



Engineering Prequalification and Agreement System

Instruction Manual



Engineering Prequalification and Agreement System (EPAS) Manual

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DOCUMENT CONTROL AND REVISION HISTORY

The Illinois Department of Transportation Engineering Prequalification and Agreement System Manual is owned by the Bureau of Design and Environment. The manual is reviewed during use for adequacy and updated by the Preliminary Engineering Section as needed.

Distribution

Portable Document Format (PDF) has been selected at the primary distribution format of this manual, and the official version is available on the IDOT website under Engineering, Architectural & Professional Services.

Individuals who choose to print a copy of the manual are responsible for ensuring use of the most current version.

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<u>Revision Date</u>	<u>Description</u>	<u>Approval</u>
02-10-22	Updated the following: Corporate Financial requirements, Ownership Structure, hardware requirements, and DBE certification.	Jenni LeSeure
04-08-20	Streamlined formatting. Section 6: (1) added financial requirements: bonus and compensation analysis, (2) removed Question 3 prevailing rate schedule from financial requirements (3) removed electronic overhead chart option (4) added multiple rate question (5) updated certificate indirect costs (6) added SEFC checklist for submittals. Added Complex Categories under Section 6.6.5. Updated Section 10 Reports. Updated screen shots.	Jenni LeSeure
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08-01-17	Updated Cover, added separate title page and Document Control & Revision History. Included a sample of a trial balance and clarified In-house Direct Costs.	Carrie Kowalski

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1 INTRODUCTION

This is an instruction manual to help firms complete the Statement of Experience and Financial Condition (SEFC) and the Statements of Interest (SOI).

2 DISCLAIMER

All photos used in this manual are not indicative of an actual company or PTB/Item within the EPAS system. These photos and examples are used for **illustrative purposes only**.

3 EPAS MINIMUM REQUIREMENTS

Minimum requirements to execute the EPAS system are listed below:

3.1 Hardware requirements

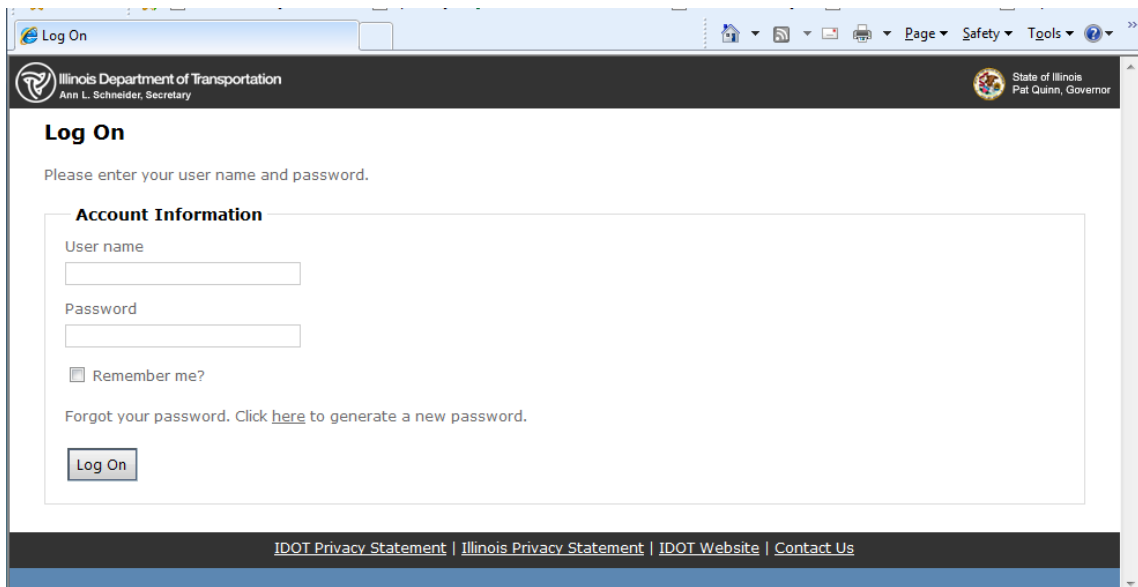
- Must have Broadband Internet Connection
- Must have either: Internet Explorer (IE), Microsoft Edge or Google Chrome browser
- Must have XP or higher operating system
- Must have at least a 2GB or higher main memory
- Must be running on screen resolution of 1024 x768 or higher

3.2 Software requirements

- The EPAS Application needs cookies to be enabled in your browser. To enable cookies, please follow the steps below:
 1. Select the **Tools** menu on your IE Browser menu
 2. Select **Internet Options**
 3. Select the **Privacy tab**
 4. Select the **Default button** (or manually slide the bar down to 'Medium')
 5. Select the **OK** button
- The EPAS Application also needs JavaScript enabled on your browser. To enable JavaScript, please follow the steps below:
 1. Select the **Tools** menu on your IE Browser menu
 2. Select **Internet Options**, and then Select the **Security** tab.
 3. Select the **Internet** zone.
 4. If you do not have to customize your Internet security settings, Select Default Level and proceed to step 4. If you have to customize your Internet security settings, follow these steps:
 - a. Select **Custom Level**.
 - b. In the **Security Settings – Internet Zone** dialog box, Select **Enable** for **Active Scripting** in the **Scripting** section.
 5. Select the **Back** button to return to the previous page, and then Select the **Refresh** button to run scripts.
 6. Help Is available: Once Logged on, in the upper right corner select the Help Button. <https://apps.dot.illinois.gov/EPAS/Home/Instructions>

4 LOGGING ON TO EPAS

Login Screen:

A screenshot of a web browser displaying the login page for the Illinois Department of Transportation (IDOT) EPAS system. The browser's address bar shows "Log On". The page header includes the IDOT logo and the name of the Secretary, Ann L. Schneider, and the State of Illinois logo with the name of the Governor, Pat Quinn. The main content area is titled "Log On" and contains the instruction "Please enter your user name and password." Below this is a form with the following fields: "User name" (text input), "Password" (password input), and a "Remember me?" checkbox. A link "Forgot your password. Click here to generate a new password." is provided. A "Log On" button is located at the bottom of the form. The footer of the page contains links for "IDOT Privacy Statement", "Illinois Privacy Statement", "IDOT Website", and "Contact Us".

Firms that are new to prequalification with IDOT are required to request an account.

Review the description and minimum requirements (see [IDOT website](#)) to determine which categories the firm would be qualified to do. Once a firm determines that it does want to become prequalified, e-mail DOT.ConsultantServices@illinois.gov and indicate your interest in becoming a prequalified engineering consultant, and attach the Federal Form, W-9.

Once your account has been established the following procedure can be used to log in:

1. **Username:** Your TIN # (FEIN) (do **NOT** use spaces or dashes)
2. **Password:** Welcome (Initial password if new to EPAS System).
 - Firms currently prequalified will use the TIN or additional user name(s) established by your firm and the password created by your firm.
3. Select the **Log On** button.



DOT.ConsultantServices@illinois.gov and include the Username. A new password generated by the system will be sent to the user e-mail in EPAS. (This e-mail is established by the firm and IDOT cannot modify) For security, the password can only be sent to the e-mail established.

The following screen appears the first-time logging into the EPAS system:

Change Password Screen

Log On

If this is your first time on you must change the temporary password given to you. Please enter your user name and password.

Account Information

* User name

* Current password

* New password

* Confirm new password

* Email

This e-mail will receive the reset password

Logout

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1. Enter your Username
 This will be the same username that you entered in the above screen (if you entered your TIN #, then reenter the TIN #).
2. Enter the current password
 This will be **Welcome** for the first time.
3. Enter your new password and confirm your new password.
4. Enter your Email address.
 This email will be utilized by IDOT to send you password reset notification if your account is locked out due to 3 unsuccessful login failures.
 - Note for security, reset passwords must be sent to the e-mail listed. It is important to keep this e-mail current.
 - If locked out send an e-mail requesting the password be reset and include the User ID to DOT.ConsultantServices@Illinois.gov
5. After you log in, the screen below will be displayed. This screen will display all the SEFC applications.

NOTE PASSWORD REQUIREMENT: Password must be at least three of the following four-character groups and must be a length of 7 or greater

- English uppercase characters (A through Z);
- English lowercase characters (a through z);
- Numerals (0 through 9);
- Non-alphabetic characters (!, \$, #, %, @, &, *, ~)

5 EPAS HOME SCREEN & NAVIGATION



1. Reports

To run reports, select “Reports”, in the **Orange** box, where you can run reports in regards to Prequalified Environmental Staff (if your firm is prequalified in Environmental Reports) and a list of users for your firm (Security Vendor Audit Report).

2. User Administration

This option, in the **Purple** box, allows users to create and manage permissions within your firm.

3. News

Select News, in the **Red** box, for information regarding consultants. Information regarding Professional Transportation Bulletins, processes etc. are posted here.

4. Change Password

To change your password, select “Change Password” in the **Blue** box.

5. Help

The Help Button, in **Green** box, has helpful information and links for prequalification, bulletins, etc. Selecting Help takes the user to this Screen:

Welcome to the EPAS System

The **Professional Transportation Bulletin** is the official notice of needed professional services for the Illinois Department of Transportation.

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information to become prequalified from the IDOT website on the Consultant Prequalification page.

The PTB is not an invitation for bids. Firms properly prequalified for any of the projects listed within the PTB may indicate their desire to be considered for selection by submitting a Statement of Interest (SOI) for the project using the Engineering Prequalification and Agreement System (EPAS). For further information regarding PTB's, visit the Consultant Services Professional Transportation Bulletins page.

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

1. Ability to complete the work in the time required and the firm's existing workload.
2. The firm's proximity to the project, when important.
3. Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
4. Financial evaluation of the firm and its accounting methods.
5. Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed within a PTB during the two-week period preceding the Selection Committee Meeting for that PTB.

Latest News

- + PTB 171, Item 9 has been revised by removing the Survey Requirement for the Prime [Click here](#)
- + PTB 171 has been Published. SOI's are due 2-27-14 and Selection is Scheduled for 4-23-14 [Click here](#)

General

- + [Doing Business](#)
- + [Design & Environment Manuals](#)
- + [Design & Environment Forms](#)
- + [Subscription Services](#)
- + [EPAS Instruction Manuals](#)
- + [EPAS FAQ's](#)

SEFC

- + [SEFC Information](#)
- + [Illinois Certification Program](#)

PTB

- + [SOI Instructions](#)
- + [Professional Transportation Bulletin](#)
- + [Consultant Mentor-Protege Program](#)
- + [Notice of Contract Awards](#)
- + [State Board of Elections](#)

EPAS Home: View of firm’s with SEFC and SOI Applications

EPAS Home

Reports

User Administration

News

ABC Corp. Change Password Help Logout

Welcome to the Illinois Department of Transportation Consultant Engineering Prequalification and Agreement System (EPAS). All firms that desire to be prequalified with IDOT must submit via the SEFC Application. All firms that desire to be considered for the Professional Transportation Bulletin Items must submit Statements of Interest through the SOI Application. The required data has not changed for prequalification or Statements of Interest. All Prequalification and Statements of Interest are paperless.

SEFC Applications

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category/Comments	Additional Info	Delete	Approval Letter
SEFC ID: 7312	04/03/2020		NewSEFC		IN_PROGRESS	View	View	<input type="button" value="Delete"/>	
SEFC ID: 4925	06/15/2019	12/31/2018	RenewSEFC	110.00	NOT_APPROVED	View	View		
SEFC ID: 3949	03/29/2018	12/31/2017	NewSEFC	0.00	APPROVED	View	View		<input type="button" value="Approval Letter"/>

Displaying items 1 - 3 of 3

SOI Applications

PTB Id	Submit Date	Due Date	Status	Items	Additional Info	Delete
SOI ID: 195		02/27/2020	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 194		12/05/2019	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 193		08/22/2019	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 192		05/23/2019	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 191		02/28/2019	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 190		11/29/2018	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 189		08/23/2018	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 188		05/24/2018	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 187		02/22/2018	IN_PROGRESS	View	View	<input type="button" value="Delete"/>
SOI ID: 186		11/30/2017	IN_PROGRESS	View	View	<input type="button" value="Delete"/>

Displaying items 1 - 10 of 30

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Version:1.2.51.0

The above screen will list all the Firm’s SEFCs and SOIs submitted.


If this is your first time using the EPAS system, you will not see any SEFCs.

5.1 SEFC Application Grid

- **App Id:** If you Select the SEFC ID (#): link in the App Id column, the system will display the Corporate Profile page if your application status is IN_PROGRESS. Otherwise, the system will display a READ ONLY copy of the SEFC application in a different Internet Explorer window.
- **Submit Date:** Date SEFC was submitted.

- **Fiscal Year Ending Date**: Fiscal year end date is specific for the firm and is the FY data of the financial information submitted not the date submitting, entered during [SEFC Entry](#).
- **Type**: Type of SEFC submitted (there are three types, see [Section 7: When and What to Submit: Start New; Renew; or Amend](#) for more information).
- **Overhead Rate %**: Overhead rate for the firm, used for invoicing.
- **Status**: Status of the SEFC, see detailed description of each status see [Section 6.1 SEFC Status Column](#).
- **Category**: If you select the **View** link in the Category column, it will display all prequalification categories applied for, category qualification status, and comments from IDOT related to the category.
- **Additional Info**: If you Select the **View** link in the Additional Info column (SEFC & SOI Application grids), it will display all information, which was requested by IDOT. (This note is retained with the file even after the additional information is received).

5.2 SOI Application Grid

- **PTB Id**: If you Select the **SOI ID** link in the PTB Id column, the system will display the SOI Home page if your application status is IN_PROGRESS. Otherwise, the system will display a READ ONLY copy of the [SOI application](#) in a different Internet Explorer window.
 **IMPORTANT: IN_PROGRESS** means the application is in the firms work queue. IDOT does **NOT** have access to your application at this time.
- **Items**: If you select the **View** link in the Items column, it will display all items applied for in the particular PTB, the items status and any comments from IDOT related to the item.
- **Additional Info**: If you Select the **View** link in the Additional Info column (SEFC & SOI Application grids), it will display all information, which was requested by IDOT. (This note is retained with the file even after the additional information is received).

6 SEFC ENTRY

SEFC List

EPAS Home

ABC Corp.

[Change Password](#) | [Help](#) | [Logout](#)

Welcome to the Illinois Department of Transportation Consultant Engineering Prequalification and Agreement System (EPAS). All firms that desire to be prequalified with IDOT must submit via the SEFC Application. All firms that desire to be considered for the Professional Transportation Bulletin Items must submit Statements of Interest through the SOI Application. The required data has not changed for prequalification or Statements of Interest. All Prequalification and Statements of Interest are paperless.

SEFC Applications

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category/Comments	Additional Info	Delete	Approval Letter
SEFC ID: 7312	04/03/2020		NewSEFC		IN_PROGRESS	View	View	Delete	
SEFC ID: 4925	06/15/2019	12/31/2018	RenewSEFC	110.00	NOT_APPROVED	View	View		
SEFC ID: 3949	03/29/2018	12/31/2017	NewSEFC	0.00	APPROVED	View	View		Approval Letter

Displaying items 1 - 3 of 3

SOI Applications

PTB Id	Submit Date	Due Date	Status	Items	Additional Info	Delete
SOI ID: 195		02/27/2020	IN_PROGRESS	View	View	Delete
SOI ID: 194		12/05/2019	IN_PROGRESS	View	View	Delete
SOI ID: 193		08/22/2019	IN_PROGRESS	View	View	Delete
SOI ID: 192		05/23/2019	IN_PROGRESS	View	View	Delete

Displaying items 1 - 10 of 30

[IDOT Privacy Statement](#) | [Illinois Privacy Statement](#) | [IDOT Website](#) | [Contact Us](#)
Version: 1.2.51.0

The above screen will list all the SEFCs that have been submitted. (If the firm has not applied for prequalification before the SEFC Application will be empty).

SEFC List shown when there has not been a SEFC submitted.

EPAS Home

NEW FIRM

[Change Password](#) | [Help](#) | [Logout](#)

Welcome to the Illinois Department of Transportation Consultant Engineering Prequalification and Agreement System (EPAS). All firms that desire to be prequalified with IDOT must submit via the SEFC Application. All firms that desire to be considered for the Professional Transportation Bulletin Items must submit Statements of Interest through the SOI Application. The required data has not changed for prequalification or Statements of Interest. All Prequalification and Statements of Interest are paperless.

SEFC Applications

[Start New SEFC](#)

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Approval Letter
There is no application in the database.								

Displaying items 0 - 0 of 0

SOI Applications

A new PTB 171 is active (2/6/2014 - 2/27/2014). You can add a new SOI to apply for this PTB

[Start SOI #: 171](#)

PTB Id	Submit Date	Due Date	Status	Items	Additional Info	Delete
No records to display.						

Displaying items 0 - 0 of 0

Select the **Start New SEFC** button to create a SEFC to be submitted to IDOT. This is used for first time applicants, and every third year when the firm's Entire SEFC is due.

To see what each column means review [Section: 5.1 SEFC Application Grid](#).

6.1 SEFC Status Column

Once an application has been submitted it will go through several "Status" stages:

1. **In Progress:** The firm is working on an application. IDOT does **NOT** have the application & does not have access to the application until the firm submits.
2. **Submitted:** The firm has submitted the application. Until IDOT reviews and approves (status says "approved or not approved") there cannot be an additional application created. Only one active application is allowed.
3. **Initial Review:** The application has been checked out by IDOT staff to make sure the correct data is included for review. At this time, it may be returned to the firm for Additional Information.
4. **ADDITIONAL INFO REQUIRED:** The firm's work queue will show, additional information is required and by selecting View under the Additional Info column, the firm can easily see the required data to be added and/or revised.

SEFC Applications

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Approval Letter
SEFC ID : 2556	07/29/2014	06/30/2014	NewSEFC		ADDITIONAL_INFO_REQUIRED		View	View



5. **Initial Review Approved:** This means the correct data is in the application and the application can be reviewed in its entirety by the required IDOT staff.
6. **Ranking Process:** The requested Prequalification Categories are being reviewed.
7. **Ranking Complete:** The review of the Prequalification Categories has been completed. Corporate and Financial Data may or may not have been completed at this time. Logon to EPAS and if there is a **RED** triangle by the Overhead % column, audits has reviewed. Hover over the triangle and the audit comment can be seen.

If there is **NOT** a triangle, the audit review has not been completed.

Example: The prequalification categories are being reviewed and the audit section has completed their review.



Example: The prequalification categories are being reviewed and the audit section has **NOT** completed their review.

	Overhead %	Status
c	[redacted]	RANKING_PROCESS

Firms can log into EPAS and check the status of the submittal at any time.

When the application has been reviewed in its entirety, the firm's status will be marked as either **Approved** or as **Not Approved**.

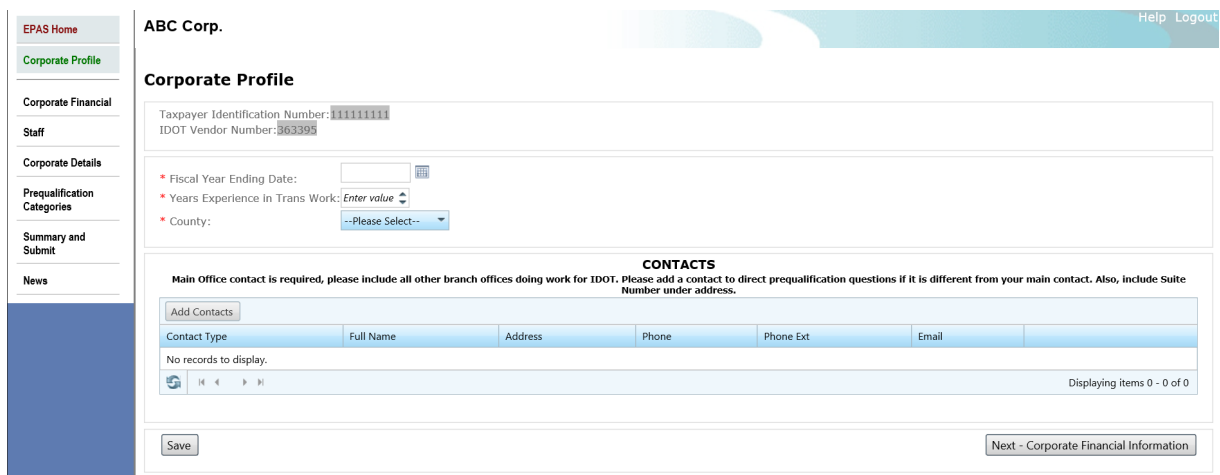
Once the application shows either approved or not approved, the firm can create another application.

When creating a New, Renew, or an Amend Application the EPAS system creates a copy of the last approved application for modification.

NOTE: A firm shown as Not Approved is required to do a **NEW SEFC** application and is **NOT** considered prequalified until IDOT completes the review.

6.2 Corporate Profile Screen

Corporate Profile Screen



This is the Corporate Profile Screen, which shows your TIN and your IDOT vendor number. All required fields are marked with *. The system will let you bypass required fields initially.

The required fields must be completed before the system will allow you to submit to IDOT.



- Fiscal year end date is specific for the firm and is the FY data of the financial information submitted not the date submitting.



Please add a contact to direct prequalification questions if it is different from your main contact and a performance contact if different from Main.

Insert / Edit a Contact

Contact Type: --Please Select--

Salutation: Branch Office

First Name: Main Office

Last Name: Name to Receive performance Evaluation

Prequal Correspondence

Include **COMPLETE** address, street, suite, city, state, zip, etc.



- Select **Save**: This button will save the information and remain on the same page.
- Select **Next**: This button will save the information and navigate you to the next page – Corporate Financials page.

6.3 Corporate Financial Screen

This is the Corporate Financial Screen. This screen is only accessible by a user that has access to your company’s financial data (See [here](#) to see instructions on adding users to the company with Financial or non-financial roles). All attachments must be attached in the proper space, or applications could be returned.

All required fields are marked with *.



- ***Question 1:** (must answer yes or no)
If yes, then attach your Cognizant audit by a State or Federal Agency along with copy of the Audit Report. A Private company or independent CPA audit **IS NOT ACCEPTABLE**.

* Question 1: Have you been audited by another State or Fed Agency for your last fiscal year? Yes

If yes, attach Audit Copy with Audit Report

Total Overhead Rate %:

If your firm agrees to perform work for IDOT at a lesser Total Overhead Rate than shown above, fill below info:

Please Indicate % Rate:

Time period Start Date:

Time period End Date:

- ***Question 2:** (must answer yes or no)
If yes, then attach your financial data for the 6, or more months, and our auditors will give you an overhead rate.

* Question 2: Are you a new firm with 6 months fiscal year data?

If yes, attach justification explaining firm status

- ***Question 3:** (must answer yes or no)
If yes, you must attach the following:

1. **Tax Return:** Last fiscal year taxes, or 6 month tax extension if your taxes have not yet been completed. The tax return should be signed and include all applicable schedules and statements. IF an extension is submitted, once taxes are finalized you must submit the taxes through an [Amended SEFC](#).

2. **Trial Balance:** The trial balance is a report run at the end of the fiscal year, listing the ending balance in each account, [see example](#) on next page. The trial balance should include **ALL** accounts, not just expenses.

3. **AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers:** Include the completed questionnaire, the link to the questionnaire is here:
<https://audit.transportation.org/wp-content/uploads/sites/14/2018/07/Appd-B-ICQ-FINAL-updated-to-reference-2016-Guide-1.doc>

It is on the AASHTO website: <https://audit.transportation.org/>.

4. **Overhead rate:** Overhead rate statement, which is either a self-computation of payroll burden and fringe expense and general and administrative expense percentage rates or a compilation, review, or audit by a CPA. More information is under section [6.3.1 Overhead Data](#).

- Firm will be asked to enter in the overhead rate % into EPAS.
- Firm can agree to perform work for IDOT at a lesser Total Overhead Rate than shown in the SEFC application and will be asked to supply within EPAS.

If your firm agrees to perform work for IDOT at a lesser Total Overhead Rate than shown above, fill below info:

Please Indicate % Rate:

Time period Start Date:

Time period End Date:

5. **Certificate of Final Indirect Costs:** A signed Certification of Final Indirect Costs, [see example](#) on next page, this can be used or something similar.

<http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm>

6. **Compensation Analysis:** This is data which shows all the executives in the company and it compares their total compensation to a benchmark. The salaries, bonuses, deferred compensation, and any other compensation is broken out by each executive and is required to be submitted for review. If the company is on the accrual basis, this

schedule should be completed on the accrual basis as well. [See example](#) on next page. Please see [6.3.1 Overhead Data](#).

- 7. **Bonus Data:** The bonus data is all bonuses paid to each individual at the company along with their total salary and wages. If the company is on the accrual basis, the bonuses provided should be the accrual bonuses. Please see [6.3.1 Overhead Data](#).

* Question 3: Are you attaching Overhead Rate Data? Yes

Tax Return: A copy of the Firm's latest fiscal year Federal Income Tax Return. If applicable, a copy of the tax extension is acceptable; firm is required to submit the completed tax return by extension date to remain qualified.

Select...

Trial Balance: The trial balance is a report run at the end of the fiscal year, listing the ending balance in each account.

Select...

AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers: Include the completed questionnaire, the link to the form is in the EPAS Manual.

Select...

Overhead Rate: A self-computation, or a CPA prepped, of payroll burden and fringe expense and general and administrative expense percentage rates. If you include a CPA Audit, please include the Audit Report.

Select...

Certificate of Final Indirect Costs: Include Signed Certificate of Final Indirect Costs.

Select...

Compensation Analysis: The salaries, bonuses, deferred compensation, and any other compensation is broken out by each executive.

Select...

Bonus Data All bonuses paid to each individual at the company along with their total salary and wages.

Select...

Total Overhead Rate %: Provide the Overhead Rate from your "Overhead Rate attachment."

If no is selected for Question 3, you must either:

- (a) provide a Cognizant audit in Question 1, or
- (b) indicate you are a new firm in Question 2.

- ***Question 4:** (must answer yes or no)
If yes, you must supply **at least two** different types of rates as well as answering YES to Question 3.

* Question 4: Does your firm have multiple rates? Yes

+ Add new record

Rate Type	% Rate	
Field	120.00%	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Office	115.65%	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Displaying items 1 - 2 of 2

Examples are on the next page...

SAMPLE TRIAL BALANCE:

2:38 PM		Rock Castle Construction	
12/15/07		Trial Balance	
Accrual Basis		As of November 30, 2007	
		Nov 30, 07	
		◊ Debit ◊	◊ Credit ◊
Checking	88,361.48		
Savings	49,368.42		
Accounts Receivable	40,943.48		
Tools & Equipment	5,000.00		
Inventory Asset	29,653.20		
Retainage	4,176.80		
Undeposited Funds	54,961.52		
Land	90,000.00		
Buildings	325,000.00		
Trucks	78,352.91		
Trucks:Depreciation	0.00		
Computers	28,501.00		
Furniture	7,325.00		
Accumulated Depreciation			121,887.78
Pre-paid Insurance	1,716.85		
Accounts Payable			75,804.61
QuickBooks Credit Card			70.00
CalOil Card			5,111.80
Payroll Liabilities			7,100.58
Sales Tax Payable			5,774.91
Bank of Anycity Loan			19,932.65
Equipment Loan			3,911.32
Note Payable			18,440.83
Truck Loan			49,354.57
Opening Bal Equity			612,970.25
Owner's Equity:Owner's Contribution			25,000.00

SAMPLE OF CERTIFICATE OF FINAL INDIRECT COSTS:

The following can be used or a similar document, as long as the data below is included.

CERTIFICATION OF FINAL INDIRECT COSTS

Firm Name: _____

Indirect Cost Rate Proposal (overhead rate): _____

Date of Proposal Preparation (mm/dd/yyyy): _____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): _____

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.

2.) This proposal does not include any costs, which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization, and indirect cost rates have been disclosed.

Signature: _____

Name of Certifying Official* (Print): _____

Title: _____

Date of Certification (mm/dd/yyyy): _____

*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at:
<http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm>

- ***In-house Direct Costs/Rates:** Are required to be completed by all firms.

In the event there are **NO IN-HOUSE** direct costs with the exception of vehicles, you can provide a signed statement to that effect in place of a schedule with support for your rates simply stating "Our Firm does not have any In-House Direct Costs".

Requested in EPAS as Shown:

In-House Direct Costs/Rates

Firms are to include a listing of all in-house direct costs/rates they are using. Rates* are to be accompanied by supporting documentation calculated on actual costs only.

* Excluding mileage, daily vehicle expense, and any travel costs based on State Travel Regulations.

* Attach in-house direct costs/rates

The Department is requesting a listing of all **IN-HOUSE ONLY** Direct Costs billed to any client, including but not limited to IDOT, at a rate. For example, if you bill CADD at a rate, you need to include the CADD rate in your list with the unit of measure (Hour/day etc.) and the rate. This would be the same thing if you produce your own copies. Include those in your list with the unit of measure (per copy) and the rate.

The data must include support for the rate being billed. It must be based on the firm's OWN ACTUAL expenses and usage and when the rate was calculated.

It **CANNOT** be based on a published rental rate.

Include vehicles w/mileage or daily rates as well but the support for the rate will not be required because those are rates established by Illinois.

IDOT has FORM BDE 436 which can be used. This document is for a specific job but can be used to show firms in house direct costs. Firms can submit their own form if desired.

BDE 436 is available on the website:

- <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>
- Then under Compliance & Admin, Agreement Execution, Prime Agreement, Requirements.

A document similar can be used for your direct costs.

It is an excel spreadsheet. The form looks in part like this (on next page):

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
TOTAL DIRECT COST					\$0.00



- Select **Save**: This button will save the information and remain on the same page.
- Select **Previous**: This button will save the information and navigate you to the previous page – Corporate Profile page.
- Select **Next**: This button will save the information and navigate you to the next page – Staffing Information page.

6.3.1 Overhead Data

The AASHTO website for the NCM. <https://audit.transportation.org/>
See pages 42 and 43 for an example (also below) and AASHTO Chapter 8 for assistance.

IDOT applies two analyses:

1. First, is a bonus analysis to determine the allowability of bonuses. A listing of all employees receiving bonuses is required. Reviews bonuses based on the IDOT Bonus Policy dated 08/01/18 (see [6.3.1.1 Bonus Policy](#) below).
2. The second analysis is an excess compensation analysis. Firms can either use the National Compensation Matrix (NCM) or perform an analysis based on surveys (a minimum of three surveys is required). If the firm uses surveys, they are required to submit the supporting documentation for IDOT to review. If an adjustment is necessary based on both analyses, IDOT will make the appropriate adjustments.

Excerpt from Page 42 and 43 of the AASHTO Guide on next page:

CHAPTER 5 / COST ACCOUNTING

TABLE 5-5: SAMPLE INDIRECT COST RATE SCHEDULE

Sample Consulting Company
 Statement of Direct Labor, Fringe Benefits, and General Overhead
 For the Year Ended December 31, 200x

Description	General Ledger Account Balance	Disallowed Costs	Notes	Proposed Company Wide	% of Direct Labor
DIRECT LABOR.....	\$ 1,950,501	\$ -		\$ 1,950,501	100.00%
FRINGE BENEFITS					
6300 Benefits: Bonuses.....	\$ 234,060	\$ (28,560)	(a)	\$ 205,500	10.54%
6310 Benefits: 401(k) - Employer's Contribution.....	97,525	-		97,525	5.00%
6320 Benefits: PTO (vacation, sick, and holiday)....	253,565	-		253,565	13.00%
6820 Insurance: Disability.....	58,515	-		58,515	3.00%
6830 Insurance: Life.....	21,846	(800)	(b)	21,046	1.08%
6840 Insurance: Medical.....	136,535	-		136,535	7.00%
6850 Insurance: Workers' Comp.....	15,799	-		15,799	0.81%
7500 Payroll Taxes: FICA and Med.....	180,421	-		180,421	9.25%
7510 Payroll Taxes: FUTA and SUTA.....	78,020	-		78,020	4.00%
TOTAL FRINGE BENEFITS.....	\$ 1,076,286	\$ (29,360)		\$ 1,046,926	53.67%
GENERAL OVERHEAD					
6700 Indirect Labor.....	\$ 741,190	\$ (3,300)	(c)	\$ 737,890	37.83%
6000 Advertising and Marketing.....	23,991	(6,750)	(d)	17,241	0.88%
6100 Automobile Expense.....	68,268	(13,580)	(e)	54,688	2.80%
6200 Bank Service Charges.....	9,753	-		9,753	0.50%
6400 Contributions and Gifts.....	14,629	(14,629)	(f)	-	0.00%
6500 Depreciation Expense.....	117,030	-		117,030	6.00%
6600 Dues and Subscriptions.....	16,189	(350)	(g)	15,839	0.81%
6800 Insurance: Automotive.....	15,409	-		15,409	0.79%
6810 Insurance: Business Liability.....	23,406	-		23,406	1.20%
6900 Interest Expense.....	36,084	(36,084)	(h)	-	0.00%
7000 Licenses and Permits.....	21,456	-		21,456	1.10%
7100 Maintenance and Repairs.....	97,135	-		97,135	4.98%
7200 Meals and Entertainment.....	19,310	(1,050)	(i)	18,260	0.94%
7300 Miscellaneous Fees, Fines, and Penalties.....	6,827	(6,827)	(j)	-	0.00%
7400 Office Expense: Cleaning.....	8,192	-		8,192	0.42%
7410 Office Expense: Postage and Delivery.....	4,486	-		4,486	0.23%
7420 Office Expense: Office Supplies.....	32,183	-		32,183	1.65%
7430 Office Expense: Other Office Expense.....	35,889	-		35,889	1.84%
7600 Personal Property Tax.....	42,911	-		42,911	2.20%
7700 Professional Fees: Accounting and Legal.....	30,428	-		30,428	1.56%
7800 Rent.....	180,049	(2,400)	(k)	177,649	9.11%
7900 Telephone.....	60,466	-		60,466	3.10%
8000 Utilities.....	29,472	-		29,472	1.51%
Direct Cost Recovery.....	-	(107,278)	(l)	(107,278)	-5.50%
TOTAL GENERAL OVERHEAD.....	\$ 1,634,753	\$ (192,248)		\$ 1,442,505	73.96%
TOTAL FRINGE BENEFITS AND GENERAL OVERHEAD.....	\$ 2,711,039	\$ (221,608)		\$ 2,489,431	127.63%

FAR References and Notes:

- (a) 31.205-6(b)(2): Executive compensation in excess of reasonable amount is disallowed.
- (b) 31.205-19: Key-officers' life insurance is disallowed (beneficiary is company and/or officers).
- (c) 31.201-6(e)(2): Labor costs associated with advertising, entertainment, and other unallowable activities are disallowed.
- (d) 31.205-1: Advertising materials and costs are disallowed.
- (e) 31.205(m)(2) & 31.205-46(d): Personal use of a company asset (automobile) is disallowed.
- (f) 31.205-8 & 31.205-13: Contributions and gifts are disallowed.
- (g) 31.205-22: Lobbying costs, paid as a percentage of professional dues, are disallowed.
- (h) 31.205-20: Interest is disallowed.
- (i) 31.205-13 & 31.205-50: Entertainment is disallowed.
- (j) 31.205-15: Late fees, fines, and penalties are disallowed.
- (k) 31.205-11(f) & 31.205-36: Related party rent is limited to allowable cost of ownership.
- (l) 31.202: Internal allocation direct cost credit.

CHAPTER 5/COST ACCOUNTING

TABLE 5-6: SAMPLE INDIRECT COST RATE SCHEDULE (WITH FIELD RATE)

SAMPLE CONSULTING COMPANY, INC.
Statement of Direct Labor, Fringe Benefits, and General Overhead—with Field Rate
For the Year Ended December 31, 200x

Description	General Ledger Account Balance	Disallowed Costs	Notes	Proposed Company Wide	ALLOCATIONS			Percent to Field Office
					Proposed Home Office	Proposed Field Office	Notes	
DIRECT LABOR.....	\$ 1,950,501	\$ -		\$ 1,950,501	\$ 1,826,853	\$ 123,648	(m)	6.34%
FRINGE BENEFITS								
6300 Benefits: Bonuses.....	\$ 234,060	\$ (28,560)	(a)	\$ 205,500	\$ 193,000	\$ 12,500	(m)	
6310 Benefits: 401(k) - Employer's Contribution.....	97,525	-		97,525	91,254	6,271	(m)	
6320 Benefits: PTO (vacation, sick, and holiday).....	253,565	-		253,565	241,421	12,144	(m)	
6820 Insurance: Disability.....	58,515	-		58,515	54,805	3,710		6.34%
6830 Insurance: Life.....	21,846	(800)	(b)	21,046	19,712	1,334		6.34%
6840 Insurance: Medical.....	136,535	-		136,535	127,879	8,656		6.34%
6850 Insurance: Workers' Comp.....	15,799	-		15,799	14,797	1,002		6.34%
7500 Payroll Taxes: FICA and Med.....	180,421	-		180,421	168,982	11,439		6.34%
7510 Payroll Taxes: FUTA and SUTA.....	78,020	-		78,020	73,074	4,946		6.34%
TOTAL FRINGE BENEFITS.....	\$ 1,076,286	\$ (29,360)		\$ 1,046,926	\$ 984,924	\$ 62,002		
Note allocation of indirect labor to Home Office and Field Office.								
GENERAL OVERHEAD								
6700 Indirect Labor (G&A and support allocation).....	\$ 741,190	\$ (3,300)	(c)	\$ 737,890	\$ 681,482	\$ 37,760	(n)	5.25%
6700 Indirect Labor (field labor allocation)						18,648	(m)	
6000 Advertising and Marketing.....	23,991	(6,750)	(d)	17,241	16,336	905		5.25%
6100 Automobile Expense.....	68,268	(13,580)	(e)	54,688	51,817	2,871		5.25%
6200 Bank Service Charges.....	9,753	-		9,753	9,241	512		5.25%
6400 Contributions and Gifts.....	14,629	(14,629)	(f)	-	-	-		5.25%
6500 Depreciation Expense.....	117,030	-		117,030	115,801	1,229	(o)	1.05%
6600 Dues and Subscriptions.....	16,189	(350)	(g)	15,839	15,007	832		5.25%
6800 Insurance: Automobile.....	15,409	-		15,409	14,600	809		5.25%
6810 Insurance: Business Liability.....	23,406	-		23,406	22,177	1,229		5.25%
6900 Interest Expense.....	36,084	(36,084)	(h)	-	-	-		5.25%
7000 Licenses and Permits.....	21,456	-		21,456	20,330	1,126		5.25%
7100 Maintenance and Repairs.....	97,135	-		97,135	92,035	5,100		5.25%
7200 Meals and Entertainment.....	19,310	(1,050)	(i)	18,260	17,301	959		5.25%
7300 Miscellaneous Fees, Fines, and Penalties.....	6,827	(6,827)	(j)	-	-	-		5.25%
7400 Office Expense: Cleaning.....	8,192	-		8,192	8,106	86	(o)	1.05%
7410 Office Expense: Postage and Delivery.....	4,486	-		4,486	4,439	47	(o)	1.05%
7420 Office Expense: Office Supplies.....	32,183	-		32,183	31,845	338	(o)	1.05%
7430 Office Expense: Other Office Expense.....	35,889	-		35,889	35,512	377	(o)	1.05%
7600 Personal Property Tax.....	42,911	-		42,911	42,460	451	(o)	1.05%
7700 Professional Fees: Accounting and Legal.....	30,428	-		30,428	28,831	1,597		5.25%
7800 Rent.....	180,049	(2,400)	(k)	177,649	175,784	1,865	(o)	1.05%
7900 Telephone.....	60,466	-		60,466	57,292	3,174		5.25%
8000 Utilities.....	29,472	-		29,472	29,163	309	(o)	1.05%
Direct Cost Recovery.....	-	(107,278)	(l)	(107,278)	(106,152)	(1,126)	(o)	1.05%
TOTAL GENERAL OVERHEAD.....	\$ 1,634,753	\$ (192,248)		\$ 1,442,505	\$ 1,363,407	\$ 79,098		
TOTAL FRINGE BENEFITS AND GENERAL OVERHEAD.....	\$ 2,711,039	\$ (221,608)		\$ 2,489,431	\$ 2,348,331	\$ 141,100		

INDIRECT COST RATE AS PERCENTAGE OF DIRECT LABOR.....	128.55%	114.11%
	Home Office	Field Office

FAR References & Notes:

- (a) 31.205-6(b)(2): Executive compensation in excess of reasonable amount is disallowed.
- (b) 31.205-19: Key-officers' life insurance is disallowed (beneficiary is company and/or officers).
- (c) 31.201-6(e)(2): Labor costs associated with advertising, entertainment, and other unallowable activities are disallowed.
- (d) 31.205-1: Advertising materials and costs are disallowed.
- (e) 31.205(m)(2) & 31.205-46(d): Personal use of a company asset (automobile) is disallowed.
- (f) 31.205-8 & 31.205-13: Contributions and gifts are disallowed.
- (g) 31.205-22: Lobbying costs, paid as a percentage of professional dues, are disallowed.
- (h) 31.205-20: Interest is disallowed.
- (i) 31.205-13 & 31.205-50: Entertainment is disallowed.
- (j) 31.205-15: Late fees, fines, and penalties are disallowed.
- (k) 31.205-11(f) & 31.205-36: Related party rent is limited to allowable cost of ownership.
- (l) 31.202: Internal allocation direct cost credit.
- (m) Field employee labor and fringe specifically identified.
- (n) Indirect general administrative and support labor less identified field portion is allocated.
- (o) Accounts allocated at a lower percentage to field offices--see facilities cost calculation in Table 5-7.

6.3.1.1 Bonus policy as of August 1, 2018



Illinois Department of Transportation

Office of Highways Project Implementation
2300 South Dirksen Parkway / Springfield, Illinois 62764

August 1, 2018

To: All Illinois Prequalified Consultants

In a letter dated December 24, 2015 to All Prequalified Consultants the department issued its policy for evaluating bonus allowability and reasonableness which became effective January 1, 2016.

To provide greater clarification, Part E of the attached guidelines has been revised. This revision makes it clear that closely held firms can submit their bonus plan for approval. The Illinois Department of Transportation will utilize the bonus plan, if approved, when evaluating the allowability of bonuses. The Bureau of Investigations and Compliance, Financial Review & Investigations Section (dot.oqcr.audits@illinois.gov) will begin reviewing bonus policies for all firms whose fiscal year begins August 1, 2018 (ending July 31, 2019) and later.

If you have any questions or need additional information, please contact Jack Elston, Bureau Chief of Design and Environment, located at 2300 South Dirksen Parkway, Room 330, Springfield, Illinois 62764, by telephone at (217) 782-7526.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul A. Loete'.

Paul A. Loete, P.E.
Director of Highways Project Implementation
Chief Engineer

Enclosure

Policy

It is the policy of the Department of Transportation to comply with the Federal Acquisition Regulation (FAR) in the procurement, administration and audit of architectural and engineering agreements.

Purpose

The purpose of this policy is to provide guidelines to determine the allowability and reasonableness of compensation practices in the procurement, administration and audit of architectural and engineering agreements.

Guidelines for Implementation

- A. The regulatory framework which forms the basis of the department's policy is FAR 31.201-3, FAR 31.201-4 and FAR 31.205-6.
- B. In accordance with the requirements of the FAR 31.205-6(f)(1), architectural and engineering firms are permitted to provide bonus and incentive compensation. In order to be allowable charges against Government contracts, bonus and incentive compensation payments must be allocable to Government contracts, reasonable in nature and must not represent a distribution of profits.
- C. In order to be acceptable, documented bonus plans shall include procedures for bonus and incentive pay. Firms providing profit distributions to owners should document their procedures related to such distributions to clearly distinguish them from bonus and incentive pay. Profit distribution procedures should include a detailed explanation as to the form and methodology by which profits are distributed to owners which clearly delineates the differences between the firm's bonus and incentive pay plan procedures and the firm's profit distribution procedures.
 - a. Bonus and incentive pay plan procedures must comply with the requirements of FAR 31.205-6(f)(1)(i) which specifies that *"awards are paid or accrued under an agreement entered into in good faith between the contractor and the employees before the services are rendered or pursuant to an established plan or policy followed by the contractor so consistently as to imply, in effect, an agreement to make such payment"*.
 - b. Bonus and incentive pay plan procedures must include specific descriptions of the performance measures and procedures used to determine bonus amounts. At a minimum, documented procedures must include the following components:
 - i. Eligibility criteria
 - ii. Period of bonus plan
 - iii. Performance criteria
 - iv. Incentives awards/spot bonuses must be related to performance, as measured by quantitative and qualitative factors.
 - v. Form of payment to be received
 - vi. Distribution timeline
 - c. Bonus and incentive pay plans may include a provision that bonus awards are contingent upon the Company achieving an appropriate level of financial performance to warrant the payment of bonuses.

Policy
Page Two
August 1, 2018


- D. In the absence of an approved bonus and incentive pay plan, the department will implement the following procedures:
- a. The firm shall be allowed to provide documentation to support the basis used to determine bonuses, and other relevant information, to support the department's evaluation. This information may include, but is not limited to the following:
 - i. Eligibility criteria
 - ii. Performance criteria utilized
 - iii. Relation of incentives/spot bonuses to quantitative and qualitative performance factors
 - iv. Form of payment received
 - v. Distribution timeline
 - b. In instances where sufficient documentation is not provided, the department shall disallow, as a distribution of profits, that portion of bonuses paid to owners which exceeds the largest percentage bonus paid to a non-owner expressed as a percentage of salary by greater than 10%. Outlier non-owners may not be considered.
- E. In accordance with the requirements of FAR 31.205-6(a)(6)(i), the department is required to give special consideration to owners of closely held firms. If the firm has an acceptable bonus plan as described in Part C, or provided the documentation described in Paragraph a. of Part D, the department will audit for compliance with the approved bonus policy/methodology. If it is determined a firm is not following their approved bonus plan or provided the documentation described in Paragraph a. of Part D, the Department will utilize the methodology described in Paragraph b. of Part D.
- a. According to the Internal Revenue Service, closely held firms are defined as firms in which more than 50% of the value of its outstanding stock is, directly or indirectly, owned by five or fewer individuals at any time during the last half of the tax year.
 - b. Any individual owning 5% or less of a closely held firm having a direct labor base of \$5.0 million or less shall be considered a non-owner for purposes of the above determination.
- F. Architectural and Engineering firms are required to prepare an analysis of the reasonableness of executive compensation in accordance with Chapter 7 of the AASHTO Uniform Audit and Accounting Guide and Defense Contract Audit Agency guidance. If the firm does not prepare such a compensation analysis, the department shall use the National Compensation Matrix to determine the reasonableness of executive compensation.

6.4 Staffing Screens

Summary of Staff

This is the Staff Summary Screen. It should contain all the firm’s **TRANSPORTATION** staff that will be required/used for Prequalification Categories, leads and support staff.

NO administration, office assistance, interns or temporary staff members should be listed.

 [Section 6.6.6 Environmental Prequalification Instructions](#) for Subconsultant Staff entry used only for EA & EIS categories.

6.4.1 Add Staff

1. Select the **New Staff** button, the following screen is displayed:

Create Staff Screen

2. Enter the First Name, Last Name and the Title; the Create Staff Button will be enabled. Select the **Create Staff** button and the Staff Detail page will be presented.

- Click **Create Staff** button and the following screen is displayed.

Staff Detail Screen

EPAS Home

Corporate Profile

Corporate Financial

Staff

Corporate Details

Prequalification Categories

Summary and Submit

News

ABC Corp.

Staff Information

* First Name : * Last Name : * Title :

Gender: Minority: Ethnicity:

* Is Full Time:

* 1st Year with Firm: * No. of Years with Firm:

* Transportation Technical Position:

* Worked State: * Classification :

* Is person Principal Official:

* Is person currently employed by firm : * Email Address :

Professional Registration

State	Registration Type	Registration Number	Delete	Edit
No records to display.				

Displaying items 0 - 0 of 0

Training Classes

Training Type	Other Desc.	Certificate Nos.	Attendance Date	Attachment	Delete	Edit
No records to display.						

Displaying items 0 - 0 of 0

Transportation Related Experience (Years)

0 is an acceptable value

* Total Exp. with Firm (Years):

* Present Position with Firm (Years):

* Experience with Other Firm (Years):

Education (List only graduated staff)

College/University	Degree	Year	Specialty/Major	Delete	Edit
No records to display.					

Displaying items 0 - 0 of 0

* Are you affiliated with or employed by another professional consulting firm full or part time?:

Resume

pdf resume for:

- Enter all the required fields*.

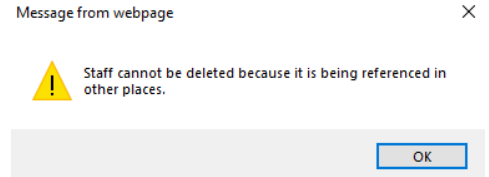
The system will let you bypass the required fields for now. The required fields must be entered before you submit the SEFC to IDOT. The system will not allow submittal until they are completed. Select **Save and return to Staff** button and you will see the new staff displayed in the Staff Summary Page.



5. Select **Save and return to Staff**

6.4.2 Delete Staff

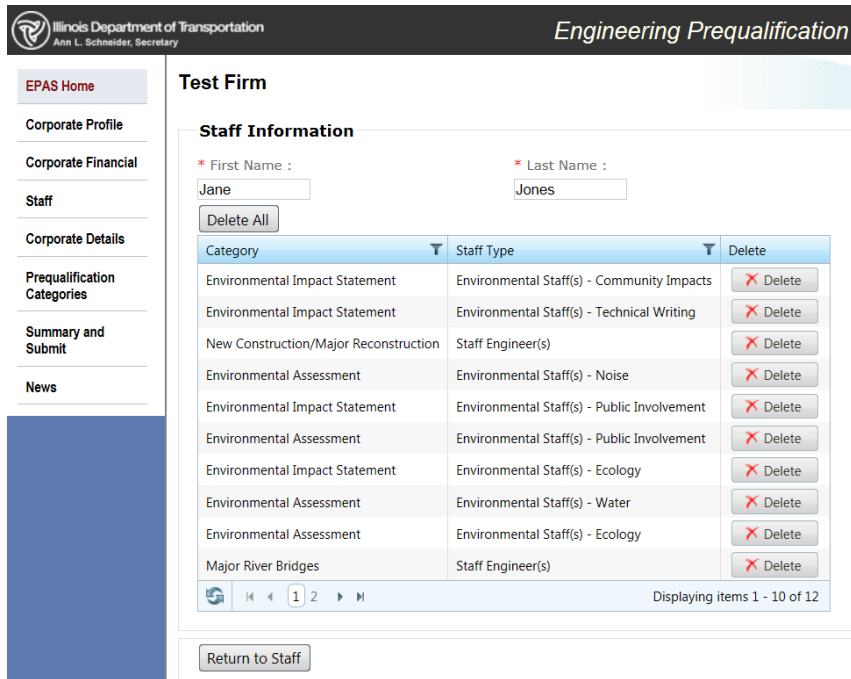
1. Remove the individual from any references and questionnaires within the SEFC. IF you try to delete a staff member who is referenced in the SEFC you will get an error message like the following →
Once you remove the staff from the referenced areas, the person can be deleted from the Staffing section.
2. By selecting the last column **Staff Categories** it will display for that individual all the prequalification categories they are listed in as staff.



For example, Jane Jones is shown, click **Staff Categories**

Full Name	Title	Transportation Technical Position	License Types	Delete	Edit	Edit
Mary Jones	Vice President	Registered Professional (PE, SE, LS)	PE	Delete	Edit Staff Info	Staff Categories
Jane Doe	Environment Specialist	Other		Delete	Edit Staff Info	Staff Categories
Bob Jones	President	Registered Professional (PE, SE, LS)	PE	Delete	Edit Staff Info	Staff Categories
Jimmy Smith	ET 3	Engineering Technician etc		Delete	Edit Staff Info	Staff Categories
Jane Jones	Environment Specialist	Other		Delete	Edit Staff Info	Staff Categories

You can see all categories/references Jane Jones is in:



From here you can choose to “Delete” all references.

3. Click **Return to Staff**
4. Then you can **Delete** that individual

6.4.3 Annual Fee Capacity

Consultant’s annual fee capacity is an evaluation of its technical and professional staff’s ability to generate an estimated annual volume of work. The Total Transportation Technical Staff is prepopulated based on the number of professional staff you have entered in the staffing screen. The “Other Firm Personnel” are those that are non-professional staff that account towards your prequalification categories.

NOTE: Annual Fee Capacity (AFC) is determined by IDOT. The Consultant does **NOT** include information in the AFC field. The annual fee capacity is based on the technical transportation staff entered and professional staff entered.

The Design and Environment Manual **Chapter 8-Section 2.02 Prequalification of Consultants** addresses the AFC calculation:
<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Split/Design-And-Environment/BDE-Manual/Chapter%2008%20Consultant%20Dev%20Des%20Projects.pdf>



- Select **Save**: This button will save the information and remain on the same page.

- Select **Next**: This button will save the information and navigate you to the next page – Corporate Detail Page.
- Select **Previous**: This button will Save the information and navigate you to the previous page – Corporate Financial Page.

6.5 Corporate Detail Screens

Corporate Detail Screen

EPAS Home
ABC Corp.
Help Logout

- Corporate Profile
- Corporate Financial
- Staff
- Corporate Details
- Prequalification Categories
- Summary and Submit
- News

Corporate Details

Firm's Ownership Structure

* Is the Firm Incorporated?

* When Incorporated?

Which State?

Does firm have ownership by Parent Company?

Does firm have subsidiaries?

* Question 1: Is an officer/director engaged in any other line of business?

* Question 2: Has the Firm ever been in bankruptcy or receivership?

* Question 3: Is the corporation in any way an outgrowth, result, continuation or reorganization of a former business?

* Question 4: Is an individual, a member of a partnership, or an officer or director of a corporation interested financially in more than one company?

Licenses and Certifications

* Secretary of State: Your firm must be certified by the Secretary of State to do business in Illinois. Are you certified?

If yes, attach current SOS Certificate, or form that shows firm is in good standing:

* Illinois Department of Human Rights: Does your Firm have more than 15 employees?

* IDHR Number:

Illinois Department of Financial and Professional Regulation: Your firm must be licensed by the Illinois Department of Financial and Professional Regulation for the type of work your firm will be completing. If your firm is not licensed, in the drop down please select "None". Please provide information listed below:

Registered As?

Ill Department of Finance and Professional Regulation?

* Photocopy of License

License #: License Exp Date:

Add Managing Agent			
Activity	Full Name	Staff	Address
No records to display.			

Displaying items 0 - 0 of 0

* Performance Evaluation: Who should receive IDOT Performance Evaluation: (From Corporate Profile / Contacts Grid - this will be your Main contact or your optional Performance Evaluation contact)

* Equal Employment Opportunity: Attach Equal Employment Opportunity or Affirmative Action Program policy

* DBE Certification: Is the corporation a Certified DBE Illinois Unified Certification Program?

* Veteran Owned: Is the corporation a certified Veteran owned firm?

If yes, attach a copy of your current certificate, current no change affidavit letter, or letter stating the Firm's status

* Insurance: Attach the firm's current Insurance Certificate for any/all of the following insurance types (General, Automobile, Excess/Umbrella or Workers Comp & Employer's Liability, Professional Liability and/or other:

Authorized to Work: This list should include all States in which the corporation is authorized to work:

Add Authorized State	
State	
No records to display.	

Displaying items 0 - 0 of 0

This is the Corporate Details Screen. Supply the information as prompted.

6.5.1 Ownership



Parent Company Ownership

If you are owned by a Parent Company/Entity:

1. Answer "Yes" to the question
2. Click **Add Parent Firm Ownership**
3. Supply the required fields
4. Then select **Submit**.

Subsidiaries

If your firm has subsidiaries:

5. Answer "Yes" to the question
6. Click **Add Subsidiary Firm Name**
7. Supply the required fields
8. Then select **Submit**.

6.5.2 Certificates and Licenses



- **Secretary of State**

Firm can either submit the actual Certificate from the Secretary of State (must be less than one (1) year old) **OR** a screen shot of the website displaying "good standing" and a print date stamp at the bottom with **CURRENT DATE**, can be submitted like so:

- Illinois Department of Finance and Professional Regulation (IDFPR) License**
 The IDFPR license is required to be prequalified on **MOST** categories. Any category which requires staff to be licensed as an IL: PE, SE, PLS, and/or Architect requires the firm to be licensed.

Registered As?

IL Department of Finance and Professional Regulation?

* Photocopy of License

Select...

License #: License Exp Date:

Add Managing Agent

Activity	Full Name	Staff	Address
No records to display.			

Displaying items 0 - 0 of 0


In the few instances it is **NOT** required, complete as follows:

- For Registered as, chose "None"
- The popup will disappear, and the requirement will go away.

Registered As?

Firm can either submit the actual License **OR** a screen shot containing the disciplines the firm is licensed in and the date the license expires.

License Details


Illinois Department of Financial and Professional Regulation

Contact
Contact Information

Name	City/State/Zip	DBA
[REDACTED]	[REDACTED]	.

License
License Information

License Number	Description	Status	First Effective Date	Effective Date	Expiration Date	Ever Disciplined
[REDACTED]	DESIGN FIRM - LS/PE/SE	ACTIVE	[REDACTED]	[REDACTED]	04/30/2021	[REDACTED]

12/31/2019 9:04:00 AM

- **Equal Employment Opportunity or Affirmative Action Program Policy:**
This is a requirement, ensure the most recent plan is attached and submitted.
- **DBE Certification**
If the firm is certified through the Illinois UCP (<https://idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>) EPAS will pull that information/confirmation that the firm is or is not DBE certified.

Example of a firm who is not DBE Certified:

*DBE Certification: Is the corporation a Certified DBE Illinois Unified Certification Program?

No

Example of a firm who is DBE Certified:

*DBE Certification: Is the corporation a Certified DBE Illinois Unified Certification Program?

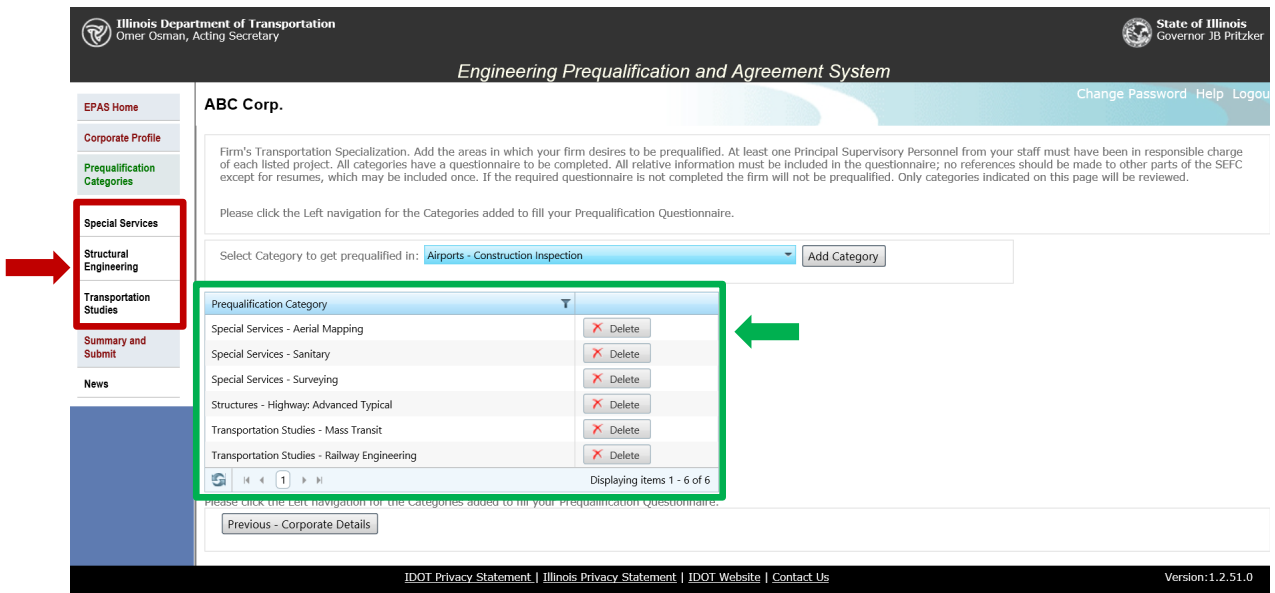
Yes - DBE Certification Expires :



- Select **Save**: This button will save the information and remain on the same page.
- Select **Next**: This button will save the information and navigate you to the next page – Prequalification Category Page.
- Select **Previous**: This button will Save the information and navigate you to the previous page – Staff Page.

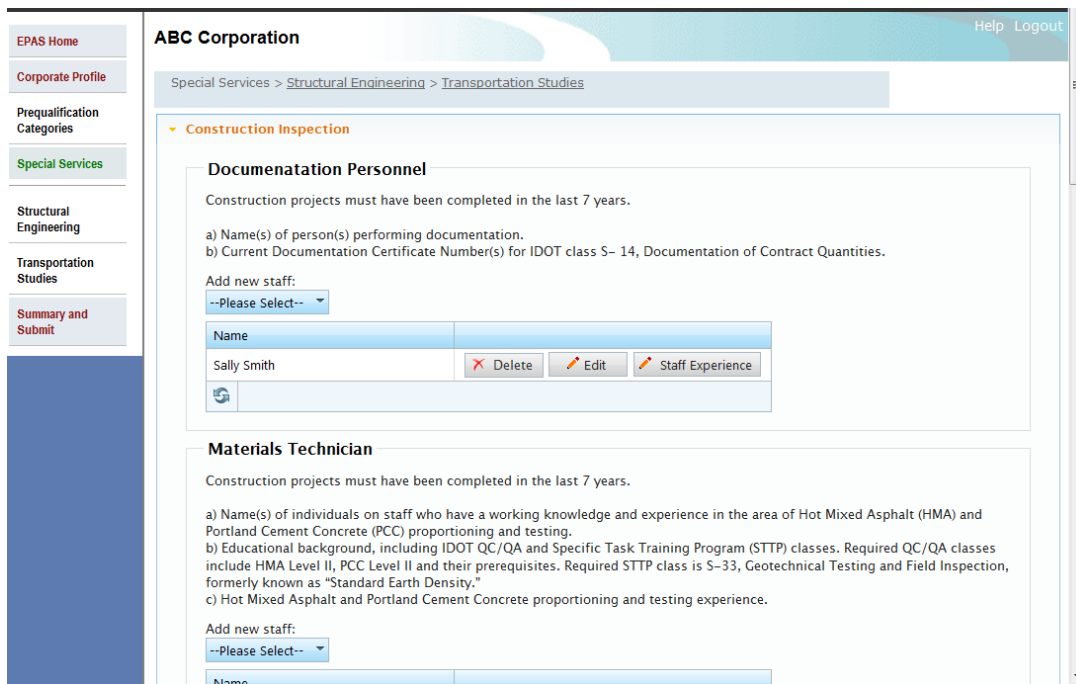
6.6 Prequalification Category Screen

Prequalification Screen



This is the Prequalification Category page. The next few screen shots show sample screens when filling out and navigating through the Prequalification Screen.

Questionnaire for Special Service – Construction Inspection Prequalification Category:

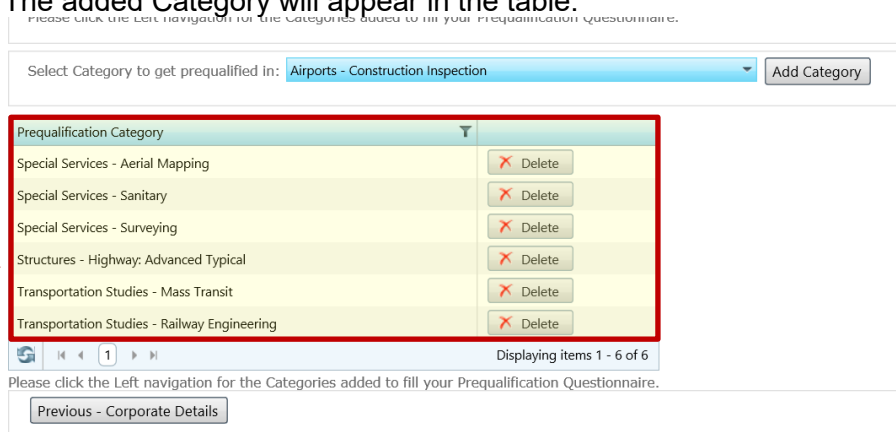


Other categories under the heading appear at the bottom of the page:

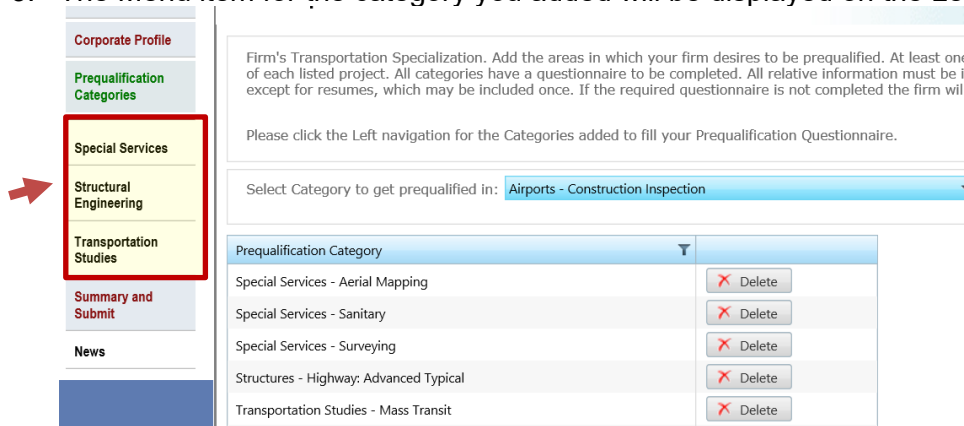


6.6.1 Add a Category

1. Select the Prequalification category and Select the **Add Category** button.
2. The added Category will appear in the table:



3. The Menu item for the category you added will be displayed on the Left Menu.



Select the general category from the Left Menu and the Questionnaire for the categories under the heading will be displayed.

6.6.2 Delete a Category

1. In order to delete a category, you will have to delete **ALL STAFF** listed within the prequalification category.

- Once all staff has been removed within the prequalification category, you can then click **Delete** next to the category.

6.6.3 When to Update Categories

Prequalification categories are reviewed at every **NEW SEFC** submittal, as well as within an Amended SEFC if it is requested. Categories are **NOT** reviewed during a **Renewal SEFC**.

6.6.4 Completing Questionnaires



- Be sure to review and provide the requirements for each category as described in the Description of Minimum Requirements for Prequalification, hosted on the IDOT website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification%20>
- Include all the information requested in the Questionnaire, this is the information IDOT will view to prequalify your company. **ONLY LIST INFORMATION RELEVANT TO THAT CATEGORY.**
- Most of the questionnaires are set up in the same format. From the submittal, IDOT needs to be able to tell who was in charge, what everyone (lead/staff) did, and how much of the project was completed by the firm and staff.
- Also remember to remove **OUTDATED PROJECTS**.
- Each of the categories has a drop down listing the acceptable years of completion.
- Ongoing projects are **NOT CONSIDERED**, project must be completed to be considered. Completion is for the category being completed, for example, Roads & Streets is considered complete when the project plans are ready to go to letting. Survey when the survey is complete.

Location Design Studies when the Project Report is complete.

Staff Experience

Project Name:	<input type="text"/>
* Location:	<input type="text"/>
* Year completed:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">--Please Select--</div> <div style="background-color: #e0e0e0; padding: 2px;">--Please Select--</div> <div style="padding: 2px;">2013</div> <div style="padding: 2px;">2012</div> <div style="padding: 2px;">2011</div> <div style="padding: 2px;">2010</div> <div style="padding: 2px;">2009</div> <div style="padding: 2px;">2008</div> </div>

- Overall general description:

Staff Experience

Project Name:

* Location:

* Year completed:

* Provide an overall/general description of project, should be concise: (text unlimited)

- Scope is the specific thing the firm did or staff did.

This information must pertain to the category being requested, don't repeat the whole project, or include information for other categories.

For example, if you are requesting Roads and Streets, use.

If you are requesting Traffic Signals, use

(Project also listed under Firm Experience)
 Project manager in charge of plans, special provisions and construction estimate.
 Work included design calculations, typical sections, roadway design (plan/profile) quantity calculations, intersection redesign, including traffic signals.

Or

Completed traffic signal design for the intersections at 2nd & 4th with IL XX.

* Scope of project:
 (Only list specifically the services the firm provided that are applicable to this category.
 Text is limited to a maximum of 1200 characters.)

- There are projects in which the staff and firm experience would be the same. If this is the case under the general description for the category, it can be referenced to something similar to this:
 - This project is also listed under Joe Smith's experience
 - For Staff, this project is also listed under firm experience
- You cannot reference other projects under different categories. Do not say under traffic signals the information is under the roads and streets categories, you will be denied.

Final step is submitting the application, see [Section 6.7 Summary and Submit Screen](#).

6.6.5 Complex Categories

For some categories that do build on each other, you can apply for the highest category and get the lesser complex category. The following are applicable to this rule:

- **Structures: Highway: Complex**
 - Structures - Highway: Advanced Typical
 - Structures - Highway: Typical
 - Structures - Highway: Simple

- **Location Design Studies - New Construction/Major Reconstruction**
 - Location Design Studies - Reconstruction/Major Rehabilitation
 - Location Design Studies - Rehabilitation

- **Highways – Freeways**
 - Highways - Roads and Streets

- **Hazardous Waste: Advance**
 - Hazardous Waste: Simple

Each category the firm is interested in being considered would have to be added, meaning if you are applying for all three Location Design Studies, be sure to add all three of the categories, but only have to fill out the Location Design Studies - New Construction/Major Reconstruction questionnaire.

Please click the Left navigation for the Categories added to fill your Prequalification Questionnaire.

Select Category to get prequalified in: Select a Category

Prequalification Category	Delete
Environmental Reports - Environmental Assessment	Delete
Environmental Reports - Environmental Impact Statement	Delete
Geotechnical Services - Subsurface Explorations	Delete
Location Design Studies - New Construction/Major Reconstruction	Delete
Location Design Studies - Reconstruction/Major Rehabilitation	Delete
Location Design Studies - Rehabilitation	Delete
Special Services - Construction Inspection	Delete
Special Services - Hazardous Waste: Advance	Delete
Special Services - Hazardous Waste: Simple	Delete

6.6.6 Environmental Prequalification Instructions

Review the Description and Minimum Requirements for current applicable criteria for prequalification in:

- **Environmental Assessment (EA)**
 - **Environmental Impact Statements (EIS)**
- <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf>

All firms requesting prequalification for EA or EIS must complete the corresponding EPAS Environmental Questionnaires and must include required credentials for all completed NEPA documents and training courses. If applying for both EA and EIS both questionnaires must be completed.



1. Please note that all members of your firm’s staff AND any subconsultants employed by other firms you plan to assign for any of the environmental disciplines must **FIRST** be entered as “NEW STAFF” on the Corporate Profile/Staff screen shown below. (SEE the following page).
2. When entering “NEW STAFF” information for a subconsultant, **DO NOT COPY** the Staff Information as answered directly by the individual. Answers to several questions concerning their employment status, including, “Is full-time,” “Is Consultant” and “Consulting Firm Name” must reflect the individual’s relationship to YOUR FIRM. (I.e. is full-time = No; Is Consultant = Yes; and Consulting Firm Name = THAT INDIVIDUAL’S EMPLOYING FIRM, not YOUR firm name.)
3. Data entered in these fields must be correct in order for EPAS and IDOT staff to recognize an individual as a subconsultant to your firm.
4. **Failure to supply accurate data in these specific fields for any subconsultant your firm plans to use (even if noted elsewhere in you submittal) will result in your firm being denied in the EA and/or EIS categories.**

(The following examples illustrate EPAS screens that must be completed and may be used as guidelines.)

Corporate Profile/Staff Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

EPAS Home

Corporate Profile

Corporate Financial

Staff

Corporate Details

Prequalification Categories

ABC Corporation

Please enter your primary staff of your company first, before adding other staff of the company. Include all staff that will be required for Prequalification Categories. Only add technical transportation staff, and make sure an individual is only listed once.

New Staff

Full Name	Title	Transportation Technical Position	License Types	Delete	Edit
Smith Jane	Environmental Lead				
Felecia Smith	MS.	Other			
EIS LEAD	Ms	Architect			

Staff Information Screen

For in house staff, enter all Staff Information as shown in this Manual under “[Add Staff](#).”

6.6.6.1 For Environmental Staffing being used from another firm

If you intend to use one or more **SUBCONSULTANTS** to meet the required environmental disciplines, the Staff Information for each of these persons **MUST** be completed as shown next.

Failure to answer the question “Is Consultant” Yes and properly include the CONSULTING FIRM NAME (their employing firm’s name) for any subconsultants will result in your submittal being denied.

Staff Information

* First Name :	* Last Name :	* Title :
<input type="text" value="Steph"/>	<input type="text" value="H"/>	<input type="text" value="Mrs."/>
Gender:	Minority:	Ethnicity:
<input type="text" value="--Please Select--"/>	<input type="text" value="--Please Select--"/>	<input type="text" value="--Please Select--"/>
* Is Full Time:	* Is Consultant:	* Consulting Firm Name :
<input type="text" value="No"/>	<input type="text" value="Yes"/>	<input type="text" value="JOE'S EA FIRM"/>
* 1 st Year with Firm:	* No. of Years with Firm:	
<input type="text" value="1984"/>	<input type="text" value="28"/>	
* Transportation Technical Position:		
<input type="text" value="Registered Professional (PE, SE, LS)"/>		
* Worked State:	* Classification :	Direct Salary Range (Hourly):
<input type="text" value="IL"/>	<input type="text" value="Sub for EA (Noise)"/>	* From: <input type="text" value="\$1.00"/> * To: <input type="text" value="\$1.00"/>
* Is person Principal Official:		
<input type="text" value="No"/>		
* Is person currently employed by firm :	* Email Address :	
<input type="text" value="Yes"/>	<input type="text" value="sally.smith@wampamail.org"/>	

- **RED Outline:** Responses to the 3 boxes above outlined in **RED** must be completed as shown in order for EPAS and IDOT BDE to recognize an individual as a subconsultant assigned by your firm. If so, the answer to “**IS FULL TIME**” [employed by YOUR FIRM] must be **NO**; you **MUST** respond **YES** to “**IS CONSULTANT**” and you **MUST** complete the next box indicating the **CONSULTING FIRM NAME** by whom the person is employed. If the CONSULTING FIRM NAME is not properly included at this location in EPAS, **even if it is mentioned elsewhere in your submittal**, your firm will be **DENIED** prequalification for EA and/or EIS.
- **BLUE Outline:** The portion outlined in **BLUE** refers to the first year and total number of years this person has been employed by their current firm.
- **GREEN Outline:** If the person’s specific job classification and salary range are known, they should be included in the **Green** portion; otherwise, complete as shown above.

6.6.6.2 Adding Staff Information

Professional Registration

Add Professional Registration

State	Registration Type	Registration Number	Delete	Edit
No records to display.				

Displaying items 0 - 0 of 0

Training Classes

Add Training Class

Training Type	Other Desc.	Certificate Nos.	Attendance Date	Attachment	Delete	Edit
Other	NHI Traffic Noise Training 3 1/2 Day Class		10/15/2013	Add	Delete	Edit

Displaying items 1 - 1 of 1

Transportation Related Experience (Years)

0 is an acceptable value

* Total Exp. with Firm (Years):

* Present Position with Firm (Years):

* Experience with Other Firm (Years):

- RED Circle: Training classes** (circled in **Red**) should include all NEPA training and other courses applicable to the person’s specialty or assigned discipline. (Both recommended and required training courses are listed in the Description and Minimum Requirements for Prequalification: <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf> .)

Certificates of Completion **MUST** be attached in order to receive credit for training classes (i.e., documentation of required Noise training is mandatory for all persons requesting prequalification for that discipline).

- BLUE Circle: Transportation Related Experience** (circled in **Blue**) is used to indicate the person’s total number of years of transportation related experience (employment) with their present firm, in their present position, and their number of years with other firms. (If no previous employing firms, enter 0.)

Education (List only graduated staff)

Add Education License

College/University	Degree	Year	Specialty/Major	Delete	Edit
Standford	BS-Community Impacts	2008	Population Forcasting	Delete	Edit

Displaying items 1 - 1 of 1

* Are you affiliated with or employed by another professional consulting firm full or part time?:

Yes

If yes, give details of involmnet

Employed by Joe EA Firm as a Cert. Biologist& Wetland Scientist

The details are limited to a maximum text length of 100, be concise, all detail can be included in resume.

Resume

pdf resume for: Jane Doe

Resume.pdf Remove View

- **RED Square:** In the **Education** category, if you answer **YES** to the “affiliated with or employed by another firm” question (in **Red**), additional brief details about the firm or your involvement should be included, as shown in this example (Note limited to 100 Characters).
- **BLUE Square:** Information supplied in a person’s **Resume** (in **Blue**) will be analyzed by IDOT environmental specialists to determine if it reflects all requirements for the person’s assigned discipline(s). In addition, a higher level of NEPA experience is required to be prequalified at the EIS level.



To demonstrate their level of expertise, all highway-related NEPA experience should be specified. (Example: A Noise specialist’s resume should thoroughly explain their highway noise-related assignments and identify specific projects on which they worked. Certificates of Completion for required Highway Traffic Noise Fundamentals & TNM Computer Modeling courses must be attached.)

6.6.6.3 Questionnaire

After all, NEW STAFF (including subconsultants’) names have been entered and their Staff Information is completed, you may begin the **Environmental Questionnaire** shown below.



The first category on both Environmental Questionnaires (for EA and for EIS) is Environmental Lead(s).

Environmental Questionnaire

The screenshot shows the 'Environmental Assessment' section of the EPAS system. It includes a navigation menu on the left, a breadcrumb trail (Airports > Environmental Reports > Highways > Location Design Studies), and a main content area with instructions for identifying Environmental Leads. Below the instructions is a table with two rows: 'EA LEAD' and 'Bob Jones'. Each row has 'Delete', 'Edit', and 'Staff Experience' buttons. An 'Add new staff' dropdown menu is also visible above the table.

(1) ENVIRONMENTAL LEAD(S)

1. Begin the Questionnaire by selecting the name of the first person assigned as an Environmental Lead.
2. Next, click to add that person’s **Staff Experience**.

Staff Experience

* Year completed:

* Route/Location:

Project Name

Employing Firm for this project:

NEPA Document Type:

Sponsoring Agency:

County/State:

Contact Person at Sponsoring Agency (Name/phone/Email):

Date Document Signed by FHWA:

- Use the **Staff Experience** section to detail specific NEPA documents for which the person served as the Environmental Lead. (Note: Only one person is eligible for credit as Lead of a document.) “Employing Firm for this project” will indicate whether the submitting firm is also eligible for credit. (If the Lead was employed by another firm at the time, only that firm may receive Firm experience credit.) **THE DATE DOCUMENT SIGNED BY FHWA MUST BE COMPLETED.** (Refer to book marks to learn how to use the calendar.) No credit is allowed for incomplete documents OR documents without proper documentation included.

Description of Project:

* Provide an overall/general description of project, should be concise: (text unlimited)

Description of **YOUR** responsibilities and involvement with this project, to illustrate your expertise in the requested category [Environmental Lead or specific discipline(s)]:

* Scope of project: (Only list specifically the services the firm provided that are applicable to this category. Text is limited to a maximum of 1200 characters.)

***(Note: This project is also included under Firm Experience.)**

- The **Description of Project** should be concise and specific as to the firm’s work/responsibilities involved, including the nature & extent of environmental work. If the same Staff or Lead Experience project is also being submitted as **Firm Experience**, please note as indicated in the Description of Project.*

- Use the box below the Description of Project to explain **YOUR SPECIFIC ROLE AND RESPONSIBILITIES**, either as the Lead or for a specific discipline on this project. (Do not repeat the Project Description data in this space or include [i.e., cut & paste] another staff person's responsibilities in this space.)

Signed Cover Page

Signed Cover Page.pdf

FONSI

FONSI.pdf

EIS List of Preparers

EIS LIST OF PREPARERS.pdf

- Finally, attach required signature page, FONSI or List of Preparers for the document.
- Repeat this process for each document completed by this Environmental Lead in the past 10 years and for any other Environmental Leads being proposed.

(2) ENVIRONMENTAL STAFF(S) – COMMUNITY IMPACTS

- Select the name of the first person being proposed for Community Impacts.
- Next, click to add the person's Staff Experience related to Community Impacts, including specific NEPA documents on which they worked. Describe their responsibilities and involvement with each project to illustrate their expertise in the category of Community Impacts.
- Repeat this process** for each person being proposed for Community Impacts, Ecology, Water, Public Involvement, and Technical Writing.

When all staff data is complete, the remaining category is used to document your **Firm Experience**.

(3) FIRM EXPERIENCE:

IDOT considers both Firm experience and individual staff experience in determining Environmental prequalification. This section is for projects completed by your firm. The Environmental Lead's name and the Date Document Signed by FHWA must be completed. (Refer to book marks to learn how to use the calendar.) No credit can be given for incomplete documents. The Description of Project should be concise and specific as to the firm's work/responsibilities involved, including the nature and extent of environmental work. Note: If the same Firm Experience project is also being submitted as Environmental Lead or Staff Experience, please note as indicated in the Description of Project.

Once all project data has been completed and saved, attach the required documentation (Signed Cover Page, FONSI, EIS List of Preparers) in PDF format.

Firm Experience for Environmental Consultants

* Year completed:

Project Name

PTB Item #/Project Name:

Client:

Environmental Lead for this project:


NEPA Document Type:

Sponsoring Agency:

* Route/Location:

County/State:

Contact Person at Sponsoring Agency (Name/phone/Email):

Date Document Signed by FHWA: 

Note: This project is also listed under Mr. Jones' Environmental Lead Experience and Mr. Smith's Staff Experience.

Description of project:

This **project submittal of your Firm Experience.** Once it is saved you may edit, if necessary, the following documents.

- Signed cover attachment
- FONSI attachment
- EIS List of preparers attachment

Sample of firm experience filled out: Informational purposes only.

Firm Experience for Environmental Consultants

* Year completed: 2011

Project Name: IL Route XX

PTB Item #/Project Name: New Route XX

Client: Lake City

Environmental Lead for this project: Bob Roberts

NEPA Document Type: EA

Sponsoring Agency: Lake City

* Route/Location: IL XX

County/State: Lilly Pond

Contact Person at Sponsoring Agency (Name/phone/Email): TOM TTOM@LAKE.COM

Date Document Signed by FHWA: 11/29/2011

Note: This project is also listed under Mr. Jones' Environmental Lead Experience and Mr. Smith's Staff Experience.

Description of project: Proposed realignment of IL XX on existing and new alignment, with proposed bike path and drainage corrections.
Firm was responsible for the Final Environmental Assessment, including cultural resource analysis, parks & recreation resources, Section 106 analysis, & Section 4(f) documentation for the M-15 EIS. Alternative analysis, community impacts, agency coordination and QA/QC was provided for the signed documents.

If a firm is applying for EIS and EA, both questionnaires must be completed. If there is duplicate information, the statement above is suggested for inclusion.

6.6.7 Specialty Category

This is used only when IDOT requires a firm to have an overhead rate, and a Statement of Experience and Financial Condition (SEFC) will be required to be completed. This occurs when a firm is performing specialty work (work not covered by one of the established prequalification categories).

Regardless of the firm being a prime or subconsultant overhead rates are approved through an EPAS submittal.

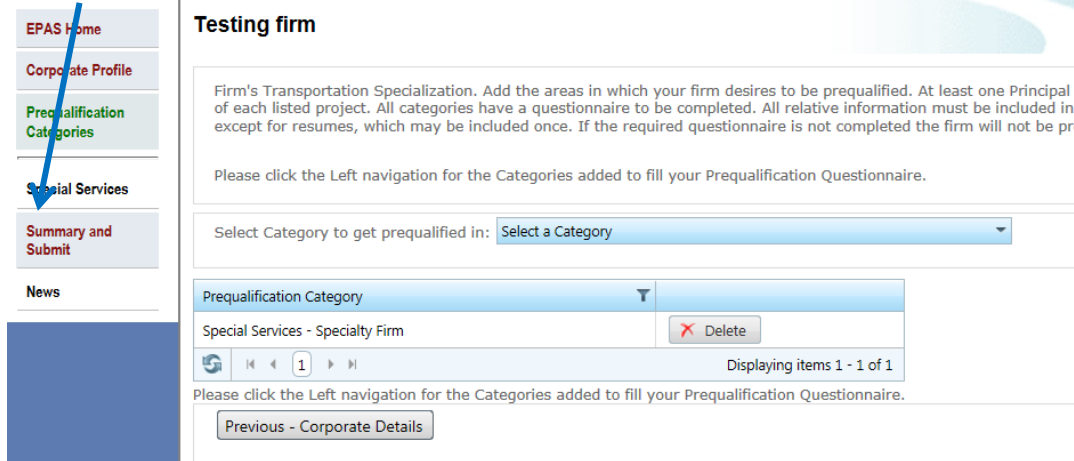


To get started:

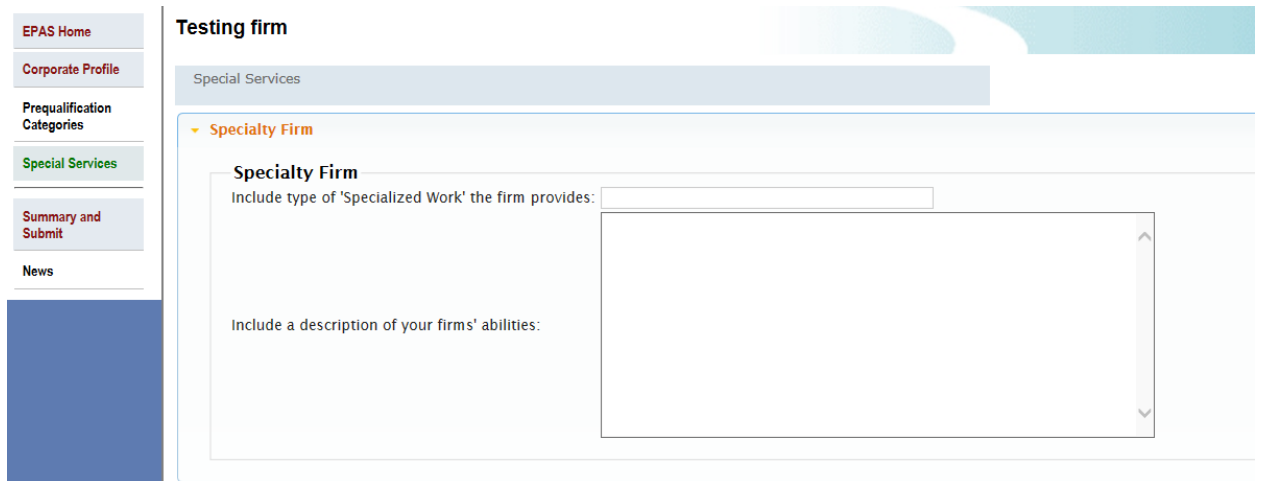
1. Establish an EPAS account, review [Section 4](#).
2. Follow, [Section 6](#) for details on completing the a SEFC Application.
3. For staff entry, list key staff, which is the staff performing the required specialty work.

4. For the prequalification category, select “Special Services-Specialty Firm” and then Add Category.

5. Then Select Special Services:



6. Then include the type of services the firm provides and a description of your firms' abilities.



- **Firm provides:** Brief title of work the firm supplies
- **Description of services:** Include the details of the specific work the firm provides, information may show type of services, firm may include firm projects, equipment is applicable, etc.



Once all the information is completed select **Summary Submit** and follow the instructions on submitted under [Section 6.7 Summary and Submit Screen](#).



6.7 Summary and Submit Screen

When ready to submit your application to IDOT, Select the **Summary and Submit** menu. (See **red** box highlighted in above screen).

Please review the check sheet on the [next page](#) to cross check everything has been added/updated prior to submitting.

This screen will display all required information that has not been answered and is required by IDOT in order for you to submit.

Summary and Submit Screen

The screenshot shows the 'Summary and Submit' screen for 'ABC Corporation'. The left navigation menu has 'Summary and Submit' highlighted in a red box. The main content area is titled 'Summary' and contains a table with the following data:

Field	Message
NameToReceivePerformanceEvaluation	Name to receive Evaluation is required.
OtherBusinessEngagement	Engaged in another line of business is required.
HasBankrupt	Has the Firm ever been in Bankruptcy or Receivership is required.
MoreThan1Complinterest	Does an individual have more than one company interest is required.

Below the table, there is a declaration checkbox: I declare that I have examined this Report, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Under the login ID used for this submittal and under penalties of perjury, I certify that the business is being conducted as Corporation. I also understand that I am required to report to the Consultant Services Unit any changes in key personnel within 15 working days of the change.

A 'Submit' button is located at the bottom of the main content area.

If there are no errors, check the “I declare that I have.....” acknowledgement box and the Submit button will be enabled.

Select the **Submit** button to submit your application to IDOT.

Your status should change from **In Progress** to **SUBMITTED**.

A message box will be displayed informing you that after submittal you will not be able to edit the SEFC application. Please make sure all information is accurate before submitting.



6.7.1 Resolving the Errors

- By Selecting the hyperlink (depicted above in the green box), the system will take you to the appropriate page to fix the errors.
- You can Select the *Export to CSV* button to list the errors in a document and print it out in an excel spread sheet.
- Once all the errors are resolved, the Check box – “I declare that I have.....” will be enabled. Check this acknowledgement box and the Submit button will be enabled.

6.7.2 SEFC Check sheet

The following is a tool to ensure everything is in order prior to submitting your SEFC:

CORPORATE PROFILE

- Contact:** Contact information is current and up to date

CORPORATE FINANCIAL

- Question 1:** is your audit by a State or Federal Agency
 - If yes attach cognizant audit
- Question 2:** have you been in business for more than one fiscal year
- Question 3:** are you attaching overhead rate data
 - Tax Return:** provide copy of Federal filed taxes
 - If not previous years taxes with the tax extension
 - Trial Balance:** lists all account balances.
 - No profit/loss statements or Chart of Accounts
 - AASHTO Internal Control Questionnaire (ICQ) for Consulting Engineers**
 - Overhead Rate:** provide detailed information on how rate was obtained
 - Overhead rate **CANNOT** be a temporary rate until a real rate is est.
 - Must be completed by the deadline that SEFC submittal is due (June 30th for most firms)
 - No time extensions
 - Certificate of Final Indirect Costs:**
 - Is a legal document certifying your overhead rate is correct
 - If you knowingly submit a temporary overhead rate with this document there could be consequences.
 - Compensation Analysis**
 - Bonus Data**
- Question 4:** firm have multiple rates
 - If yes supply at least two rates
- Direct Cost:** sheet is correct
 - These are not pay rates
 - See [Section 6.3 Corporate Financial Screen](#) for example

CORPORATE DETAILS

- Secretary of State Certificate:**
 - Shows firm is currently in good standing with timestamp on it
 - Has a current date on it - within one year old
- Professional License:** is current
- EEO/Affirmative Action Program Policy:** up to date and current
- Veterans certificate:** if applicable, is current
- Certificate of Liability Insurance:** all dates current

 PREQUALIFICATION QUESTIONNAIRE(S)

- Requirements:** reviewed the [Description of Minimum Requirements](#) and complied
- Completion Dates:** have correct completion dates and are fully completed
 - Phase 1 is when TS&L has been completed
 - Phase 2 is when PS&E has been completed
 - Phase 3 is when construction has been completed
- Projects:** are relevant
 - i.e. Roads & Streets: no bike paths, ADA ramps, etc...
 - Phase 1 projects only contain phase 1 information
- Experience:** new projects have been added
 - Old projects have been deleted

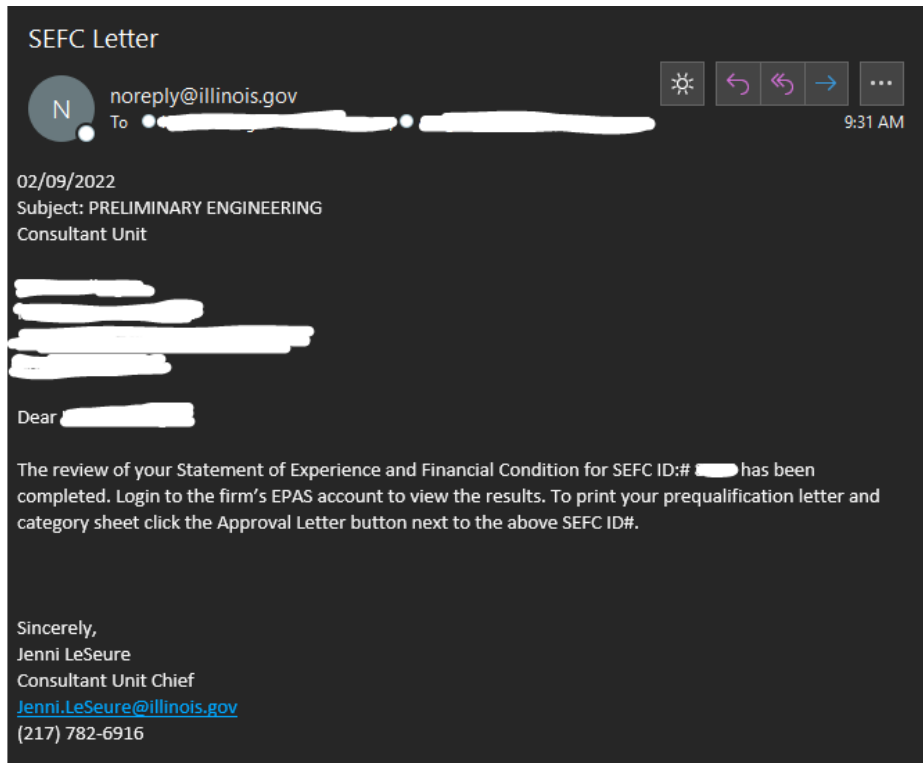
If any of the above are not correct, your submittal will be returned.

6.8 SEFC Approval

Once the SEFC is approved, an email will be sent to the Main and Financial contact person that was supplied under "[Corporate Profile](#)" screen.

The email will be from the following address: noreply@illinois.gov. It might be a good idea to save this email address in your email provider, so it doesn't automatically go to the "junk" folder.

Approval Email



7 WHEN AND WHAT TO SUBMIT: START NEW; RENEW; OR AMEND

All firms are required to submit their SEFC on an **ANNUAL BASIS**, with the due date being six (6) months after the end of the firms Fiscal Year. Firms are required to submit a New SEFC every third year based on the firm’s name. See chart below on when a New or Renew SEFC is due.

Not submitting by the required due date will result in the firm being **NOT APPROVED**.

For example, if your firm’s fiscal year ending date is December 31st, your annual SEFC is due no later than June 30th.

There are three (3) types of SEFC, and they are as follows:

1. **New SEFC** *: is a complete submittal.

All information is updated, and all categories are reviewed. (This is every **THREE (3) YEARS**). For firms currently prequalified most data is carried over into the new application.

2. **Renew SEFC** *: is for the corporate and financial data, such as the ownership, firm’s licensing, insurance, and overhead rate data. The Categories and staffing are **NOT** reviewed during the Renewal submittal and will not be reviewed at this time.



3. **Amend SEFC**: is used anytime there are changes that need to be made to a previous submittal. Following are a few examples of an Amend SEFC:
 - Contact information changes, phone, e-mail, addresses
 - Staffing changes that affect firms prequalification and/or annual fee capacity(When deleting staff, the staff must first be deleted from questionnaires before being deleted from Staff area)
 - Updating Insurance
 - If an extension was used in supplying tax information and the completed tax return needs to be entered.
 - Requesting additional and/or re-applying for a prequalification category.

Firm’s submittals are based on the **CALENDAR YEAR** they are submitting within:

THE YEAR SHOW IS WHEN THE EPAS SUBMITTAL IS DUE							
Firm Name Beginning with:	2022	2023	2024	2025	2026	2027	2028
A - E	NEW	RENEW	RENEW	NEW	RENEW	RENEW	NEW
F - N	RENEW	NEW	RENEW	RENEW	NEW	RENEW	RENEW
O - Z	RENEW	RENEW	NEW	RENEW	RENEW	NEW	RENEW

* Submitted **yearly** depending on your firm’s name as shown in chart above.

7.1 Start New SEFC

EPAS Home Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

EPAS Home

User Administration

ABC Corporation

Change Password Help Logout

Welcome to the Illinois Department of Transportation Consultant Engineering Prequalification and Agreement System (EPAS). All firms that desire to be prequalified with IDOT must submit via the SEFC Application. All firms that desire to be considered for the Professional Transportation Bulletin Items must submit Statements of Interest through the SOI Application. The required data has not changed for prequalification or Statements of Interest. All Prequalification and Statements of Interest are paperless.

SEFC Applications

+ Start New SEFC Amend Last SEFC

App Id	Date Submitted	Fiscal Year Ending Date	Version	Status	Category	Additional Info	Approval Letter
SEFC ID : 514	10/23/2012	06/30/2012	1.00	APPROVED	View	View	Approval Letter
SEFC ID : 487	09/21/2012	06/30/2012	1.00	APPROVED	View	View	Approval Letter

Displaying items 1 - 2 of 2

SOI Applications

PTB Id	Submit Date	Due Date	Status	Items	Additional Info	Delete
SOI ID: 168	10/17/2012 11:44:50 AM	11/10/2012	COMPLETE	View	View	Delete
SOI ID: 167	10/12/2012 12:09:03 PM	10/15/2012	COMPLETE	View	View	Delete
SOI ID: 166	10/11/2012 2:56:28 PM	10/12/2012	COMPLETE	View	View	Delete
SOI ID: 165		11/05/2012	IN_PROGRESS	View	View	Delete

Displaying items 1 - 4 of 4

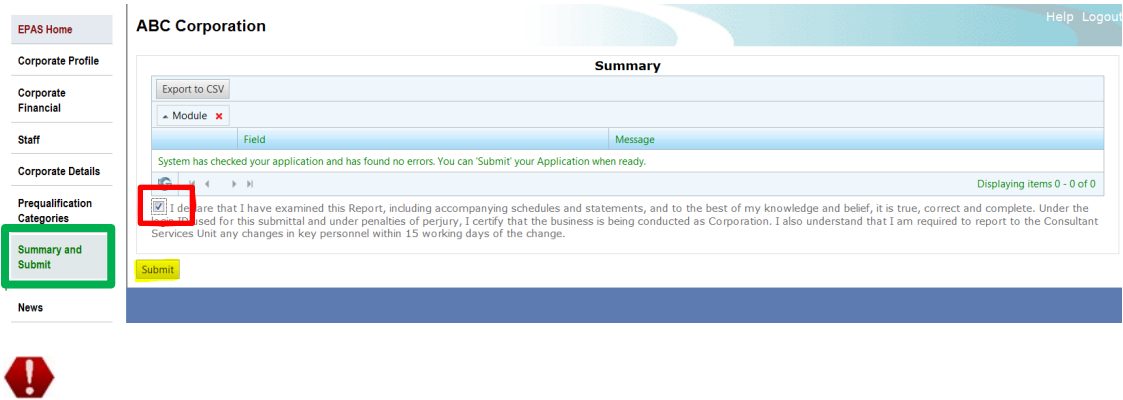
IDOT Privacy Statement | Illinois Privacy Statement | IDOT Website | Contact Us

1. Select the **Start New SEFC** button
2. Progress through entire application and fill in all information that has been erased (financial data for previous fiscal year), or that has changed since your last submittal
3. Update questionnaires by:
 - Adding jobs that have been completed since last submittal and remove all jobs that are outside of the allowable time-frame
 - Job dates are for completions for a specific category and **SHOULD NOT BE MODIFIED**. If it was completed in 2010, it should not be completed in 2011 now.s
 - Projects not completed and are ongoing are **NOT** considered
 - To Delete staff, review section [6.6.2 Delete Staff](#)
4. At the Summary and Submit page, make sure to check the box and hit the **SUBMIT** button. Saving it does **NOT** submit the application.

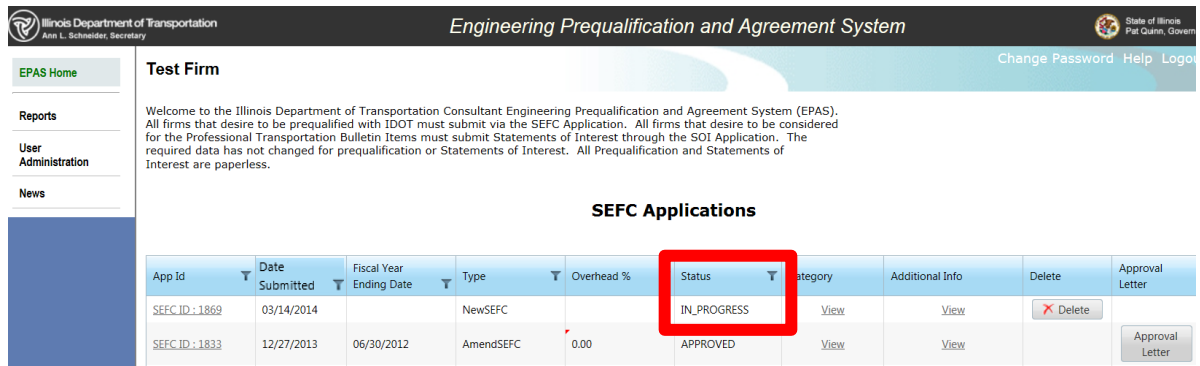
If the status says **IN PROGRESS**, it is in the firm's work queue.

When the status says **SUBMITTED** it is in IDOT’s work queue and the firm will not have access to the application until IDOT completes the review.

Summary and Submit screen



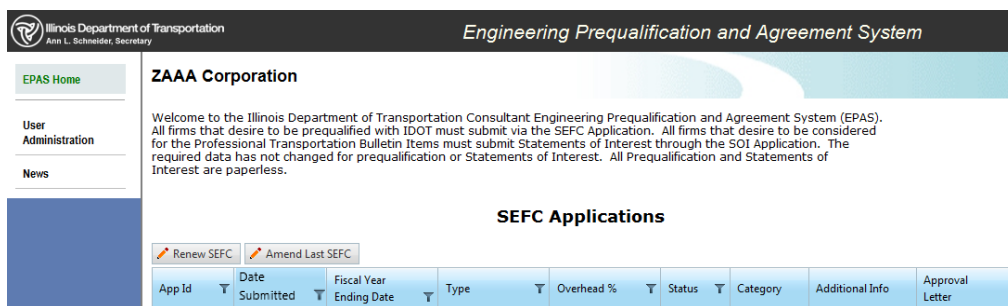
Screen shot of view when **NOT** submitted to IDOT



7.2 Renewing a SEFC:

Renew is for the corporate and financial data, such as the firm’s licensing, insurance, and overhead rate data. The Prequalification Categories and staffing are **NOT** reviewed during the Renewal submittal.

EPAS Home Screen



1. Select the **Renew SEFC** button.
This is used annually when only the Corporate and Financial portion of the SEFC is required.
2. Progress through entire application and fill in required information.



3. At the Summary and Submit page, make sure to check the box and hit the submit button. Saving it does not submit the application. If the status says in progress, it is in the firm's work queue. When the status says submitted it is in IDOT's work queue and the firm will not have access to the application until IDOT completes the review.

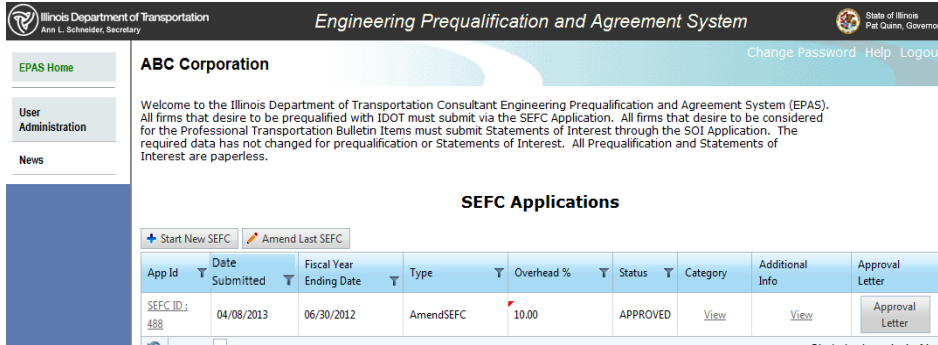
Summary and Submit Screen

Screen Shot of View when NOT Submitted to IDOT

SEFC Applications

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Delete	Approval Letter
SEFC_ID: 1131	05/17/2013	12/31/2012	AmendSEFC	137.19	IN_PROGRESS	View	View	Delete	

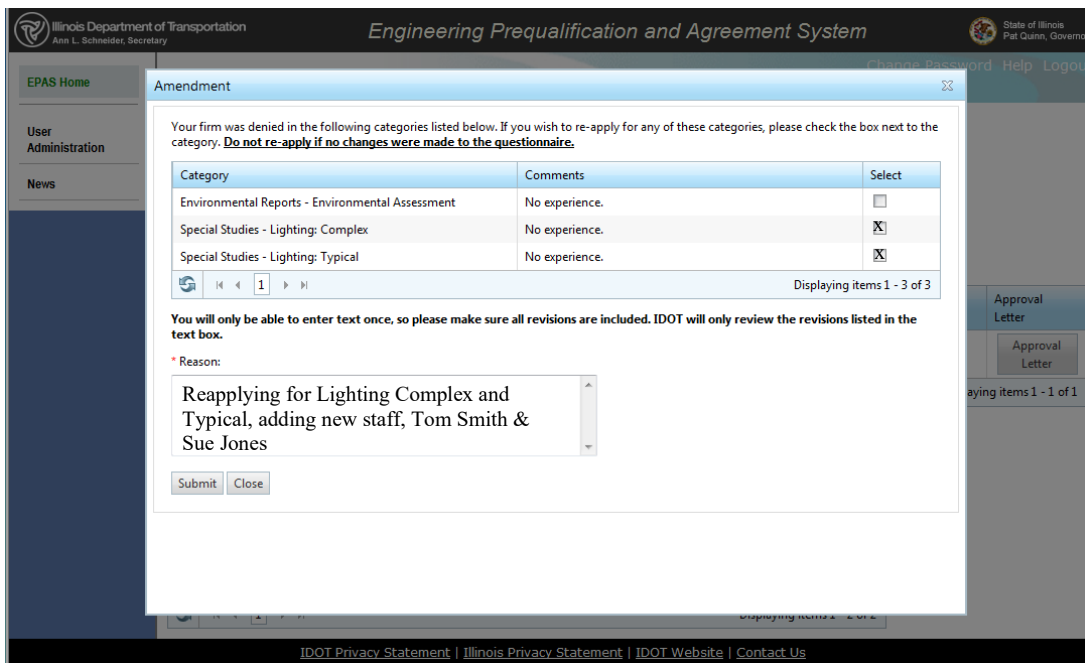
7.3 Amending a SEFC



1. Select the **Amend Last SEFC** button. This is used when changes are required outside of the annual submittal. Following are examples of possible changes: Address change, contact info, update insurance, seek additional prequalification, staffing update, etc...



2. The screen below will be displayed:



3. If you were previously denied prequalification in a category, it will show that category, and ask if you want to re-apply.

If you want to re-apply, check the box next to that Category. If you do wish to reapply then that information will be retained for you to revise.

If you do not wish to reapply then those category questionnaires will be deleted. No information in the questionnaire for the specific category will be retained in the created application.

- You then must type what has been amended, i.e. staff update, address change, requesting prequalification in (name category).

Please note that we only review what we are notified of, i.e. the information included in the amended text. This space is to briefly explain what is being revised.

Do not ask questions or include the entire revision in this location. The application will be returned.

The revisions are required to be included in the actual application.

- Select the submit button and the screen below will be displayed:

The screenshot shows the user interface for the Engineering Prequalification and Agreement System (EPAS) for ABC Corporation. The page title is "Engineering Prequalification and Agreement System" and the user is logged in as "ABC Corporation". The main content area displays a table of SEFC Applications. The table has the following columns: App Id, Date Submitted, Fiscal Year Ending Date, Type, Overhead %, Status, Category, Additional Info, Delete, and Approval Letter. Two applications are listed: one with SEFC ID 1010 in "IN_PROGRESS" status and one with SEFC ID 488 in "APPROVED" status. The "IN_PROGRESS" application has a "Delete" button next to it. The "APPROVED" application has an "Approval Letter" button next to it. The table footer indicates "Displaying items 1 - 2 of 2".

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Delete	Approval Letter
SEFC ID: 1010	04/10/2013	06/30/2012	AmendSEFC	10.00	IN_PROGRESS	View	View	Delete	
SEFC ID: 488	04/08/2013	06/30/2012	AmendSEFC	10.00	APPROVED	View	View		Approval Letter

- To make the changes, select the SEFC ID with the "In Progress Status."
- When all changes have been made, go to Summary and Submit as you would with a New SEFC, check box and hit the submit button. Selecting Save only will not submit the application.
- The text box is shown again to allow the firm to include any other changes completed during the revision of the SEFC amend. This should be brief and specific.

The screenshot shows the summary and submission screen for the SEFC application. At the top, there is an "Export to CSV" button and a "Module" dropdown menu. Below this is a "Field" and "Message" section. A message states: "System has checked your application and has found no errors. You can 'Submit' your Application when ready." Below the message is a text box for the "Amend Reason:" with the following text: "Reapplying for Lighting Complex and Typical, adding new staff, Tom Smith & Sue Jones Also updated our insurance certificate." At the bottom, there is a checkbox for a declaration: "I declare that I have examined this Report, including accompanying schedules and statements, and to the best of my knowledge and belief used for this submittal and under penalties of perjury, I certify that the business is being conducted as Corporation. I also understand that I am any changes in key personnel within 15 working days of the change." Below the declaration is a "Submit" button.

8 SOI ENTRY

Applying for an Item(s) is done from the SOI Home page screen. You can select one or multiple items at a time to add. The Items screens are not available until you have at least added one Item to apply for.

SOI option will only be available during the duration where a PTB is published, and the SOI deadline. Once the deadline is passed, the option will no longer be available.

There is a tentative PTB Schedule on IDOT Website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Bulletin>

SOI List without any SOIs

The screenshot shows the user interface for ABC Corporation in the EPAS system. The header includes the Illinois Department of Transportation logo and the system name. The main content area is divided into sections for SEFC Applications and SOI Applications. The SEFC Applications table lists two entries with their respective dates, fiscal years, versions, and statuses. The SOI Applications section shows no records are currently displayed.

App Id	Date Submitted	Fiscal Year Ending Date	Version	Status	Category	Additional Info	Approval Letter
SEFC ID : 514	10/23/2012	06/30/2012	1.00	APPROVED	View	View	Approval Letter
SEFC ID : 487	09/21/2012	06/30/2012	1.00	APPROVED	View	View	Approval Letter

PTB Id	Submit Date	Due Date	Status	Items	Additional Info	Delete
No records to display.						

This is the Statement of Interest (SOI) Home screen. From here you can fill out and download various PTB related forms, select and apply for specific items and submit the entire SOI when complete.



[Services](#))

[Standard Agreement Provisions for Consultant](#)

8.1 Start a SOI

Select the **Start SOI #** button to create a SOI to be submitted to IDOT.



The screen below will be displayed:

SOI Home Screen

The screenshot shows the 'Statement of Interest' for ABC Corporation with PTB: 168. The table below is as follows:

Item	Due Date	Qual	Project Location
1	11/10/2012	X	IL 19 at York Road
2	11/10/2012		47th Street at East Avenue
3	11/10/2012		IL 89 Illinois River Bridge at Spring Valley
4	11/10/2012		Statewide

The 'Firm Qualifications' table on the right is:

Firm Qualifications
Environmental Reports - Environmental Assessment
Special Services - Construction Inspection

1. Select the item you are interested in, and then click the button below the table Insert selected PTB items, once you select it the item will appear in the table below.

Item Id	Project Location	Missing PreQualifications	Due Date	Status	Delete
ITEM ID: 1	IL 9 at York Road				Delete

Displaying items 1 - 1 of 1

2. To view the actual advertisement, click the actual item – a new window will appear with the advertisement

3. An “X” in the “Qual” column means your firm has all the required prequalification requirements for that item.

4. The “Firm Qualification” table are categories your firm is currently prequalified to do. These do not include categories under review.



IMPORTANT: The current EPAS Server date and time is displayed in the upper right-hand corner. The time listed will be accurate **within 45 seconds** of the actual EPAS Server time. Once the EPAS System Date/Time has surpassed the SOI Due Date + Submission

time, you **WILL NO LONGER BE ABLE TO SUBMIT** the SOI for this item. **It is the firms' responsibility** to make certain everything is submitted by the due date; **NO EXCEPTIONS** will be made.



- The file naming conventions used for all attached files are left to the discretion of the firm. The only stipulation is all files attached **MUST BE** in Adobe Acrobat .PDF file format.
- Current Obligations link is only accessible by a user that has access to your company's financial data (Click [here](#) for instructions to add user(s) to your company with Financial or Non-Financial roles).



- The items, which your firm has all the prequalification for, are listed with an **X** in the Qual column. You may apply for items in which your firm is not prequalified, but you will be required to file an amended SEFC for the missing prequalification categories to be considered for the item. Missing prequalification's categories for the item are listed in the Missing Prequalification's column. If the required prequalification categories are not obtained, the firm will not be considered for the item. Review the BDE Manual Chapter 8 for details.
- For your convenience, a listing of your firm's current prequalifications is displayed in the Firm Qualifications grid.



NAVIGATION: The following navigational/action are supplied, you can:

- Select **Save**: this button will save the information and remain on the same page
- Select **Forms**: this button will save the information and navigate you to the next screen – Forms
- Select the **#** link in the Item column, the system will display the text from the actual advertisement in a different Internet Explorer window
- Select the items which you wish to apply for by placing a checkmark in each box and then Select the **Insert selected PTB items** button. The item(s) are now displayed in the bottom grid.
- Select an **Item ID #**: link to begin entering item specific information.

8.2 SOI Screens

The SOI Screens listed below must be completed in their entirety for the SOI.

These screens only need to be filled out one time for each SOI.



[here](#) to add users to your company with Financial or Non-Financial roles).



8.2.1 Forms Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

Help Logout

ABC Corporation

Financial Disclosures and Conflicts of Interest

The forms listed below are in Microsoft Word 2007 format.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

The required forms are shown in the table below and can be downloaded from the [Bureau of Design & Environment Forms](#) web page.

Number	Form Description
BDE 2900	Disclosure of Business Operations in Iran
BDE DISC 2 Template (Consultants)	Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure

Complete the Word documents then convert them to an Adobe PDF (Acrobat 5.0 or greater software) for later attachment.

Financial and Non-Financial Correspondence

It may be necessary for an employee of IDOT to contact the firm for Statement of Interest submittal questions. Please provide contact information below to whom these questions should be addressed.

Financial Representative

*Authorized Representative: First Name: Jane, Last Name: Doe
 *Email: jane.doe@illinois.gov
 *Email Verification: jane.doe@illinois.gov

Non-Financial Representative

*Authorized Representative: First Name: _____, Last Name: _____
 *Email: _____

The Forms screen provides links to various forms the firm will be required to fill out. The firm will also provide contact information for IDOT for the various Financial and Non-Financial pieces of the SOI. All required fields are marked with *. The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.



- If your Financial and Non-Financial representatives in the office are the same individual, you can Select the **Copy to non-financial** button.
- The Financial Representative section is only accessible by a user that has access to your company's financial data (See [here](#) to add user to your company with Financial or Non-Financial roles).



- Select **Save**: this button will save the information and remain on the same page.
- Select **SOI Home**: this button will save the information and navigate you to the previous screen – SOI Home Screen.



- You can Select **Current Obligations**: this button will save the information and navigate you to the next screen – Current Obligations. **NOTE**: You will only see the Current Obligations button on this screen if you are a Financial User.
- You can Select **Delinquent Debt**: this button will save the information and navigate you to the next screen – Delinquent Debt. **NOTE**: You will only see the Delinquent Debt button on this screen if you are a Non-Financial User.

The screen below will be displayed if you Select **Current Obligations** button (if available based on role), otherwise Select **Delinquent Debt** and skip to the Delinquent Debt section below.

8.2.2 Current Obligations Screen

Work Being Negotiated or Under Agreement With the Illinois Department of Transportation (IDOT)

If your firm currently has work assigned by IDOT, complete **Current Obligations** Work for the Illinois Department of Transportation table, showing *Project Fee and Fee In The Estimated Time Period For Completion Of Each Project*. Projects being negotiated and scheduled supplements should be listed and the fee volumes estimated. If your firm has a contract in which the Department has suspended the work, list the Project Fee and Fee To Be Earned and your best estimate of when the work will resume. If your firm participates in an IDOT project as a Subconsultant, complete the **Your Firm As A Subconsultant** block showing *Subcontract Fee and Fee In The Estimated Time Period For Completion Of Each Project*

Work Being Negotiated Or Under Agreement By Your Transportation Staff For Other Than IDOT

For any work your firm has other than IDOT, complete **Work By Your Transportation Staff for Other Than the Illinois Department of Transportation** table, listing the *Fee In The Time Period For Completion Of The Projects In The Appropriate Agency*.

Current Obligations for all Construction Inspection, Phase III projects

For any Phase III work your firm has with IDOT or any other agency(s) please complete the **Work by Your Transportation Staff for all Construction Inspection, Phase III Projects** table. This is only to show Phase III work and the amounts should already be included in the work shown above. If your firm does not have any Phase III work, mark **all zeros** and submit.

Work for the Illinois Department of Transportation

Your Firm as Prime Consultant

PTB & Item Number	Total Project Fee (000's)	Fee Without Subconsultants			Edit	Delete
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)		
159-012	1,593	152	0	391		
Total as Prime		152	0	391		

Your Firm as Subconsultant To

Consultants You	Fee

This is the Current Obligations screen, which allows the firm to enter all current IDOT work, all work by your firm for other than IDOT and any Phase III work. **THESE ARE ENTERED AS 000'S.** Entering in the entire number carries over into reports the selection committee uses.



The Current Obligations Screen is only accessible by a user that has access to your company's financial data (See [here](#) to add user to your company with Financial or Non-Financial roles).



- Select **Save**: this button will save the information and remain on the same page.
- Select **Forms**: this button will save the information and navigate you to the previous screen – Forms.
- Select **Delinquent Debt**: this button will save the information and navigate you to the next screen – Delinquent Debt. The screen below will be displayed if you Select **Delinquent Debt** button.

8.2.3 Delinquent Debt Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

Help Logout

EPAS Home

SOI Home

Forms

Current Obligations

Delinquent Debt

Attachments

Summary and Submit

ABC Corporation

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

Prime Firm FEIN or SSN: 11111111

List of all known subconsultants and the PTB item(s):

Subconsultant Firm	Item #
ARDMORE ASSOCIATES, LLC	1

Note: This screen is purely for informational purposes only and no data entry is required!

Save Current Obligations Attachments

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This is the Delinquent Debt screen, which displays all subconsultants used and the Item numbers, which the subs will be utilized. This screen is purely for informational purposes only and no data entry is required. Please make sure to validate all the required subconsultants the firm is using are listed and the Item numbers they are used on are correct.

NOTE: As you add a subconsultant firm on the Exhibit A screen for an item, they will be listed then on this screen. This screen is a running total of all the subconsultant firms used, in all items you have applied for, and which item numbers you used those firms with.

Once the information has been supplied you can:

- Select **Save** – this button will save the information and remain on the same page.



- Select **Attachments**: this button will save the information and navigate you to the next screen – Attachments.

The screen below will be displayed if you Select **Attachments** button.

8.2.4 Attachments Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

Change Password Help Log

EPAS Home
SOI Home
Forms
Current Obligations
Delinquent Debt
Attachments
Summary and Submit
News

Test Firm

Based on the information you have provided, the following attachments are required for successful electronic submittal of the Statement of Interest. Please print these documents, sign them, convert to PDF documents and attach below.

Consultant's Disclosure, Form A & Form B (BDE DISC2 Template)

If your firm signs the Applicable Form A, and has answered yes to any of the questions, or has included information under the communications and/or debarment statements please include a summary sheet at the end of the document. In the summary, note the page number where the affirmative answers are located.

Disclosure of Business Operations in Iran (BDE2900)

* Delinquent Debt Certification (BDE3000) The attachment must be printed and filled out before submission

** If this form has already been printed and attached and an Item is either added or deleted, you will be required to re-print the form, sign and re-attach.*

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This is the Attachments screen, which allows the firm to attach all required forms related to the Statement of Interest.



- Exhibit A is attached within **EACH ITEM** on the Project Experience screen.
- Consultant’s Disclosure, Form A & Form B (BDE DISC2 Template) form is only accessible by a user that has access to your company’s financial data (See [here](#) to add user to your company with Financial or Non-Financial roles).
- Form BDE DISC2 Template needs to be completed, scanned, and attached as **ONE** form (PDF). If a firm has a potential conflict, the last page should summarize the finding(s) and include the page number(s).



- Select **Save**: this button will save the information and remain on the same page.
- Select **Delinquent Debt**: this button will save the information and navigate you to the previous screen – Delinquent Debt.

This concludes all the required screens for SOI specific documents.

Please Select the **SOI Home** on the left hand navigation menu.

8.3 SOI Item Screens

The SOI Item Screens listed below must be completed in their entirety for each item the firm wishes to apply. You **WILL NOT BE ALLOWED** to submit the application multiple times.



8.3.1 Firm Interest & Photos

The screenshot displays the 'Statement of Interest' form for 'ABC Corporation'. The left-hand navigation menu includes 'EPAS Home', 'SOI Home', 'Firm Interest & Photos' (highlighted), 'Exhibit A', 'Exhibit A Staffing', 'Exhibit B', 'Project Experience', and 'Summary and Submit'. The main content area features the following elements:

- Title:** Statement of Interest
- Item Reference:** PTBItem: 1
- Metadata:** PTB Number 168, IDHR Number
- Instruction 1:** "1. Briefly describe your firm's interest in performing the work selected in the PTB/Item Number. (This description is a PDF file, and should not exceed two pages.)" with a 'Select...' button.
- Instruction 2:** "2. Attach Organizational Chart and/or any needed photographs as one PDF file showing pictures of previous work done or plans. (This section is optional. For multiple pictures, please place into one PDF file and attach. Recommended maximum file size limit of 6MB or less.)" with a 'Select...' button.
- Actions:** 'Save' and 'Exhibit A' buttons at the bottom.

This is the Firm Interest & Photos screen, which shows the PTB and Item number and your IDHR Number (If your firm has one). All required fields are marked with *.

The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.

If you Select the **PTB Item**: link in the Statement of Interest header, the system will display the text from the actual advertisement in a different Internet Explorer window.



- Select **Save**: this button will save the information and remain on the same page.
- Select **Exhibit A**: this button will save the information and navigate you to the next screen – Exhibit A. The screen below will be displayed if you Select **Exhibit A** button.

8.3.2 Exhibit A

8.3.2.1 Teaming

IDOT allows the practice of multiple firms joining efforts (prequalification categories and staff) to submit as a **PRIME** on a Professional Transportation Bulletin. The action of joining forces with another consultant to submit on a Professional Transportation Bulletin is called Teaming. If the firm wishes to use the option of Teaming, it is chosen on Exhibit A in EPAS.



When submitting as a Team, the collective prequalification of the Team are used to determine eligibility. When a Team is selected, negotiations proceed with the Team. Contracts are executed with the Team at the end of successful negotiations.

Statements submitted by Teams may be considered unless specifically prohibited in the advertisement. A Teaming Agreement is required and is to be submitted by the prime lead, and is signed by all parties and **MUST** be included with the Statement of Interest. The firms interested in performing as a Team must coordinate with each other and submit through EPAS.



The Team entity will have the sum of the individual firms' prequalification, capacity and evaluation history.

Based on your role, certain requirements will be required within your firms' SOI:

- [Submitting as the Lead Prime](#)
- [Submitting as the Secondary Prime](#)

SUBMITTING AS THE LEAD PRIME:

Each individual firm’s current obligations (work left), delinquent debt, Iran disclosure, and disclosure forms A&B must be completed by each of the Team Members.

The Lead Prime will submit **ONE** Statement of Interest with the following specified:

- Name the firm managing the Team/Project, i.e. the Lead Prime firm;
- Name the firm invoicing (typically the Lead Prime firm);
- Name the firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing);
- Include Key personnel names with firm name on Exhibit A.

1. Select “Yes” and supply the following on the statement of interest:

The screenshot shows the 'Test Firm' page in the EPAS system. The 'Teaming' section is highlighted with a red box. A red arrow points to the dropdown menu for selecting a teaming partner. The dropdown menu is open, showing options: '--Please Select--', '--Please Select--', 'Yes', and 'No'. The 'Yes' option is selected.

2. Select the firm you are teaming with (Secondary prime) within the drop down

The screenshot shows the 'Teaming' section. The question '*Will the firm be entering into a Teaming Agreement for the item (The lead firm must be the one submitting for the item)?' has 'Yes' selected. Below it, a dropdown menu is open showing a list of firms. 'ABC Today, Inc.' is selected. The table below the dropdown shows the details for 'ABC Today, Inc.', including 'View', 'Edit', and 'Delete' buttons.

3. Select under Categories **View** button: select the categories of work the Secondary Prime will be performing.

4. Select **Edit** button: provide the Secondary Prime’s email address, and the % of work the firm will be performing. (recommend copy and paste email address to avoid errors)


The screenshot shows the 'Edit Teaming Firm' dialog box. The title is 'Edit email for ABC Today, Inc.'. There are three input fields: 'Email', 'Email Verification', and '% Work by Firm'. The 'Update Teaming Firm' button is highlighted.



When Lead Prime does SUMMARY and SUBMIT an e-mail goes to the Secondary Prime Member.

An example email as follows:

EPAS – Teaming Notification for PTB#195

 noreply@illinois.gov
To: [REDACTED]

Reply Reply All Forward ...

To Whom It May Concern

The firm of [REDACTED] Inc. has requested the firm of [REDACTED] to enter into a Teaming Agreement. This Teaming Agreement is expressly for the purpose of applying for item [REDACTED] on Professional Transportation Bulletin 195.

As a Teaming firm, you are required to complete certain forms in order to be considered for selection on the above listed item(s). These forms MUST be completed and submitted PRIOR to 12:00 PM CST, 02/27/2020. Forms, for the above stated PTB, will not be available to submit after this deadline. Please log in to the Engineering Prequalification Agreement System at the following address <https://apps.dot.illinois.gov/EPAS> and fill out and submit the following forms:

- Current Obligations
- Consultant's Disclosure
- Form A
- Form B
- Delinquent Debt Certification
- Disclosure of Business Operations in Iran
- Attachments

For further information pertaining to the above PTB & Item number(s), please visit the Illinois Department of Transportation website at the following link:

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Bulletin>

If you feel this Teaming Agreement request is in error, please contact the above said firm for further information regarding this request.

Note: This is an automated message sent by the Engineering Prequalification Agreement System (EPAS). Please do not reply to this email as this mailbox is not monitored and all email requests will be unanswered.

EPAS does not recognize if the firms have submitted the forms or not. It is a way to inform firms they are listed as being a Team Member and if the firm hasn't submitted the required data, they are required to do so to be considered for selection on the Item.



5. The example below, shows the Prime Lead firm selected Item 6 (see next page).

The system only recognizes the Lead’s prequalification, therefore the missing prequal categories show up in red:

The screenshot shows the 'Statement of Interest' page for ABC Corporation. The page title is 'Statement of Interest' and the PTB number is 'PTB: 178'. The system date/time is 3/22/2016 12:57 PM, and the submission time is 12:00:00 PM. There are two empty tables for 'Item' and 'Firm Qualifications'. Below these is a table for 'Missing PreQualifications' with one row:

Item Id	Project Location	Missing PreQualifications	Due Date	Status	Delete
ITEM ID: 6	Various	Structures - Highway Typical, Location Design Studies - Reconstruction/Major Rehabilitation, Highways - Roads and Streets	12/3/2015	IN_PROGRESS	Delete

Below the table is a 'Missing Prequalification' section with an important note: 'Important Note: You can submit this Statement of Interest with missing prequalifications. To be considered for these item number(s), please file an amended SEFC to request these prequalifications.'

It is the responsibility of the Lead and other members of the Teaming Agreement to meet the required prequalification requirements.

IDOT checks the prequalification of the entire Team (the Lead and other members acting as prime).

- The Lead Prime, will attach under the “Project Experience” screen the Teaming Agreement as a single PDF under number 4, as shown below:

The screenshot shows the 'Project Experience' screen for ABC Corporation. The page title is 'Project Experience' and the PTB item number is 'PTBItem: 6'. The screen contains several sections:

- Section 3: Summarize any experience of the staff or firm in accomplishing similar types of work. Includes a text input field and a 'Select...' button.
- Section 4: Summarize any other information specifically requested in the project advertisement. Includes a text input field containing 'TEAMING AGREEMENT FILE.pdf' and a 'Select...' button.
- Section 5: CONSULTANT'S EXHIBIT A. Includes a 'Print' button and a note: 'The attachment must be printed and filled out before submission'.

SUBMITTING AS THE SECONDARY PRIME:

If a firm is submitting as part of a Team, then the firm may **NOT** submit as a prime alone or as part of another Team on the same Item.



The required insurance coverage applies to the Team entity.

IF Secondary Prime is not submitting as a Lead on **ANY** other items:

The Secondary Prime still has to submit a Statement of Interest. The only difference is if they are not submitting on any other items and **NOT** selecting the item they are teaming on, the firm would submit:

1. Current Obligations, and
2. Attachments:
 - a. Disclosure Forms A & B
 - b. Iran Disclosure
 - c. Delinquent Debt (*The Lead does submit the delinquent Debt for all Team Members, but the Team Member should submit their firms delinquent debt as well*).

Once the required information has been included, then Select **Summary and Submit**.

IF the Secondary Prime is submitting as a lead on **OTHER** items:

There are no additional forms required, by submitting as a prime the required documents (as stated above) will be required as part the submittal for the other item(s).

8.3.2.2 Subconsultants Work Performed

Firms acting as a Subconsultant can be added.

A list of prequalified firms is available in the drop down, **Select to add firm**

Subconsultants Work Performed

IDOT PreQualified Firms


--Select To Add Firm--

Firm Name	DBE	Qualifications	Categories	%Work by Firm	Edit	Delete
No records to display.						

IMPORTANT: IF a Firm is **NOT** prequalified then you cannot propose them on your SOI, for they will not appear in the drop down. That does **NOT** mean you add them to the next table "Other Firms". You will be asked to remove the firm.

The next table is one that is rarely used, and is used in cases of **specialty engineering services**. If a firm is proposing a to utilize a firm who is providing a specialty service and is not within the EPAS system (and does not fit in one of the defined prequalification categories) they are added here. Example's would be Value Engineering, Steel Fabrication Inspection.

Other Firms

Add Other Firm					
Firm Name	DBE	Tasks to be Performed	%Work by Firm	Edit	Delete
No records to display.					
					

8.3.2.3 Mentor-Protégé

A Protégé has to be a firm prequalified in at least one established prequalification category, else you cannot add them. You first must add them as a subconsultant.


When selecting a Mentor-Protégé firm, the firm **MUST BE** a DBE and **MUST** have be prequalified in at least one prequalified category. If both of the criteria have not been met, the firm will not appear in the drop down box.

1. Click "Yes"
2. Select firm in drop down
3. Describe area of work you will be mentoring them in

Mentor-Protégé

*Firm is proposing a Mentor-Protege on this project?

--Select New Protege Firm--

Protege Firm Name	Areas of work (PreQualification Categories) they will be participating in	Commands
No records to display.		
		

 **NOTE:** Only one protégé per project as of right now.

For additional information: <http://www.idot.illinois.gov/doing-business/procurements/Industry-Marketplace/mentor-protege/index#Engineering>

8.3.2.4 Staffing Totals

This section is the number of staff you are proposing to put towards the advertised services within the item (not firm's total staffing of the company). This will also feed into the Exhibit A form that is required to be signed by your firm.

Staffing Totals

Management	Professionals	Sub-professionals
	Engineers <input type="text"/>	Technicians <input type="text"/>
	Land Surveyors <input type="text"/>	Draftsmen <input type="text"/>
	Architects <input type="text"/>	Survey Crew <input type="text"/>
	Others <input type="text"/>	Clerical <input type="text"/>
		Other <input type="text"/>
Total <input type="text"/>	Total <input type="text" value="0"/>	Total <input type="text" value="0"/>
		Total Project Staff <input type="text" value="0"/>

Be sure to answer the final question at the bottom before moving on:

*Firm will complete project within estimated time listed in the project advertisement



- Select **Save**: this button will save the information and remain on the same page.
- Select **Firm Interest & Photos**: this button will save the information and navigate you to the previous screen – Firm Interest & Photos.
- Select **Exhibit A Staffing**: this button will save the information and navigate you to the next screen – Exhibit A Staffing. The screen below will be displayed if you Select **Exhibit A Staffing** button.

8.3.3 Exhibit A Staffing

The screenshot shows the 'Exhibit A Staffing' interface for 'ABC Corporation'. The page title is 'Exhibit A Staffing' and the item identifier is 'PTBItem: 1'. The interface has two tabs: 'Main Staff' (highlighted with a red circle) and 'Other Required Key Staff' (highlighted with a blue circle). The 'Main Staff' tab is active, showing a table with one entry for a Project Manager named John Doe from ABC Corporation. The table includes fields for Firm Name, Staff Name, City, Licenses, and Resume. Below the table, there are sections for 'PreQualified Subconsultants' (no records) and 'Other Firms' (no firms available). The screen also includes a sidebar with navigation options and a top header with logos and user information.

This is the Exhibit A Staffing Screen. This screen contains two tabs which allow you to enter all staff which you intend to use on this item.

The first tab, **(1) MAIN STAFF TAB**, allows you to enter the following personnel needed for the advertised item:

- Project Manager
- Project Engineer
- QC/QA Roadway and QC/QA Structures

All required fields are marked with *.

The system will not allow you to bypass certain required fields on pop-up windows within this screen.

The required fields must be completed before the system will allow you to submit to IDOT.

The most common QC/QA is Roadway and Structure, if a QC/QA is requested for another work item, example surveying, you can include under Roadway or under the **OTHER REQUIRED KEY STAFF** tab.



- The Prime or Team Only grids will allow you to select and assign staff from your most current approved SEFC. Due to confidentiality reasons, IDOT cannot show staff members from any subconsultant firms you use.
- The system will not allow you to enter personnel into a grid until the firm(s) from which the individuals come from have been added on the **Exhibit A** screen.
- A Project Manager is required (only **ONE** allowed) and he/she must come from the prime firm, or in case of a Team, he/she can come from any of the firms which are part of the Team. This requirement must be completed before the system will allow you to submit to IDOT.
- All staff which are entered require an attached resume which must be in Adobe Acrobat PDF format. The system will not allow you to attach any other file format.



- Select the **View** link next to the Resume field to display the attached resume of the individual.
- Select **Save**: this button will save the information and remain on the same page.
- Select **Exhibit A**: this button will save the information and navigate you to the previous screen – **Exhibit A**.
- Select Exhibit B: this button will save the information and navigate you to the next screen – **Exhibit B**.

The screen below will be displayed if you Select **(2) OTHER REQUIRED KEY STAFF** tab.

(2) OTHER REQUIRED KEY STAFF

The screenshot displays the 'Other Required Key Staff' interface. On the left is a sidebar with navigation links: Exhibit A, Exhibit A Staffing, Exhibit B, Project Experience, Summary and Submit, and News. The main area has tabs for 'Main Staff' and 'Other Required Key Staff' (the latter is circled in blue). Under 'Other Required Key Staff', there is a 'Prime or Teaming Only' section with an 'Add Prime/Teaming Staff' button. A table shows one staff member: 'Test Firm' with staff name 'joes place', category 'Airports - Design, urban planning', city 'Springfield, IL', and a resume field with 'Edit' and 'Delete' buttons. Below is a 'PreQualified Subconsultants' section with an 'Add PreQualified Staff' button and a message 'No records to display.' At the bottom, an 'Other Firms' section shows a red error message: 'No firms currently available. Enter Other Firms in Exhibit A first before adding staff.'

This is the Exhibit A Staffing Screen **(2) OTHER REQUIRED KEY STAFF TAB.**

This screen allows you to enter all remaining staff you will use on the item. All required fields are marked with *.

The system will not allow you to bypass certain required fields on pop-up windows within this screen. The required fields must be completed before the system will allow you to submit to IDOT.



- The Prime or Team Only grids will allow you to select and assign staff from your most current approved SEFC. Do to confidentiality reasons, IDOT cannot show staff members from any subconsultant firms you use.
- The system will not allow you to enter personnel into a grid until the firm(s) from which the individuals come from have been added on the Exhibit A screen.
- All staff which are entered require an attached resume which must be in Adobe Acrobat PDF format. The system will not allow you to attach any other file format.



- Select the **View** link next to the Resume field to display the attached resume of the individual.
- Select **Save**: this button will save the information and remain on the same page.
- Select **Exhibit A**: this button will save the information and navigate you to the previous screen – **Exhibit A**.
- Select **Exhibit B**: this button will save the information and navigate you to the next screen – **Exhibit B**.

The screen on the next page will be displayed if you Select **Exhibit B** button.

8.3.4 Exhibit B

Exhibit B will only display when required. If not shown it is not required.

The screenshot shows the EPAS system interface for ABC Corporation. The header includes the Illinois Department of Transportation logo and the State of Illinois logo. The main content area is titled "ABC Corporation" and "Exhibit B". The "PTBItem: 5" is displayed. The "Location/Design Study" tab is selected, showing three numbered instructions for completing the exhibit. Each instruction has a text input field and a "Select..." button. A "Save" button is at the bottom left, and "Exhibit A Staffing" and "Project Experience" buttons are at the bottom right.

This is the Exhibit B Screen, which is comprised of four tabs:

- Location/Design Study
- Environmental Work
- Environmental Staff
- Other Environmental Staff.

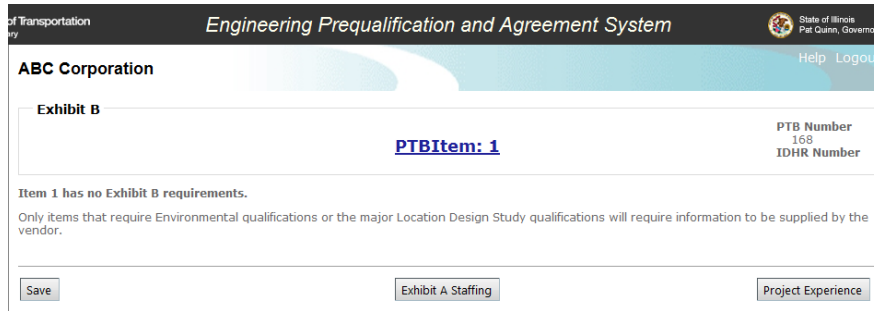
This screen, and certain tabs, is only accessible if the item requires the following prequalification categories:

- Location Design Studies (Reconstruction/Major Rehabilitation)
- Location Design Studies (New Construction/Major Reconstruction)
- Environmental Reports (Environmental Assessment) or
- Environment Reports (Environmental Impact Statements).

This system is intelligent and will only display the required tabs, which need to be completed for the item.

IF these categories are not required, Exhibit B is not required, and it is so indicated in EPAS. The Exhibit B will **NOT** show as an option.

Exhibit B Not Required Screen



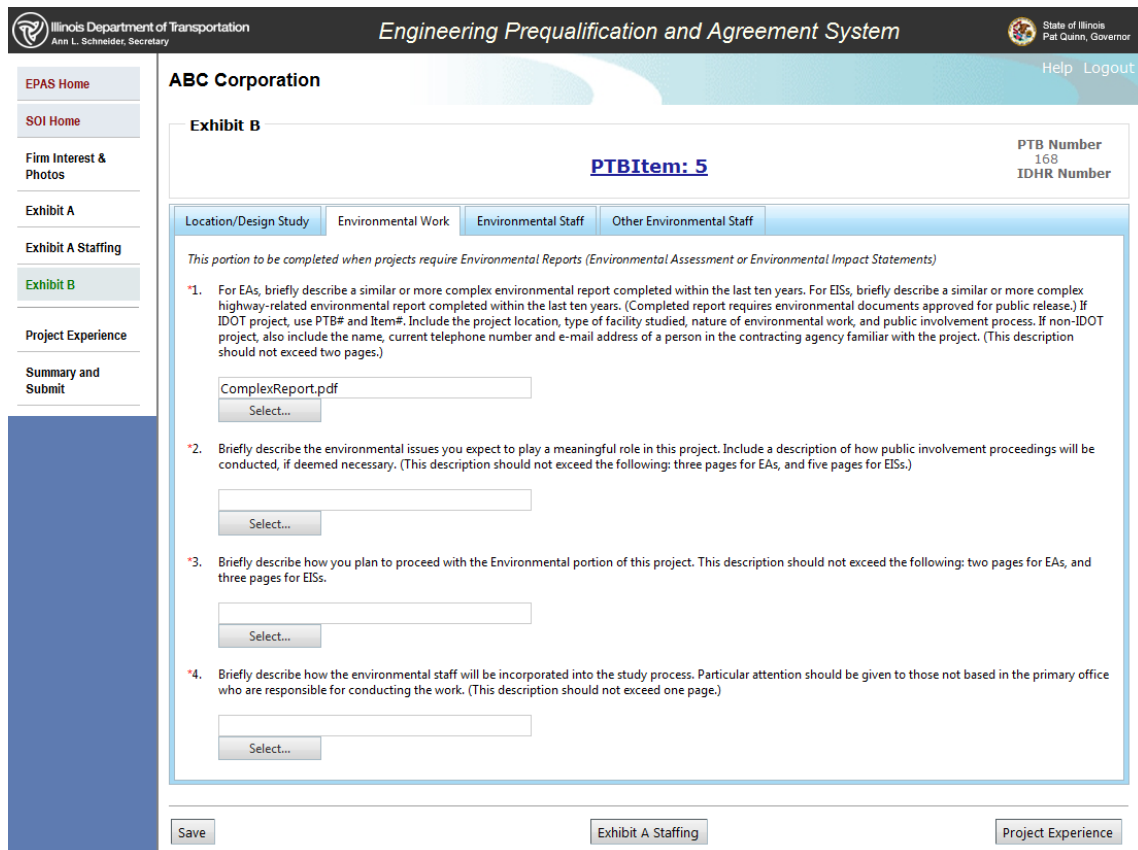
8.3.4.1 Location/Design Study tab

The previous page is the Exhibit B Screen Location/Design Study tab.

This screen allows you to attach Adobe Acrobat PDF files describing similar work and procedures to accomplish the Location/Design studies objectives.

All required fields are marked with *. The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.

8.3.4.2 Environmental Work Tab



The above is the Exhibit B Screen Environmental Work tab.

This screen allows you to attach Adobe Acrobat PDF files describing completed environmental reports, issues, plan and environmental staff incorporation into the study.

All required fields are marked with *. The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.

NOTE: This screen will only appear if the item applied for contains Environmental Reports (EA or EIS).

8.3.4.3 Environmental Staff Tab

The screenshot displays the 'Environmental Staff' tab for 'ABC Corporation' under 'Exhibit B'. The page title is 'Engineering Prequalification and Agreement System'. On the left is a navigation menu with options like 'EPAS Home', 'SOI Home', 'Firm Interest & Photos', 'Exhibit A', 'Exhibit A Staffing', 'Exhibit B', 'Project Experience', and 'Summary and Submit'. The main content area shows 'PTB Item: 5' and 'PTB Number 168 IDHR Number'. Below this are tabs for 'Location/Design Study', 'Environmental Work', 'Environmental Staff', and 'Other Environmental Staff'. A note states: 'Resumes, not to exceed two pages, are required for persons listed above. Resumes must include details of actual work performed by the individual on specific projects, including dates. List the individuals who will be responsible for the applicable environmental issues areas listed below, and the office location from which they will be working. (Note: Categories that must be assigned to a person prequalified in that area are noted with an asterisk.) All of the environmental work must be performed either by the prime consultant or by a subconsultant firm prequalified in the required category.' A dropdown menu shows '* Firm Name: ABC Corporation'. The table below lists environmental issue areas with columns for 'Firm Name', 'Staff Name', 'City', and 'Resume', each with an 'Edit' button.

Issue Area	Firm Name	Staff Name	City	Resume	Action
** Environmental Lead Time to project: 100%	ABC Corporation	William Smith	Springfield, IL	View	Edit
** Noise					Edit
** Water Quality					Edit
** Ecology					Edit
- Wetlands & Associated Aquatic Resources					Edit
- Biological Resources (other than Wetlands)					Edit
** Community Impacts					Edit
** Public Involvement					Edit

The above is the Exhibit B Screen Environmental Staff tab. This screen allows you to list all individuals who will be responsible for the applicable environmental issue areas.

All required fields are marked with *. The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.



8.3.4.4 Other Environmental Staff Tab

Illinois Department of Transportation
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Pat Quinn, Governor

Help Logout

ABC Corporation

Exhibit B

PTBItem: 5

PTB Number
168
IDHR Number

Location/Design Study Environmental Work Environmental Staff Other Environmental Staff

Other Environmental Work Staff

Prime or Joint Venture Only

+ Add Prime/Joint Staff

Geology Specialist	Firm Name: ABC Corporation Staff Name: JOhn Doe	City: Springfield, IL Resume: View	Edit Delete
--------------------	--	---	--

Displaying items 1 - 1 of 1

PreQualified Subconsultants
No firms currently available. Enter PreQualified Firms in Exhibit A first before adding staff.

Other Firms
No firms currently available. Enter Other Firms in Exhibit A first before adding staff.

Resumés, not to exceed two pages, are required for persons listed above. Resumes must include details of actual work performed by the individual on specific projects, including dates.

Save Exhibit A Staffing Project Experience

The above is the Exhibit B Screen Other Environmental Staff tab. This screen allows you to list all individuals who will be responsible for the applicable environmental issue areas, which are not required. This includes the following areas:

- Cultural Resources
- Geology
- Agriculture
- Air Quality
- Special Waste



All required fields are marked with *. The system will not allow you to bypass certain required fields on pop-up windows within this screen. The required fields must be completed before the system will allow you to submit to IDOT.

NOTE: This screen will only appear if the item applied for contains Environmental Reports (EA or EIS).



- Select **Save**: this button will save the information and remain on the same page.
- Select **Exhibit A Staffing**: this button will save the information and navigate you to the previous screen – Exhibit A Staffing.
- Select **Project Experience**: this button will save the information and navigate you to the next screen – Project Experience. The screen below will be displayed if you Select **Project Experience** button.

8.3.5 Project Experience Screen

Illinois Department of Transportation
Randy S. Blankenship, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Shirley Rauner, Governor

Help Logout

ABC Corp.

Project Experience

PTB Number
188
IDHR Number

[PTBItem: 1](#)

3. Summarize any experience of the staff or firm in accomplishing similar types of work. Include only the most recent projects completed by your staff or firm. This information should be concise and relevant to the expertise required for this specific project. If there are several projects with the same work completed, then one summary will be adequate with location and project manager noted for each.

Select...

4. Summarize any other information specifically requested in the project advertisement.

Select...

***5. CONSULTANT'S EXHIBIT A**

The Consultant's Exhibit A form is required for each item for successful electronic submittal. Please print the form, sign it, convert the signed form to PDF document and attach below. If this form has already been printed and attached and any information is either added or deleted on the Exhibit A and Exhibit A Staffing pages, you will be required to re-print the form, sign and re-attach.

Print Select...

***6. Subconsultant Utilization Form**

The utilization form is required for successful electronic submittal. Please print the form and attach below. The forms are not required to be completed at submittal time. If selected for this Item, the prime firm will be required to Select "View", then print the forms, complete the forms and have any subconsultants complete and provide the forms to the Project Manager.

Print Select...

Save Exhibit B

This is the Project Experience Screen.

This screen will allow you to attach a summary of staff experience, a summary of additional requested information in the project advertisement, a signed copy of the Consultant's Exhibit A, and the proposed subconsultant utilization plan.

All required fields are marked with *. The system will let you bypass certain required fields initially. The required fields must be completed before the system will allow you to submit to IDOT.

8.3.5.1 Consultant's Exhibit A (Question 5)

*5. CONSULTANT'S EXHIBIT A

The Consultant's Exhibit A form is required for each item for successful electronic submittal. Please print the form, sign it, convert the signed form to PDF document and attach below. If this form has already been printed and attached and any information is either added or deleted on the Exhibit A and Exhibit A Staffing pages, you will be required to re-print the form, sign and re-attach.

You must Select the **PRINT** button on the **Consultant's Exhibit A** and print the form before the system will allow you to attach the signed copy. Please make certain to sign the form and then convert the signed form to an Adobe Acrobat PDF file for attachment.

! NOTE: Recommend you save this step for **LAST**, if you have any changes to your staff or subconsultants (work categories/% of work) all changes will be captured at the end and you won't have to keep reprint and resigning the Exhibit A. This is probably one of the biggest send backs when reviewing SOIs – where the Signed Exhibit A does NOT match the electronic Exhibit A within the firm's SOI.

8.3.5.2 Subconsultant Utilization Form (Question 6)

*6. Subconsultant Utilization Form

The utilization form is required for successful electronic submittal. Please print the form and attach below. The forms are not required to be completed at submittal time. If selected for this Item, the prime firm will be required to Select "View", then print the forms, complete the forms and have any subconsultants complete and provide the forms to the Project Manager.

You must Select the **PRINT** button on the **Subconsultant Utilization Form** and save and then attach.

! NOTE: The forms are not required to be filled out/signed/completed at time of submittal. Also, this is probably one of the other biggest send backs when reviewing SOIs – where the Sub Utilization plan does NOT match the electronic Exhibit A within the firm's SOI. Please ensure you save this step for last to capture any changes you had to subconsultants.

If selected for an Item, the prime firm will be required to Select "View", then print the forms which have been submitted. At negotiations the prime will provide the completed the forms to the Project Manager. Any changes will be documented at the negotiation meeting. The completed utilization form will be part of the proposal.

Make sure the categories of work and percent of work being done in the proposal are as accurate as possible.

There is more information regarding the sub u-plan in the Standard Agreement Provisions for Consultant Services (SAPCS), Section 2.67, available on the IDOT Website:

<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Directories/Agreements/Highways/Design-and-Environment/StandardAgreementProvisionsForConsultantServices2018.pdf>



- Select **Save**: this button will save the information and remain on the same page.
- Select **Exhibit B**: this button will save the information and navigate you to the previous screen – Exhibit B.

This concludes all the required screens to successfully apply for an item. You must fill these screens out for **EACH** item, for which you are applying. Please return to the SOI Home page (by selected **SOI Home** in left navigation) and select the next item for which you are applying and complete the screens again.

Else if you are finished, click **Summary and Submit** on the left navigational screen to submit your application to IDOT.

8.4 Summary and Submit

IMPORTANT: Please make certain you have applied for all items and have them completed in their entirety before submitting your SOI application. You **WILL NOT BE ALLOWED** to submit the application multiple times. After submittal, you will not be able to edit the SOI application. Please make certain your SOI has been submitted before the SOI due date.

Once the EPAS System Date/Time has surpassed the SOI Due Date + Submission time, you **WILL NO LONGER BE ABLE TO SUBMIT** the SOI for this item. It is the firms' responsibility to make certain everything is received by the due date/time, **NO EXCEPTIONS** will be made.

Summary and Submit Screen

The screenshot displays the 'Summary and Submit' screen for ABC Corporation. The page header includes the Illinois Department of Transportation logo and the text 'Engineering Prequalification and Agreement System'. The left navigation menu has 'Summary and Submit' highlighted. The main content area shows a table of submission items with error messages.

Field	Message
Module: SOI item: 1	
Screen: Exhibit A Staffing	
Program Manager (Prime JV Grid)	One program manager must be assigned for this project
Screen: Exhibit A	
PreparerTitle	The preparer's title is required
PrimeFirmCity	The city for the prime firm is required
PrimeFirmState	The state for the prime firm is required
PreparerFirstName	The preparer's first name is required
PreparerLastName	The preparer's last name is required
PrimeFirmEmail	An email contact for the prime firm is required
PrimeFirmPhone	The prime firm's phone number is required
MentorProtegeExist	Mentor Protege firms: Mentor-Protege must be either "Yes" or "No"
WillComplete	You must answer if you intend to complete the project on time
Screen: Firm Interest and Photos	
FirmInterestAttachment	Firm interest attachment is required for each item
Screen: Project Experience	
ExhibitAAttachment	Consultants Exhibit A attachment is required for each item
Module: SOI item: 2	
Screen: Exhibit A Staffing	
Program Manager (Prime JV Grid)	One program manager must be assigned for this project
Screen: Exhibit A	
PreparerTitle	The preparer's title is required
PrimeFirmCity	The city for the prime firm is required

If you are ready to submit your SOI application to IDOT:

1. Select the **Summary and Submit** on the left hand navigation menu. This screen will display all required information that has not been answered and is required by IDOT in order for you to submit.
 - By selecting the various hyperlinks (depicted above as an underlined screen name), the system will take you to the appropriate page to fix the errors.
 - You can select the **Export to CSV** button to list the errors in a document and print it out.

2. Once all errors are resolved, the check box – “Under the login ID used for this submittal ...” will be enabled. Check this acknowledgement box and the **Submit** button will be enabled.
3. Select the **Submit** button to submit you SOI application to IDOT. A message box will be displayed to inform you that after submittal you will not be able to edit the SOI application.



- Please make certain that all the information is **ACCURATE** before submitting.
- Once the submittal process has been completed, IDOT will start the review process.
- Please check periodically in EPAS because if we need additional information, a form revised and resubmitted for example, it will be resubmitted via EPAS, and firm will be notified via email of action needed.
- The firm will only be able to revise and resubmit the information requested. If a signature is missing on Exhibit A, a missing Delinquent Debt form for a subconsultant or the Disclosure Form A and B were not completed in their entirety only that document can be revised and resubmitted.

9 MANAGING YOUR EPAS ACCOUNT

IDOT creates **ONE** username based on the firm name and TIN.

The firm is responsible for all other users created and IDOT cannot modify these. It is the firm's responsibility to maintain users created by the firm.

IDOT will only reset passwords.

9.1 Adding Multiple User(s) to your Company

You will be able to add multiple users within your company to enter data into the SEFC application.

1. Select the **User Administration** menu option in the left navigational screen. The following screen will be displayed.

User Administration Screen

User Name	Email	Is Financial User	Edit User
a	a.a@aaa.com	false	Edit
abcfuser	debra.smith@illinois.gov	false	Edit

2. Select the **New User** button and the screen below will be displayed.

Create System User Screen

3. To create a user that can view financial data – check the **IsFinancialUser** check box. If the checkbox is not checked, the user created will not be able to see the financial data of the company.

4. To create a user than can also view the Bonus and Compensation financial attachments, check the **IsBonusUser** check box. If the checkbox is not checked, the user created will not be able to see the Bonus and Compensation financial attachments.
5. Select **Save** and return button. This will display the list of users that you have added.
6. Select the **Return to User Administration** button if you don't want to save your changes and return to the list of users.

Once the user is established, they **CANNOT** be deleted. The **IsActive** button can be unchecked and is the responsibility of the firm to do so.

Edit Selected Vendor

UserName	abcfuser
* FirmName:	ABC Corporation
Email	Abc@ABC.net
IsActive	<input checked="" type="checkbox"/>

Readonly vendor administered user

9.2 Forgot Password

If you forget your password, follow the instructions below.

Login Screen

Illinois Department of Transportation
Ann L. Schneider, Secretary

State of Illinois
Pat Quinn, Governor

Engineering Prequalification and Agreement System - Log On

Please enter your user name and password.

Account Information

User name

Password

Remember me?

Forgot your password. Click [here](#) to generate a new password.

1. Select the **here** link as depicted on the red box highlighted above. The following screen will be displayed.

Password Reset Screen

2. Enter your user name.
3. Select the **Password Reset** button. The following screen will be displayed.

Password Reset Success Notification Message Screen

4. An email will be sent to you as depicted below.

Reset Email

SEFC User
noreply@illinois.gov
Sent: Tue 3/27/2012 7:20 AM
To: Nair, Sree G

Dear ,

Your password has been reset successfully. Please login to EPAS using the following credentials:

User Name:
Password: %(PkLH4%a)[{1

Sincerely,

Carrie Kowlaski
Consultant Unit Chief
carrie.kowlaski@illinois.gov
(217) 782-6916

PRIVILEGED & CONFIDENTIALITY NOTICE: This email transmission (and /or the documents accompanying such) may contain legally privileged/confidential information. Such information is intended only for the use of the individual or entity above. If you are not the named or intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of such information is strictly prohibited. If you have received this transmission in error, please immediately notify the sender by telephone to arrange for the secure return of the document.

This is an auto-generated email. Please do not reply to this email.

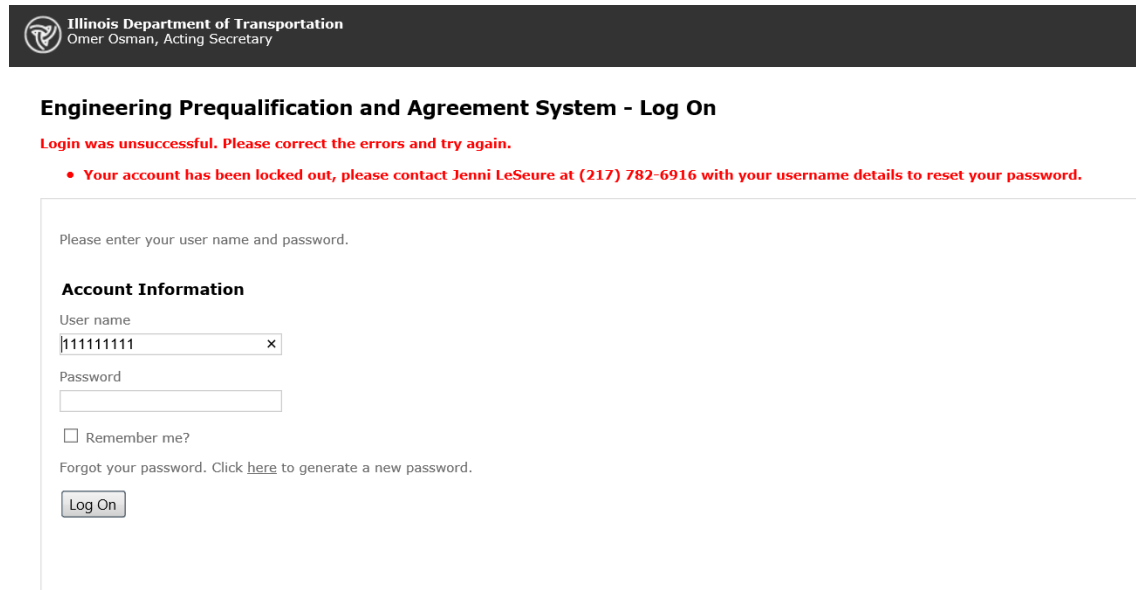
5. Logon to the system using the new password.

9.3 Login Failure

You will be locked out from the system if you have 3 consecutive login failures.

To reset your password follow the instructions below.

Password Lock-Out Screen



The screenshot shows the login interface for the Engineering Prequalification and Agreement System. At the top, there is a header for the Illinois Department of Transportation, with the name Omer Osman, Acting Secretary. Below this is the title "Engineering Prequalification and Agreement System - Log On". A red error message states: "Login was unsuccessful. Please correct the errors and try again." Below the error message is a red bullet point: "Your account has been locked out, please contact Jenni LeSeure at (217) 782-6916 with your username details to reset your password." The main form area contains the text "Please enter your user name and password." followed by the "Account Information" section. This section includes a "User name" field with the value "11111111" and a clear button (x), a "Password" field, a "Remember me?" checkbox, and a link "Forgot your password. Click here to generate a new password." At the bottom of the form is a "Log On" button.

The above screen will appear.

1. Either:
 - Call/e-mail the contact information stated on the screen and provide the user ID that you use to log in to EPAS as well as the company name. Have your username handy.
 - You can also e-mail DOT.ConsultantServices@illinois.gov with company name and user ID that needs the password reset.
2. The contact person will reset your password and you will receive an email. IDOT cannot give passwords to anyone other than to the e-mail address provided by the firm in the system.
3. Login to the EPAS system with your username and the new password supplied in the email. Copying and pasting the e-mail is suggested.

9.4 Change Password

To change your password, follow the instructions below.

SEFC List Screen

The screenshot shows the user interface for ABC Corporation. At the top right, there are links for 'Change Password', 'Help', and 'Logout'. The 'Change Password' link is highlighted with a red box. Below the header, there is a welcome message and a section for 'SEFC Applications' with a table containing one application record. Below that is a section for 'SOI Applications' which shows 'No records to display'.

App Id	Application Date	Fiscal Year Ending Date	Version	Status	Category	Additional Info	Delete	Approval Letter
SEFC_ID : 488	11/01/2012	06/30/2012	1.00	IN_PROGRESS	View	View	Delete	

1. Select the **Change Password** link on the EPAS Home screen, after you first log in. The following screen will appear.

Change Password Screen

The screenshot shows the 'Log On' section of the system. Below the login instructions, there is a form titled 'Account Information' with the following fields:

- User name
- Current password
- New password
- Confirm new password
- Email

A 'Password Reset' button is located at the bottom of the form.

2. Enter your Username – This will be the same user name that you entered in the login screen (if you entered your TIN #, then reenter the TIN #)
3. Enter the current password – This will be the password you entered on the login page

4. Enter your New password and Confirm your new password.
5. Enter your Email address if it is not shown or if it is different than the one shown, as this email will be utilized by IDOT to send you password reset notifications.



10 REPORTS

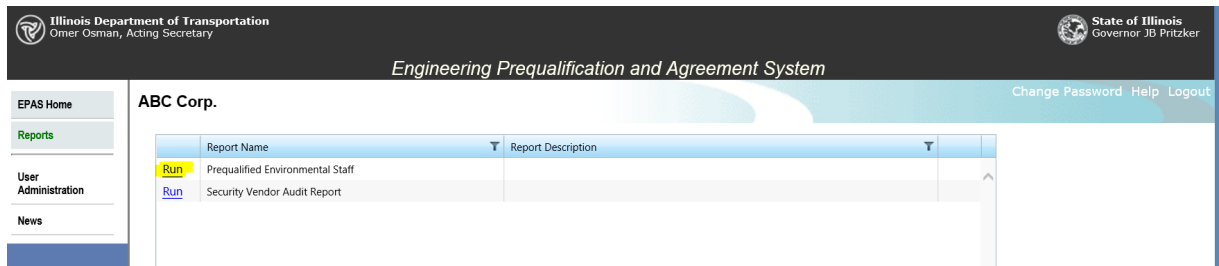
Within EPAS there are currently two reports your firm can run:

1. **Prequalified Environmental Staff:** This report is only for firms who have Environmental Reports (Environmental Assessment and Environmental Impact Statements) prequalification categories. This report will show you what staff is approved in which category, and any comments the prequal reviewer it had. It's the same as the Environmental Letter your firm gets when their SEFC is approved.
2. **Security Vendor Audit Report:** This report gives you an overview of the use of your firm's account, usage and logins (by date and time).

10.1 Prequalified Environmental Staff Report

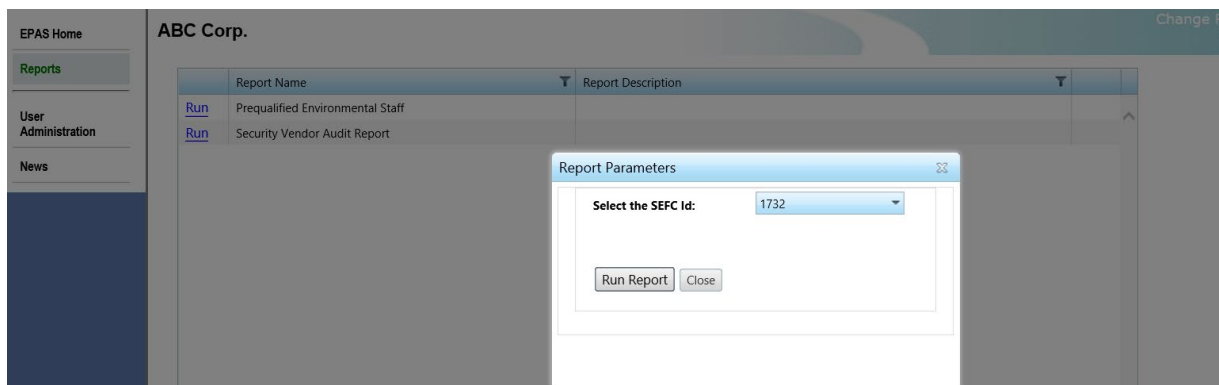
To run the report:

1. Click **Reports** in the left navigational bar.
2. Click **Run** link for Prequalified Environmental staff.



3. Select the **SEFC ID** number within the drop down, you are wanting the report on

Report Parameters Screen

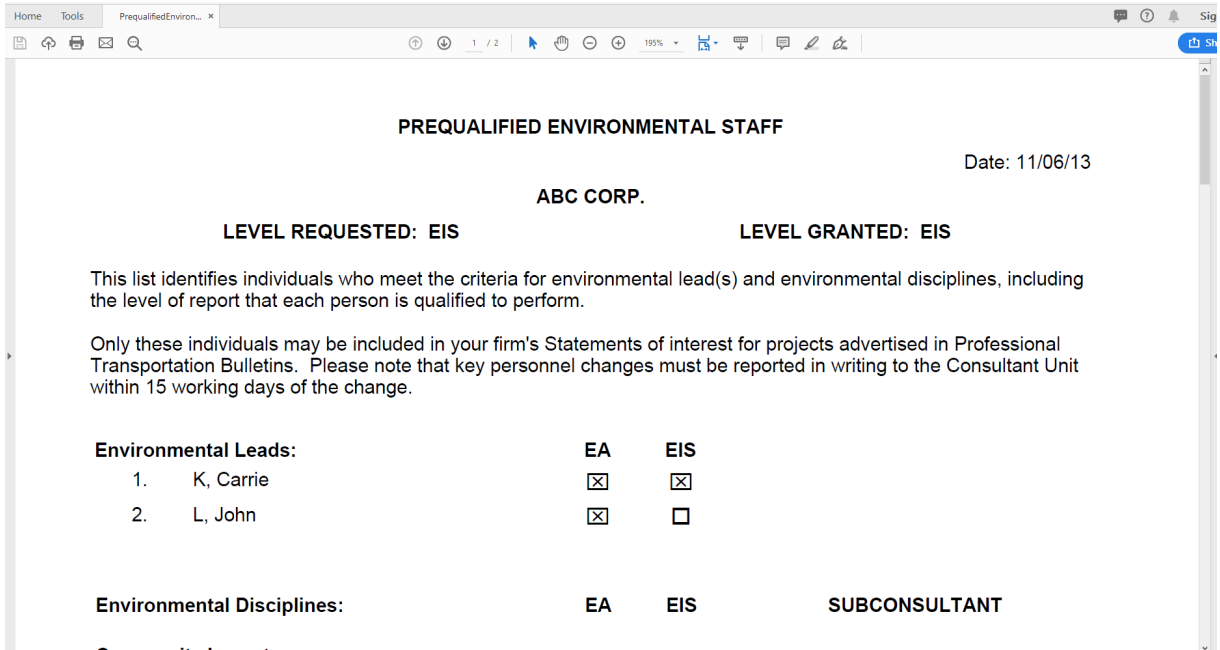


4. Select **Run Report** button

5. A ribbon at the bottom of your screen will appear, select "Open" (or save is you wish)



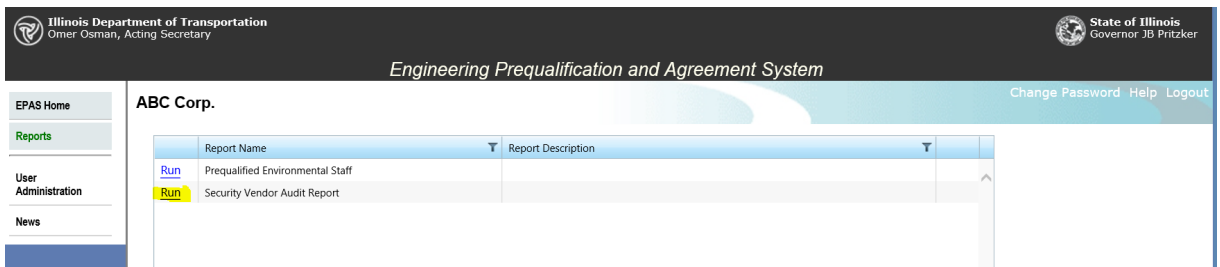
6. Report will open in Adobe Acrobat.



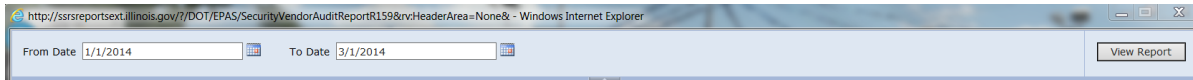
10.2 Security Vendor Audit Report

To run the report:

1. Click **Reports** in the left navigational bar.
2. Click **Run** link for Security Vendor Audit Report



3. Insert Dates and Select **View Report**:



4. The following report is displayed. It will give you an overview of the use of your firm's account.

From Date: 1/1/2014 To Date: 3/13/2014

1 of 1 100% Find | Next

SecurityVendorAuditReportR159 **Test Firm EPAS Security Report**
1/1/2014 - 3/13/2014

Vendor Password Resets

Firm Name	User Name	Date/Time	By User
-----------	-----------	-----------	---------

Account Lockouts

User Name	Date/Time
-----------	-----------

Admin Account Logon

User Name	Date/Time
22222222	3/3/2014 9:22:13 AM
	3/4/2014 12:53:01 PM
	3/5/2014 8:25:20 AM
	3/11/2014 10:26:59 AM
	3/12/2014 6:59:03 AM
	3/12/2014 11:16:28 AM
	3/13/2014 7:19:27 AM
	3/13/2014 11:18:33 AM
	3/13/2014 11:26:42 AM
	3/13/2014 2:35:56 PM
	3/13/2014 2:37:08 PM
	3/13/2014 2:54:50 PM
Total = 12	

Inactivate/Activate User Account

User Name	Firm Name	Date/Time	Before Value	After Value	By User
-----------	-----------	-----------	--------------	-------------	---------

User Account Changes

User Name	Date/Time	Activity Type	Field	Before Value	After Value	By User
-----------	-----------	---------------	-------	--------------	-------------	---------

Printed: 3/14/2014 8:25:33 AM Page 1 of 1

11 FAQ

This section lists some of the frequently asked questions regarding the system.

11.1 EPAS

1) Q. How do I access the EPAS application?

- A. The following link: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification%20> will take you to the Consultant Prequalification page on the IDOT Internet Site. From this page you will see the Engineering Prequalification and Agreement System (EPAS) link (at bottom of page under “Quick Links”).

Selecting the EPAS link will display the EPAS Login page. Enter your username and password to access the system.

2) Q. Can I access EPAS with Google Chrome or Microsoft Edge?

- A. Yes, you should be able to use Google Chrome or Microsoft Edge to access EPAS.

3) Q. How am I notified of changes for prequalification and statement of interest submittals?

- A. Notifications are done in several ways.
- There is a News Link on EPAS, which contains pertinent information for Consultants.
 - The Professional Transportation Bulletin contains a New Notices Section.
 - The BDE Consultant Subscription Server is used for mass e-mailing consultant firms, you must sign up to do so choose the Stay Connected Tab at: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Connect>

4) Q. What does it mean when I get the following message?

“We regret that this error occurred. In order to help us debug the problem, please document what you were doing just prior to the error and submit it to the following email address listed below. Please include your name and contact information such as phone number and/or email address, just in case we need to get further information from you.....”

- A. If you received the above error, it means there was a system error. Please help us by sending detail documentation on what you did prior to the error. The more detail you provide will help us fix the problem quicker and provide you with a better experience of the system.

5) Q. Do we receive emails from the EPAS System?

- A. **YES.** The emails that you receive from EPAS will originate from noreply@illinois.gov.

Please do not ignore this email. You will receive email from this address for the following reasons: Password Reset, Additional Information Required for SEFC, New EPAS Account Information.

Please do not respond to these emails.

6) Q. What are the password requirements?

- A. Password must be at least three of the following four character groups and must be a length of 7 or greater
- English uppercase characters (A through Z);
 - English lowercase characters (a through z);
 - Numerals (0 through 9);
 - Non-alphabetic characters (!, \$, #, %, @, &, *, ~)

7) Q. Who gets the Password resets?

- A. The E-mail included under the Change Password, which is completed by the firm, gets the e-mail reset associated with the user name.

Change Password

* User name

* Current password

* New password

* Confirm new password

* Email

8) Q. What is session timeout?


- A. Most web-based applications have a session timeout for security purposes when you have left the application idle (not doing any work on it for some period of time – 10 minutes or so).

Please logout of the system if you are not going to be working on it for some time to protect your information.

You might also get a system error when you leave your system idle and enter data on your return. When this situation arises, please logout of the system and logon again to resume

11.2 SEFC**1) Q. How do I know when to submit my SEFC for renewal?**

- A. Go to EPAS and select Help. There is a SEFC Instruction Link. The location has a table with the application times. See [Section 7 When and What to Submit: Start New; Renew; or Amend.](#)

 **IMPORTANT:** all firms are required to submit a SEFC (New or Renew) on an **ANNUAL** basis, which is based on the firm's fiscal year. Firms are then given 6 months from their FY end date to submit the SEFC application. Firm's not submitting by the due date will be marked as not approved.

SEFC Applications

Your renew SEFC is due by 6/30/2017. Failure to submit your renew SEFC by 6/30/2017 will result in loss of your prequalification status.

2) Q. How do I know if the application has been submitted?

- A. It has **NOT** been submitted if under the Application status it says In Progress.

It has been submitted if it has, Submitted, Initial Review, Ranking Process, or Ranking complete under the Application Status.

App Id	Vendor	Application Type	Date Submitted	Application Status

3) Q. How do I know if the application review has been completed?

- A. Under the status, if it says Approved or Not Approved the review is completed. See the Status Section description in this manual. (the approval letter is only available when approved)

App Id	Date Submitted	Fiscal Year Ending Date	Type	Overhead %	Status	Category/Comments	Additional Info	Approval Letter
SEFC ID: [REDACTED]	07/31/2019	[REDACTED]	RenewSEFC	[REDACTED]	RANKING_COMPLETE	View	View	
SEFC ID: [REDACTED]	05/08/2019	[REDACTED]	AmendSEFC	[REDACTED]	APPROVED	View	View	Approval Letter
SEFC ID: [REDACTED]	08/07/2018	[REDACTED]	RenewSEFC	[REDACTED]	APPROVED	View	View	Approval Letter

4) Q. What is the difference between New SEFC, Renew SEFC and Amend?

A. Review [Section 7: When and What to Submit: start New; Renew; or Amend for more information.](#)

- **New SEFC:** is for first time applicants and for firm's that are required to submit the entire SEFC, staffing, prequalification questionnaires, and corporate & financial data.
- **Renew SEFC:** is for currently prequalified firms that are required to submit the corporate and financial data for renewal.
- **Amend:** is to update an existing SEFC with partial changes, such as a staff update, requesting a new category, updating insurance.

5) Q. When do I update my insurance?

A. It is the firm's responsibility to keep the insurance amounts and expiration dates current. This is done by doing an **AMEND** to the existing SEFC application. Insurance certificates are required to be included and up to date.

All insurance certificates are entered in EPAS under Corporate Details.

If you are unable to submit an Amended SEFC because you have a SEFC in que, send a copy of your insurance to: DOT.ConsultantServices@illinois.gov and send a copy of the insurance to all IDOT Project Managers you currently are working with.

6) Q. When I select an attachment to include in EPAS, nothing happens. The system doesn't recognize that something has been selected to attach.

- A.
- First try while in the EPAS system (internet explorer) go to the Tools/Compatibility View Setting and click on the Add button next to the Add the Illinois.gov Website and then close.
 - If that doesn't work, go to the internet Explorer and then to Tools/Internet Options. Click on the Advanced Tab at the top, and then select Restore advanced Settings.
 - If none of those work, go back to the advanced tab, Select the reset, then close, and restart the computer.
 - Also, if you have another computer available try using EPAS from it.

7) Q. Can I bookmark a page from the application and retrieve it later from my favorites?

A. No. Please do not bookmark a page from the application. Always logout of the system before you leave. Remember to save your work before you exit the application.

8) Q. Can I print my application?

A. There is **NOT** a print option for the application. You can do screen prints or go page by page and do "Print Preview" and print the screens.

9) Q. What is the AFC field?

A. The AFC is the firm's annual fee capacity. IDOT completes this field based on the staff the firm has included in the SEFC. See BDE Manual, [Chapter 8 section 2.02 Prequalification of Consultants](#) for additional detail.

10) Q. Can I get a time extension?

A. **NO.** No time extensions will be issued or allowed.

11.3 SOI

1) Q. What happened to the Joint Venture option?

A. The Joint Venture option is now called Teaming. All the requirements for JV are still the same; the name only has been revised

2) Q. Can I print my application?

A. There is **NOT** a print option for the application. You can do screen prints. You can do screen prints or go page by page and do "Print Preview" and print the screens.

12 CONTACT

- Please send any SEFC and/or SOI questions to the Consultant Services mailbox.

Email: DOT.ConsultantServices@Illinois.gov

- Please send any questions related to the SEFC Corporate Financial screen, such as questions concerning the overhead rate data, taxes, trial balance, in-house direct costs to the Financial Review & Investigation Section mailbox.

Email: DOT.OQCR.Audits@illinois.gov