



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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Mitchell E. Daniels, Jr.,
Governor
Michael W. Reed, Commissioner

Prequalification Section, Room N855
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MEMORANDUM

Date: May 12, 2009
To: All Consultants
Re: Consultant Prequalification Submissions – REVISED Memorandum

Beginning October 1, 2007, the web-based Consultant prequalification package submitted through the Professional Services Contracting System (PSCS) became the only prequalification application accepted by INDOT's Contract Administration, Prequalification Section. This information was directed to consultants in a memorandum dated September 5, 2007. The information in that memo is still valid and is listed below, along with an added link to the INDOT Web Portal (IWP) User Guide.

A Consultant wishing to submit a prequalification package needs to log on to the system at the following address:

<https://netservices.indot.in.gov/iwp/login/login.aspx>

Currently prequalified Consultants may use their existing account or will need to apply for a new account. Consultants not currently prequalified will need to Enroll as a New Business. Consultants will be assigned a PIN in the process to be used whenever a signature is required.

A User Guide with instructions for enrolling in the IWP is located at:

https://netservices.indot.in.gov/iwp/Documents/IWP_User_Manual_V1.pdf

Instructions for completing the web-based prequalification package are available at:

<http://pscscapp.indot.in.gov/prequal/Instructions%20Prequalification%20.doc>

If you experience any problems with the application please contact the Helpdesk at:

HELPDESK-DOTApplications@indot.in.gov