

Procedures for Online Access in order to Submit a Letter of Interest (LOI) for the RFP

Firms interested in being considered for selection shall submit their Letter of Interest (LOI) and all required PDF documents via INDOT's online Professional Services Contract System (PSCS), through the PSCS Portal and LOI Submittal Application. A firm may submit their online Letter of Interest (LOI) information multiple times for the same RFP item, as long as the "submit" button is clicked no later than the "Response due date and time". Only the latest submittal will be used for selection consideration. A receipt may be printed after the submit button has been pressed.

INDOT's online RFP/LOI Application is available at <http://www.in.gov/indot/2730.htm>. Then, click the "ITAP (INDOT Technical Applications Pathway)" link. If your firm already has access, please login and submit the required information. If your firm does not have access, please proceed to the appropriate step below:

Begin the following processes at least one week prior to the RFP response due date.

1. Firm has not enrolled with ITAP: (INDOT Technical Application Pathway)
 - a. If your firm has not enrolled with ITAP, then click the referenced URL above to access the "ITAP (INDOT Technical Applications Pathway)" link. On the next screen, click the phrase "*Complete a Business enrollment form*", and provide the necessary information.
 - b. Once your firm has successfully enrolled, each firm's employee, who will be submitting a LOI on behalf of the firm, must click the referenced URL above to access the "*Complete a User enrollment form*" link; submit the required information; and await the e-mail approval notification. Once approved, please proceed to Step 3 below.
2. Firm is enrolled with ITAP, but the user does not have a user ID: Each firm's employee, who will be submitting a LOI on behalf of the firm, must click the referenced URL above to access the "*Complete a User enrollment form*" link; submit the required information; and await the e-mail approval notification. Once approved, please proceed to Step 3 below.
3. Access to required applications: Once a firm has successfully enrolled with ITAP as a Consultant, received an ITAP user name and established a password they are directed to complete a required PSCS application(s) for Prequalification. After those applications have been approved by INDOT's Prequalification section, the Firm's Primary Contact will automatically have access to the LOI application. Additionally, the Primary Contact has the ability to give other users from their firm access to the LOI application (those users must have an ITAP username). **Note:** If you receive error messages or need assistance during this process, please e-mail your questions to ConsultantPreQualification@indot.in.gov
4. Submitting the Letter of Interest (LOI) information: Click the referenced URL above and login. On the next screen, click the "*PSCS Portal*" link under the heading entitled "Professional Services Contracting System." From the PSCS Portal home page, under "*Letter of Interest Submittal*" click the LOI icon. Now, select the pertinent RFP and Item number. All required information must be provided and the "submit" button must be clicked, no later than the "Response due date and time", in order to be considered for selection. Instructions are available within the on-line application.
5. Help Desk Link: If you are receiving an error message when trying to enroll with ITAP or when trying to submit a LOI (Letter of Interest), please click the following URL to submit a Help Desk ticket. **Be sure to include a screen shot of any error messages you received.**
<http://www.in.gov/indot/2518.htm>
6. RFP Questions: All questions regarding the RFP process or questions pertaining to a particular RFP item must be e-mailed to ContractsRFP@indot.in.gov.