

An aerial photograph of a busy industrial port. In the foreground, a large blue and orange container ship is docked at a pier, with yellow cranes on its deck. The ship has "BBC Chartering" and "TUG" written on its side. In the background, another similar ship is docked, and a tugboat is visible in the water. The port is surrounded by industrial buildings, storage tanks, and a large facility with tall chimneys in the distance under a clear blue sky.

PREQUALIFICATION WORKSHOP



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



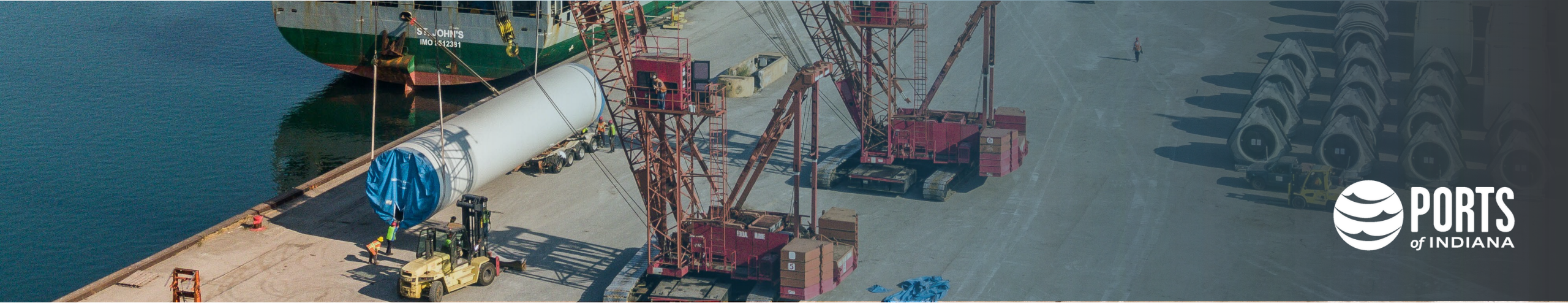
STEP 5

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



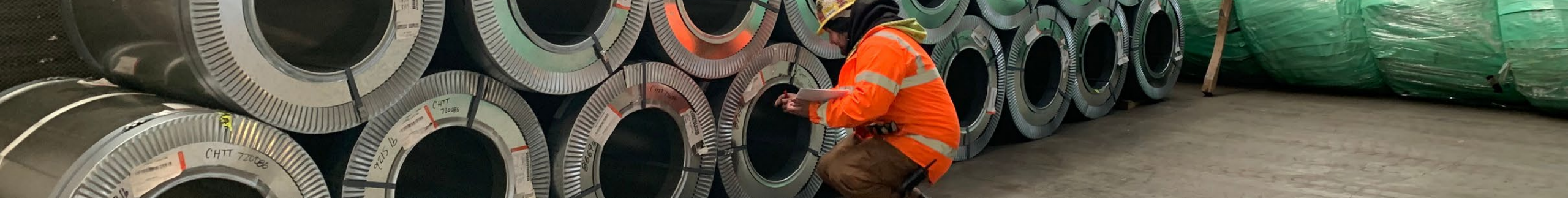
STEP 5

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.

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>

CONTACTS

IDOA

Tracy Cross, Certification Board Secretary: tcross@idoa.in.gov

INDOT

Matt Sutton, Prequal Engineer: masutton@indot.in.gov

Greg Christoff, Prequal Auditor: gchristoff@indot.in.gov

Korin Light, Prequal Specialist: klight@indot.in.gov

Patrick Goralski, Technical and Performance Manager: pgoralski@indot.in.gov

POI

Julie Petree, Director of Project Delivery: bids@portsofindiana.com

www.portsofindiana.com

