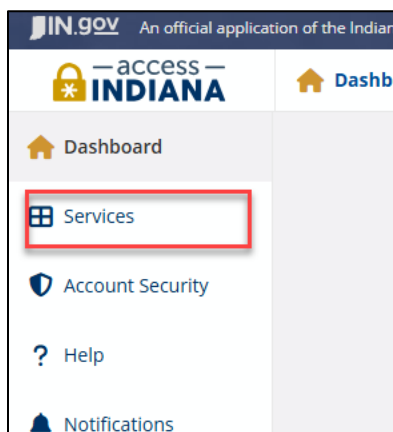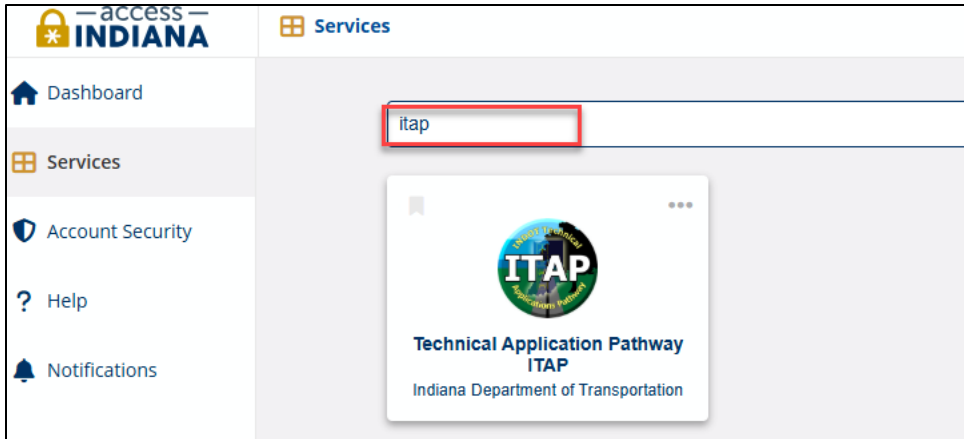# External Scorer Instructions:

When an External Scorer is assigned to an Item, an email will be sent indicating next steps to complete.

If the email indicates the user needs to complete the Knowledge Check test, the user will need to navigate to SuccessFactors to complete the Knowledge Check test. Once completed, the user will need to verify they have access to the INDOT Technical Application Portal (ITAP). If the user has never registered for Access Indiana account, the following steps will need to be completed:

- Navigate to https://access.in.gov/signin/
- Select "Don't have an Access Indiana account?"
- Complete the registration
- Once completed, admin will review and approve the user.
- Once approved, the system will assign the user with the appropriate permissions to complete external scoring in PSCS, Contract Administration.
- From the homepage of Access Indiana, select Services on the left panel, search for ITAP and select the link to navigate to the ITAP Technical Application Portal.
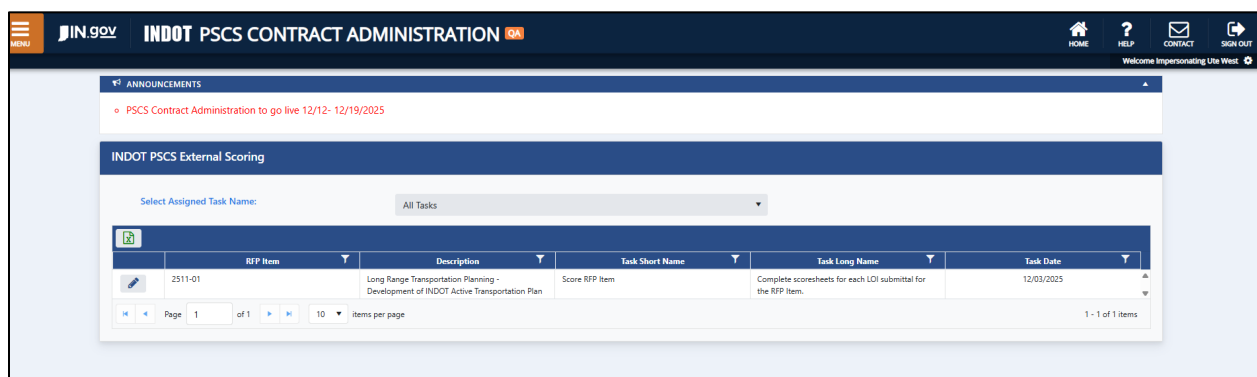
- **Locate the application called Contract Administration, click launch.**
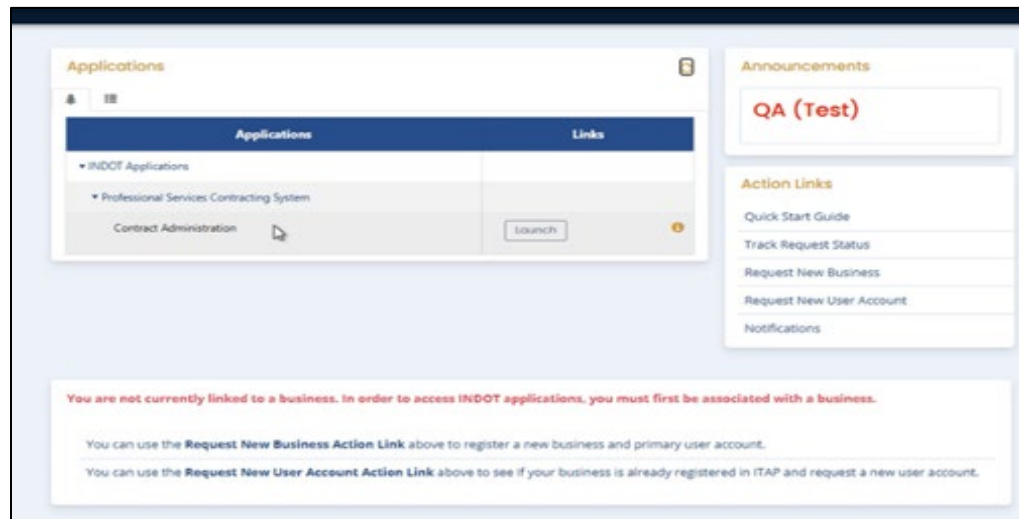
- **Users will see the homepage, which will display a list of RFP Items, assigned to the scorer, that need to be scored. Click the pencil icon to score the Item.**

Internal Scorer Instructions:

To access INDOT RFP items to score, you may always access the item through the email notification you receive when you are assigned as a scorer. You will need to log in utilizing the same user ID and password as you would to log into your work PC/laptop if you are not utilizing the state network. You will also receive an email when scoring has started for an RFP.

If you discard this email notification, you may also utilize the following instructions to access the INDOT RFP items to score. To access Professional Services Contract Administration (PSCS), go to the INDOT Employee Resource Internal News (ERIN) Intranet page and click on the "Agency Links" and select "Business Applications" in the dropdown.
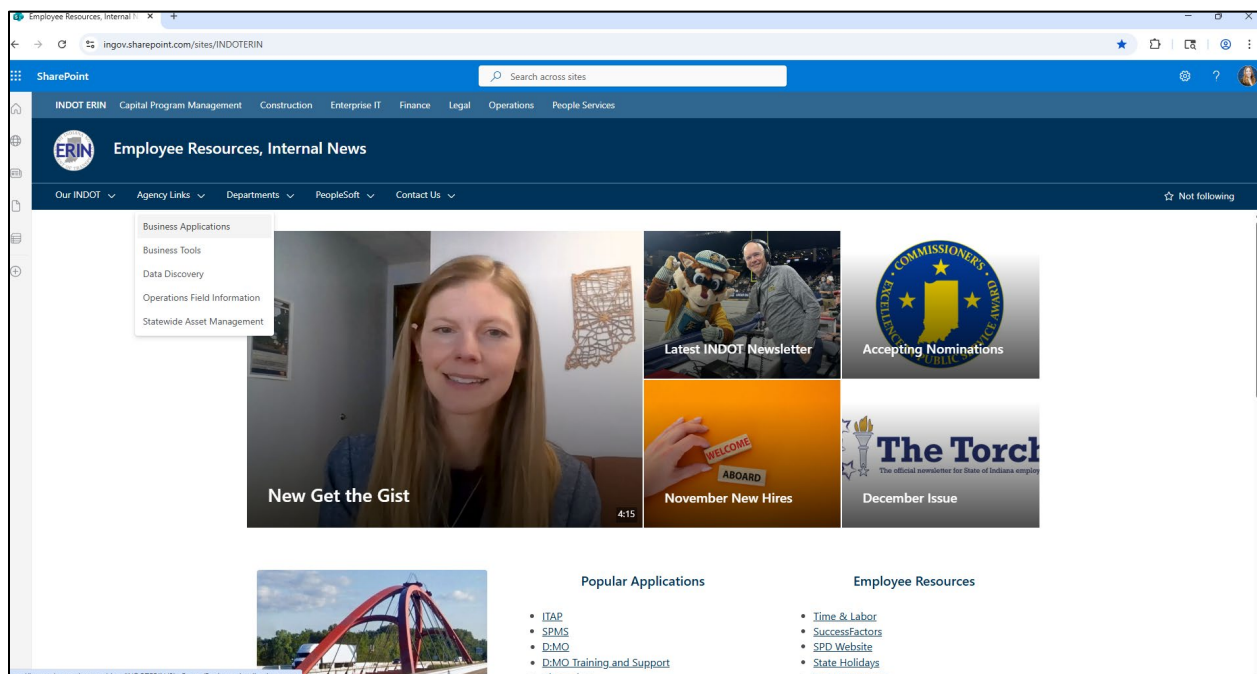
Next, click on the "PSCS Contract Administration" link.
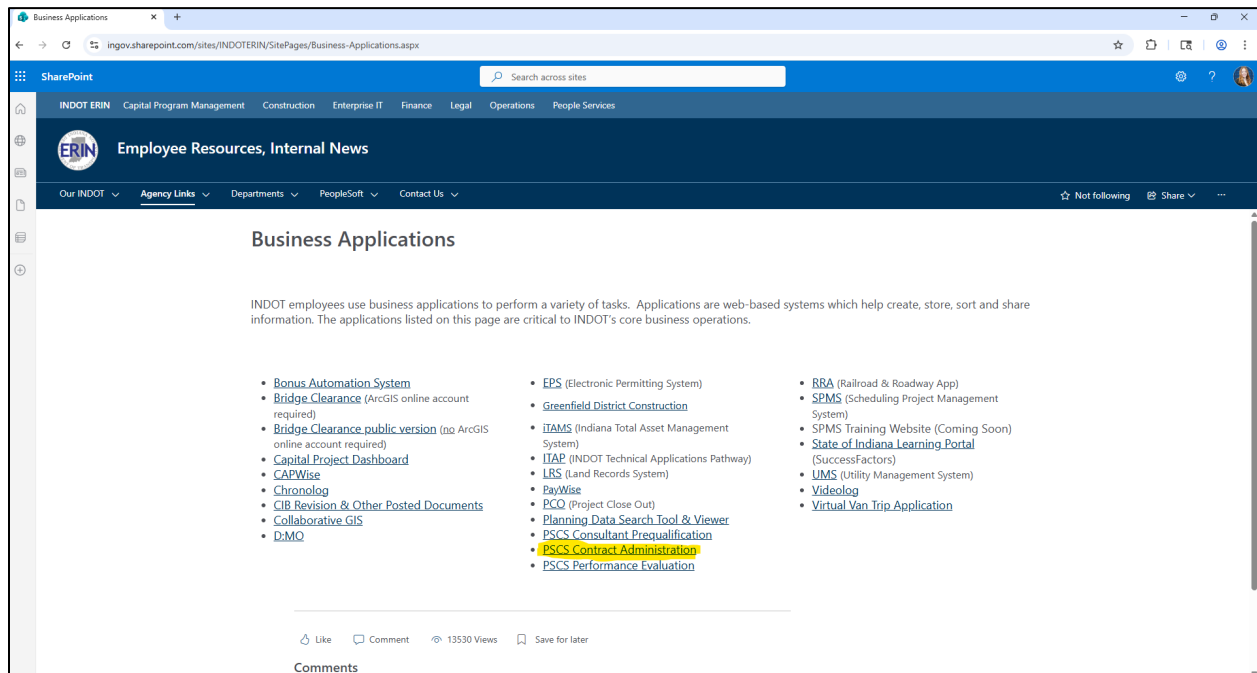
Once in the PSCS Contract Administration application, search for the item you want to score by utilizing any of the search criteria highlighted under the "Item Search" tab.
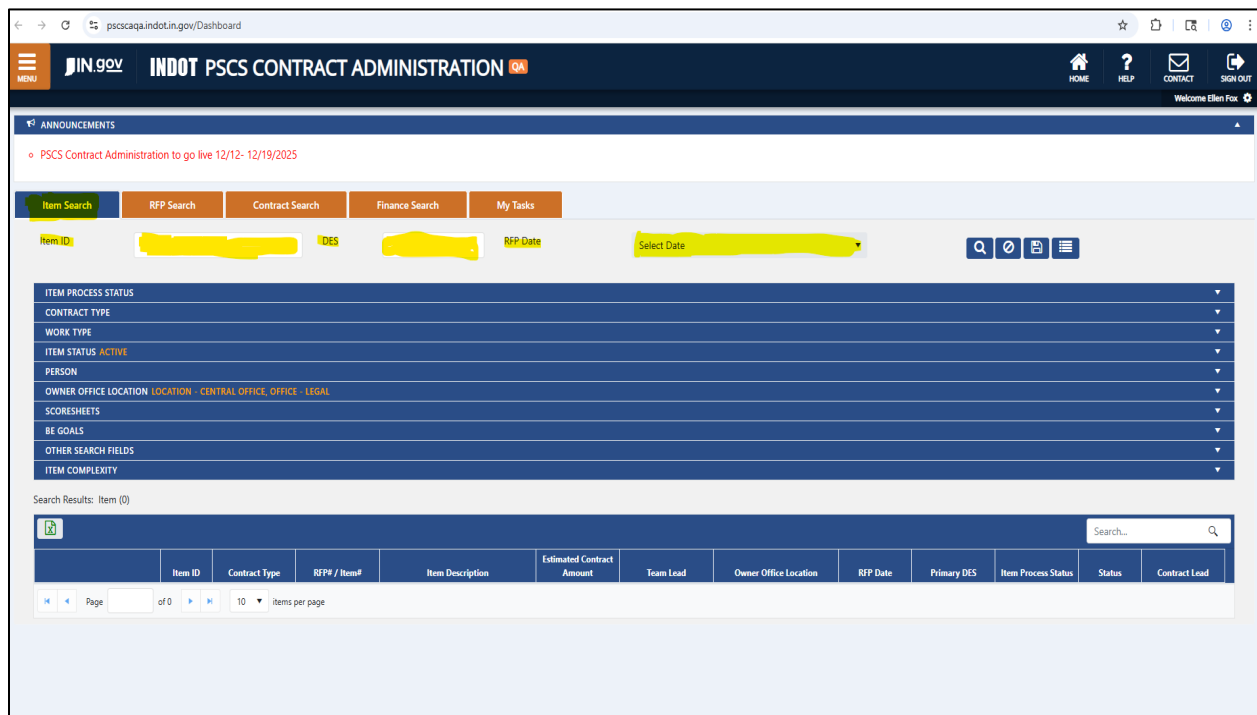
IMPORTANT: If you are scoring for another Owner Office Location, you will need to discard the default search criteria by clicking on the "Clear Search" icon (highlighted below) to clear your default search criteria. After taking this action, you may search utilizing all the search criteria available.

Once you have found the item you are ready to score, click the "Item Details" icon (highlighted below) to open the item details panel. This will open a new window.

When the new window opens, click on the icon to open the Scorers Scoring panel. The

Scorers Scoring **panel allows scorers to complete scoresheets.**

Before scoring can begin on an item, the scorer must first sign the Scorer's Agreement. Click in the check box next to the text "I affirm the above Statement." The check serves as an electronic signature and once signed cannot be unsigned. Once a scorer signs the agreement for one item, it applies to all other items the scorer is assigned to for the same RFP.

The screen refreshes and under the Scorer's Agreement, the item's scoresheets are accessible. Click on the Scoresheet icon (highlighted) to open a scoresheet for the selected firm. There are usually multiple firms.

You can then score each firm and write comments, if necessary. Clicking the firm scoresheet will bring up the screen shown below.

As scoresheets are completed for an item, the table is updated to reflect the scorer's scores.

| SCORERS SUMMARY | | | | | | | | | | | | | | |

Scorer Name

▼ Gretchen West

								Upper Score			Lower Score			
Actions	Firm Name	Rank	Total Score	Upper Sub-Total	Lower Sub-Total	Scoring Complete	Completed Date	Team's Demonstrated Qualifications	Project Manager	Project Understanding and Approach	Quality	Schedule	Responsiveness	Budget
▤		1	85.42	67.5	17.92	Yes	09/25/2025	22.50	30.00	15.00	8.00	3.96	3.80	2.16
▤		2	31.26	12.5	18.76	Yes	09/25/2025	22.50	-40.00	30.00	8.64	4.56	3.52	2.04
▤		3	22.12	0	22.12	Yes	09/25/2025	30.00	0.00	-30.00	10.24	3.96	4.08	3.84

==Once all scoresheets for an item are complete which includes the "scoring for this firm is complete" box at the bottom of each scoresheet, the Sign Scoresheets check box becomes active and can be clicked. Once signed, no more changes to the scoresheets are allowed and the signature cannot be removed. Scoresheets can still be viewed by clicking the Scoresheet icon, but they are not editable.==

Once all scoresheets have been completed, click on the "Sign Scoresheets" checkbox below.
By Signing, your signature will be applied to all your scoresheets. The Signature is only applied to the top portion of the scoresheet where the scorer has assigned a response/score.
Once signed, no more changes are allowed.

☐ **Sign Scoresheets**

The Consulting Services Administrator may remove a scorer's signature if the scorer needs to rescore.