

Iowa Department of Transportation Professional & Technical Consultant Utilization

This website is intended to help you, the consultant, find information easier and faster. You can view the Iowa DOT's complete list of RFPs. In addition, you can download and submit applications for prequalification and view your application status.

This document will help you understand what's available to you online and provide information to help you correctly and efficiently submit online applications. It contains a helpful overview with tips for submitting online applications.

How do I access the Iowa DOT Consultant Utilization Website?

Option 1: Point your browser to Iowa DOT homepage: <http://www.dot.state.ia.us/>

Select: "Consultant Resources"

Select: "Prequalification for Iowa DOT work"

Option 2: Point your browser to the Consultant Utilization webpage:

<http://www.prof-tech-consultant.dot.state.ia.us/>

What information is available for consultants online?

- Open Request for Proposals
Browse the list of RFPs for which the Iowa DOT is currently soliciting or has recently completed.
- Prequalification for Iowa DOT Work
View all of the Iowa DOT's prequalification categories, the consultants authorized to respond to RFPs, and obtain information about applying for authorization.
- Fill out and submit online applications for prequalification.
- Outsourcing Policies and Procedures

What is Prequalification?

- Prequalification is a procedure to review and evaluate the qualifications of professional and technical firms before their services are needed by the Iowa DOT.
- The Iowa DOT policy for prequalification is in PPM 300.04 under the "Outsourcing Policies and Procedures" link from the Consultant Utilization webpage. PPM 300.04 includes a description of each work category that a consultant may consider for prequalification.

What is required for Prequalification?

- A consultant must fill out Form 102111 which includes the firm's general and contact information. **IMPORTANT:** This form must remain updated by each consultant because the information on this form is how the DOT will contact consultants of prequalification renewals and Requests for Proposals (RFP) posted by the Iowa DOT.
- Additionally, consultants must fill out Form 102113 for each work category which they desire to become prequalified. This form will include the specific qualifications used to determine if a consultant is able to become prequalified.
- Any other questions about the prequalification process may be found in PPM 300.04.

How do I become Prequalified?

- A summary of instructions for becoming prequalified are:
 - How to Login
 - First Time Users, i.e., your firm name is not currently listed in the pull-down menu on the Login webpage
 - Applying for a New Work Category
 - Edit, Update, or Renew a Work Category
 - Verifying Approval for Prequalification
 - Updating General Consultant Information

How to Login:

1. From the Consultant Utilization page, <http://www.prof-tech-consultant.dot.state.ia.us>
Select: "Prequalification for Iowa DOT Work"
Select: "Request for Prequalification – Blank forms."
Select: "Application for Prequalification online form"

First Time Users:

1. **New applicants** should leave the firm name's box as "... New Application ..."
and enter the firm's ID number - the next page will be Form 102111 and will request you to fill in your firm's name. A firm's ID number is a unique number used to limit access to your application. We recommend that it be at least 4, but no more than 9 digits in length. **IMPORTANT:** Be sure to enter your firm's ID number as one consecutive number without dashes. On succeeding visits, you will need to use the exact number that you initially entered.
2. Complete all of the fields of the online form. Once all of the fields in the form are complete and you have rechecked for accuracy, click the "Submit" button at the bottom of the form. **IMPORTANT:** The information you enter in your application must be accurate. You will not be able to edit form 102111 once it has been submitted to the Iowa DOT without directly contacting the DOT to request a change. See instructions for Updating the Application Status Page for more details.
3. At this point you should arrive at the "Application Status" page. Proceed to the instructions for "Applying for a New Work Category". The next step is to apply, renew, or review the work category applications on Form 102113. A complete

listing of the work categories for prequalification and their descriptions may be found at <http://www.prof-tech-consultant.dot.state.ia.us/outsourcing/outsourcing.htm>.

Applying for a New Work Category

1. Once you have logged in, you will be at the “Application Status” page. At the top of the page is a button to fill out an application for a new work category. If you are uncertain if an application had been previously started, go to the bottom of the “Application Status” page. There you should see a list of work categories currently in the system and their status. You will not be able to create a new application for a category that is already listed.
2. To create an application for a new work category, go to the top of the “Application Status” page and click on the button for “Add a Supplemental Application form 102113”. This is a four-page document and you must complete each page, recheck for accuracy and click a “continue” button at the bottom of the page.
3. On page 1 of the online form, you will select a work category and provide details about personnel. You can only enter one work category per application. (However, you may submit multiple applications). Once all of the fields in the form are complete and you have rechecked for accuracy, click the “continue to page 2” button at the bottom of the page.
4. On page 2, you will enter brief resumes of key persons in your firm. Note that the people listed must work directly for your company - subconsultants may not be listed. You may only enter one person per page, but you may enter multiple resumes. Enter information for the first person. If you need to enter more than one person’s resume, select the “again” button near the bottom of the page and continue to select this button for additional resumes. Once all of the resumes are entered, select the “continue” button at the bottom of the page.

NOTE: the “submit” button allows you to save any changes you have made *without* sending the application to the DOT for review.

TIP: Use the “choose an existing resume” with the pull down box to select a previously entered resume. Then click on the “submit” button to enter that resume into the category you are working on.

5. On page 3, you will enter recent projects of your firm and details about employee competence. You may only enter one project per page, but you may enter multiple projects by using the “again” button near the bottom of the page. Once all of your projects are entered, select the “continue” button at the bottom of the page. **TIP:** Use the “choose an existing project” with the pull down box to select a previously entered project. Then click on the “submit” button to enter that project into the category you are working on.
6. On page 4, you will enter additional information specified for that particular work category. Then click on the “submit” button to save that information.
7. Form 102113 for one work category is now complete. Note that its status appears at the bottom of the “Application Status” page as “new”.

8. Repeat steps 2 through 7 for each category that you are interested in getting prequalified.
9. Complete the application process by reviewing, editing and confirming your application. Proceed to section *Edit, Update, or Renew a Work Category* for further instruction.

Edit, Update, or Renew a Work Category

1. Modification of a work category application can only be done for a work category that is listed at the bottom of the "Application Status" page and has a status of "new". **NOTE:** Typically, updating a work category is only necessary during renewal every 2 years. If you are interested in updating a work category that does not have "new" status, contact the consultant contract coordinator listed at the bottom of this document.
2. Choose the work category you want to review by scrolling to the bottom of the "Application Status" page and clicking on the work category number. This will take you to a webpage that includes the information previously entered for that category on Form 102113.
3. Review the information. Read the instructions for *Applying for a New Work Category* steps 3 through 6 for more details relative to each part of the application.
4. Edit or update the application. There are four different areas where you may make changes to your application.
 - To edit information for lines 4 and 5 (page 1 of Form 102113), select the "edit this page" text near the top of the page.
 - To add, edit, or delete a resume (page 2 of Form 102113), click on the appropriate text.
 - To add, edit, or delete a project (page 3 of Form 102113), click on the appropriate text.
 - To edit information for lines 9 and 10 (page 4 of Form 102113), select the "edit this information" text near the bottom of the page.
5. After reviewing all of the information for correctness, click on the "confirm" button to send that work category's application to the Iowa DOT for review. **NOTE:** Once a category has been confirmed, you will no longer be able to make changes.
6. Repeat the review, edit, and confirm process for each category that you want prequalified.
7. Monitor the status of your application from the "Application Status" page. A list of the work categories and their status are listed at the bottom of the page.
 - "new" status are categories that have an application started and need to be confirmed by you before the DOT can begin review

- “confirmed” status are categories that have been sent to the DOT for review
- “in progress” status are categories that have been received by the DOT and are in the process of being reviewed
- “approved” status are categories approved by the DOT
- “denied” status are categories the DOT has denied. The consultant contract coordinator will send an email to the address listed on the “Application Status” page which will explain the reasoning for denial. Firms that have been denied will be allowed to make changes and reconfirm their application with approval from the consultant contract coordinator.

Verifying Approval for Prequalification

1. Once a consultant’s application has been approved for a specific work category, their firm’s name and mailing address should be listed on the Consultant Utilization website <http://www.prof-tech-consultant.dot.state.ia.us/>.
2. To verify that your firm is approved,
 - Select: “Prequalification for Iowa DOT Work”
 - Select the appropriate work category to see if your firm is listed
3. If two weeks have passed since you have confirmed your application and you have not received notice of a denial, then contact the consultant contract coordinator listed at the bottom of this document.

Updating General Consultant Information

1. The General Consultant information provided on your application **must** be accurate to receive notices of Requests for Proposals (RFP) and other pertinent prequalification information. This information is displayed on the “Application Status” page when you log in. It is recommended that this information be reviewed regularly. In particular, email address changes are a common change that often gets overlooked by consultants.
2. Changes to the “Application Status” page must be made by a request via email to the consultant contract coordinator listed at the bottom of this document. The request should include the information that needs to be changed and an explanation for the change.

Consultant Contract Coordinator

Dan Ohman
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If you have any questions regarding the instructions or the online application please contact

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