Specialization** column to add new **Education** information.



Actions	Institution Name	Degree	Year Obtained	Specialization
 	SMART	SMART	2021	

Page 1 of 1 | 10 items per page

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.



Add/Edit Education Details

Institution Name:

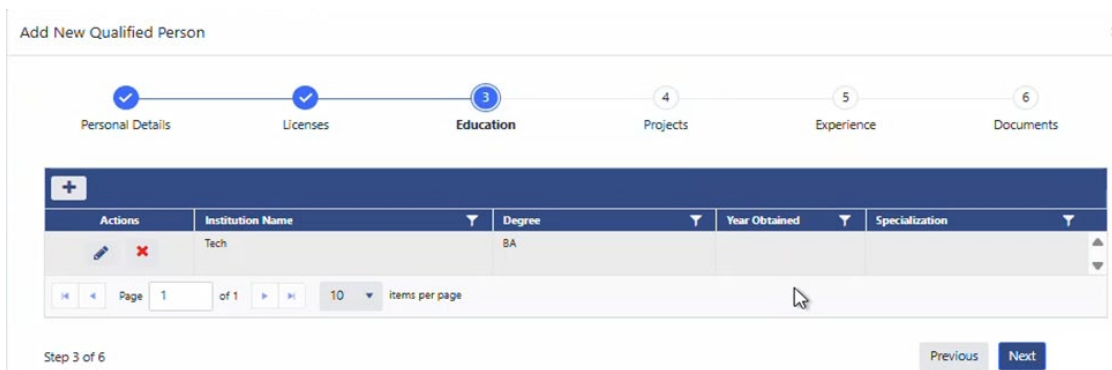
Degree:

Year Obtained:

Specialization:



* This color background fields are mandatory

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



Add New Qualified Person

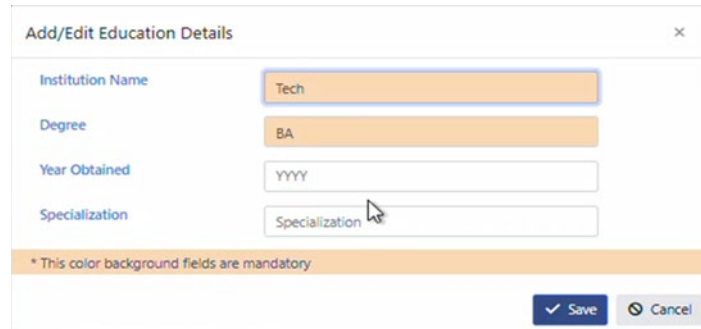
Progress: Personal Details (1) ✓, Licenses (2) ✓, **Education (3)**, Projects (4), Experience (5), Documents (6)


Actions	Institution Name	Degree	Year Obtained	Specialization
 	Tech	BA		

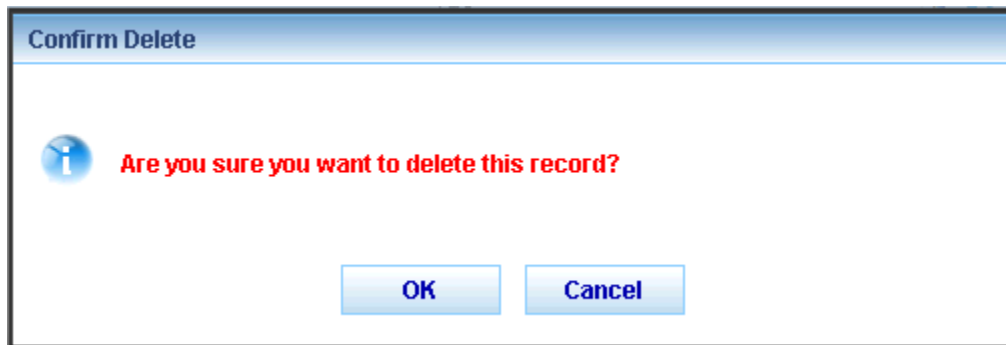
Page 1 of 1 | 10 items per page

Step 3 of 6 |

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.




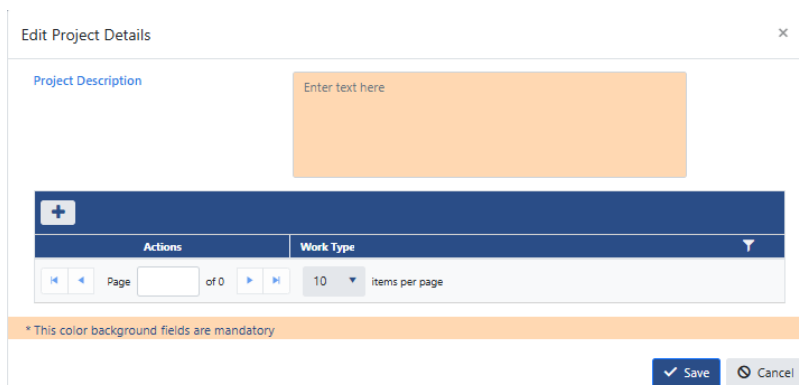
Click the **Delete**  icon to delete the record. A confirmation window will appear. Click **OK** to delete the record and return to the name table or click **Cancel** to return to the table without deleting the record.



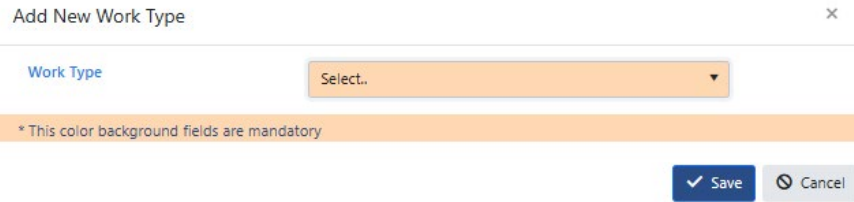
Add as many **Education** items as necessary. When finished, click on any icon to jump to that section, the **Next** button to move to the next section or the **Previous** button to return to the previous section.

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

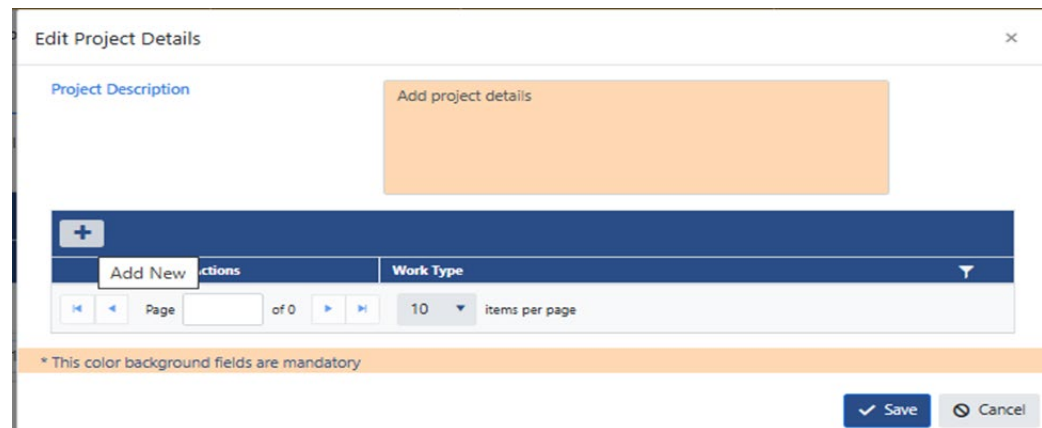


The **ADD** screen will appear. Complete the information as required and click **Save** to save the record and add it to the Project table or click **Close** to return to the **Professional Person** section without adding project information. At least one work type selected for the project must match the desired prequalification work type.

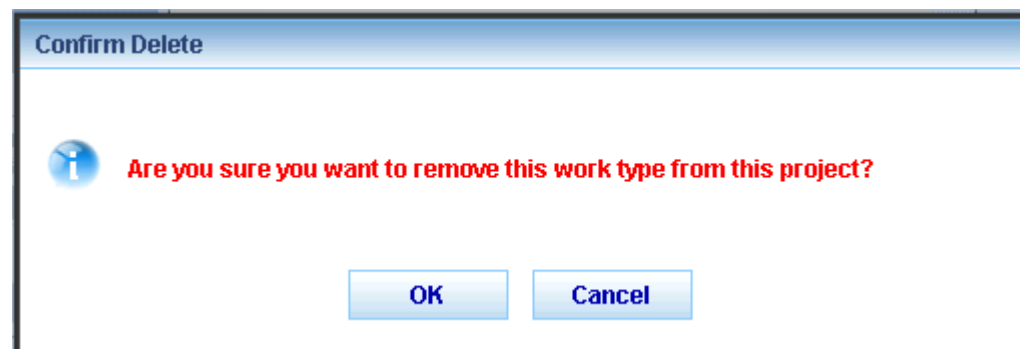




If a person will serve as **QP** for multiple work types, enter all **Project** information for a person in this screen, not just the project information related to one specific work type. When this person is selected for the other work types, **the information will carry over and will not need to be re-entered.**

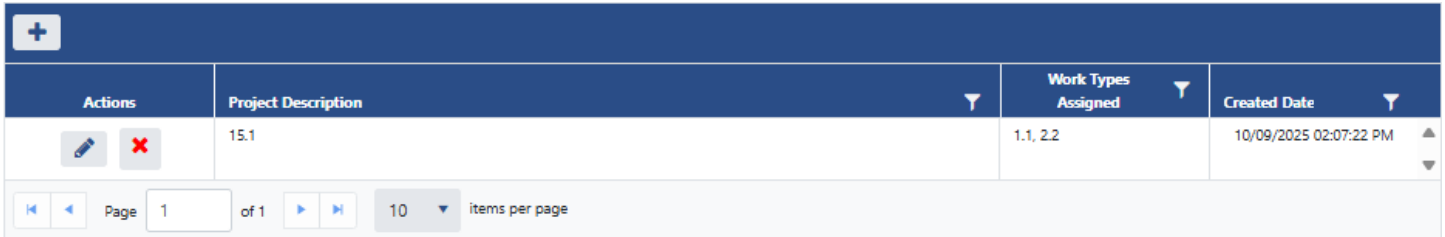
When selecting a **work type** from the drop down, after clicking on an item, the **work type** will display in the **Work Type** table below the drop down. To remove the **work type**, click on the **Delete**  icon next to the **work type** to be removed.





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**.




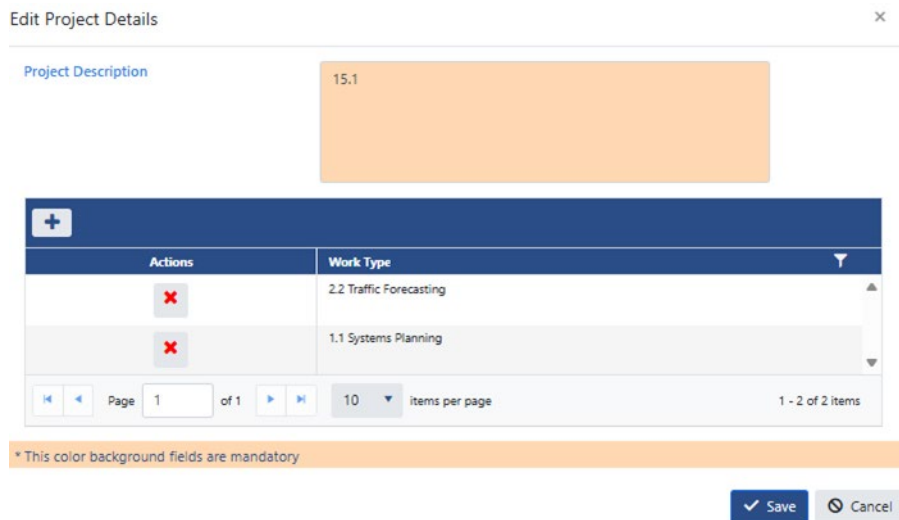
The new **project** information will display in the **Project Table** with the ability to **Edit**  or **Delete**  the **project** information.



Actions	Project Description	Work Types Assigned	Created Date
 	15.1	1.1, 2.2	10/09/2025 02:07:22 PM



Page 1 of 1 10 items per page

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.



Edit Project Details


Project Description: 15.1

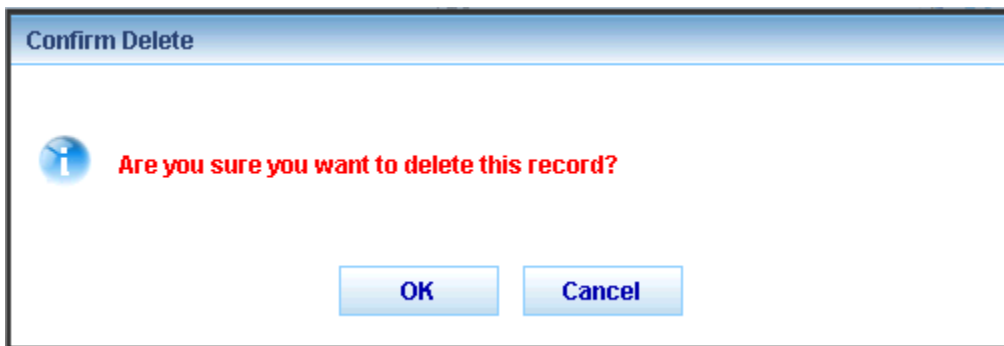
Actions	Work Type
	2.2 Traffic Forecasting
	1.1 Systems Planning

Page 1 of 1 10 items per page 1 - 2 of 2 items


* This color background fields are mandatory

Save Cancel

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.



Confirm Delete

 **Are you sure you want to delete this record?**

OK Cancel

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 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.

1.1 - Systems Planning - tester, qa m

Personal Details Licenses Education Projects Experience Documents

Employment History, Experience and Qualifications Summary


(Please provide a brief summary of this person's overall work history, experience and qualifications.) Optional information entered here should not contain information entered in project experience.

WORKING

Step 5 of 6

Previous Next Close

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.

1.1 - Systems Planning - tester, qa m

Personal Details Licenses Education Projects Experience Documents

Training Certificates Select files... Drop files here to upload

Samples of Work Select files... Drop files here to upload





Individual's Resume Select files... Drop files here to upload

Other Select files... Drop files here to upload

Step 6 of 6

Previous Finish


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

Action Details	Work Type	Work Type Description	Status	QP Min/Max
 	1.1	Systems Planning	Firm Removed	1 / 1
 	2.2	Traffic Forecasting	Pending	1 / 1

Page 1 of 1 25 Items per page 1 - 2 of 2 items

TECHNICAL DOCUMENTS

[View All Technical Documents](#)

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

Uploaded Documents For Application: 63149 ✕

App ID	63149			
Actions	Document Type	File Name	QP Name	Uploaded Date
No Records were found				
Page 0 of 0 10 items per page No items to display				

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.

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.

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.

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.

9.2 Level 2 Bridge Design: " Dave Murray" needs to have at least one project associated to the 9.2 worktype.

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**.

Name of Firm	Tester Qatwo	Registration/General Expiration	12/31/2027	Highest Finance Level	Unit Price/Limited Service
Prequalification Required	Yes	Technical Expiration	12/31/2027	Financial Expiration	12/30/2026
Prequalification Status	Approved	Approved WorkTypes	Approved for 0 worktypes.		

General Form
Technical Form

Technical Information Form: Draft Application Type: General/Technical Modification

APPLICATION WORK TYPES

Quick Steps for filling out the Technical Prequalification Application:

- Use the (+) to add a new work type.*
- Select a predefined work type or choose 15.1 for specialty not listed.*
- If requesting 15.1, add a brief description of the type of work in the text box.*
- The firm must associate 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 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 to the work type(s) requested is required to submit the application.*
- Provide a brief summary of the qualifying person's employment history, 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.*

	Action Details	Work Type	Work Type Description	Status	QP Min/Max
▶		1.1	Systems Planning	Firm Removed	1 / 1
▶		2.2	Traffic Forecasting	Pending	1 / 1

Page 1 of 1 25 items per page 1 - 2 of 2 items

TECHNICAL DOCUMENTS

[View All Technical Documents](#)

APPLICATION SUBMITTAL

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 to print the Technical Application.
 Click here to print Qualification Person information.

Close

Application Type: General/Technical Modification

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step has been completed.)

Print the Technical 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.

Technical Application Form
Smith Jones Construction

App ID: 3799 App Status: **Draft**
Federal ID: 35-555555

Application Work Types					
Work Type Code	Work Type Description	Work Type Status	QP Minimum	QP Maximum	Qualifying Person
8.1	Non-Complex Roadway Design	Pending	1	1	Ives, Dan

Upload Requested Documentation	Document Name
<input type="checkbox"/>	I affirm the information submitted is true to the best of my knowledge.



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.

Select QP's to Print Report ×

Only 5 names may be selected per report

	QP Name
<input type="checkbox"/>	tester, qa m

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

Print Close

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

Technical Application Form

Smith Jones Construction

App ID: 3809 App Status: **Signed**
 Federal ID: 35-5555555

Qualifying Person						
Prof Person ID	First Name	Middle Initial	Last Name	Suffix Name	Email	
7764	Dan		Ives		dives@smithjones.com	
Phone	Phone Extension	Drivers License ID	Drivers License State	Contracting Entity		
(317)-555-5557				Smith Jones Construction(2811)		
Title	Years with this Firm	Years with other Firm	Office	Status	Status Date	
PE	5	7	100 N Senate Ave INDIANAPOLIS, IN 46204(2346)	Active	04/06/2013	

Education			
Institution Name	Degree	Year Obtained	Specialization
Purdue University	BS	1998	

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 remain approved.

Quick Steps for filling out the Technical Prequalification Application:

- Use the (+) to add a new work type.
- Select a predefined work type or choose 15.1 for specialty not listed.
- If requesting 15.1, add a brief description of the type of work in the text box.
- The firm must associate qualified person(s) to each work type by clicking on the (P) 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 (E) icon next to the person 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 to the work type(s) requested is required to submit the application.
- Provide a brief summary of the qualifying person's employment history, experience, and qualifications.
- Use the (X) icon to remove a qualified person from a work type.
- Use the (R) icon to remove a work type.
- Use the (P) icon to view or print a qualified person's details.




Action Details	Work Type	Work Type Description	Status	QP Min/Max
	1.1	Systems Planning	Firm Removed	1 / 1
	2.2	Traffic Forecasting	Pending	1 / 1





Application WorkTypes

Work Type	Work Type Description	Status	QP Min/Max	Qualifying Persons
3.2	Level 2 Bridge Design	Pending	1/2	Ives, Dan Denied
5.1	Environmental Document Preparation - EAEIS	Approved	1/1	Trummel, Connie Approved
3.2	Complex Roadway Design	Approved	2/2	Ives, Dan Approved Trummel, Connie 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**.

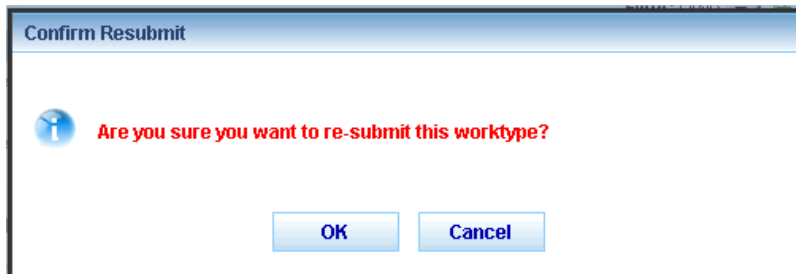
+					
Add New		Work Type	Work Type Description	Status	QP Min/Max
Action Details		Work Type	Work Type Description	Status	QP Min/Max
▶	 	1.1	Systems Planning	Firm Removed	1 / 1
▶	 	2.2	Traffic Forecasting	Pending	1 / 1

Page 1 of 1 | 25 items per page | 1 - 2 of 2 items







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**.

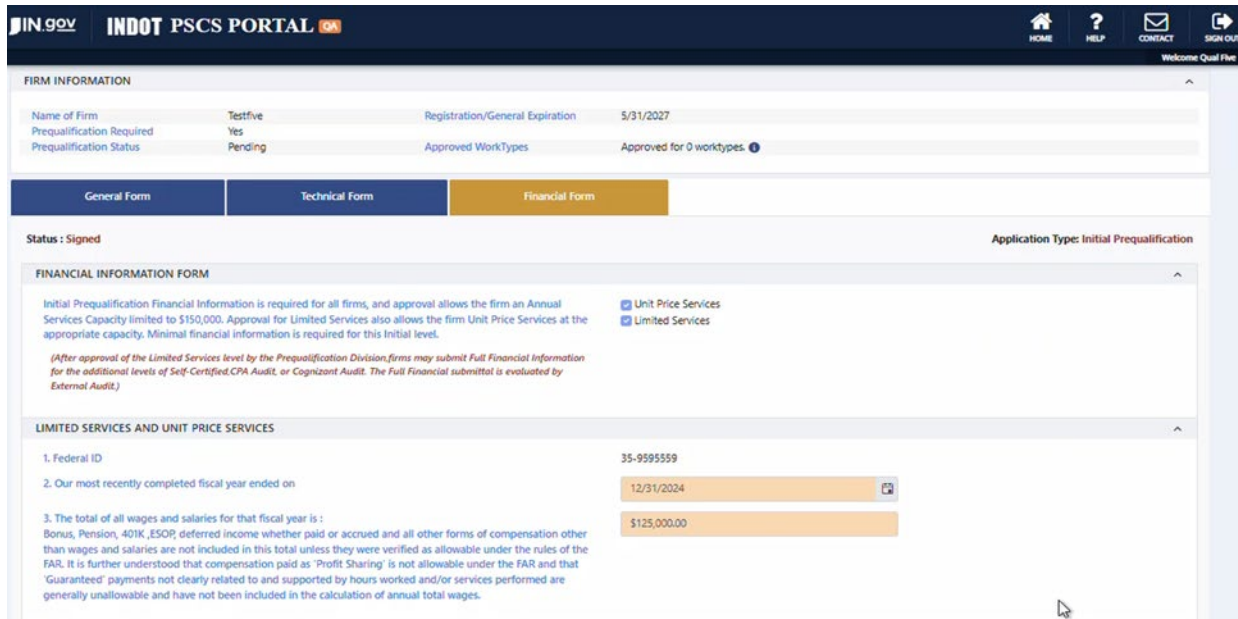
+					
Action Details		Work Type	Work Type Description	Status	QP Min/Max
▶	 	1.1	Systems Planning	Firm Removed	1 / 1
▶	 	2.2	Traffic Forecasting	Pending	1 / 1

Page 1 of 1 | 25 items per page | 1 - 2 of 2 items

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.



INDOT PSCS PORTAL

HOME HELP CONTACT SIGN OUT

Welcome Qual Firm

FIRM INFORMATION

Name of Firm	Testfive	Registration/General Expiration	5/31/2027
Prequalification Required	Yes		
Prequalification Status	Pending	Approved WorkTypes	Approved for 0 worktypes

General Form Technical Form **Financial Form**

Status: Signed Application Type: Initial Prequalification

FINANCIAL INFORMATION FORM

Initial Prequalification Financial Information is required for all firms, and approval allows the firm an 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.

Unit Price Services
 Limited Services

(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)

LIMITED SERVICES AND UNIT PRICE SERVICES

1. Federal ID	35-9995559
2. Our most recently completed fiscal year ended on	12/31/2024
3. The total of all wages and salaries for that fiscal year is : Bonus, Pension, 401K, ESOP, deferred income whether paid or accrued and all 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 FAR. It is further understood that compensation paid as 'Profit Sharing' is not allowable under the FAR and that 'Guaranteed' payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.	\$125,000.00



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.

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.

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. The missing information will be displayed under the **Signature** check box in red.

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.

Required Fields

- Limited Services and Unit Price Services - 3.The total of all wages and salaries for that fiscal year is :

Once all necessary corrections have been made and the **Signature** check box is checked again, the **Save** button will be grayed 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.

INDOT PSCS PORTAL

FIRM INFORMATION

Name of Firm	Testfive	Registration/General Expiration	5/31/2027
Prequalification Required	Yes	Approved WorkTypes	Approved for 0 worktypes
Prequalification Status	Pending		

General Form | Technical Form | **Financial Form**

Status : Signed Application Type: Initial Prequalification

FINANCIAL INFORMATION FORM

Initial Prequalification Financial Information is required for all firms, and approval allows the firm an 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.

Unit Price Services
 Limited Services

(After approval of the Limited Services level by the Prequalification Division, firms may submit Full Financial Information for the additional levels of Self-Certified CPA Audit, or Cognizant Audit. The Full Financial submit is evaluated by External Audit.)

LIMITED SERVICES AND UNIT PRICE SERVICES

1. Federal ID	35-959559
2. Our most recently completed fiscal year ended on	12/31/2024
3. The total of all wages and salaries for that fiscal year is : <small>Bonus, Pension, 401K, 457P, deferred income whether paid or accrued and all 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 FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and that "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.</small>	\$125,000.00

APPLICATION SUBMITTAL

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 Qual Five on 5/19/2025 1:02:53 PM.

[Click here for a printable copy.](#) Close

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

*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*

Application Type: **Financial Update**

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step 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 appears. Fields not yet completed will display as blank fields.

Financial Information Form
Smith Jones Construction

App ID: 3799 App Status: **Draft**

Initial Prequalification Financial Information is required for all firms, and approval allows the firm an 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 Self-Certified, CPA Audit, or Cognizant Audit. The Full Financial submittal is evaluated by External Audit.)

<input checked="" type="checkbox"/> Unit Price Services
<input checked="" type="checkbox"/> Limited Services
<input type="checkbox"/> Self-Certified
<input type="checkbox"/> CPA Audit
<input type="checkbox"/> Cognizant Audit

Limited Price Services/ Unit Price Services

1. Federal ID	35-555555
2. Our most recently completed fiscal year ended on	12/31/2012

3. The total of all wages and salaries for that fiscal year is :
Bonus, Pension, 401 K, ESOP, deferred income whether paid or accrued and all 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 FAR. It is further understood that compensation paid as "Profit Sharing" is not allowable under the FAR and the "Guaranteed" payments not clearly related to and supported by hours worked and/or services performed are generally unallowable and have not been included in the calculation of annual total wages.

I affirm the information submitted is true to the best of my knowledge.

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 be clickable.

Application Submittal
Application Type: Initial Prequalification

Steps to submit the application: (If the step is in red it still needs to be accomplished, once it turns green the step 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

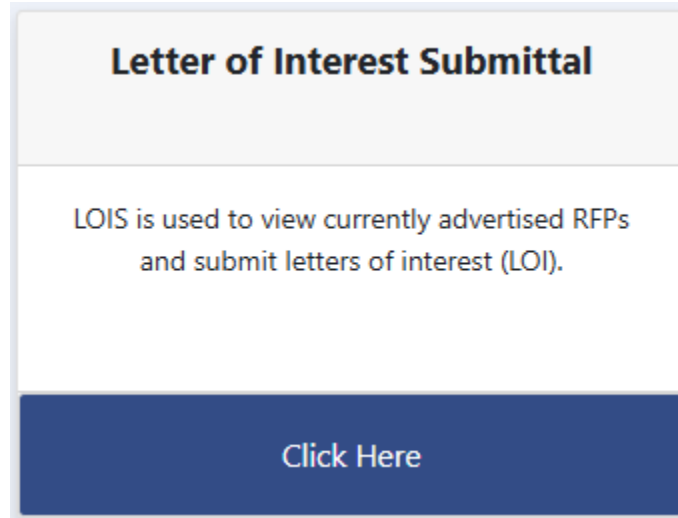
To complete the application and submit it for consideration, click the **Submit** button. The application fields will continue to be grayed out and non-editable, the **Submit** button will be unavailable and the application status will change from Signed to Submitted. Click the **Close** button to return to the PSCS Portal Home Screen.

Application Submittal
Application Type: Initial Prequalification

Application submitted by Jones, Sarah on 4/6/2013 11:06:59 PM

Letter of Interest Submittal (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 **Letter of Interest Submittal** tile 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 (RFPs)

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 RFP 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.

INDOT PSCS Portal - LOI Submittal

FIRM INFORMATION						
Name of Firm	Firm A	Registration/General Expiration	12/31/2027	Highest Finance Level	Unit Price/Limited Service	
Prequalification Required	Yes	Technical Expiration	12/31/2027	Financial Expiration	1/1/2027	
Prequalification Status	Approved	Approved WorkTypes	Approved for 54 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	Your approved financial level does not meet the requirements for this item.	



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 icon next to Approved Work Types for a list of the firm's approved Work Types.

FIRM INFORMATION					
Name of Firm	Firm A	Registration/General Expiration	12/31/2027	Highest Finance Level	Unit Price/Limited Service
Prequalification Required	Yes	Technical Expiration	12/31/2027	Financial Expiration	1/1/2027
Prequalification Status	Approved	Approved WorkTypes	Approved for 54 worktypes.		

The RFP Items section displays a list of all open RFP items, Action Details, RFP Number, RFP Posting Date, Response Due Date, Item Description, and Additional Information.

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	Your approved financial level does not meet the requirements for this item.

Click on the icon to view Items for a selected RFP. The icons available for each Item will depend on whether the firm has the required prequalified work types and financial levels.

Firm Does Not Meet RFP Item Required Prequalifications

If the firm does not meet the requirements for an RFP Item, the line will be grayed out. The **Additional Information** column will explain why the firm cannot submit an 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.


RFP ITEMS						
	Action Details	RFP Number	RFP Posting Date	Response Due Date	Item Description	Additional Information
▼ RFP ID: 2349						
▶ Item Number: 01						
▼ 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	Your approved financial level does not meet the requirements for this item.
▼ 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.	Your approved financial level does not meet the requirements for this item.

Firm Meets Some RFP Required Prequalifications

If a firm meets some but not all 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.

RFP ITEMS						
	Action Details	RFP Number	RFP Posting Date	Response Due Date	Item Description	Additional Information
▼ RFP ID: 2349						
▶ Item Number: 01						
▶ Item Number: 02						
▶ Item Number: 03						
▼ 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.	Your approved financial level does not meet the requirements for this item.
▼ 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.	Your approved financial level does not meet the requirements for this item.
▼ 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	
▼ Item Number: 07						
		2511	11/10/2025	11/25/2025 10:00 AM	On Call - Environmental Services	

INDOT PSCS Portal – LOI Submittal Dashboard

Click the  icon to view details on a specific RFP item. Additional details on the item will open in a new window.

View Details x

RFP Number
2511

Response Due Date
11/25/2025

Item Due Date
11/25/2025

Item Number
07

Item Description
On Call - Environmental Services

Work Description
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.


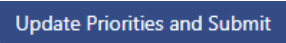

Contract Type
On Call

Required Work Types For this Item
5.2: Environmental Document Preparation - CE 5.4: Ecological Surveys
5.5: Wetland Mitigation 5.6: Waterway Permits 5.9: Archaeological Investigations 5.10: Historical/Architectural Investigations

Additional Information

Date Submitted

Letter of Interest Submittal

The LOI Submittal screen allows a firm to submit an LOI for a specific RFP Item. When 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  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  button to submit the LOI for consideration. The LOI MUST be submitted before the RFP Posting due date and time expires. Click  to return to the LOIS home screen.

The screenshot displays the LOI Submittal interface with the following sections:

- Header:** RFP Work Description, 2511, Item Number 01, RFP Posting Due Date and Time 11/25/2025 10:00:00 AM, Time Left to Submit 7 Days 23 Hours 21 Minutes 52 Seconds.
- PLEASE NOTE:** Although the response due date and time for the RFPs showing on this page have not yet passed, it is possible that they might pass before you click the "Submit to INDOT" button. If this happens, the submittal will not be accepted. Only submittals received prior to the deadline will be considered for selection.
- STEP 1:** Select Office Responsible for this Work (dropdown), Authorized Negotiator First Name, Last Name, and Email (text fields).
- STEP 2:** ATTACH REQUIRED DOCUMENTS. Includes Document Type (dropdown), Letter of Interest (LOI) (text field), Complexity Level (Low # of pages maximum), Total Cost Proposal Amount (\$0.00), Current and Completed Projects (CCP) (button: Copy Master CCP), and Active and Pending Contract Balance (APB) (text field).
- STEP 3:** ADD FIRM. Includes a table with columns: Action Details, Balance % of Contract, DBE, MBE, WBE, HDBE, KYTCDBE, Work Type/Other Service, Work Type NAICS Codes, and Load Firm. Below the table are summary statistics for Required BE Goals and a checkbox for "Are you done building your team?".
- STEP 4:** TOTAL ANNUALIZED ACTIVE PENDING BALANCE (APB). Includes a text field for Total Annualized Active Pending Balance (APB) and a note: "If you believe your APB is substantially incorrect, please provide an explanation."
- Buttons:** Save, Update Priorities and Submit, Back to RFP Items.



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 top of the LOI Submittal screen displays the RFP number, the RFP Item Number and a brief description of the item.



Click on the **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.

The screenshot shows the top header of the LOI Submittal screen with the following information:

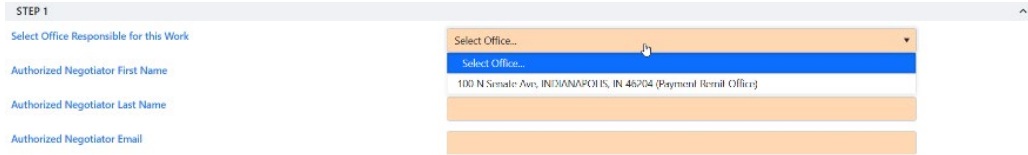
- RFP Work Description
- 2511
- Item Number 01
- RFP Posting Due Date and Time 11/25/2025 10:00:00 AM
- Time Left to Submit 7 Days 23 Hours 14 Minutes 27 Seconds



If the Response Due Date and Time pass before **Update Priorities and Submit** is clicked, the LOI will NOT be considered. Only submittals received prior to the deadline will be considered for selection.

Step 1: 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. Also complete the Authorized Negotiator Name and Email.



The screenshot shows a form titled "STEP 1" with a sub-header "Select Office Responsible for this Work". Below this are four input fields: "Authorized Negotiator First Name", "Authorized Negotiator Last Name", and "Authorized Negotiator Email". The "Select Office..." dropdown menu is open, showing a list of offices, with the first option selected: "100 N Senate Ave, INDIANAPOLIS, IN 46204 (Payment Remit Office)".

Step 2: Attach Required Documents

The next step is to upload the required documentation. Click **Select files...** to begin the LOI upload process. The Total Cost Proposal Amount is entered if required.

Current and Completed Projects (CCP): Click **Copy Master CCP** to populate and review the CCP report. This report can be maintained on the Portal Dashboard by the submitting firm, or edited during the LOI submittal. Click **+** to add additional projects as needed. After selecting the desired projects, click **Save Selected Projects to Item CCP**, or **Close** to return to the LOI Submittal screen without making changes.

Active and Pending Contract Balance (APB): The APB 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. Editing for one item will be reflected in the APB for all items in the current RFP, but the changes will not be included for any future RFPs. 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. If the submitting firm's APB is \$0, the APB line will display "Firm does not have any active or pending balances with INDOT at this time." The APB tile on the Portal Dashboard will only be available for users with the GENTECH EDIT, FINANCIAL EDIT, PQ Admin, CS Admin, and User Admin roles.

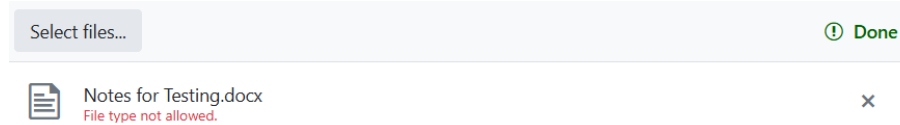


The screenshot shows a form titled "STEP 2 : ATTACH REQUIRED DOCUMENTS: (NOTE: ONLY .PDF AND .TIF FILES ARE ACCEPTED AND EACH FILE SIZE MUST BE LESS THAN 20MB)". Below this are four input fields: "Document Type" (Letter of Interest (LOI)), "Total Cost Proposal Amount" (\$0.00), "Current and Completed Projects (CCP)" (Copy Master CCP), and "Active and Pending Contract Balance (APB)" (Firm does not have any active or pending balances with INDOT at this time). There is a "Select files..." button and a "Drop files here to upload" area.

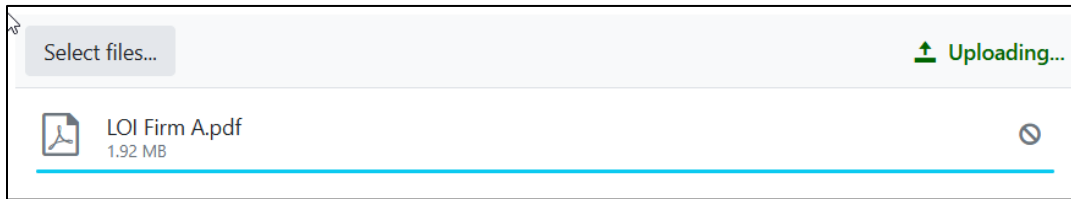
Click the **Select files...** (or drag and drop the document) to upload the firm's desired Letter of Interest.



Documents must be either .pdf or .tif 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.



While the document is uploading, an indicator will appear.

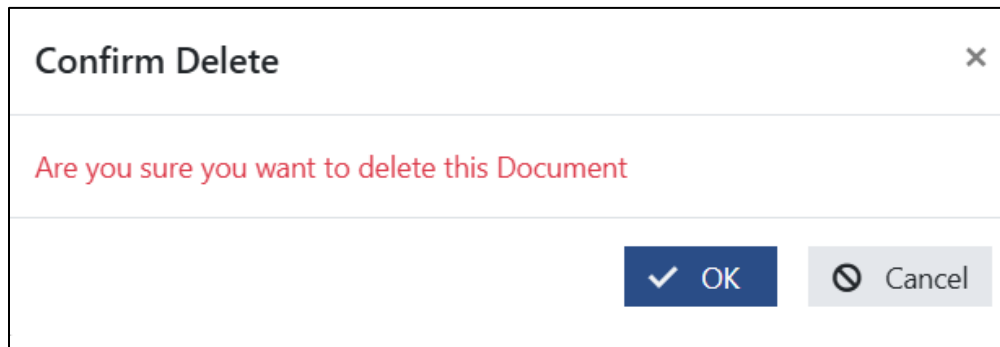


Once the document is uploaded successfully, the document link will appear below **Select files...**



Click on **X** 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 3: Add Firm

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 as **Firm Name: Firm A**. Enter the estimated percentage of the contract the firm will complete by selecting **Update %** or .

DBE/MBE/WBE/IVOSB information is pulled from the PSCS Business Registration or PSCS Prequalification application and is not editable.


STEP 3 : ADD FIRM

Click "Add New" (+) icon to identify firms who are part of the team associated with this LOI. Click "Edit" (✎) icon to edit a firm. Click on "Update %" to update % of contract for a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Action Details	Estimated % of Contract	DBE	MBE	WBE	IVOSB	KYTCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm
Firm Name: Firm A Update % ✎		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Page 1 of 1 | 25 items per page | 1 - 1 of 1 items

Required BE Goals: DBE: 3%
 Total Estimated % of Contract: 0%
 % of BE Goals: met vs. required: 0% of 3%
 Are you done building your team?

If the item requires Prequalification work type(s) then click  to select which work type(s) the firm submitting the LOI will perform. Select **Is Lead Firm** for each work type(s) the submitting firm will be the Lead Firm. One lead firm needs to be selected for each work type.

Selected Firm - Firm A

Firm Name	DBE	MBE	WBE	IVOSB
Firm A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

KYTCDBE [Please click here to see KYTCDBEs](#)

For all firms on your team enter:

- Percent of work on item
- Click the INDOT Prequalified worktype service to be provided by the firm on your team that is prequalified. The INDOT Prequalified Consultant Listing is available at: <https://www.in.gov/indot/2732.htm>.
- To be eligible for RFP items requiring prequalification, the prime consultants & sub-consultants MUST be prequalified by the Response due date & time unless otherwise noted in the Consultant Prequalification Manual

Enter the services to be provided, if the firm is not an INDOT Prequalified Consultant.

Percent of Work on Item

Other Non-Prequalified Work Type Services

If more than one "Other Non-Prequalified Work Type Service" is to be identified for the firm place a comma between each service. Ex: Publicity, Lab Work.

Selected	Work Type	Firm Work Type Status	No. of Firms Submitted	DBE NAICS Code	Is Lead Firm
<input type="checkbox"/>	1.1 Systems Planning	Approved	0	541330, 541614	<input type="checkbox"/>
<input type="checkbox"/>	2.1 Traffic Data Collection	Approved	0	541330, 541614	<input type="checkbox"/>
<input type="checkbox"/>	4.1 Traffic Safety Analysis	Approved	0	541330	<input type="checkbox"/>



The submitting firm must complete the largest percentage of the work on the contract. As additional firm(s) are added and their **Estimated % of Contract** 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 **+** located in the upper-left corner of the table. A new window will open.

Select Firm x

Firm Name

Firm Name	DBE	MBE	WBE	IVOSB
Page <input type="text"/> of 0 <input type="text"/> 10 items per page				

KYTCDBE [Please click here to see KYTCDBEs](#)

Cannot Find Firm

For all firms on your team enter:

- Percent of work on item
- Click the INDOT Prequalified worktype service to be provided by the firm on your team that is prequalified. The INDOT Prequalified Consultant Listing is available at: <https://www.in.gov/indot/2732.htm>.
- To be eligible for RFP items requiring prequalification, the prime consultants & sub-consultants MUST be prequalified by the Response due date & time unless otherwise noted in the Consultant Prequalification Manual.

Enter the services to be provided, if the firm is not an INDOT Prequalified Consultant.

Percent of Work on Item

Other Non-Prequalified Work Type Services

If more than one "Other Non-Prequalified Work Type Service" is to be identified for the firm place a comma between each service. Ex: Publicity, Lab Work.

Selected	Work Type	Firm Work Type Status	No. of Firms Submitted	DBE NAICS Code	Is Lead Firm
Page <input type="text"/> of 0 <input type="text"/> 10 items per page					

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.

Firm Name

Firm Name	DBE	MBE	WBE	IVOSB
Page <input type="text"/> of 0 <input type="text"/> 10 items per page				

Firm

Firm A
DBE: MBE: WBE: VBE:

Firm B
DBE: MBE: WBE: VBE:

[Please click here to see KYTCDBEs](#)

Cannot Find Firm

If the additional firm cannot be found in the **Firm Name** field, click **Cannot Find Firm** and type in the firm name. If the firm has completed a PSCS Business Registration or Prequalification application, the DBE, MBE, WBE, and IVOSB boxes will be auto populated if applicable to the firm and are not editable. Otherwise, if the firm name was entered using **Cannot Find Firm** the MBE, WBE, IVOSB and KYTCDBE fields are open. Click on the appropriate box to indicate if the firm is an MBE, WBE, IVOSB, and/or KYTCDBE.

Select Firm ×

If you are unable to find the firm in the firm name search, Type the complete firm name below in the Firm Name field. If the firm is a:

- MBE
- WBE
- IVOSB
- KYTCDBE

Please check the applicable Business Enterprise (BE) type.

Go Back to Select A Firm

Firm Name

Firm Name	DBE	MBE	WBE	IVOSB
Page <input type="text" value="0"/> of 0 <input type="button" value="◀"/> <input type="button" value="▶"/> 10 items per page				
BE Types(s) if applicable <input style="border: 2px solid red;" type="checkbox"/> MBE <input style="border: 2px solid red;" type="checkbox"/> WBE <input style="border: 2px solid red;" type="checkbox"/> IVOSB <input style="border: 2px solid red;" type="checkbox"/> KYTCDBE Please click here to see KYTCDBEs				

Enter the percentage of work the associated firm will complete, as well as any Other Non-Prequalified Work Type Services the firm may be providing. Other Non-Prequalified Work Type Services could include items such as kitchen table meetings, lab work, or public relations assistance.

If applicable, select any Prequalification **Work Type** 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. Selecting **Is Lead Firm**, will automatically check the **Selected** box for the appropriate work type. The **No. of Firms Submitted** already selected in this LOI Submittal for a specific **Work Type** will be displayed in the **No. of Firms Submitted** column.

Firm Is Not Prequalified for any Work Types and/or Status Is Expired

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 appropriate status.

Selected	Work Type	Firm Work Type Status	No. of Firms Submitted	DBE NAICS Code	Is Lead Firm
<input type="checkbox"/>	1.1 Systems Planning	Not Prequalified	1	541330, 541614	<input type="checkbox"/>
<input type="checkbox"/>	2.1 Traffic Data Collection	Expired	1	541330, 541614	<input type="checkbox"/>
<input type="checkbox"/>	4.1 Traffic Safety Analysis	Not Prequalified	1	541330	<input type="checkbox"/>

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. Click **Is Lead Firm** column if the associated firm will be the lead firm for the work type. Another option is to click **Is Lead Firm**, which will automatically check the **Selected** box for the appropriate work type.

Selected	Work Type	Firm Work Type Status	No. of Firms Submitted	DBE NAICS Code	Is Lead Firm
<input type="checkbox"/>	11.1 Right of Way Plan Development	Not Prequalified	0	541330, 541370	<input type="checkbox"/>
<input type="checkbox"/>	12.2 Title Research	Not Prequalified	0	541191, 541370	<input type="checkbox"/>
<input type="checkbox"/>	16.1 Utility Coordination	Not Prequalified	0	541330, 541990	<input type="checkbox"/>
<input type="checkbox"/>	17.2 Small Structure and Pipe Hydraulic Design	Not Prequalified	0	541330	<input type="checkbox"/>
<input type="checkbox"/>	5.2 Environmental Document Preparation - CE	Not Prequalified	0	541620	<input type="checkbox"/>
<input type="checkbox"/>	5.4 Ecological Surveys	Not Prequalified	0	541620	<input type="checkbox"/>
<input type="checkbox"/>	5.6 Waterway Permits	Not Prequalified	0	541620	<input type="checkbox"/>
<input type="checkbox"/>	6.1 Topographic Survey Data Collection	Approved	0	541330, 541370	<input type="checkbox"/>
<input type="checkbox"/>	8.1 Non-Complex Roadway Design	Not Prequalified	0	541330	<input type="checkbox"/>

Once all information has been entered, click **Save** to save the information, which automatically returns to the LOI Submittal screen. Click **Cancel** 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%.

Action Details	Estimated % of Contract	DBE	MBE	WBE	IVOSB	KYTCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm
Firm Name: Firm A									
Update %	95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Systems Planning	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Traffic Data Collection	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Traffic Safety Analysis	541330	<input checked="" type="checkbox"/>
Firm Name: Firm B									
Update %	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Table		<input type="checkbox"/>

Page 1 of 1 | 25 items per page | 1 - 4 of 4 items

Required BE Goals

DBE: 3%


Total Estimated % of Contract

100 %

Edit a Firm

The **Estimated % of Contract** field is editable directly in the table under Step 3. Click **Update %** to enter and/or edit the **Estimated % of Contract**. Click **Save** to save the information, or **Cancel** if changes aren't needed.

Action Details	Estimated % of Contract	DBE	MBE	WBE	IVOSB	KYTCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm
Firm Name: Firm A									
Save	95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Systems Planning	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Traffic Data Collection	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Traffic Safety Analysis	541330	<input checked="" type="checkbox"/>
Firm Name: Firm B									
Update %	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Table		<input type="checkbox"/>

Click  to enter work type information for the submitting firm, or to edit a firm at any time. A new window will open. The **Firm Name** will not be editable.

Selected Firm - Firm A x

Firm Name	DBE	MBE	WBE	IVOSB
Firm A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

KYTCDBE [Please click here to see KYTCDBEs](#)

For all firms on your team enter:

- Percent of work on item
- Click the INDOT Prequalified worktype service to be provided by the firm on your team that is prequalified. The INDOT Prequalified Consultant Listing is available at: <https://www.in.gov/indot/2732.htm>.
- To be eligible for RFP items requiring prequalification, the prime consultants & sub-consultants MUST be prequalified by the Response due date & time unless otherwise noted in the Consultant Prequalification Manual

Enter the services to be provided, if the firm is not an INDOT Prequalified Consultant.


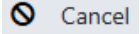
Percent of Work on Item

Other Non-Prequalified Work Type Services


If more than one "Other Non-Prequalified Work Type Service" is to be identified for the firm place a comma between each service. Ex: Publicity, Lab Work.




Selected	Work Type	Firm Work Type Status	No. of Firms Submitted	DBE NAICS Code	Is Lead Firm
<input checked="" type="checkbox"/>	1.1 Systems Planning	Approved	1	541330, 541614	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2.1 Traffic Data Collection	Approved	1	541330, 541614	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4.1 Traffic Safety Analysis	Approved	1	541330	<input checked="" type="checkbox"/>


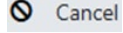
Page 1 of 1 | 10 items per page | 1 - 3 of 3 items

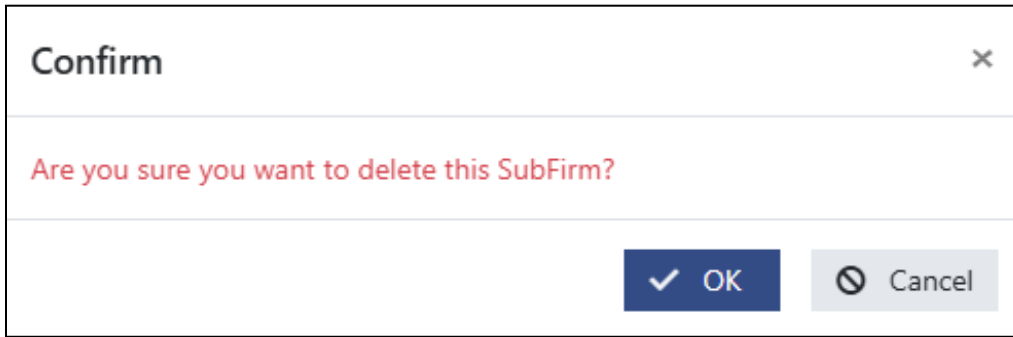
Enter information and/or make desired edits. Click  to save the changes and automatically return to the LOI Submittal screen or click  to return to the LOI Submittal screen without saving the changes.

Delete a Firm

The submitting firm cannot be deleted from an LOI Submittal, but all additional firms will have the  icon once added to the LOI.

+ x											
Action Details	Estimated % of Contract	DBE	MBE	WBE	IVOSB	KYTCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm		
Firm Name: Firm A											
Update % 	95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Systems Planning	541330, 541614	<input checked="" type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Traffic Data Collection	541330, 541614	<input checked="" type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Traffic Safety Analysis	541330	<input checked="" type="checkbox"/>		
Firm Name: Firm B											
Update %  	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Sink		<input type="checkbox"/>		

Click  at the confirmation message to delete the firm or click  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, and the **Estimated % of Contract** for the deleted firm will be deducted from the **Total Estimated % of Contract**.

Action Details	Estimated % of Contract	DBE	MBE	WBE	I/VOSB	KYTCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm
Firm Name: Firm A									
Update %	95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Systems Planning	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Traffic Data Collection	541330, 541614	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Traffic Safety Analysis	541330	<input checked="" type="checkbox"/>

Page 1 of 1 | 25 items per page | 1 - 3 of 3 items

Required BE Goals

DBE: 3%

Total Estimated % of Contract

95 %

Step 4 – Total Annualized Active Pending Balance (APB)

The Active and Pending Contract Balance (APB) is auto generated from INDOT’s contract and purchase order data sources and cannot be edited. If the submitting firm does not have an active or pending balance with INDOT, the APB line will display as \$0. If the APB appears to be substantially incorrect, please provide an explanation in the field provided.

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.

Step 5 – Update ‘Current Priority’ before submitting to INDOT

Once all information has been entered, click **Update Priorities and Submit** to submit the LOI for consideration.

STEP 1

Select Office Responsible for this Work: 100 N Senate Ave, INDIANAPOLIS, IN 46204 (Payment Remit Office)

Authorized Negotiator First Name: Qual

Authorized Negotiator Last Name: Five

Authorized Negotiator Email: tstaqa5@yahoo.com

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

LOI Firm A.pdf ✖

Complexity Level: Low (4 pages maximum)

Total Cost Proposal Amount: \$1,000,000.00

Current and Completed Projects (CCP): Edit View

Active and Pending Contract Balance (APB): Firm does not have any active or pending balances with INDOT at this time.

STEP 3 : ADD FIRM

Click "Add New" icon to identify firms who are part of the team associated with this LOI. Click "Edit" icon to edit a firm. Click on "Update %" to update % of contract for a firm. If the item requires Prequalification worktype(s) then identify one lead firm for each worktype.

Action Details	Estimated % of Contract	DBE	MBE	WBE	IVOSB	KEYCDBE	Work Type/Other Service	Work Type NAICS Codes	Lead Firm
Update %	95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Systems Planning	541330, 541614	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1 Traffic Data Collection	541330, 541614	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.1 Traffic Safety Analysis	541330	<input type="checkbox"/>
Update %	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen table Meetings		<input type="checkbox"/>

Page 1 of 1 25 items per page 1 - 4 of 4 items

Required BE Goals: DBE: 3%

Total Estimated % of Contract: 100 %

% of BE Goals: met vs. required: 5.0 % of 3 %

Are you done building your team?

STEP 4 : TOTAL ANNUALIZED ACTIVE PENDING BALANCE (APB)

Total Annualized Active Pending Balance (APB): \$0.00

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

Save **Update Priorities and Submit** Back to RFP Items

A new window will open. If multiple items appear in the table, it means the firm is submitting multiple LOIs for items on the same RFP. Click **Update** to enter the **Current Priority** of the item. 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 '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 elnvoice 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 elnvoice 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.



If there are any errors, a red error window will provide notification of any problems. Correct the issues, then click **Update Priorities and Submit** again.

 Please fix below errors

Error submitting LOI. Are you done building your team? checkbox must be checked.
Total of all firms estimated % of contract should be 100%.

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.

Upon returning to the LOI Submittal screen, the **Save** and **Update Priorities and Submit** buttons will no longer be available. There will be a **Back to RFP Items** button and a **View Receipt** button.

Click [View Receipt](#) to view and print a receipt of the LOI Submittal.

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.

RFP	Item	Date and Time Submitted
2511	01 - Long Range Transportation Planning - Development of INDOT Active Transportation Plan	11/20/2025 02:54:53 PM

Submitting Firm Name and Address	Office Responsible for this Work
Firm A	100 N Senate Ave, INDIANAPOLIS, IN 46204
100 N Senate Ave	Total Annualized Active Pending Balance Amount
INDIANAPOLIS, IN, 46204	\$0.00
	Total Cost Proposal Amount
	\$1,000,000.00





Firm Name	Percentage	DBE	MBE	WBE	IVOSB	KYTCDBE	Work Type/Other Services	Lead
Firm A	95.00						1.1 Systems Planning	✓
							2.1 Traffic Data Collection	✓
							4.1 Traffic Safety Analysis	✓
Firm C	5.00	✓					Kitchen Table Meetings	

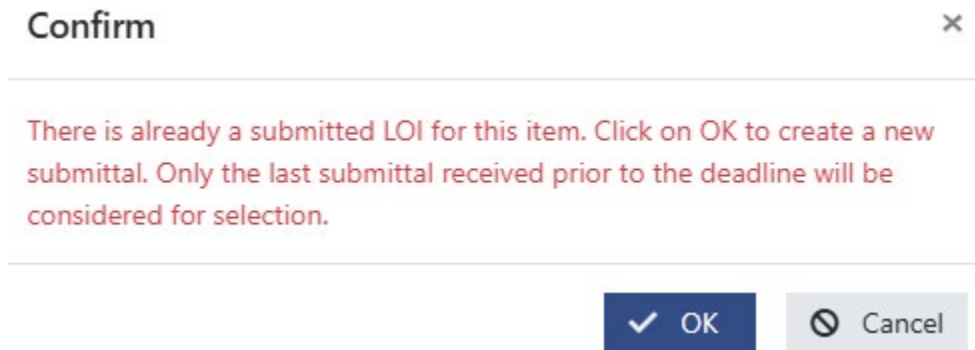
Submitted Forms
 Letter of Interest (LOI) File: LOI Firm A.pdf



Priority of Items RFP 2511



Priority	Item Number	Item Description
1	01	Long Range Transportation Planning - Development of INDOT Active Transportation Plan

Re-submitting a LOI

Click the  icon to create a new LOI submittal. The LOI Submittal screen will open. If an LOI has already been submitted for a specific RFP Item, clicking  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.

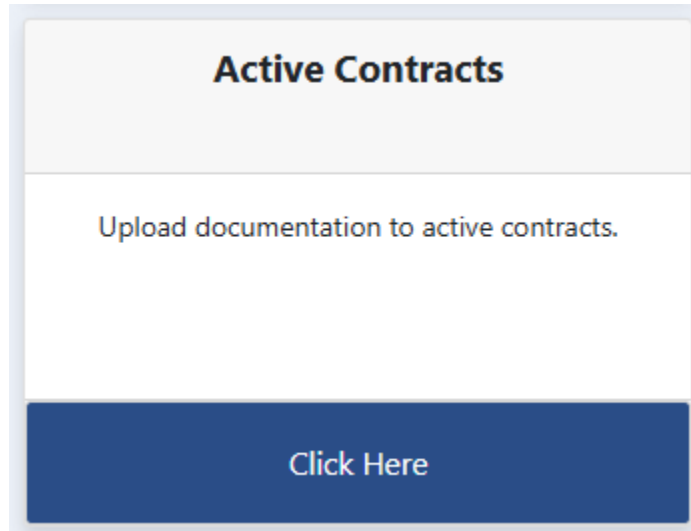


Click the  icon to edit a pending (saved but not submitted) LOI. The LOI will open in a new window. Click  to return to the LOIS home screen.

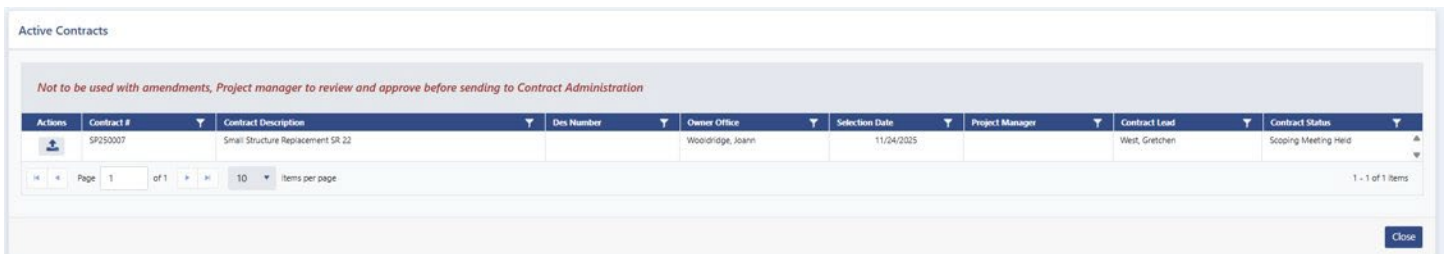
Click the  icon to view the latest LOI submittal. The most recent LOI submittal will open; details can be viewed but no information can be edited. Click  to return to the LOIS home screen.

Active Contracts


The Active Contracts section allows the firm administrator to review active contracts along with status and contact persons.




Active contracts are listed by contract number, including description, des number, owner office contact, selection date, project manager, contract lead, and current contract status.



The screenshot shows a table titled "Active Contracts" with a warning message: "Not to be used with amendments, Project manager to review and approve before sending to Contract Administration". The table has the following columns: Actions, Contract #, Contract Description, Des Number, Owner Office, Selection Date, Project Manager, Contract Lead, and Contract Status. The table contains one row of data for contract SP230007.



Actions	Contract #	Contract Description	Des Number	Owner Office	Selection Date	Project Manager	Contract Lead	Contract Status
	SP230007	Small Structure Replacement SR 22		Woodridge, Joann	11/24/2025		West, Gretchen	Scoping Meeting Held

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

The upload icon  will open the details of the contract. From this screen, users can upload contract documents. No user is notified if documents are uploaded therefore a follow-up with the project manager/owner office and/or Contract lead is required. This page is only to be utilized for original contracts, not amendments. Amendments must follow the procedures outlined in the Professional Services Contract Administration Manual.

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

Firm Maintenance





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

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.


Firm Maintenance - Tester Qatwo

PROFESSIONAL PERSON

Actions	Name	Person ID	Work Email Address	Phone Number
   	qa m tester	48217	Tstqa2@yahoo.com	

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

FIRM USERS MAINTENANCE

Actions	Name	User Name	Title	Email	Phone
	Qatwo, Test	TQATWO01		tstqa2@yahoo.com	(317) 503-2f

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

Close



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 be displayed 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 within 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.

Application User Role(s) Maintenance - Qatwo, Test

Assign	Name	Description
<input type="checkbox"/>	USER ADMIN	Assign Security Roles - User may assign role(s) to other firm users.
<input type="checkbox"/>	FINANCIAL EDIT	Edit Financial - User may create, edit, sign, and submit a Financial application.
<input type="checkbox"/>	FINANCIAL VIEW	View Financial - User may only view a Financial application.
<input type="checkbox"/>	GENTECH EDIT	Edit General Technical - User may create, edit, sign, submit a General and Technical application.
<input type="checkbox"/>	GENTECH VIEW	View General Technical - User may only view a General and Technical application.
<input type="checkbox"/>	LOIS	Submit Letters of Interest - User may create, edit, and submit a Letter of Interest.

Page 1 of 1 10 items per page 1 - 6 of 6 items

Save Cancel

Application Roles

Application Role(s) List

User Name
Name


OLD VERSION

Assign	Description
<input type="checkbox"/>	Edit Financial-User may create, edit, sign, and submit a Financial application.
<input type="checkbox"/>	View Financial-User may only view a Financial application.
<input type="checkbox"/>	Edit General Technical-User may create, edit, sign, and submit a General and Technical application.
<input type="checkbox"/>	View General Technical-User may only view a General and Technical application.
<input type="checkbox"/>	Submit Letters of Interest-User may create, edit, and submit a Letter of Interest.
<input type="checkbox"/>	Assign Security Roles - User may assign role(s) to other firm users.

Save Close

If role permissions were saved, click **OK** at the confirmation message to return to the Application User Table.

Message

 **Changes have been saved successfully.**



OK





The following table shows which tiles each user can view based on the assigned role(s).









Role	Prequal Application/Initial Business Registration	LOI	Master CCP	APB	Firm Maintenance	Active Contracts
GenTech View	Yes	No	No	No	Yes	Yes
GenTech Edit	Yes	No	Yes	Yes	Yes	Yes
Financial View	Yes	No	No	No	No	Yes
Financial Edit	Yes	No	Yes	Yes	No	Yes
LOIS	No	Yes	Yes	Yes	No	Yes
User Admin	Yes	Yes	Yes	Yes	Yes	Yes

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,

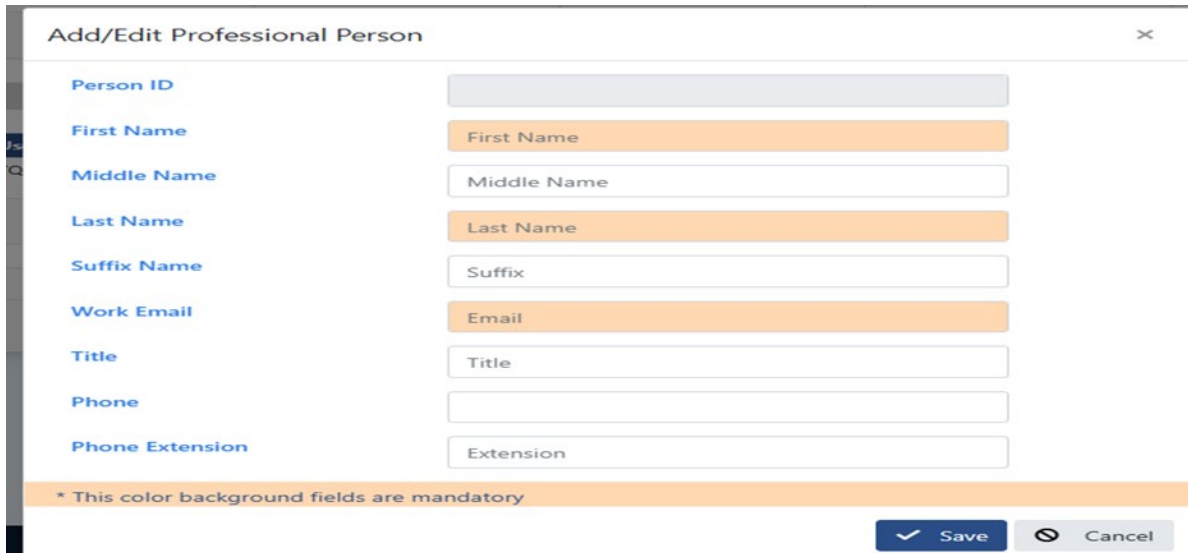
add/edit **License**  information, make the professional's firm association **Historical**  (or **Active** ) , and **Merge**  with another professional.

PROFESSIONAL PERSON									
Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date	
   	first a person	48192	first@y	(317) 111-1111	Yes	No	Active	09/19/2025	
 	Test A Tester	48318	test@email	(111) 111-1111	No	No	Historical	12/09/2025	

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

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.

First Name


First Name

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 saved, the screen will refresh, and the new information will display in the Professional People Table.

PROFESSIONAL PERSON				
+				
Actions	Name	Person ID	Work Email Address	Phone Number
	qa m tester	48217	Tstqa2@yahoo.com	

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

Add/Edit Professional Person

Person ID: 48217

First Name: qa

Middle Name: m

Last Name: tester

Suffix Name: Suffix

Work Email: Tstqa2@yahoo.com

Title: Title

Phone:

Phone Extension: Extension

* This color background fields are mandatory

Save Cancel

License Information

Click the **Edit** on to add or edit professional license, active registration or certificate information for a person. The License Table will be displayed under the Professional People Table.

PROFESSIONAL PERSON				
+				
Actions	Name	Person ID	Work Email Address	Phone Number
	qa m tester	48217	Tstqa2@yahoo.com	

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

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.

Edit Prof. Person Licenses
×

Type Other ▾

ID FASDFASDF45234

Text OTHER

* This color background fields are mandatory

✓ Save
⊗ Cancel

If saving, the table will display the new license information, along with the option to **Edit** the information or **Delete** the license.

INDIANA PROFESSIONAL LICENSES, ACTIVE REGISTRATIONS, AND CERTIFICATIONS ^

Enter ONLY applicable State of Indiana licensing board registration numbers or other State of Indiana applicable certification numbers as required.

Selected Person qa m tester

Actions	Type	ID	Text
	Other	FASDFASDF45234	OTHER

⏪ ⏩ Page of 1 ▶ ▶▶ 10 items per page 1 - 1 of 1 items

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.


Edit Prof. Person Licenses
×

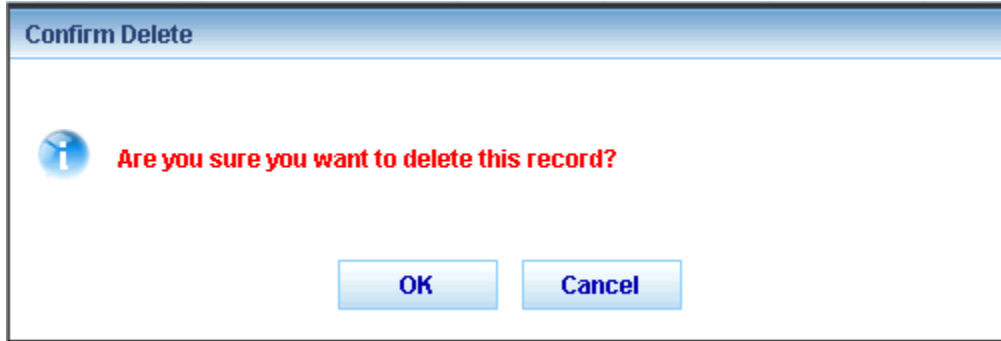
Type Select.. ▾

ID License ID



* This color background fields are mandatory

✓ Save
⊗ Cancel

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.

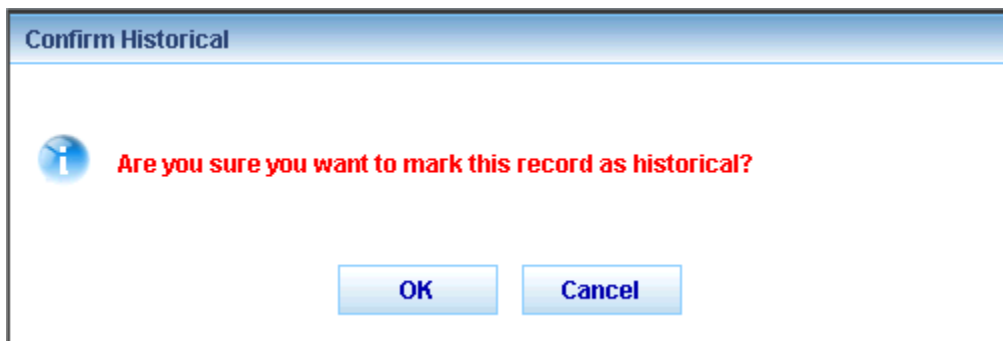
PROFESSIONAL PERSON				
+				
Actions	Name	Person ID	Work Email Address	Phone Numt
 	qa m tester	48217	Tstqa2@yahoo.com	

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

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 will display. 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.

Warning

This person is the Qualified Person for one or more work types. This person must be removed from all PSCS prequalification work types before the firm relationship can be made historical.

OK

Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier
	first a person	48192	first@y	(317) 111-1111	Yes
	Test A Tester	48318	test@email	(111) 111-1111	No

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** .

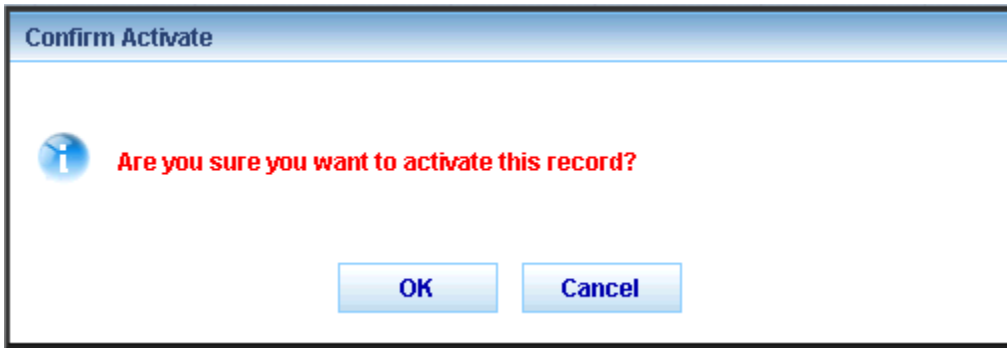
Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date
	first a person	48192	first@y	(317) 111-1111	Yes	No	Active	09/19/2025
	Test A Tester	48318	test@email	(111) 111-1111	No	No	Historical	12/09/2025





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.

Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date
	first a person	48192	first@y	(317) 111-1111	Yes	No	Active	09/19/2025
	Test A Tester	48318	test@email	(111) 111-1111	No	No	Historical	12/09/2025

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.

PROFESSIONAL PERSON

Actions	Name	Person ID	Work Email Address	Phone Number	Qualified Person Identifier	Responsible Person Identifier	Status	Status Date
	first a person	48192	first@y	(317) 111-1111	Yes	No	Active	09/19/2025
	Test A Tester	48318	test@email	(111) 111-1111	No	No	Historical	12/09/2025

10 items per page 1 - 2 of 2 items

Name	ID	Work Email	Phone Number	Driver's License Status	Driver's License	Qualified Person (QP) Identifier	Responsible Person (RP) Identifier	Status	Status Date	
Ives, Dan	7764	dives@smithjones.com	(111) 456-7897			No	No	Active	04/06/2013	

OLD VERSION