



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

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## WELCOME TO THE NEW PSCS **PROFESSIONAL SERVICES CONTRACTING SYSTEM** PREQUALIFICATION UPDATES AND FINANCE FORM release April 2013

External Audit has prepared these hints and reminders to assist our consultant firm partners with the transition to this new method of submitting Financial information and documents as part of the INDOT Prequalification process.

**The main firm contact will specifically assign the appropriate employees to access the Financial Form.** This is one of the first administrative tasks to be completed when you are ready to log in to PSCS Prequalification. The firm's ITAP Primary Contact(s) may make this change. Those employees without this assigned access will only see the General and Technical Forms. This is to enhance the security of each firm's financial information, eliminating the possibility of unintended access to unauthorized employees, those who may have changed roles or left the firm. Do not set up access for your CPA firm auditor, the application is solely the responsibility of the consultant firm.

**PSCS will automatically set the Financial expiration date.** Thus, a firm that has not submitted their annual financial renewal application on time will expire. Remember that the fiscal year end financial application will expire after 18 months. If your last processed submittal was for a 12/31/2011 statement date, the firm's expiration date will be 6/30/2013. You can verify your firm's expiration dates in PSCS. The General and Technical Forms will have different expiration dates than the Financial expiration date.

**Review the financial requirements prior to starting a new fiscal year application.** Every firm may choose the financial level of services desired, each with specific requirements for the application. The level chosen must match the items included as electronic attachments. All applications will have a few common items, but then each selected level has a distinct set of responses and attachments. External Audit reviews the financial submissions for Self-Certified, CPA Audited, or Cognizant Audit levels.

**Save your draft financial application before leaving the page.** Save to also avoid the possibility of a time-out after one hour, so your data is not lost.

**Hard copies are no longer required to be sent separately!** Prepare the files and documents as you normally would, saving electronic versions for upload to your INDOT application. Files can be Word, Excel, scanned pdf, etc. Files or documents that are prepared by others, such as your CPA firm, may be transmitted to you electronically in preparation for your upload to PSCS. Remember that your application will not be complete until all attachments are included. Note that files are not grouped, but attached individually as described.

**Start your next financial application early!** Get into PSCS to start your Draft, save as needed, and add items as you can. Any questions can be resolved as you go through this process the first time. Then, if you are just waiting on one or two items to finalize your application, it will be that much easier to finish up, Sign, and Submit when complete.

**Help is available.** When logged into PSCS, check the Help files for general information and answers to questions about using this application. For example, an explanation of the icons is there. It is easy to get answers on a number of topics. INDOT staff will also help you if you get stuck.

**Use the Tab key to move from one field to the next.**

**The External Audit web page has a direct link available, within the PSCS Financial Form.** For information specific to your financial prequalification, check this page.

**A converted financial application will not show information in the new field format.** Your last submitted application in the old PSCS version will be available, including the electronic attachments. It will look very different. Some fields will be populated, many fields will be blank on that converted application. The new PSCS has many features and fields that are new, and once your firm submits an application there, it will be much more useful as a detailed reference to both INDOT and your firm.

**A pdf file is created with each application,** and available to you at every stage from Draft through Submitted. This gives you a summary of your application. You can print and/or save that pdf file to your own records for easy reference. Note the status in the upper right corner.