



STEP BY STEP GUIDE
TO THE
CONSULTANT BUYING AND CONSULTANT REVIEWING PROCESS

- 1) INDOT will hire both the buyers and reviewers for a code and assign in LRS
- 2) INDOT will arrange parcel delivery with the buyer.
- 3) BUYER proceeds with parcel negotiation as normal.
- 4) BUYER secures / condemns parcel, binds parcel, COMPLETES LRS data and routes parcel in LRS to PARCEL EVALUATION, then MAILES parcels to the reviewer
- 5) BUYER will EMAIL INDOT and the REVIEWER that parcels are being mailed for evaluation
- 6) Upon receipt of parcels, REVIEWER will email INDOT and buyer that parcels were received. Review date will be assigned by INDOT in LRS
- 7) REVIEWER examines parcel and enters data into LRS, including desk review acceptance and desk review evaluation complete date.
- 8) If parcel passes review, parcel is routed to LEGAL CLAIM APPROVAL in LRS. Reviewer is to sign the Assembly Checklist and include comments. Reviewer is also to sign as approving the Buying Status Report.
- 9) If there are problems to correct, BOTH INDOT and the BUYER are alerted via email that the parcel is routed back to BUYING-CORRECTION and the parcel pack is MAILED BACK to the buyer to correct. Minor corrections which can be done promptly via email do not require mailing packets back for correction. Any required corrections should be noted in LRS remarks – buying.
- 10) BUYER will correct errors, and email both INDOT AND REVIEWER that the parcels are being MAILED, or emailed, back to the REVIEWER. BUYER mails parcels back to reviewer.
- 11) REVIEWER will examine corrections, score buyer in PSCS and route to LEGAL CLAIM APPROVAL in LRS.
- 12) REVIEWER will alert INDOT AND BUYER that parcels are being MAILED/DELIVERED to INDOT for LEGAL review. Parcels sent to the attention of the BUYING SUPERVISOR(S).
- 13) The REVIEWER can invoice for REVIEW SERVICES once the parcel has been approved by LEGAL.
- 14) In the event the parcel is rejected during Payment Review, the parcel will be returned to the Reviewer to coordinate any needed corrections.