PREQUALIFICATION WORKSHOP

PORTS of INDIANA

www.portsofindiana.com

PREQUALIFICATION OVERVIEW

- Ports of Indiana's bid process is executed in accordance with Indiana law; contractors and subcontractors must be pre-qualified to bid on State contracts valued at more than $150,000.

- Prequalification is handled by INDOT and/or IDOA, depending on the type of work.

- Any company performing roadwork projects **MUST** be prequalified with **INDOT**

- Prospective bidders must be prequalified **PRIOR** to bidding on State contracts.

IDOA PREQUALIFICATION

STEP 1

Complete an electronic application using [DAPW's Contractor Prequalification Application](#)

STEP 2

DAPW performs application review/verification

STEP 3

Public Works Certification Board approves applications during monthly meetings

STEP 4

DAPW issues Qualification Certificate, valid for 27 months

STEP 5

Certified entity must request renewal prior to certificate expiration and must submit a Financial Update yearly

IDOA APPLICATION REQUIREMENTS

General Business Information

Letter of Surety Confirmation

5 Projects Completed in the Past 5 Years

Work Category Codes

WORK CATEGORY CODES

Correspond to the classification of work your business performs, and can be found on the POI [Bid Prequalification Site](#).

Two code types: General Contractor and Special Trades

Example of how it works:

GENERAL CONTRACTOR
Code: 1542
A general contractor (1542) might do the carpentry work on their own jobs but would not otherwise actively seek carpentry work.

CARPENTRY
Code: 1751
The Board would not certify the firm for carpentry work, but this would not prevent the firm from performing carpentry work on state projects where it was the general contractor.

INDOT PREQUALIFICATION: Consultants

STEP 1

Complete New Business Enrollment in ITAP and Initial Business Registration in PSCS

STEP 2

Submit Initial Prequalification Application in PSCS

STEP 3

INDOT performs application review/verification

STEP 4

Prequalification Committee approves applications during monthly meetings

STEP 5

INDOT issues Qualification Certificate, valid for 16 months

STEP 6

Certified entity must request renewal prior to certificate expiration, along with a Financial Update

INDOT PREQUALIFICATION: Contractors

STEP 1
Complete New Business Enrollment in ITAP

STEP 2
Submit Contractor Prequalification Application in ITAP

STEP 3
INDOT performs application review/verification

STEP 4
Prequalification Committee approves applications during monthly meetings

STEP 5
INDOT issues Qualification Certificate, valid for 16 months

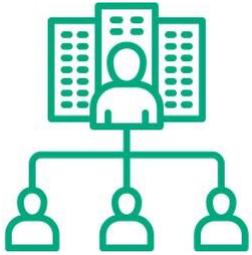**STEP 6**
Certified entity must request renewal prior to certificate expiration, along with a Financial Update

INDOT APPLICATION REQUIREMENTS

General Business Information

Financial Information

Work Type Codes

Proof of License or Certification (if necessary)

WORK TYPE CODES

Correspond to the classification of work your business performs, and are different for Consultants and Contractors.

Consultants

Detailed requirements and Work Type codes can be found in the INDOT CPQ Manual.

Contractors

Detailed requirements and Work Type codes can be found in the INDOT Grouped Work Type Code document.

PORTS of INDIANA

HELPFUL LINKS

IDOA

Prequalification Site: https://www.in.gov/idoa/state-property-and-facilities/public-works/certification-board/contractors-and-sub-contractors/

Application Instructions: https://www.in.gov/idoa/files/idoa_dapw_application_process_instructions.pdf

INDOT

Prequalification Site: https://www.in.gov/indot/doing-business-with-indot/prequalification/

ITAP Instructions: https://entapps.indot.in.gov/itapreleasedocs/ITAP_Quick_Start_Guide.pdf

Contractor Prequalification Application (CPQ) User Guide: https://www.in.gov/indot/doing-business-with-indot/files/Revised-CPQ-User-Guide-2023.pdf

Professional Services Contracting System (PSCS) Manual: https://www.in.gov/indot/doing-business-with-indot/files/PSCS-6.0-External-Training.pdf

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THANK YOU