



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N725  
Indianapolis, Indiana 46204

PHONE: (317) 232-5094  
FAX: (317) 233-8862

**Michael R. Pence, Governor**  
**Brandye L. Hendrickson,**  
**Commissioner**

## MEMORANDUM

Date: June 2, 2016

To: Consultants that perform Construction Inspection and All Contractors

From: Karen B. Macdonald, PE  
(acting) Prequalification Engineer *KBM*

Re: Contractor Performance Evaluations – ITAP Enrollment

Beginning June 6, 2016, contractor performance evaluations will be completed online in INDOT's Contractor Performance Evaluation System (CPE). Evaluations will be emailed to the contractor's main contact person for the project. Contractors may also access the evaluations by accessing CPE through the INDOT Technical Applications Pathway (ITAP).

Companies not currently registered in ITAP will need to enroll as a New Business at the following address:

<https://itap.indot.in.gov/login.aspx>

You will indicate a main contact person for the company for ITAP that may or may not be the main contact person to receive the performance evaluations. After enrolling the company, you can then enroll additional users in ITAP and request the CPE application. When additional users are added, a notice will be emailed to the main contact person for the company. That person will have to approve the added users.

Consultants that perform construction inspection for INDOT will need access to CPE to perform evaluations.

Training videos are available on the ITAP website demonstrating the enrollment process.

If you experience any problems with ITAP enrollment, please contact ITAP Support by clicking on the letter icon in the upper left of the ITAP login screen. If you hover your cursor over the icon, it will state "Contact ITAP Support."

If you have any questions, please submit an email to [ContractorPrequal@indot.in.gov](mailto:ContractorPrequal@indot.in.gov).