



INDOT Consultant Services Contracting Process Frequently Asked Questions (FAQ)

Question: I was recently selected for an INDOT Real Estate Services contract, when should I expect to receive a contract for signature?

Answer: Contract selection notification letters are typically sent to selected consultants within two weeks and emails with links to DocuSign contracts ready for signature are typically sent within four weeks of selection. INDOT cannot, however, prepare a contract until the consultant is registered to do business with the State of Indiana.

Question: What registrations are required to do business with the State of Indiana?

Answer: Consultants wanting to do business with the State of Indiana must have the following:

- Bidder Profile Registration with the Indiana Department of Administration
- Automated Direct Deposit Authorization Agreement and a W-9 form on file with the Auditor of State
- Registration with the Secretary of State.

<https://www.in.gov/idoa/2463.htm>

Question: Will I have to be registered for an account with DocuSign?

Answer: DocuSign Accounts are not required to sign a contract. Selected consultants will receive emails with links to a contract in DocuSign that is ready for electronic signature. A valid personal email address and cell phone number will be required for authentication.