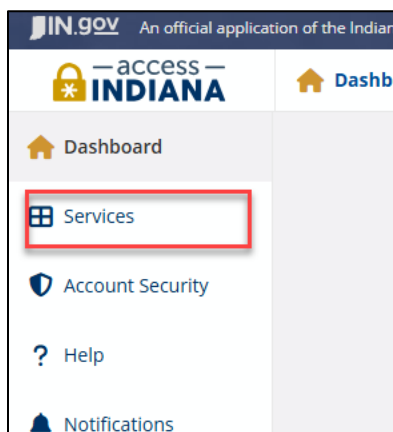


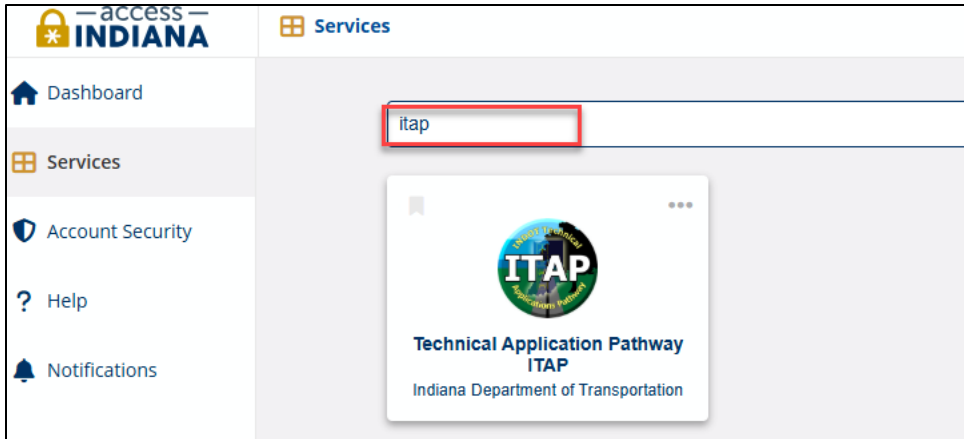
External Scorer Instructions:

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

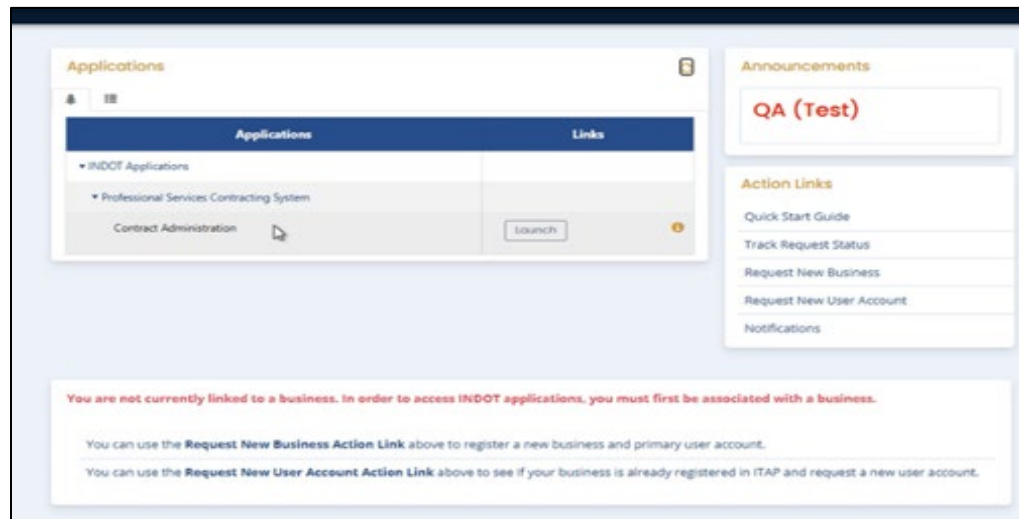
If the email indicates the user needs to complete the Knowledge Check test, the user will need to navigate to [SuccessFactors](#) to complete the Knowledge Check test. Once completed, the user will need to verify they have access to the [INDOT Technical Application Portal \(ITAP\)](#). If the user has 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.

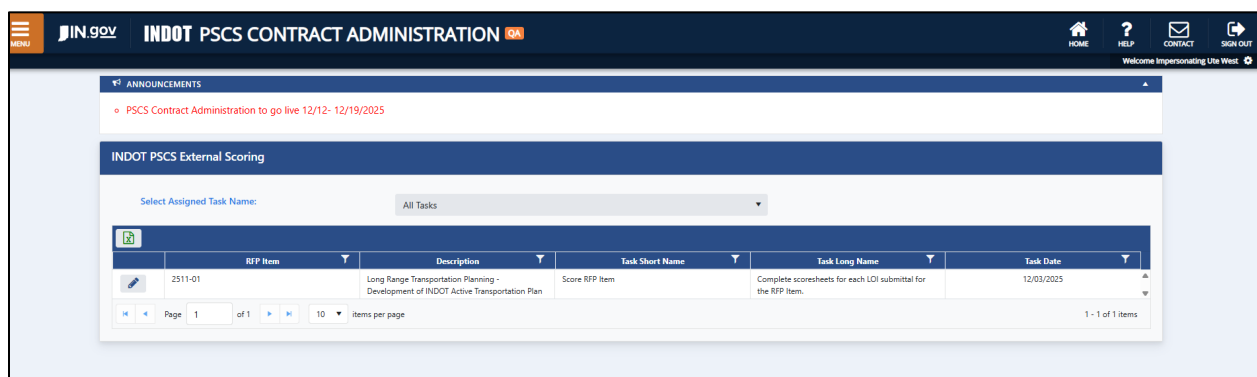




- Locate the application called **Contract Administration**, click launch.



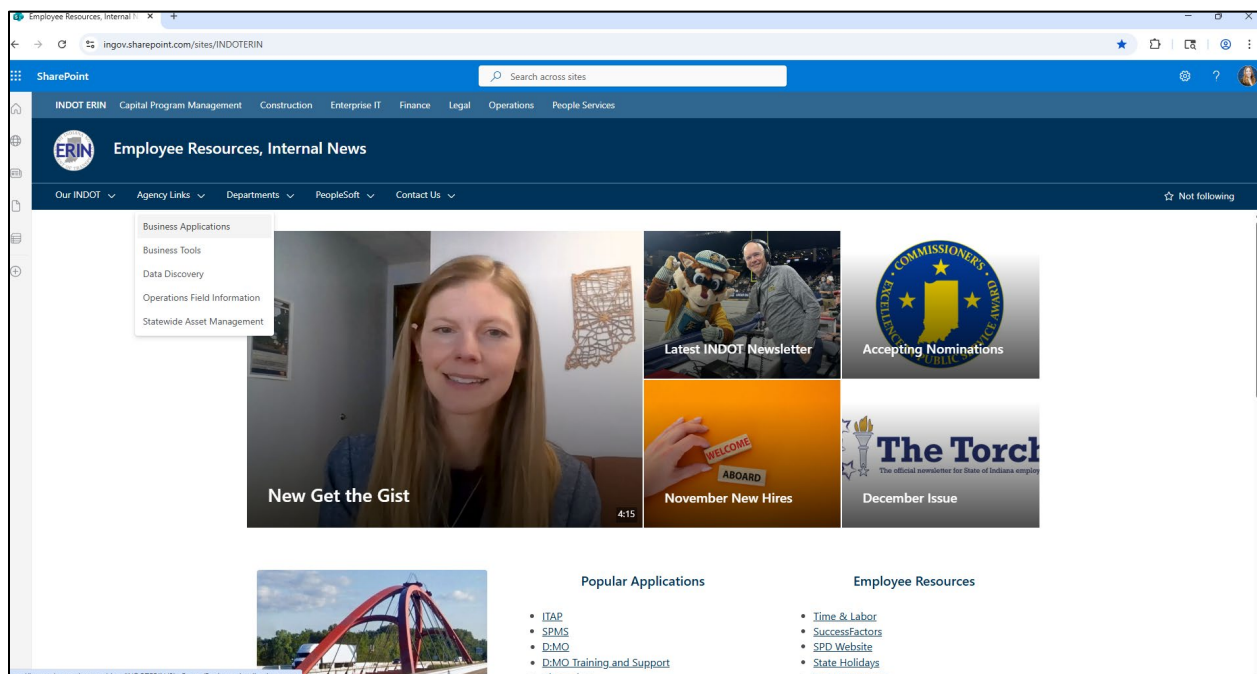
- Users will see the homepage, which will display a list of RFP Items, assigned to the scorer, that need to be scored. Click the pencil icon to score the Item.



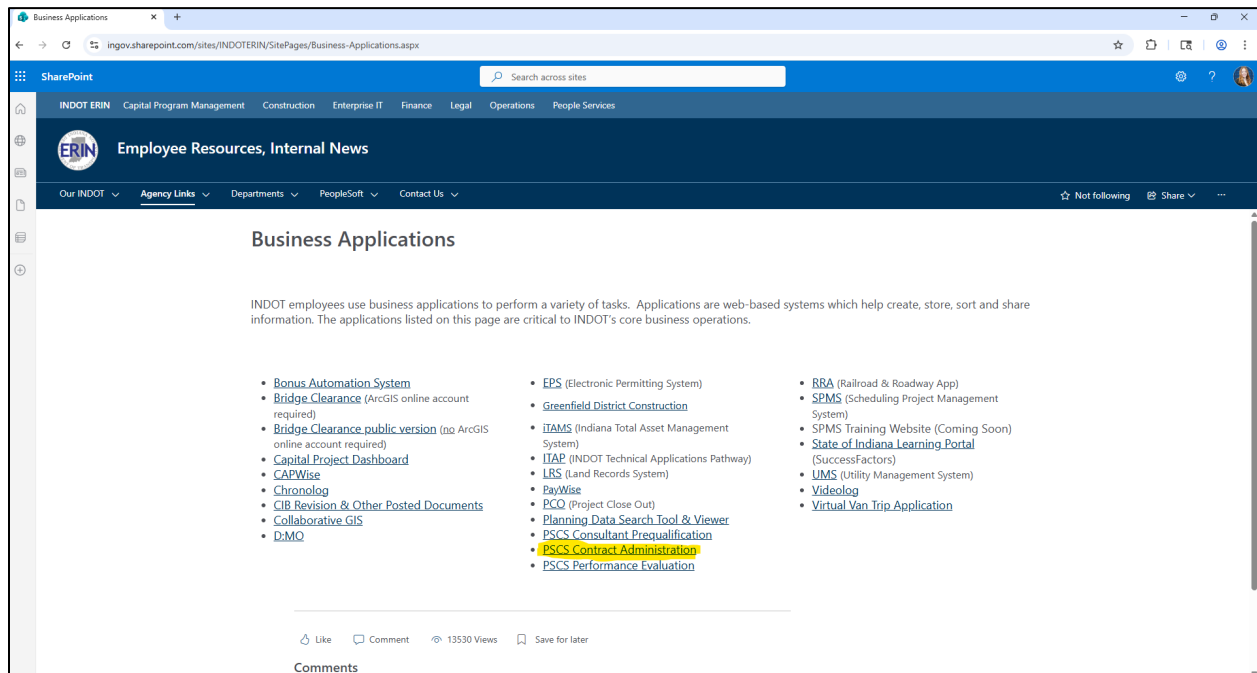
Internal Scorer Instructions:

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.

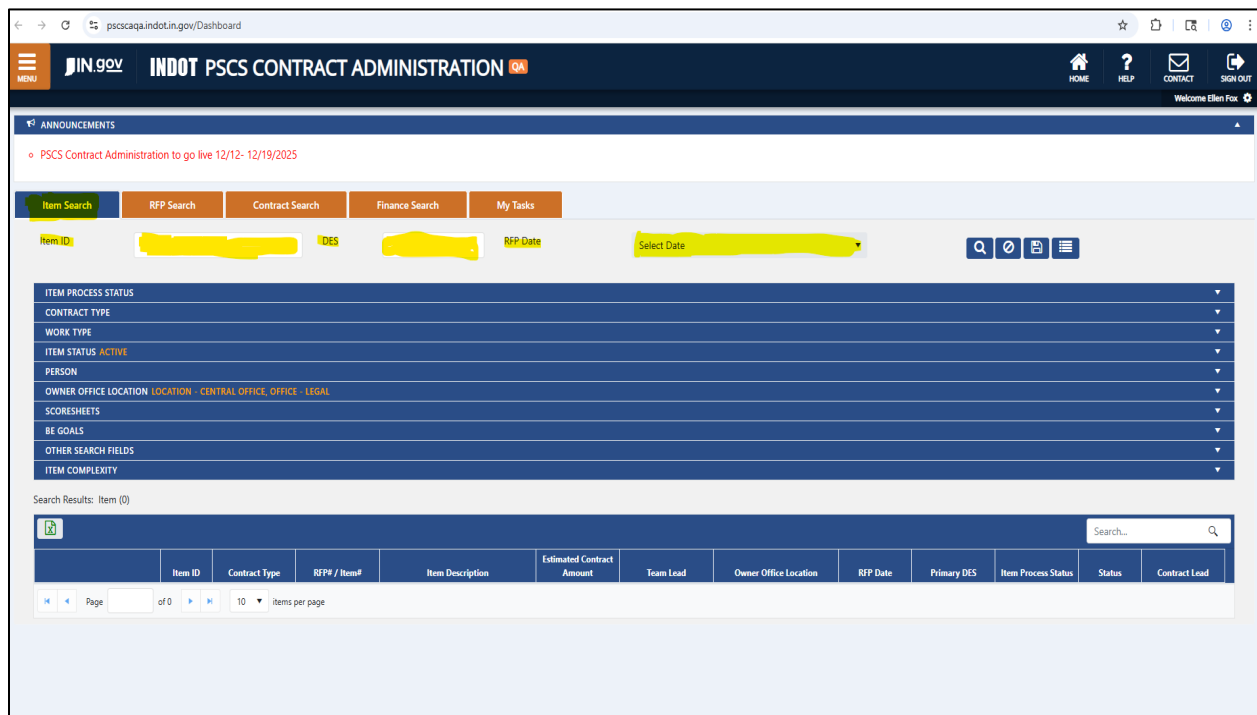
If you discard this email notification, you may also utilize the following instructions to access the INDOT RFP items to score. To access Professional Services Contract Administration (PSCS), go to the INDOT Employee Resource Internal News (ERIN) Intranet page and click on the “Agency Links” and select “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.

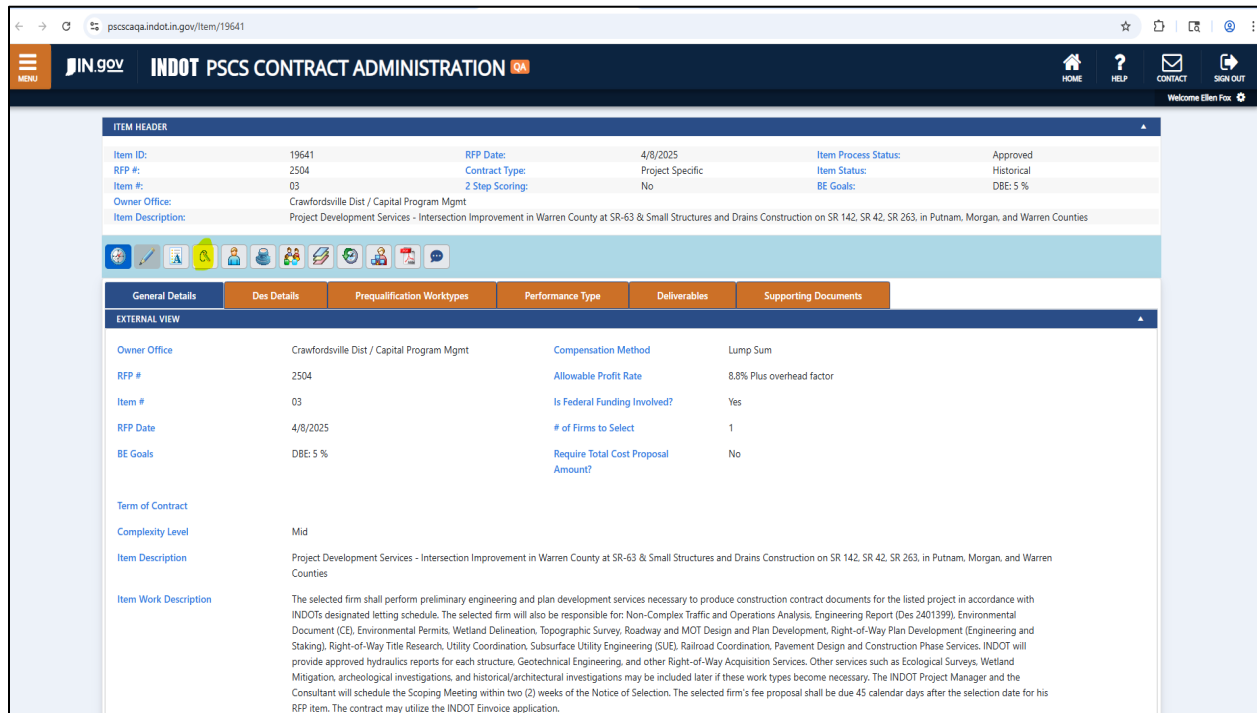
The screenshot shows the IN.gov INDOT PSCS Contract Administration dashboard. At the top, there's a navigation bar with a menu icon, the IN.gov logo, and the title 'INDOT PSCS CONTRACT ADMINISTRATION'. On the right, there are links for HOME, HELP, CONTACT, and SIGN OUT, along with a user greeting 'Welcome Ellen Fox'. Below the navigation bar, there's an 'ANNOUNCEMENTS' section with a message: 'PSCS Contract Administration to go live 12/12- 12/19/2025'. The main content area has tabs for 'Item Search', 'RFP Search', 'Contract Search', 'Finance Search', and 'My Tasks'. The 'Item Search' tab is active, showing search filters for Item ID, DES, RFP Date, and a 'Select Date' dropdown. Below these filters is a list of search criteria: ITEM PROCESS STATUS, CONTRACT TYPE, WORK TYPE, ITEM STATUS (highlighted in orange), PERSON, OWNER OFFICE LOCATION (LOCATION - CENTRAL OFFICE, OFFICE - LEGAL), SCORESHEETS, BE GOALS, OTHER SEARCH FIELDS, and ITEM COMPLEXITY. At the bottom, there's a 'Search Results: Item (0)' section with a table header and a search bar. The table has columns for Item ID, Contract Type, RFP# / Item#, Item Description, Estimated Contract Amount, Team Lead, Owner Office Location, RFP Date, Primary DES, Item Process Status, Status, and Contract Lead. The page shows 'Page 1 of 0' and '10 items per page'.

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.

The screenshot shows the IN.gov INDOT PSCS Contract Administration dashboard with search results for item 19641. The 'Item Search' tab is active, and the search filters are filled with '19641' for Item ID, 'DES' for Contract Type, and '03' for RFP# / Item#. The search results show 'Search Results: Item (1)'. The table has columns for Item ID, Contract Type, RFP# / Item#, Item Description, Estimated Contract Amount, Team Lead, Owner Office Location, RFP Date, Primary DES, Item Process Status, Status, and Contract Lead. The first row shows item 19641, which is a 'Project Specific' contract for 'Project Development Services - Intersection Improvement in Warren County at SR-63 & Small Structures and Drains Construction on SR-142, SR-42, SR-263, in Putnam, Morgan, and Warren Counties'. The estimated contract amount is \$879,651.00, the team lead is Miller, Jess, and the owner office location is Crawfordville Dist / Capital Program Mgmt. The RFP date is 04/08/2025, and the primary DES is 2401399, 2401408, 2401415, 2401472. The item process status is 'Approved', the status is 'Historical', and the contract lead is 'West, Gretchen'. The page shows 'Page 1 of 1' and '10 items per page'.

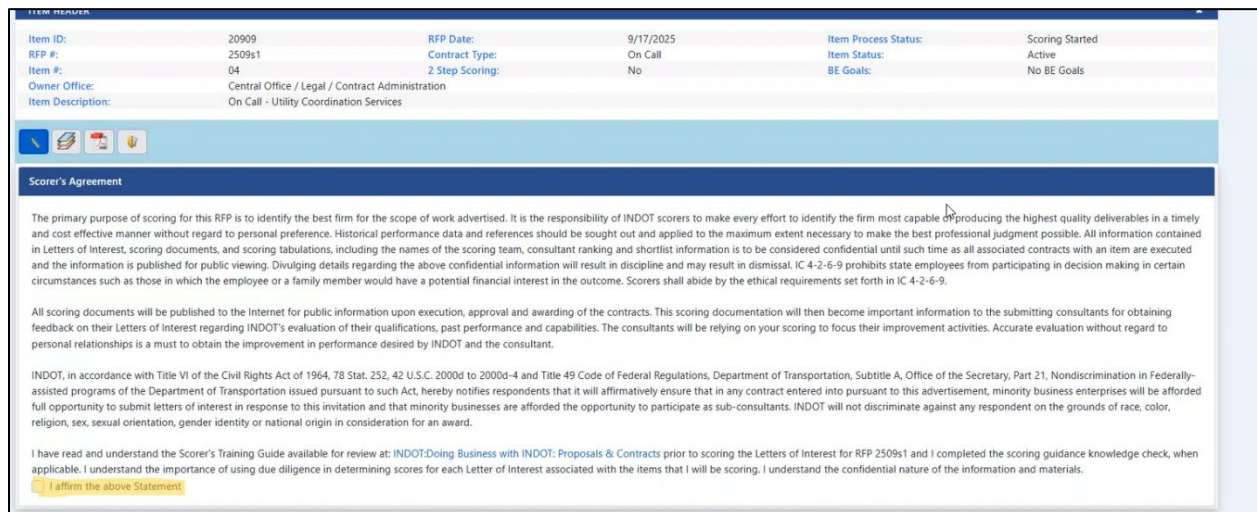
When the new window opens, click on the icon to open the Scorers Scoring panel. The

Scorers Scoring  panel allows scorers to complete scoresheets.



The screenshot shows the INDOT PSCS CONTRACT ADMINISTRATION web application. The top navigation bar includes the IN.gov logo, the title "INDOT PSCS CONTRACT ADMINISTRATION", and user information "Welcome Ellen Fox". The main content area is divided into two tabs: "General Details" (selected) and "Des Details". The "General Details" tab displays the "EXTERNAL VIEW" for item 19641. The "Item Header" section shows details for Item ID 19641, RFP # 2504, Item # 03, and Owner Office Crawfordville Dist / Capital Program Mgmt. The "External View" section shows details for the Owner Office, RFP #, Item #, RFP Date, BE Goals, Term of Contract, Complexity Level, Item Description, and Item Work Description. The "Des Details" tab is also visible, showing details for the Des Details section.

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 screenshot shows the "Scorer's Agreement" form in the INDOT PSCS CONTRACT ADMINISTRATION web application. The form is titled "Scorer's Agreement" and contains a paragraph of text explaining the purpose of scoring and the responsibilities of scorers. Below the text is a checkbox labeled "I affirm the above Statement." which is currently unchecked. The form also includes a section for "Scoring Documents" and a section for "Scoring Documents" with a list of documents. The "Item Header" section shows details for Item ID 20909, RFP # 2509s1, Item # 04, and Owner Office Central Office / Legal / Contract Administration. The "External View" section shows details for the Owner Office, RFP #, Item #, RFP Date, BE Goals, Term of Contract, Complexity Level, Item Description, and Item Work Description.

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.

Scorer's Agreement

The primary purpose of scoring for this RFP is to identify the best firm for the scope of work advertised. It is the responsibility of INDOT scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference. Historical performance data and references should be sought out and applied to the maximum extent necessary to make the best professional judgment possible. All information contained in Letters of Interest, scoring documents, and scoring tabulations, including the names of the scoring team, consultant ranking and shortlist information is to be considered confidential until such time as all associated contracts with an item are executed and the information is published for public viewing. Divulging details regarding the above confidential information will result in discipline and may result in dismissal. IC 4-2-6-9 prohibits state employees from participating in decision making in certain circumstances such as those in which the employee or a family member would have a potential financial interest in the outcome. Scorers shall abide by the ethical requirements set forth in IC 4-2-6-9.


All scoring documents will be published to the Internet for public information upon execution, approval and awarding of the contracts. This scoring documentation will then become important information to the submitting consultants for obtaining feedback on their Letters of Interest regarding INDOT's evaluation of their qualifications, past performance and capabilities. The consultants will be relying on your scoring to focus their improvement activities. Accurate evaluation without regard to personal relationships is a must to obtain the improvement in performance desired by INDOT and the consultant.

INDOT, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit letters of interest in response to this invitation and that minority businesses are afforded the opportunity to participate as sub-consultants. INDOT will not discriminate against any respondent on the grounds of race, color, religion, sex, sexual orientation, gender identity or national origin in consideration for an award.

I have read and understand the Scorer's Training Guide available for review at: [INDOT:Doing Business with INDOT: Proposals & Contracts](#) prior to scoring the Letters of Interest for RFP 2509r1 and I completed the scoring guidance knowledge check, when applicable. I understand the importance of using due diligence in determining scores for each Letter of Interest associated with the items that I will be scoring. I understand the confidential nature of the information and materials.

☒ I affirm the above Statement
Affirmed by testthree on 09/26/2025 1:52 PM

testthree; Scorer Summary Step 1

	Firm Name	Upper Sub-Total	Scoring Complete	Complete Date	Capacity of Team to do Work	Team's Demonstrated Qualifications	Project Manager	Project Understanding and Approach
	HNTB Indiana, Inc.	0	No					

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

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

Scorer

Firm

Past Performance

Performance Evaluation

Submitted Documents




Affirmative Action Certificate (AAC)	Q
LOI Receipt Confirmation	Q
Letter of Interest (LOI)	Q
Current and Completed Projects (CCP)	Q
Active and Pending Contract Balance (APB)	Q

Upper Scoresheet

Scorer Comments

Category	Score	Weight	Weighted Score
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.		
	<input checked="" type="checkbox"/> 2	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	
	<input type="checkbox"/> 1.5	Demonstrated excellent level of expertise and resources identified for required services for value added benefit.	
	<input type="checkbox"/> 1	Demonstrated high level of expertise and resources identified for required services for value added benefit.	
	<input type="checkbox"/> 0.5	Above standard expertise and resources.	
	<input type="checkbox"/> 0	Expertise and resources at appropriate level.	
	<input type="checkbox"/> -1	Documentation of team qualifications is weak for required services.	
	<input type="checkbox"/> -2	Insufficient expertise and/or resources.	
	30	15	30

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

SCORERS SUMMARY																
Scorer Name																
Gretchen West																
Actions	Firm Name	Rank	Total Score	Upper Sub-Total	Lower Sub-Total	Scoring Complete	Completed Date	Upper Score			Lower Score					C
								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.