



April 5, 2022

Procedures: Online Access in order to submit Letters of Interest (LOIs)

Consultants interested in being considered for selection for advertised RFP items must submit their Letter of Interest (LOI) and any additional required PDF documents via INDOT's online Professional Services Contract System (PSCS), through the PSCS Portal's Letter of Interest System (LOIS) Application. There is no exception to this process and LOIs are not accepted via email outside of the PSCS LOIS Application.

An interested respondent may submit their online Letter of Interest (LOI) information multiple times for the same RFP item, if the "Submit" button is clicked no later than the "Response due date and time". Only the latest submittal will be used for selection consideration. An interested respondent may view and download a receipt of their LOI submittal information after the Submit button has been pressed.

Access to the PSCS Portal requires that the firm must have at least one person who has an Access Indiana account, is enrolled in ITAP and has permission to access the PSCS Portal. Information on how to achieve each of these steps may be found in the ITAP Quick Start Guide located at [ITAP Quick Start Guide](#)

If interested respondents do not currently have access to INDOT's PSCS Portal through ITAP and are not currently registered with INDOT Consultant Prequalification, interested respondents should complete steps listed above as soon as possible and prior to formal advertisement of the RFP item. Interested respondents may refer to the "Procedures: Online access in order to submit a Letter of Interest (LOI)" link located at: [INDOT: Doing Business with INDOT: Proposals & Contracts. Section B,11 of the INDOT Consultant Prequalification Manual states the following:](#) Initial prequalification applications and any application requesting new work type approval necessary in order to submit a LOI for a currently advertised RFP must be submitted no less than ten (10) calendar days prior to the closing date of the RFP. Applications submitted less than ten (10) calendar days prior to the closing date will not be processed prior to the RFP closing. A copy of the Consultant Prequalification Manual may be found at [INDOT Consultant Prequalification Manual](#). Processing an Initial Business Registration in the PSCS may take up to 5 calendar days. A review of a full Prequalification Application may take up to 30 calendar days.

Before accessing ITAP, an Access Indiana account must be created.

1. Setup an Access Indiana Account visiting: [Access Indiana | Sign In](#)
2. Register a new Business in INDOT Technical Application Pathway (ITAP) Service. [Home | ITAP \(in.gov\)](#)
3. Enroll as a "consultant" in the Professional Services Contract System (PSCS) Portal application.
4. When enrolling a new business, interested organizations must enroll as a "Consultant" business type to submit an LOI for upcoming consultant RFPs. **Note:** The legal name of the organization must be used when enrolling in ITAP. Doing Business As (DBA) names are not to be used.
5. The individual listed in an ITAP New Business Enrollment will automatically become the firm's Primary Contact (administrator) in ITAP.

6. This individual will also automatically be granted access to the PSCS Portal and will be the firm's PSCS account administrator. As such they must grant any new user at the firm permission to access the PSCS Portal. The PSCS Portal **cannot be requested through ITAP.** The new user must contact the firm's PSCS administrator and ask them to grant permission for them to access the application.
7. This individual may appoint additional administrators at the firm for both ITAP and PSCS.
8. If a user does not know who the firm's ITAP/PSCS administrator(s) are they should send an email to [Consultant Prequalification](#). During the work week we will attempt to respond to emails within 24 hours.

Interested respondents may risk losing their opportunity to potentially do business with INDOT if interested respondents do not register early and prior to formal RFP advertisement.

For information on setting up an Access Indiana account, please visit: [Access Indiana - Getting Started | IN.gov](#).

For information on INDOT's ITAP Service, please visit: [ITAP Quick Start Guide](#) after creating an Access Indiana account.

Questions about the ITAP business enrollment process shall be directed to: [INDOT: INDOT Technology Helpdesk Scenarios](#).

Once an organization has successfully enrolled in ITAP as a "Consultant" and received an ITAP username and established a password, interested firms are required to complete an Initial Business Registration in the Professional Services Contracting System (PSCS) Portal. Initial Business Registrations will be considered in the order received. INDOT attempts to process Initial Business Registrations within five (5) calendar days of receipt, but it is encouraged to start the process as soon as possible and prior to advertisement of the RFP.

Approved business registrations will automatically receive access to the Letter of Interest System (LOIS) application for RFP items that do not require prequalification.

If a consultant has interest in gaining approval of INDOT prequalification worktypes, interested consultants should visit the INDOT Consultant Prequalification site at: <https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/> for more information on the available consultant prequalification worktypes. Be aware that processing of full prequalification applications or applications requesting the addition of new work types may take up to 30 calendar days to be completed. Applications submitted less than 30 calendar days prior to an RFP closing date are not guaranteed to be processed before closing. Applications/Registrations submitted less than 10 calendar days prior closing will not be processed prior to the closing.

Questions about the ITAP business enrollment process shall be directed to: [INDOT: INDOT Technology Helpdesk Scenarios](#).

All questions, inquiries and/or request for information relating to this upcoming RFP item shall be submitted to: <https://pscsrcfp.indot.in.gov/Dashboard>