



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

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MEMORANDUM

Date: April 23, 2013

To: All Consultants

From: Karen B. Macdonald, PE
Prequalification Engineer

Re: Consultant Prequalification Submissions – REVISED Memorandum

INDOT's Prequalification Section only accepts web-based Consultant Prequalification Applications submitted through the Professional Services Contracting System (PSCS). Consultants wishing to submit a Prequalification Application utilizing the PSCS first need to enroll their business in the INDOT Technical Applications Pathway (ITAP) at the following address:

<https://itap.indot.in.gov/login.aspx>

Companies not currently registered will need to enroll as a New Business through ITAP. On April 29, 2013, a new version of the PSCS Prequalification Application will be available online. Once the new version goes live, all approved business enrollments with the business type of Consultant selected will automatically have access to the PSCS Portal. The PSCS Portal provides access to the Business Registration, Prequalification Application, Professional Persons tables, and RFP/LOI. The decision of whether the consultant requires prequalification or not will be made when the new Business Registration is processed by the Prequalification Section.

Training videos are available on the ITAP website demonstrating the enrollment process.

Instructions for completing the web-based Prequalification Application are available through links on the Consultant Prequalification webpage at:

<http://www.in.gov/indot/2732.htm>

If you experience any problems with ITAP enrollment, please contact ITAP Support by clicking on the letter icon in the upper left of the ITAP login screen. If you hover your cursor over the icon, it will state Contact ITAP Support.

Please note that all consultants should select the business type Consultant when enrolling in ITAP. If you find that your company's business type is listed incorrectly, please contact us at:

ConsultantPrequalification@indot.in.gov.