

INDOT Consultant Services Request for Proposal (RFP) Process

Question: I recently completed the consultant prequalification process. When do I start working for

INDOT?

Answer: Congratulations on becoming a prequalified consultant. If you are interested in working

directly with INDOT, you should regularly check the INDOT Consultant RFP process for current and future opportunities to submit a Letter of Interest (LOI) to potentially be awarded an RFP item contract for services. Future RFP item opportunities are listed on

the 12 Month INDOT RFP Item List located at:

https://pscs.indot.in.gov/rfppublicwebsite/F01/S007.aspx.

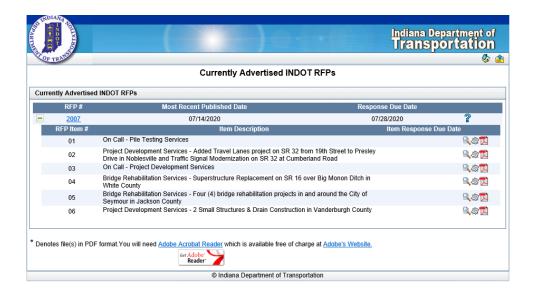


12 Month INDOT RFP Item List

This 12 month listing of proposed future Request for Proposal items is intended for use by INDOT and by the consultant community as a tentative planning tool. This information is preliminary and subject to change. Currently planned items with RFP dates are included and additional items will be incorporated as they are determined. If you have any questions regarding the list feel free to submit them to contractsrip@indot.in.gov by clicking the



Also, please regularly check the Currently Advertised INDOT RFPs website at: https://pscs.indot.in.gov/rfppublicwebsite/F01/S004.aspx to ensure you do not miss out on any RFP item opportunity.



Question:

I see items on the 12 Month INDOT RFP Item List, but when may I submit my Letter of Interest (LOI)?



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Answer:

The anticipated advertisement date is listed on the 12 Month INDOT RP Item List. The day an RFP is advertised is the first day firms may start submitting their Letters of Interest (LOIs) for advertised RFP items. Firms must submit their LOIs before the RFP response due date and time.

Question: How do I know when an INDOT RFP is advertised or an RFP selection is made?

Answer:

You may want to consider subscribing to INDOT's Consultant Services free subscription services to be notified of information and opportunities for professional services needed by INDOT. Please visit: https://www.in.gov/dot/div/legal/rfp/RFPemail.htm to sign up for the INDOT RFP subscription service. Once you subscribe and confirm subscription, you will receive every notification related to the INDOT RFP advertisements such as:

- Advertisement notifications for RFPs
- Important 12 Month RFP Listing Updates
- RFP Advertisements
- Q & A Postings
- RFP Revisions
- REP Selections

Question:

May I email my firm's Letter of Interest (LOI) to <u>contractsRFP@indot.in.gov</u> for my interest in a currently advertised RFP?

Answer:

Unfortunately, INDOT cannot accept Letters of Interest (LOIs) outside of the Professional Services Contracting System (PSCS) Portal application. There are no exceptions. To access and log into the INDOT PSCS Portal, please visit: https://itap.indot.in.gov/login.aspx.

Question:

What should my firm's Letter of Interest (LOI) include?

Answer:

Each RFP item may request specific information for a LOI submittal so please be sure to read the advertised RFP in its entirety. At minimum, most INDOT RFP Instructions require:

- 1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- 2. List all proposed sub-consultants, when applicable and include:
 - a. Disadvantaged Business Enterprise (DBE) status, if applicable
 - b. A description of work to be performed by the sub-consultant(s)
 - c. Percentage of work to be performed by the prime consultant and each subconsultant.
- 3. Describe the proposed project team and organizational structure, including designation of the individuals who will be responsible for the performance and delivery of each task component and deliverable. Include:
 - a. Title
 - b. Education
 - c. Current responsibilities
 - d. Experience of key staff the that will be assigned to perform under the contract.
 - e. Describe your firm's capacity and ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

These are minimum requirements for LOI content and it is important to address the scoresheet categories for your RFP item.

Question: Can a firm include a cover letter in there LOI submittal? Does the cover letter count

toward the LOI page limit?

Answer: Yes, firms may include a cover letter in the LOI submittal. Yes, the cover letter counts

toward the LOI page limit.

Question: I see an RFP item is advertised on RFP and I have interest in submitting a LOI for that item.

When I log into the PSCS portal and click on the icon for the LOI submittal, nothing is

listed for our firm to submit.

Answer: Prequalification worktypes and financial capacity are the validation areas that can

prevent firms from seeing RFP Items in the Letter of Interest System (LOIS) of the

Professional Services Contracting System (PSCS) Portal.

Often, firms are pursuing RFP items for services above the firm's approved financial capacity. For more information on the different financial capacities, please visit the

Consultant Prequalification Manual at: https://www.in.gov/indot/files/CPQM.pdf (Section

D – INDOT Consultant Financial Prequalification, Page 14)