User Guide for INDOT Contractor Prequalification Application (CPQ) on INDOT’s Technical Application Portal (ITAP)

Revised 5/13/2021
# TABLE OF CONTENTS

A. Getting Started in INDOT Technical Application Pathway (ITAP)..........................3  
B. Opening and Accessing the CPQ Application..........................................................3  
C. CPQ – Dashboard Navigation...................................................................................4  
   a. All Vendors Except Certified Public Accountants (CPAs).................................4  
   b. Certified Public Accountants (CPAs)..................................................................4  
D. CPQ – Application Instructions – Creating an Application..................................5  
   a. Vendor Type Selection.........................................................................................5  
   b. Permission to Proceed Request..........................................................................5  
E. CPQ – Application Instructions – Filling Out the Application...............................6  
   a. General Tab..........................................................................................................6  
   b. Financial Tab.......................................................................................................7  
   c. Data Input............................................................................................................7  
   d. Technical Tab.......................................................................................................8  
   e. Submitting the Application - Affirm and Submit a Draft Application.............8
A User Guide for ITAP & the Contractor’s Prequalification Application

Effective October 1, 2020, the following documents must be transmitted electronically using the Contractor’s Prequalification Application ("CPQ") in ITAP:

1) Contractor’s Statement of Experience and Financial Condition (new and renewal)

The following will be submitted via email until a contractor completes their first application in CPQ:

1) Requests for reconsideration under IC 8-23-10-5(a)
2) Requests for revised certificate under IC 8-23-10-5(b)

GETTING STARTED IN INDOT TECHNICAL APPLICATION PATHWAY (ITAP)

To access the CPQ application, applicant firms and individual users must first enroll in ITAP. Please see the user guide for ITAP here: [https://itap.indot.in.gov/ITAPv3.0QuickStartGuide.pdf](https://itap.indot.in.gov/ITAPv3.0QuickStartGuide.pdf)

Note: It may take up to 48 hours for a new business enrollment to be approved in ITAP.

OPENING AND ACCESSING THE CPQ APPLICATION

The Contractor’s Statement of Experience and Financial Condition has been converted to an online application to access the application. The application can be found on the ITAP homepage:

Step One: Click the “Launch” button for Contractor Prequalification in the ITAP Main Page window.

1 – Once logged in to ITAP, find and click on “Contractor Prequalification”

2 – If you do not see “Contractor Prequalification”, click on Enroll New Application and navigate to find and request it.
CPQ – DASHBOARD NAVIGATION

The dashboard for Contractors in CPQ will be the first screen presented in CPQ. Starting an application, shown in a later step, as well as firm maintenance is completed from this screen.

8 – View the previously submitted applications as well as records for status changes with those applications.

9 – If you choose to give a CPA access to your application, select them from the dropdown here. The CPA will be able to edit the Financial Tab of any draft application if granted access by the contractor.

10 – Maintain user roles for CPQ users under your ITAP business account. Click the pencil to edit roles. Users with the role "FIRM_USER" will have access full access to CPQ.

11 – These fields can be maintained at any time. Newly created draft applications will prepopulate with the information entered in these sections.

- ALL VENDORS EXCEPT CERTIFIED PUBLIC ACCOUNTANTS
  - 8 – View the previously submitted applications as well as records for status changes with those applications.
  - 9 – If you choose to give a CPA access to your application, select them from the dropdown here. The CPA will be able to edit the Financial Tab of any draft application if granted access by the contractor.
  - 10 – Maintain user roles for CPQ users under your ITAP business account. Click the pencil to edit roles. Users with the role "FIRM_USER" will have access full access to CPQ.
  - 11 – These fields can be maintained at any time. Newly created draft applications will prepopulate with the information entered in these sections.

- CERTIFIED PUBLIC ACCOUNTANTS
  - The only dashboard visible will be a list of applications available for editing. If you do not see an application for your client ensure:
    - Your client has selected you from the dropdown list at location 9 shown above
    - Your client has opened a draft application
  - If you are having issues accessing CPQ, reach out directly to PQ. The firm user dashboard is currently unavailable for CPAs. INDOT PQ staff will have to ensure you have the proper roles.

CPA Dashboard

<table>
<thead>
<tr>
<th>Application Id</th>
<th>Contractor Firm Name</th>
<th>Created By</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1247</td>
<td>Earth Images, Inc.</td>
<td>Yura, Laura</td>
<td>12/03/2020 04:01:05 PM</td>
</tr>
<tr>
<td>1301</td>
<td>Eclipse Co., LLC</td>
<td>Apresta, Jennifer</td>
<td>02/10/2021 03:34:27 PM</td>
</tr>
</tbody>
</table>

Page 1 of 1
CPQ – APPLICATION INSTRUCTIONS – CREATING AN APPLICATION

The Contractor’s Statement of Experience and Financial Condition has been converted to an online application to access the application. INDOT Prequalification consolidated their information collection into CPQ. The first step in submitting an application is choosing the correct vendor type:

- **Vendor Type Selection**
  - Over-height Vehicle Escort – Applicant wants to only provide over-height vehicle escort on INDOT facilities per the Indiana Department of Revenue regulations.
  - Subcontractor below $300k – Application wants to subcontract on INDOT projects and cannot enter into contracts exceeding a total of $300k at any given time.
  - Hauler – Applicant is hauler and does not do work on INDOT Contracts.
  - All others – Applicant wants to be a prime contractor or subcontract for totals exceeding $300k at any given time on INDOT contracts. These contractors will complete the full Contractor’s Statement of Experience and Financial Condition.

- **Permission to Proceed Request**
  - Required prior to creating an application if selecting “All Others”
  - Information is used to check for outstanding liabilities with Indiana DOR and DWD
  - Typical turn around time is 24-48 business hours.

12 – Link to Permission to Proceed Request.

13 – Button to start new application. Vendor/Application Type prompt will display with 4 options.
CPQ – APPLICATION INSTRUCTIONS – FILLING OUT THE APPLICATION

The Contractor’s Statement of Experience and Financial Condition has been converted to an online application to access the application. The application has been separated into three main parts. Each part, or tab has several sections to fill out. Additional details for each tab or section are listed below:

- **General Tab – General firm information**
  - Safety and Health Compliance – Please use the provided template/form where applicable. The information is not for prequalification purposes but compiled by INDOT to monitor overall industry trends and develop best practices.
  - Certified Copy of Resolutions – Be sure to include all authorized signers that can enter into contracts on behalf of the company.

- **Documents**
  - XBE Certifications – Only applicable if applicant wants to be shown as a DBE/MBE/WBE/etc. in our database. The Prequalification database is for information only. For XBE certification verification please direction contact the certifying agency.
  - IMSA Level II Certification – Only applicable if applicant requests work type E(a) Traffic Signal Installation
  - Proof of Registration with Indiana Secretary of State
    - Sole Proprietorship and General Partnerships – Letter from applicant confirming your business organization as an informal association per Indiana SOS.
    - All others – Per 105 IAC 11-2-2(m), proof of registration or letter stating that, should it become the successful bidder on a department contract, authorization will be secured within fifteen (15) days after the bid opening.
  - W-9 – Executed W-9 (no older than 12 months). Do not submit SSNs to INDOT.
  - Other – Placeholder for additional information files. Applicant may submit additional information that does not fit elsewhere in the application such as: resumes, schedules, reports, licenses. Certifications, depreciable asset spreadsheets/files, etc.

<table>
<thead>
<tr>
<th>Documents</th>
<th>Select files...</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBE Certification Letter</td>
<td></td>
</tr>
<tr>
<td>IMSA Level II Certification</td>
<td></td>
</tr>
<tr>
<td>Proof of Registration with the Indiana Secretary of State</td>
<td>Select files...</td>
</tr>
<tr>
<td>W-9 IRS Website</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
Financial Tab – Financial Statements, Reports, and Schedules
  o Financial Questions and Comments – Key information such as financial statement date and type is input here.
    ▪ Audited Statements are eligible for certificates valid for up to 16 months after the statement date and do not have a maximum allowable bidding capacity.
    ▪ Reviewed Statements are eligible for certificates valid for up to 16 months after the statement date, may not be submitted later than 6 months from the statement date, and have a maximum allowable bidding capacity of $2,500,000.
    ▪ Compiled Statements are eligible for certificates valid for up to 16 months after the statement date, may not be submitted later than 6 months from the statement date, and have a maximum allowable bidding capacity of $1,000,000.
    ▪ Audited and Reviewed Statements must be accompanied by the complete report and notes. Additional schedules, if too large to import via the templates may be uploaded here.
  o Compiled Statements – Please upload financial supporting documents into the Other in the Documents Section of the General Tab.
  o Financial Questions and Comments – Key information such as financial statement date and type is input here.
  o The signature page in the Audit/Review Report and the CPA License/Certification Number is all that is needed from the CPA. Do not upload the Certificate pages from previous Prequalification Applications.
  o Balance Sheet – Financial data in these fields are populated from the subsequent line item sections. The line item sections must be filled out to the best of your ability and the program’s capability. Just uploading PDFs into the application will result in denial.
  o General Information Applicable to all Line Item Sections
    ▪ Manually enter information or use templates where applicable or more efficient. The intent is to have as much information input into the section.
    ▪ Insufficient detail on assets may lead to the asset being deducted resulting in a lower calculated capacity.
  ▪ Template Troubleshooting
    • The program can accept templates with no more than 2000 lines.
    • If your information exceeds that limit, consolidate, and upload the information in a logical manner. The detailed schedule must still be uploaded in the application. General tab > Documents Section > Other or with the Financial statement and report.
    • The program validation works best if you copy data into the templates. For example, if there is an extra space in a column name it will cause an error.
    • No blank lines or totals in the template.

Data Input
  o Button A – manual entry into a single line
  o Button B – Import data, via a completed template into the section
  o Button C – Export a blank template. After uploading, save completed templates externally on your computer.
  o Button D – Download information currently in the section. NOTE: This will output an excel spreadsheet that is not compatible with the upload template.
Technical Tab – Project Experience Work Types
  o Work Type Classifications – Request work types and view Department decisions
    ▪ This section must be completed before the “Record of Past Experience.”
    ▪ Request work types that the applicant has self-performed in the recent past.
    ▪ Note the requirements and parent-child relationships that pop up for certain work types.
    ▪ Provide supporting documentation, if necessary, in Other of the Documents Section in the General Tab.
    ▪ Revisit approved/denied applications to see the decision with comments.
  o Technical & Pending Work
    ▪ Information listed here is key especially when applicant is new, has limited experience with INDOT, or is requesting new work types.
  o Record of Past Experience – Supporting Work Type requests with Completed Work
    ▪ This section will be prepopulated with the work types shown in the Work Type Classification Section
    ▪ Best Practices and FAQ for the Template
      • No duplicate rows (consolidate projects with the same name)
      • Only integers, zeros, or blanks (no decimal numbers)
      • Limit of 2000 lines
      • Don’t delete any header text or change column text.
    ▪ Best Practices and FAQ for what to submit – we understand this could be a lot of projects
      • One row per project
      • Consolidate smaller ($) projects of the same type.
      • Consolidate private projects – give contact info and project details if applicant doesn’t have experience in the public sector.
      • Provide enough detail and do not consolidate for work types with only a few projects. **If we don’t have project numbers/details the application may be denied.**
      • Include client name and contact information for each project, project number, completion date, and general description of the work.
      • Only include work that was self-performed by the applicant’s forces.

Submitting the Application – Affirm and Submit a Draft Application
  o An application is in “Draft” status while being completed. It can remain in draft status indefinitely. A firm can only have one draft application open at a time.
  o Application can be recalled and edited if status is “Submitted”. Once it is “Received” the review has started. We will let you know if we need additional information.
  o Review Statuses
    ▪ Submitted > Received > Specialist Review > Specialist Approved > Auditor Review
    ▪ > Auditor Approved > Analyst Review > Analyst Approved > Engineer Review
    ▪ > Engineer Approved > Approved
  o Primary CPQ contact will receive notice by email if application placed on hold or denied
    ▪ On hold applications have 10 days to respond with required information
  o On the dashboard, click on Past Applications or Application Logs to check status of submitted application.
  o Once approved you will receive email notice with your firm’s new certificate.
    ▪ Application cannot be printed until certificate has been issued.