Consultant Letter of Interest Submittal Process Changes
June 25, 2020

A common request from the consultant community has been to simplify or eliminate some of the
document upload requirements that are a part of our RFP Letter of Interest (LOI) submittal process.
Over the past few months we have been working on an improved process for collecting information
currently submitted with the Active and Pending Balances Form (APB), Current and Completed Projects
Form (CCP) and the Affirmative Action Certification Form (AAC). For our July RFP we will be
implementing an automated APB report that will pull data from existing INDOT data and an AAC
certification process that draws from the subcontracting grid within the user interface. For the October
RFP we will implement an online CCP form that will draw from a master list stored within the PSCS
Portal. We anticipate this to be a more user-friendly experience and have performed QA using test
consultant logins. We plan to send out a listserv notification next week with this information and we will
be encouraging firms to login early for July RFP submittals. We will be available continuously during the
RFP process to provide any needed support. Let me know of any questions. Thanks! -Jeff

Additional information about the new process is as follows:

**Active and Pending Balances Form (APB).** An APB report will be auto-generated from INDOT’s
contracting and purchase order data sources. We do not have detailed subcontract financial data
available so that information will not be included in the auto-generated report. Firms who want to show
contract deductions for subcontracted services will have the ability to add outstanding contract balances
to the report, but this will not be required. This report is used to validate prequalification financial
capacity and to make a list of outstanding contract information available to selection scorers. Firms with
financial capacity beyond what is required for contracts on the RFP will not need to edit the report.
There is a possibility for discrepancies in the report in comparison to your records. A comments field will
also be available to identify significant concerns. The results of this form will not interfere with
submitting a letter of interest. This report will be implemented for the July RFP.

**Affirmative Action Certification Form (AAC).** The affirmative action certification process will be
integrated in the online form used for adding subconsultant firms and percentages of work. DBE status
will automatically show for firms prequalified with INDOT and listed as certified DBE’s. Subconsultants
performing services that do not require prequalification may still be added and manually identified as
DBE firms. The certification agreement will be integrated within the submit process.

**Current and Completed Projects Form (CCP).** This form is specific to key staff and is to include projects
beyond INDOT and so we are not able to auto-generate this information. We have built a master online
input form within the PSCS portal into which information for many projects for many key staff members
can be added and edited. This master form will be available for adding project information starting in
July. In order to allow plenty of time for input of information into the master list we are deferring
implementation for use with LOI submittals until October. Upon implementation firms will select project
records from the master list instead of uploading custom forms for each item. Detailed instructions for
this process will be available in the near future.

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