



Submitting DAPW Documents and Forms Via the Access Gov System

First, go to in.accessgov.com/dapw

To submit DAPW forms via the Access Gov system, you will need to be logged in, which will require you to set up an account for the first time. It is recommended that vendors establish a primary account that is associated with a position or a group within the company as opposed to a specific individual so that you may have a default account. It will be the responsibility of the vendor to maintain their own login information and to update it as needed and when appropriate.

After you log in, you will come to DAPW's landing page:

IN.gov Search Home Directory Caleb Slocum

My Forms

To Do In Progress Done

You do not currently have any items to do.

Indiana Department of Administration Public Works

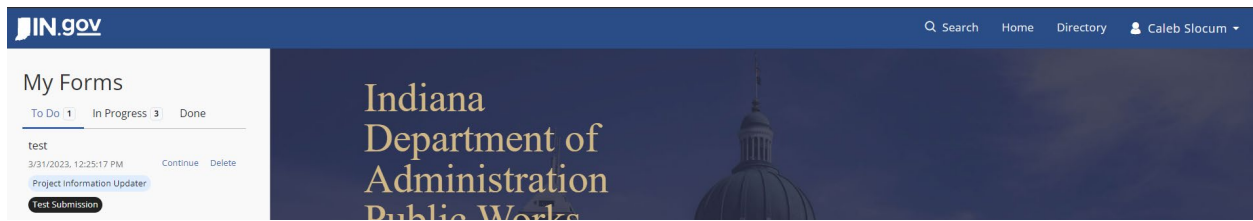
DAPW is the managing division of nearly all building construction and maintenance projects for the state of Indiana. This work includes the evaluation of construction proposal feasibility, project design, advertising, public bidding as well as contract awards and management.

Who Are You?

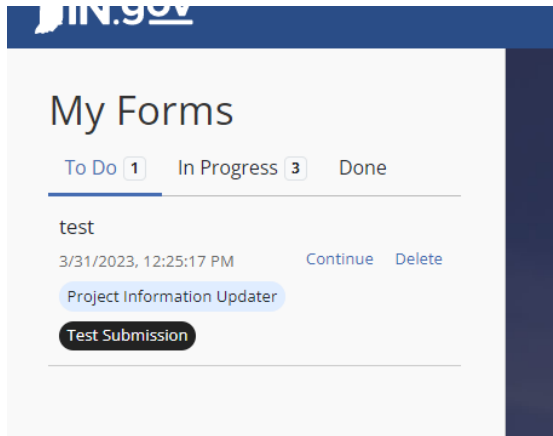
- ☐ Contractor / Sub-Contractor
- ☐ Designer / Architect / Other Professional
- ☐ Project Manager / Other State Employee

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LANDING PAGE COMPONENTS:



My Forms:



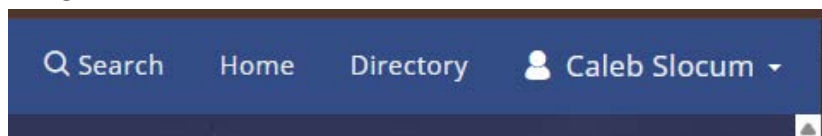
My Forms are comprised of To Do, In Progress and Done.

To Do: These are forms that you've started but have yet to submit. You can select continue in order to complete your submission or to cancel your submission by selecting Delete.

In Progress: These are forms that you've submitted that are going through the review/processing phases. Here you will have the option to download your submission into a pdf format, any pdfs generated through the application process, any attachments you may have included in your application, or all the above.

Done: These are forms that you've submitted that have completely gone through the submission, review, and processing phases. Just like with the In Progress items, you'll be able to download a series of documents associated with your previous submissions here.

Navigation Bar:



Search: Will allow you to look for publicly accessible forms via the use of keywords.

Home: Will return you to the landing page.

Directory: Will allow you to see listing of forms, with the ability to filter forms out via the selection of tags.

Your name: This will allow you to log out or access additional screens, if granted those privileges by the system administrators.

FORM SUBMISSION:

To submit a new form, use the guide found at the bottom of the page.

IN.gov

Search Home Directory Caleb Slocum

My Forms

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Indiana Department of Administration Public Works

DAPW is the managing division of nearly all building construction and maintenance projects for the state of Indiana. This work includes the evaluation of construction proposal feasibility, project design, advertising, public bidding as well as contract awards and management.

Who Are You?

- ☐ Contractor / Sub-Contractor
- ☐ Designer / Architect / Other Professional
- ☐ Project Manager / Other State Employee

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After selecting who you are, the system will ask you what you are wanting to do. Currently, you can apply for prequalification certification, look up the actively certified contractors and designers in the state, view the scheduled dates of scheduled board meetings / when a specific company's application is slated for formal review, print an active certification for a company, or view upcoming bidding opportunities.

Currently, IDOA is working to also make completed bid tabs viewable via this portal as well.

What Are You Here To Do?

- Apply For Prequalification Certification
- Lookup A Vendor's Certification Status
- The The Scheduled Date Of A Certification Board Meeting
- Print A Certificate
- View Bidding Opportunities

APPLYING FOR PREQUALIFICATION CERTIFICATION

IMPORTANT NEW ELEMENT: BIN and SSN Numbers

As we move forward, all Vendors MUST supply their IDOA – provided, Bidder Identification Number to submit their certification forms. This will allow us to cross-reference your information with the Division of Supplier Diversity and to better ensure that we are compliant with state laws and requirements.

Additionally, we will no longer accept Social Security Numbers on this form. This is a matter of security both for DAPW as well as any submitter. In a case where you are without an IRS-provided, Employer Identification Number, leave this field blank.

As you go through the process, you will have a set of options at the bottom of each page: Previous, Save and Exit, Next, Submit Application and Delete.

The screenshot shows a navigation bar with a vertical list of tabs on the left: 'Working Districts', 'Affirmation', and 'Review'. Below the tabs are two buttons: 'Submit Application' (orange) and 'Delete' (white). To the right of the tabs are three buttons: '< Previous' (white), 'Save and Exit' (white), and 'Next >' (orange).

Previous: Will take you to the tab that you were just viewing.

Save and Exit: Will allow you to save your progress on the form and exit the application. This will allow you to return to the access gov site later and resume your application.

Next: Will bring you to the following tab.

Submit Application: Will send in your form to either the Certification Board or a member of DAPW for review.

Delete: Will exit the application and completely remove the progress you've made on the form from your work history.

Contractor Prequalification Application

The screenshot shows the 'Welcome to DAPW's Contractor Prequalification Application!' page. On the left is a vertical list of application steps: 'Introduction' (highlighted), 'Certification Information', 'Company Information', 'General Instructions For Prequalification', 'Work in Which The Firm Specializes', 'Office Locations', 'Organization and Business Types', 'Corporation and Joint Venture Information', 'Additional Information', 'Additional Information, Continued', and 'Surety Statement'. To the right of the list, there is a 'Begin Application >' button. Below the list, there is a 'Home' button.

Both the Contractor and Designer Applications will have an introduction screen like the one depicted above.

This form will be blank the first time you submit the form but will repopulate previously submitted information on subsequent submissions. If your company has been previously registered, you may find that some of this data may be filled in for you as well. If any of the fields are auto filled, it is your responsibility to review the information for accuracy and adjust where appropriate.

Fields that are required to be filled will be indicated with a red asterisk. If you leave these fields blank, the system will not allow you to submit your application.

Radio Buttons: Throughout the form, there will be questions that utilize radio buttons to denote options. In these cases, you can only select one of the provided choices. If more than one could apply, choose the one that bears the most weight for your firm.

Checkboxes: Throughout the form, there will be questions that utilize check boxes to denote options. In these cases, you can select multiple options. Select all that apply.

Conditional Regions: Throughout the form, you will find that some questions, text boxes or file upload boxes only appear if certain options are selected, or keywords are entered. In these cases, the conditional regions are normally required, and the system will not allow you to submit if these fields are left blank.

Repeatable Regions: Throughout the document, several locations allow you to select multiple options from a drop-down menu or through grouped text boxes. In these cases, you will need to select the “Additional Entry” button. Below is an example for the Additional Entry button as used by the specialties list selector.

List of Specialties

Specialization ⓘ *

-- Select an option --

✕

+ Additional Specialization

NEW ELEMENT: PRIMARY EMAIL

Primary Email Address: This email should be email address with which your company expects to receive communications from DAPW and others that make use of DAPW's certified vendors lists.

NEW ELEMENT: POINTS OF CONTACT

List of Points of Contact: This will be a list of all individuals that are permitted to receive communications on behalf of your company. When automated emails are distributed, notifying companies about upcoming bid opportunities in the areas your company performs work, these individuals will receive the communications.

Please list all Points of Contact that are permitted to receive communications on behalf of your firm.

POC Name ⓘ *

POC Email ⓘ *

✕

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+ Add

NEW ELEMENT: WORKING DISTRICTS / Regions

Moving forward, DAPW will be adopting “Working Districts”. These districts will depict 10 different regions throughout the state that fall in line with Homeland Security’s Emergency Response’s districts. Not only will this aid DAPW in collaborative efforts with IDHS but it will also allow for DAPW to ensure that when notifications are distributed regarding upcoming bidding opportunities, your company is notified when the work to be done occurs in a district in which you perform. Simply select each district in which your company performs work.

Working Districts

Please review the following map and then select which district(s) you/your firm are willing to perform work in.



District One includes Jasper, Lake, Laporte, Newton and Porter counties.

District Two includes Elkhart, Fulton, Kosciusko, Marshall, Pulaski, St. Joseph and Starke counties.

District Three includes Adams, Allen, Dekalb, Huntington, LaGrange, Miami, Noble, Steuben, Wabash, Wells and Whitley counties.

District Four includes Benton, Cass, Carroll, Clinton, Fountain, Montgomery, Tippecanoe, Warren and White counties.