

Form A: General Information (submit one Form A)

Company Name: _____
Street: _____
City, State, Zip: _____
Primary Contact: _____
Telephone: _____
Email: _____
Web site: _____

Type of organization:

- Individual Partnership
 Joint Venture Corporation
 Other (explain) _____

Is the vendor a: (check all that apply)

- Minority Business Enterprise (MBE)
 Woman Business Enterprise (WBE)

Please note that all service vendors must meet a Disadvantaged Business Enterprises (DBE) goal. Service vendors will fill out the INDOT Affirmative Action Certification (AAC) for Disadvantaged Business Enterprises (DBE) form available [here](#). This form is not required at the time of submission but must be submitted to the MPO before the contract is signed. If a vendor does not meet the DBE goal, they still must fill out the AAC form, but will attach evidence of any good faith efforts made to try to reach the goal. Product contracts (as opposed to service contracts) are typically not required to meet DBE thresholds.

Does the company presently carry errors/omissions professional liability insurance?

- Yes. Amount: _____
 No. Would the vendor do so if awarded a contract? _____

Does the company currently have or has had litigation in the last five (5) years with the City of Indianapolis?

- Yes.
 No.

Does the company presently find the attached contract boilerplate acceptable?

- Yes.
 No. (Potential changes discussed if vendor selected. This does not guarantee the exemption requests will be accepted and could delay the contract execution.)

Form B: Qualifications Statement (submit one Form B)

Project Manager

Name: _____
Years of relevant experience: _____
% of time for this project: _____
Street: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Other Key Staff

Name: _____	Years of Relevant Experience: _____
Name: _____	Years of Relevant Experience: _____
Name: _____	Years of Relevant Experience: _____

Partnering Vendor

(if appropriate; if more than one vendor, attach separate sheet(s) with contact information)

Company Name: _____
Street: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Web site: _____

Please attach the following items:

1. Cover Letter (maximum one page)
2. Firm Overview (maximum two pages)
3. Project Approach (maximum three pages)
4. Project Team/Firm Experience
 - a. Relevant Experience for Project (maximum two pages)
 - b. Relevant Project Sheets Including Client Name (at least three projects, listing staff who worked on each project and their role)
 - c. Resumes for Key Staff

Form C: References (submit one Form C)

Reference #1 (specific to project, no IMPO references please)

Name: _____
Organization: _____
Street: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Referenced Project: _____

Reference #2 (specific to project, no IMPO references please)

Name: _____
Organization: _____
Street: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Referenced Project: _____

Reference #3 (specific to project, no IMPO references please)

Name: _____
Organization: _____
Street: _____
City, State, Zip: _____
Telephone: _____
Email: _____
Referenced Project: _____