INDOT

Contractor Boilerplate Responses

09/18/2026

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A. Revision Summary

1. 09/18/2026
    a) **File Created**

B. How to Prequalify

Thank you for contacting the prequalification division. Please be aware that this is the busy season for application processing. General help and answers to common questions asked on the Prequalification process at INDOT are listed below.

Please review ALL information below and if you still have questions, please feel free to reach back out for assistance.

There are various tiers of prequalification that are based on both the dollar value and the type of work completed. Please review the following information to determine which categories you need:

1. Suppliers are certified through INDOT's Material and Testing department, **not prequalification**. The link for supplier information is here: https://www.in.gov/indot/doing-business-with-indot/contractorsconstruction/division-of-materials-and-tests/
2. **Over-height** vehicle **Escorts** (**work type 0213**) complete the Prequalification **Registration ONLY** including uploads of:
   - **a.** Current IMSA Certifications
   - **b.** Current, non-expired Secretary of State Registration/Business Entity Report
   - **c.** Up-to-date W-9(IRS revision date March 2024)
3. **Railroad Flaggers** (**work type 0996**) complete the Prequalification **Registration ONLY** including uploads of:
   - **a.** Current, non-expired Secretary of State Registration/Business Entity Report
   - **b.** Up-to-date W-9(IRS revision date March 2024)
   - **c.** Letter from Railroad(s) approving your company as a flagger
4. **Hauling** materials or supplies to or from a job site (**work type 0997**) complete the Prequalification **Registration ONLY** including uploads of:
   - **a.** Current, non-expired Secretary of State Registration/Business Entity Report
   - **b.** Up-to-date W-9(IRS revision date March 2024)
5. A **Subcontractor** who maintains **under $300,000** (or the amount outlined in Indiana Code 8-23-10-4) in total INDOT unearned work (**work type 0001**) complete the Prequalification **Registration ONLY** including uploads of:
   - **a.** Current, non-expired Secretary of State Registration/Business Entity Report
   - **b.** Up-to-date W-9(IRS revision date March 2024)
6. In all other cases (prime contractors and all subcontractors exceeding $300,000 in total INDOT unearned work) complete the **FULL Prequalification Application** including uploads of:
   - **a.** Current, non-expired Secretary of State Registration/Business Entity Report
   - **b.** Up-to-date W-9(IRS revision date March 2024)
   - **c.** Businesses with 10+ Employees
     - **i.** Safety and Health Compliance Form
     - **ii.** OSHA 300 and 300A Forms 2023, 2024, 2025 with personal information withheld
     - **iii.** Insurance Carriers EMR Letter for the past three (3) years
   - **d.** Financial statement on an accrual basis under GAAP, is required
     - **i.** The following three (3) types of financial statements determine the dollar value of prequalification sought:

a. Audited – Full audit completed by a licensed CPA
  - **i.** Experience and the balance sheet dictate work limit
  - **ii.** Certificate typically valid for a maximum of 16 months from the year end date of the financial statement

b. Reviewed – Reviewed by a licensed CPA
  - **i.** Statement cannot be older than 6 months
  - **ii.** Experience and the balance sheet dictate work limit
  - **iii.** Maximum of $2.5 million
  - **iv.** Certificate typically valid for maximum of 16 months from the year end date of the financial statement

c. Compiled – Self certified
  - **i.** Statement cannot be older than 6 months
  - **ii.** Experience and the balance sheet dictate work limit
  - **iii.** Maximum of $1 million
  - **iv.** Certificate typically valid for maximum of 12 months

The application for INDOT contractor prequalification is entirely electronic and contained in a software application called "Contractor Prequalification" (CPQ) hosted on INDOT's technology platform ("ITAP"). Directions for accessing and completing the application are provided below.

To apply for prequalification, you will need to use the Contractor Prequalification (CPQ) in "ITAP". ITAP is hosted on a platform called "Access Indiana", which can be found here:

https://www.in.gov/access/

Directions for getting started with Access Indiana and ITAP can be found here:

https://www.in.gov/access/getting-started

INDOT does not manage Access Indiana. It is a State of Indiana Office of Information Technology product. Access Indiana FAQs are helpful as well:

https://www.in.gov/access/faqs-help

Helpful Tip: You must apply for Access Indiana credentials FIRST. Once approved for Access Indiana, then apply for ITAP CPQ Application access. Once approved for CPQ access, begin the CPQ application submittal process. **NOTE: Users are legally responsible for protecting their credentials and are liable for any activity that occurs under their single sign-on.**

Once you get ITAP set up you will select the Contractor Prequalification application located on your ITAP Home Screen. This application comes preloaded for all new users. If your company already has an ITAP account, you may need to request access to CPQ In terms of completing the prequalification application in CPQ- follow the directions contained in the CPQ User Guide:

Revised-CPQ-User-Guide-2023.pdf (in.gov)

Training is avaiable for using CPQ is located here:

INDOT: Doing Business with INDOT: Contractors Prequalification (CPQ User Guide Walkthrough)

and a FAQ for using CPQ is located here:

FREQUENTLY-ASKED-QUESTIONS-2023.pdf (in.gov)

* NOTE: The trainings above will be updated to specifically detail steps for Railroad flagging.

IMPORTANT BIDDING INFORMATION:

If currently an INDOT prequalified contractor

a. Eligible to bid within the dates of prequalification certificate.

b. If a new prequalification certificate application is submitted **BEFORE** the current certificate's expiration date, during INDOT's review of the new application:
- **i.** Contractor will remain eligible to bid.
- **ii.** Contractor will remain prequalified.
- **iii.** If application is submitted **BEFORE** the current certificate's expiration date, **THEN** the application is denied **AFTER** certificate Expires bid eligibility and prequalification status **are no longer valid**.

c. If your certificate expires before you apply for a new certificate
- **i.** You can still be eligible to **bid as a Prime** in a letting IF you submitted your new application **15 days before the bid opening**.

d. If you are a new contractor/applicant seeking INDOT Prequalification
- **i.** You must have your application submitted **21 days before the bid opening** to be eligible to **bid as a Prime** in that letting.
- **ii.** You are considered a new applicant if you have never been prequalified, or if you have not been prequalified with INDOT within the past 24 months.

PLEASE NOTE: if you have submitted a "Permission to Proceed" request, it takes at least 24 – 48 business hours to process.

You can check the status of your application via the CPQ Homepage. Please click on "Past Applications". That screen will show all applications you have ever created. One of the columns is called "Status" and will tell you where the application is in our process. Your firm's application will be reviewed in the order received.

Draft > Submitted > Received > Specialist Review > Specialist Approved > Auditor Review > Auditor Approved > Analyst Review > Analyst Approved > Engineer Review > Engineer Approved > Commissioner Review > Approved.

PLEASE NOTE: INDOT will only expedite the review of a prequalification application in one and only one circumstance:

- To prevent the delay of awarding an INDOT contract to a Low Bidder selected as the **Prime Contractor**
- This is to ensure fair and equal treatment of all contractors/applicants

Template Issues: Updated User Guide, see page 14 for directions with this problem:
https://www.in.gov/indot/doing-business-with-indot/files/Revised-CPQ-User-Guide-2023.pdf

For each template use the **EXPORT BLANK TEMPLATE** button to export a clean/blank document>copy and paste the values into the new blank template.

When complete use the **IMPORT COMPLETED TEMPLATE** button to correct the problem.

PLEASE NOTE: uploading an Excel spreadsheet will give an error as this is not the correct template. If you manipulate the templates format in any way this will also generate an error.

Please add cpqadmin@indot.in.gov to your contacts to ensure you receive automated notifications from our system.

C. Follow Up Responses

Right now, it is taking us approximately **60-90+** days to complete the review process for a full application, as we are at the height of our busy season.

The turnaround time for the Registration Applications such as for a Hauler, Sub under $300k, Escort or Railroad Flagger is usually around 24-48 hours as the review is not extensive.

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D. Adding Work Types to Certificate

Thank you for contacting the INDOT Prequalification Department.

To request/add an additional work type to your certificate:

1. Sign into ITAP/CPQ and complete a Permission to Proceed (Clearance Request).

   When the Permission to Proceed is received, start an amendment to the current certificate for your company to do this:

   - **a.** In CPQ, click on "Start Application"
   - **b.** Click on the same type of application as your current certificate which you wish to amend
   - **c.** Select the "No (Amendment)" option
     - **i.** Note this step is detailed on page 17/17 of the CPQ User Guide
   - **d.** Items to include in the new submission/amendment should be:
     - **i.** Resumes of employees (if available) with specific work experience related to proposed work type(s)
     - **ii.** Recently completed projects/jobs, with contact information, related to proposed work type(s)
     - **iii.** Equipment list to support proposed work type(s)

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E. Non-Disclosure Agreement (NDA) / Information Confidentiality

INDOT employees are prohibited from executing confidentiality agreements, non-disclosures, and any other such instrument on behalf the Department and/or the State of Indiana. However, confidential information provided to INDOT is strenuously protected against disclosure, both through extensive data security practices and by virtue of a strong statutory regime placing liability for wrongful disclosure on both the disclosing agency and the individual employee at fault. To summarize the relevant prevailing law, proprietary information and trade secrets are deemed confidential and expressly protected from public disclosure by Ind. Code 5-14-3-4(a)(4). Pursuant to Ind. Code 5-14-3-10, the State of Indiana and its employees have a duty to protect all trade secrets and proprietary information in its possession; in fact, the unauthorized disclosure of proprietary confidential information is one of the few official actions for which a public employee is not entitled to civil immunity under state law. Along these lines, the protection of confidential information, including trade secrets, financial documents, and other proprietary information, is of the utmost concern of INDOT and its employees and is in turn ensured through the erection of a robust data security infrastructure, strict data governance processes, and a culture of protecting information disclosed to the agency.

INDOT, and External Audit in particular, processes and maintains custody of voluminous amounts of confidential information submitted by private stakeholders. You can rest assured that the agency will protect all information submitted, buttressed by the responsibility and corresponding liability imposed by Indiana law.

F. Additional Application Assistance

We offer the highest level of customer support via Microsoft Teams for INDOT application assistance. Microsoft Teams will allow you to share your screen with us to observe your INDOT prequalification application processing in real time. Google Chrome browser must be used to complete the prequalification application. You may install Google Chrome by accessing the link below. Please note, INDOT does not provide assistance with any software issues aside from INDOT's applications.

Don't have Google Chrome?

- You can find download instructions here:

https://support.google.com/chrome/answer/95346?hl=en&co=GENIE.Platform%3DDesktop

Don't have access to Microsoft Teams?

- Microsoft Teams (frequently called Teams) is a virtual meeting platform which allows for audio and video conferencing with the ability for us to share our screens with each other
- This link will take you to a general "how to" on joining the meeting:
  https://support.microsoft.com/en-us/office/join-a-meeting-without-an-account-in-microsoft-teams-c6efc38f-4e03-4e79-b28f-e65a4c039508
- This link is for a YouTube video which goes over the easiest way to join a Teams meeting. Simply click on the 07:44 below and it will start you at the necessary spot in the YouTube video to explain how to join a Teams meeting:
  - Joining the meeting in Microsoft Teams from the link you were sent

07:44

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