

STATE OF INDIANA



VENDOR HANDBOOK

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DIRECTORY

The Indiana Department of Administration's Procurement Division is located at 402 West Washington Street, Indiana Government Center South, Room W468, Indianapolis, IN 46204. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday (except on legal holidays).

Procurement Division

Please visit the IDOA Procurement Division website at <http://www.in.gov/idoa/2479.htm> and click on the link titled IDOA Procurement Personnel.

Contract Administration

Supervisor	234-1596
Contract Assistant	232-3153

Minority and Women's Business Development

General Information	232-3061
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Secretary of State

Corporate Registration	232-6576
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GUIDELINES FOR ETHICAL PROCUREMENT PRACTICES

A vendor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004.

A purchasing professional, the spouse or unemancipated child of a purchasing professional shall not solicit, accept, or receive nor shall a donor offer, directly or indirectly, any gift, favor, service, entertainment, food or drink, under circumstances in which it can reasonably be inferred that the thing of value would influence the employee to give special consideration to an action by such employee in his or her official capacity. (40 IAC 2-1-6(a))

If a bidder is not familiar with these ethical requirements, the bidder should refer any questions to the Indiana State Ethics Commission or visit the Indiana State Ethics Commission website at <http://www.in.gov/ig/2335.htm>.

In our positions as stewards of State taxpayers' money, we in the Procurement Division are held to a high standard of special trust by our fellow citizens. It is our sincere hope that you, our vendors, will assist us in maintaining this high standard by avoiding any potential conflict of interest with our purchasing staff. It is incumbent upon us to strictly forbid such a conflict, please help us do our part.

HOW TO BECOME AN INDIANA REGISTERED BIDDER

The Department of Administration maintains a database of all companies who complete a bidder registration and express interest in doing business with the State of Indiana. The Bidder registration database is set up for vendors to self register through the internet at no cost. The Bidder registration offers email notification of upcoming solicitation opportunities as long as the Bidder identifies their area of interest by selecting purchasing categories on the UNSPSC panel during the registration process, and who provide a valid email address. In registering, you will complete a quick one page registration that contains basic information about your company and its owners. You will then receive a confirmation that your registration was saved and you will be prompted to complete and update the balance of information regarding your company. This step includes the identification of commodities/services (UNSPSC) your company can provide. You will need to immediately complete the balance of your registration to avoid missing any solicitation opportunities. The registration website is <http://www.in.gov/idoa/2354.htm> . Click on “Bidding on State Contracts”, then on the “Bidder Registration”. Now scroll all the way to the bottom of the screen and click on the link “Start Your Registration Now”. See Appendix A for completion instructions.

When you register, please make sure that you visit the Buy Indiana panel and identify if your company qualifies as an Indiana business through one of the five options available. Each is described on the registration site.

Email solicitation notices are issued only for solicitations exceeding \$75,000. Purchases below that dollar amount are most often solicited at the agency level. Although agencies use this list to locate bidders, the electronic invitation is not used. If there is a specific agency that you believe could benefit from your product/service, you should contact that agency purchasing administrator directly to let them know about your company. All contact information, including name, address, telephone and email, is listed at <http://www.in.gov/idoa/2479.htm> .

Should you have any questions during your bidder registration, please do not hesitate to contact our bidder registration coordinator, Amey Redding at aredding@idoa.in.gov or by calling 317-234-3542. Amey will remain on the line with you throughout your registration if desired.

The Vendor database is comprised of vendors who either have or have had a contract/purchase order with the State. You will not be considered a State of Indiana vendor until such time that you have won a solicitation award to provide a good or service. At that time you will be asked to provide a W-9 and Director Deposit form and will be added to the vendor database with the information that you entered when you registered as a Bidder. If information such as address, tax identification number, and contact information changes, you need to submit new paperwork to the Auditor of State. See the sections on Payment and Direct Deposit Obligation for more information.

It is very important that you have a Bidder profile even if you are a current vendor. It is also very important that you keep your Bidder registration and Vendor file information current/correct once you register or become a vendor, so you do not miss any solicitations or delay your payments.

As a vendor, you should be aware that the Indiana Department of Transportation and the Division of Public Works maintain separate purchasing activities for certain goods and services specific to those agencies. If your product or service is one in which the Department of Transportation or the Division of

Public Works would be interested, you should contact the appropriate office so that you may complete the vendor application process for that office. The Department of Transportation and Division of Public Works do not yet use the email notification of solicitation opportunities. The addresses of both are listed below:

Indiana Department of Transportation

100 North Senate Avenue, Room N755

Indianapolis, IN 46204-2249

Phone: (317) 232-5533

INTERNET ADDRESS: <http://www.in.gov/indot>

Division of Public Works

Indiana Department of Administration

402 West Washington St., Rm W467

Indianapolis, IN 46204

Phone: (317) 233-3001

INTERNET ADDRESS: <http://www.in.gov/idoa/2353.htm>

If any changes or additions need to be made to your Bidder registration, please follow the instructions at <http://www.in.gov/idoa/2464.htm> .

WAYS TO STAY INFORMED ABOUT BIDDING

1. Consult the *Indianapolis Court and Commercial Record* or the *Indianapolis Star* (see Appendix D) to see when advertisements are placed in each of publications.
2. Search State Bids on the Internet: <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>

OUT-OF-STATE CORPORATIONS

In accordance with IC 5-22-16-4, an offeror or subcontractor desiring to perform any portion of the work described by any bid/quote that is a business required to register with the Secretary of State, must be registered before they can be awarded a purchase order from an accepted bid. All out-of-state Limited Liability Partnerships, Limited Partnerships, Corporations, S-Corporations, Nonprofit Corporations and Limited Liability Companies must register. There is a fee to register with the Secretary of State. For further information and applications, please contact the Secretary of State at the following address:

Secretary of State

Corporation Division

302 West Washington, Room E018

Indianapolis, IN 46204

Phone: (317) 232-6576

INTERNET ADDRESS: <http://www.in.gov/sos>

“BUY INDIANA” PRESUMPTION

Governor Mitchell E. Daniels, Jr. on January 10, 2005 established the “Buy Indiana” presumption by Executive Order 05-05. This executive order stated that “over \$0.40 of every public purchasing dollar in State government is being spent outside Indiana and, as a result, the public’s business is being transacted with out-of-state companies out of the public view; and when our tax dollars are spent on goods and services provided by Indiana-based businesses that employ Hoosiers, our State benefits from increased employment opportunities, more tax revenues to fund our schools, roads, police and fire protection, health care, and other public services, and enhanced oversight of the use of public funds.”

HOW THE STATE OF INDIANA BUYS

The State of Indiana has very specific procurement procedures, based predominantly on the estimated price the end user (a State agency) determines that particular product or service may cost. Awards are generally made based on the lowest priced responsive/responsible bidder meeting the agency’s requested and required specifications.

METHODS OF SOLICITATION

Delegation of Purchasing Authority Program

All agencies are delegated the Department of Administration’s purchasing authority, upon nomination of a head procurement agent and request for such delegation from their agency head, up to \$75,000.

As part of their Delegation all Executive Branch agencies are required to follow the same statutes, laws and policies that the Department of Administration, Procurement Division follows. Under IC 5-22-8, the Indiana Department of Administration may use Small Purchasing Procedures for all requisitions not exceeding \$75,000.

Agencies with the delegation of authority to procure under their delegation have the authority to request quotations, initiate contracts and/or issue purchase orders against those solicitations. To find the appropriate contact for a specific agency, visit the IDOA Procurement Division website at <http://www.in.gov/idoa/2479.htm> and click on the link titled Agency Purchasing Administrators.

Requests for Quotation (RFQ) - \$500 to \$2,500

Requests for Quotation less than \$2,500 are solicited by the agency. The agency may contact bidders by phone or in writing. The agency must select at least three (3) known bidders to contact concerning the Requests for Quotation, along with the specifications. There is not a set time frame by law that these quotations must be on the street. However, we ask the agencies to allow at least seven days whenever possible. After quotations are received by the bidders and they have responded, the agency reviews the quotations and makes an award. Upon an award, a

purchase order is issued. The agency will make payment for POs within this dollar amount by claim voucher.

Requests for Quotation (RFQ) – \$2,500 to \$75,000

Requests for Quotation with an estimated dollar amount greater than \$2,500 but less than \$75,000 are solicited by the agency. The agency determines the need and writes the specification(s). The agency then selects at least three (3) known bidders to send the Requests for Quotation along with the specifications (IC 5-22-8-3(b)). The agencies must allow the solicitation to remain open for at least seven (7) days whenever possible. After quotations are received from the bidders and they have been reviewed, the agency awards the quote and creates the PO up to their authority. If the solicitation is above their authority, the agency sends the request with all necessary paperwork to the Procurement Division for processing. A Procurement Division Purchasing Administrator reviews the quotations and makes an award. Upon an award, a purchase order is issued. Agencies will make payment for the PO created by claim voucher up to \$75,000. If the PO is above the delegation, the funds will be encumbered by Procurement with the Auditor of State.

Small Business Set-Aside Program

Created by IC 5-22-14, the Small Business Set-Aside program was put in place to promote the growth and success of small businesses. Commodities (including printing) (IC 5-22-14-4) identified below have been chosen to participate based on the small business community that is known to be capable of supporting the needs of the State, while still allowing fair and equitable competition in the procurement process. The program is applicable to commodity purchases between \$5,000 and \$25,000, and printing purchases between \$5,000 and \$15,000. Soliciting quotations for purchases that qualify under the Small Business Set-Aside requirement should be done using the same documents and the same processes as would be used for any other purchase within these estimated dollar amounts. Indiana Code (IC) 5-22-14-6, however, dictates that only bidders who qualify as small businesses should be solicited. See Appendix F for definition of a Small business (IC 5-22-15-23).

ITEM	UNSPSC CODE
First Aid/Safety Equipment	42170000, 42290000, 46180000
Hardware and relative items	24110000, 31162700, 46171500
Badges/Emblems	55120000
Hand Tools	27111500
Personal Computer Hardware/Peripherals	43000000, 26121600
Personal Computer Software	43190000, 43230000
Police Equipment	46000000
Plumbing Equipment	30180000
Building Maintenance Materials	72100000
Printing	82121500

Invitation for Bid (IFB) – Greater than \$75,000

Invitations for Bid vary from Requests for Quotation only in procedural requirements in that the processing of IFB is done by the Procurement Division. Invitations for Bid are issued and must be open for fourteen (14) days. They must be publicly advertised for two consecutive weeks. Bids obtained by Invitations for Bid rules are opened, read publicly and microfilmed at the bid closing date and time.

Negotiated Bidding – Greater than \$75,000

Negotiated Bids vary from an Invitation for Bid in several procedural requirements. Per IC 5-22-7.3, unlike an Invitation for Bid, Negotiated Bids are not opened publicly but opened by two (2) or more employees of the purchasing agency. Negotiated Bids are only for purchasing by agencies under the Executive Branch. The most significant difference is that a solicitation designated as a Negotiated Bid will allow the purchasing agency to conduct discussions with bidders before a contract is awarded. During the discussions with bidders all discussions must be consistent with fair competition among all bidders. Also, bidders will be provided details of the process for any bid that is released as a negotiated bid.

Request for Proposal (RFP) – Greater than \$75,000

The Request for Proposal method is used for procurements in which factors other than cost play a significant role. Per IC 5-22-9, when a purchasing agent makes a written determination that the use of competitive sealed bidding is either not practicable or not advantageous to the governmental body, the purchasing agent may award a contract using this procedure instead of competitive sealed bidding. This provides a formal process for the procurement of goods and/or services for which price is not the sole factor in the selection of a vendor or vendors.

By using the RFP process, the State intends to award a contract to the responsive/responsible Respondent(s) whose proposal is determined to provide the “best value” to the State. Because the requesting agency determines the specifications of what is being solicited through the RFP, it allows the agency more control over the process, which in turn helps the agency to obtain the “best fit” for its needs. Because the evaluation criterion is explained throughout the RFP, respondents have the opportunity to concentrate, in their proposals, on the areas most critical to the requesting agency. The RFP provides an agency with the opportunity to enter into contract negotiations with the respondent or respondents that submit the best and most cost effective proposal(s).

An agency may choose to research information on a proposed RFP without having to commit to doing an RFP by doing a Request for Information (RFI). The RFI is used by agencies to gain information on specifications and pricing for new products, programs or services. The RFI strictly requests information and a contract will not result from the RFI. The RFI is not to be used as a tool to “pre-select” vendors. Responses to the RFI will remain confidential until after the RFP is complete. If no RFP is issued, the RFI responses become public information after the decision is made not to proceed with an RFP.

In order to ensure that State agencies are developing RFPs that are reflective of the latest technology and processes and that the agency has input from local industry representatives, a pre-RFP informational session is required prior to the planned issuance of any RFP. In some cases, IDOA may determine a combined session of the pre-RFP informational session and the pre-proposal conference may best suit the process. This session is a great opportunity for Indiana certified minority and women businesses to identify prime bidders they may wish to partner with.

A representative of IDOA Procurement will attend each session to discuss/explain the RFP process. A representative of the IDOA MWBE Division will also attend to discuss/explain the MWBE requirements in an RFP. The balance of the session is geared to sharing information with the vendor community and gaining their input on the best way to develop an RFP to assure the best possible responses from the vendor community. Once the pre-RFP informational session meeting is complete the vendors will have generally a minimum of one (1) week before the RFP is advertised on the web. During the time between the Pre-RFP Session and RFP the vendors are encouraged to contact the agency to ask more questions. Once the RFP is placed on the web the only contact the vendor can have is with the buyer associated with the RFP.

The RFP is advertised in two publications of general circulation for two successive weeks and it will generally remain “on the street” for a minimum of three to four weeks following the advertisements depending on the complexity of the RFP.

Proposals in response to RFPs should be delivered to the Indiana Department of Administration, reception desk no later than the due date and time. Late proposals will not be accepted. The RFP number and due date are to be clearly indicated on all packages submitted to the Procurement Division in response to the RFP.

Once all proposals are processed the requesting agency will complete the evaluation of the proposals using the evaluation criteria listed in the RFP and determine the recommended respondent, or determine that additional discussions, orally or in writing, should be conducted, after which a Best and Final Offer (BAFO) may be solicited.

The State selects a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in RFP. The Commissioner of IDOA or his/her designee will, in the exercise of his/her sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 1.) Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 2.) Each proposal will be evaluated on the basis of the categories included in Section 3.2 of the RFP. A point score has been established for each category and scoring may vary in the categories of Management Assessment/Quality and Price in some solicitations.

3.) If technical proposals are close to equal, greater weight may be given to price.

Only after the Commissioner of IDOA or designee has approved the recommendation can the vendor or vendors be contacted to commence contract negotiations. Upon approval of the recommendation signed by the Director of Procurement and the Commissioner of IDOA or designee, the RFP staff will send notification of acceptance to the selected respondent(s) and notification of declination to respondents whose proposals did not meet the agency's needs.

Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected for further action, such as contract negotiations. If, however, it is decided that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, IDOA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

Quantity Purchase Agreement (QPA)

The Quantity Purchase Agreement is an opportunity for the State or a particular agency to enter into an agreement by which a selected vendor provides an estimated quantity of goods and services at a stated unit price guaranteed for a specific time frame, usually a year.

Products or services available on QPA must be purchased from these contracts. *There are two exceptions:* a substantial cost savings or the agency functional requirements cannot be met.

If a substantial cost savings can be realized by purchasing outside the QPA, justification must be provided documenting the estimated per item cost savings, and how that figure was determined. If the QPA product or service does not meet the agency's functional requirements, justification must also be provided indicating specifically which specifications are inadequate.

The State establishes ASA (All State Agency) QPAs, from which any agency may submit a purchase order to receive a commodity/service. The processing time of a QPA purchase order is much less than those of a purchase order resulting from a quotation – an average of only 2-5 days once it reaches the Procurement Division (if over an agency's delegation).

All current QPAs are listed on the Procurement page of the State's web site (<http://www.in.gov/idoa/2450.htm>). Even though QPAs are generally in effect for only two years, they may be renewed according to the terms of the original contract, with the State generally limiting the length of a QPA to four years total (original term plus renewals).

Contracts

A contract contains these essential elements: competent parties, lawful subject matter, sufficient consideration and consent of minds. A contract creates a “State procurement relationship”. In other words, a procurement contract should be used whenever the State agency wishes to buy, lease, or exchange property or services for the **direct benefit of a State agency**. Also, when a State agency’s principal purpose is to **acquire an intermediary’s services**, which ultimately may or may not be delivered to an authorized recipient, then a contract is required.

Special Procurements

Competitive open solicitation is required for any purchase over \$500, but in situations as provided for by Indiana Code IC 5-22-10, Special/Emergency purchasing methods may be used when unique circumstances exist, allowing standard practices to be circumvented. The need for this type of purchase must qualify under at least one of the criteria defined in IC 5-22-10 sections four (4) to nineteen (19) and justification must be provided explaining why this type of purchasing method applies.

SPECIFICATIONS

To be certain that solicited bidders completely understand the requirements of the items or products to be purchased, a detailed specification must be provided. Indiana Code (IC) 5-22-5-3 declares that all specifications must promote the overall economy for the purpose intended, and must encourage competition in satisfying the needs of the State of Indiana.

The term “specifications” relates to the technical and descriptive requirements of a product, and to its intended use. Good specifications will identify the requirements while allowing competition among bidders. They will also list methods for testing compliance with the specifications and provide for an equitable award (IC 5-22-5-5).

Specifications are public records and are open for review by the public. Specifications are used to encourage competition and promote openness in the purchasing process with the State, by establishing the minimum requirements of a purchase. During the evaluation process specifications help determine whether or not bids/quotes are responsive. A specification’s true intent is to promote both equality of opportunity to bid and objectivity of selection of the successful bidder.

To maintain fair and equal treatment of all bidders, neither protests nor appeals will be accepted, relative to specifications, unless the bidder submits a written protest at least five (5) business days prior to the bid/quote opening date. Telephone conversations with buyers or the requesting agency are undocumented communications and do not waive or modify the requirements of a solicitation. The Procurement Division will review all protests or appeals and, if a modification to the RFQ/IFB/RFP is appropriate, will issue an addendum to all prospective bidders to whom the solicitation documents have been sent.

HOW TO RESPOND TO SOLICITATIONS

1. The bidder must type or write in their response to the solicitation (RFQ, IFB, and RFP), sign the solicitation, and deliver it to the appropriate department by the time/date indicated in the solicitation. The quotation/bid needs to be in a clearly marked envelope (follow the instructions enclosed in the bid package).
2. Unit prices should be entered, extended (the unit price multiplied by the quantity), and the total price of the bid or quotation should be shown. Be sure to provide pricing only in the unit(s) of measure requested in the solicitation.
3. Any exceptions that a bidder takes to requirements and/or specifications should be explained on the exception sheet included with the bid package, and attached to the solicitation.
4. All bids/quotations should be Freight on Board (FOB) Destination, unless otherwise stated in the invitation. This means that shipping charges are paid by the vendor and the vendor is responsible for the shipment until it is received and accepted by the State.
5. The State of Indiana reserves the right to split the bid/quote award between two or more vendors. If a bidder wishes not to be considered for a split award, he or she should state "ALL OR NONE" on the returned offer.
6. If the bidder wishes not to bid/quote, he or she should write "NO BID/QUOTE" on the solicitation and return it to the Procurement Division/requesting Agency. The return of a "NO BID/QUOTE" indicates continued interest in bidding for business with the State of Indiana.
7. See Appendix B for a checklist and common errors when responding to a solicitation.

RFQ/BID EVALUATION

The agency or the Procurement Division determines the lowest responsive/responsible quotation/bid and verifies that all specifications requested/required have been met. Unless "All or None" is stated in writing on the quotation/bid, the agency or the Procurement Division may split an award if determined to be in the best interest of the State. Should the evaluation criteria differ from this, it will be specified in the Request for Quotation/Invitation for Bid. The appropriate buyer can be contacted for further information.

All Requests for Quotation and Invitations for Bid are to be received in the Procurement Division no later than 3:00 p.m. EST (or the time specified on the quotation/bid). The quotation/bid will be time stamped when it is brought to the Procurement Division reception area or the mail room. **NO LATE QUOTATIONS OR BIDS WILL BE ACCEPTED.** Agencies with delegation of authority will have a different address to respond to and possibly a different time in which the Requests for Quotation must be returned. **AS YOU RECEIVE REQUESTS FOR QUOTATION, PLEASE WATCH FOR THE CORRECT ADDRESS TO RETURN YOUR RESPONSE.**

COMPLIANCE WITH TELEPHONE SOLICITATIONS ACT

As required by IC 5-22-3-7:

(1) the Contractor and any principals of the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation Of Consumers], (ii) IC 24-5-12 [Telephone Solicitations] , or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.(2) The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Contract, even if IC 24-4.7 is preempted by federal law.

To see if your company is compliant, contact the Office of the Indiana Attorney General. They can be reached at:

Office of the Indiana Attorney General
Indiana Government Center South
302 W. Washington St.
Indianapolis, IN 46204
Phone: (317) 232-6201
Fax: (317) 232-7979

INTERNET ADDRESS: <http://www.in.gov/attorneygeneral>

FACSIMILE

Quotations less than \$5,000 - a fax is acceptable with all signatures on necessary documents.

Quotations greater than \$5,000 and less than \$75,000 - a fax is acceptable with all signatures on necessary documents.

Invitation for Bids greater than \$75,000 or Quantity Purchase Awards - a fax is NOT ACCEPTABLE, all documents must be originals.

MISTAKES IN QUOTATIONS/BIDS

A bidder may alter or withdraw his or her quotation/bid in writing at any time before it opens. After the quotation\bid opens, the bidder may only withdraw in writing before the award has been made. If a bidder withdraws the offer prior to the opening date and time, it will be returned unopened upon the request or destroyed. If the bidder withdraws the offer after opening, the offer becomes part of the solicitation file. It is also open to public review.

PAYMENT

Payment to a vendor is made upon receipt of the vendor's invoice and the using agency's receiving copy of the purchase order. This occurs once delivery and acceptance have been completed. The vendor must also have a completed W-9 and Automated Direct Deposit Authorization Agreement on file with the Auditor's Office – available at <http://www.in.gov/auditor/2340.htm>. The receiver copy and the vendor's invoice authorize the Auditor's Office to issue a warrant (check/Electronic Funds Transfer) to the vendor. By law, the State has 35 days once it receives a correct invoice to make payment (unless stated and agreed in the vendor contract). The State of Indiana is exempt from all sales tax. Tax exempt forms are available to vendors who hold a current purchase order or contract with the State, upon request.

DIRECT DEPOSIT OBLIGATION

As of July 1, 2005 as required by IC 4-13-2-14.8:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the State for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the State to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credited. For forms and additional information see the Auditor of State's website at <http://www.in.gov/auditor/2340.htm>.

EXECUTIVE BRANCH LOBBYIST

Effective January 1, 2006, the new executive branch lobbying rule requires that all executive branch lobbyists must file an initial Executive Branch Lobbyist Registration Statement with the Indiana Department of Administration (IDOA). Lobbyists have fifteen business days from the date of initial contact with an executive branch agency to file with the State.

The new rule promulgated by the IDOA can be found in the Indiana Administrative Code at 25 IAC 6. Additionally, a new statute which details certain aspects of executive branch lobbying and contains the statutory authorization for the IDOA to charge certain fees and fines relative to executive branch lobbying was passed in the 2006 session of the General Assembly. That statute can be found at Indiana Code 4-2-8.

What is an Executive Branch Lobbyist?

If you are an individual who is paid at least \$1,000 to make contact with an executive branch agency for the purpose of trying to influence the outcome of a contract; a lease; another financial arrangement; or a rule, then you may be an Executive Branch Lobbyist and you may be required to register with the IDOA as an Executive Branch Lobbyist. To learn if you need to register, please review [25 IAC 6](#), the Executive Branch Lobbyist Registration Rule.

Lobbyist Requirements

Lobbyists have fifteen business days from the date of initial contact with an executive branch agency to file an initial Executive Branch Lobbyist Registration Statement with the IDOA.

Once you have filed your initial registration statement you will be required to file an annual report at the end of the year. Also, Indiana law requires that you update your registration within 15 days of any material change in your lobbyist registration information. A material change includes termination of an engagement to lobby.

As a part of your initial registration statement you will be required to verify that you have read and complied with the state statutes governing ethics and conflicts of interests. More information on those statutes is available at <http://www.in.gov/idoa/2471.htm> .

PREFERENCES

The State of Indiana is committed to making purchases that promote the economy, the environment, and the nation. In support of this commitment, “preferences” have been put in place giving advantages to certain types of businesses and products. Each bidder must claim any and all preferences at the time of bidding.

U.S. Manufactured Preference (IC 5-22-15-21, 25 IAC 1.1-3)

These Statutes require the purchase of United States manufactured products whenever possible. If a bidder claims this preference, they are certifying that the end products they are offering are U.S. manufactured. If the cost of its components mined, produced or manufactured in the United States exceeds 50% of the cost of all its components, it meets the criteria for this preference. A bidder offering foreign-made products at a lower price should not receive an award if U.S. manufactured products that meet specifications are available for purchase.

Steel Products Preference (IC 5-22-15-25)

Steel products means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more such operations, by the open hearth, basic oxygen, electric furnace, Bessemer, or other steel making process used in the manufacture of supplies for a contract or supplies used in the performance of services under the contract must be manufactured in the United States. This preference applies only to purchases over \$10,000.

Coal Mined in Indiana (IC 5-22-15-22)

When purchasing coal for use as fuel, an absolute preference is given to coal mined in Indiana.

Pricing

A price preference is offered to allow certain types of businesses and businesses that offer certain types of products to be able to compete for the State’s business while taking into consideration a preference. If a bidder claims a price preference, a given percentage will be deducted from the price of the item or items that meet the criteria for that preference, and the newly figured prices will be used for **evaluation purposes** to determine who should receive the award. If such a bidder claiming a price preference receives and award, the original quoted amount will be paid for the products or services.

Only one (1) price preference may be applied to each item, even if the bidder has indicated they wish to claim multiple preferences. The only exception to this rule is the Indiana Manufactured Preference; this may be claimed in addition to the Indiana Business Preference. The bidder should claim the preference that would be the most beneficial for the products or services being bid.

Indiana Business Preference (IC 5-22-15-20.5)

An Indiana Business refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.
- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

Point 4 is defined as any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category. To verify that your company qualifies you can e-mail buyindianainvest@idoa.in.gov. Submit the response received for verification purposes

Point 5 is defined as any company that is in the top 500 Companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR) or Corporate Income Taxes (DOR); shall qualify. To verify if you company qualifies under point 5, you may email buyindianainvest@idoa.in.gov with your company name, address and federal tax ID.

Bidders claiming this preference must indicate which of the provisions above, qualifies them as an Indiana business. They must also fully complete the Indiana Economic Impact Form (State Form 51788) and include it with their response. (Appendix E)

For purchases under the program, qualifying bidders receive a five percent (5%) price preference.

The following price preferences for supplies purchased from an Indiana business:

- (1) Five percent (5%) for a purchase expected by the state agency to be less than five hundred thousand dollars (\$500,000).
- (2) Three percent (3%) for a purchase expected by the state agency to be at least five hundred thousand dollars (\$500,000) but less than one million dollars (\$1,000,000).
- (3) One percent (1%) for a purchase expected by the state agency to be at least one million dollars (\$1,000,000).

Indiana Manufactured Preference (IC 5-22-15-20.5)

If an Indiana business offers to provide supplies manufactured, assembled, or produced in Indiana, and if two (2) or more bids submitted were the same, the following price preference is available to the Indiana business **in addition to** the price preference available under Indiana Business Preference:

- (1) Three percent (3%) for a purchase expected by the state agency to be less than five hundred thousand dollars (\$500,000).
- (2) Two percent (2%) for a purchase expected by the state agency to be at least five hundred thousand dollars (\$500,000) but less than one million dollars (\$1,000,000).
- (3) One percent (1%) for a purchase expected by the state agency to be at least one million dollars (\$1,000,000).

Indiana manufactured is defined as a substantial amount of manufacturing, assembly or production occurring in the State of Indiana. To be eligible to claim the Indiana Manufactured Preference, necessary documentation confirming the supplies meet Indiana manufactured must be provided for review by the state.

Indiana Small Business Preference (IC 5-22-15-23)

To be eligible to claim the Indiana Small Business Preference, the bidder must be an Indiana business (as defined above in the Indiana Business Preference section) and qualify in at least one of the following categories:

- (1) A wholesale business with annual sales of \$4,000,000 or less during the last fiscal year.
- (2) A service business with average sales of \$500,000 or less for the current and preceding three fiscal years, and employs no more than 25 persons.
- (3) A retail business or a business selling services with annual sales and receipts of \$500,000 or less.
- (4) A manufacturing business which employs no more than 100 persons.
- (5) A business in the sector of Information Technology, Life Sciences, Transportation, or Logistics, not employing more

than 100 persons or annual sales exceeding \$5,000,000.

(6) A business that has a current verification as a veteran owned small business as defined by IC 5-22-14-3.5(a)(1-3).

The State of Indiana offers a fifteen percent (15%) price preference to qualified businesses within the State to encourage the growth and success of small companies. This preference should not be confused with the Small Business Set-Aside program.

Recycled Products Preference (IC 5-22-15-16)

The Indiana Code governing the Recycled Preference offers an opportunity to inform the vendor community that we are serious about buying recycled! The State of Indiana should be requesting recycled products whenever possible. Please refer to the Greening the Government Web page at <http://www.in.gov/idoa/2343.htm> for more details.

To be eligible to claim the Recycled Preference, qualifying products must contain at least 20% recycled materials (30% post-consumer for white copy paper). Bidders MUST provide manufacturer certification to substantiate their claim. However, if recycled content is listed as a requirement in the item specifications, the preference is not applicable and cannot be claimed.

The figure 15% as the preference amount is set as a standard. However, the preference offered may be anywhere between 10% and 15% as long as the amount of the preference that will be applied is stated in the solicitation.

Soybean Oil Based Ink Preference (IC 5-22-15-18)

The preference does not apply when the purchase description is limited to soybean oil based ink.

A price preference of ten percent (10%) is offered for soybean oil based ink.

Soy Diesel/Bio Diesel Preference (IC 5-22-15-19)

Fuel that is at least twenty percent (20%) soy diesel/bio diesel by volume qualifies for this preference. This preference does not apply when the purchase description is limited to a fuel of which at least 20% by volume is soy diesel/bio diesel.

The price preference to be applied is ten percent (10%) of the bid price.

Indiana Farm Product Preference (IC 5-22-15-23.5)

Agricultural products grown, produced, or processed in Indiana qualify for this price preference. To be eligible to claim the Indiana Farm Product Preference, necessary documentation confirming the products are grown, produced, or processed in Indiana must be provided for review by the state.

The price preference to be applied is ten percent (10%) of the bid price.

Foods and beverages that contain high levels of calcium (IC 5-22-15-24)

High calcium foods and beverages are preferred over those with lower calcium levels.

MINORITY AND WOMEN'S BUSINESS DEVELOPMENT

In 1983, the Governor's Commission on Minority Business Development was created by Public Law 34 recognizing the importance of Minority and Women's Business Enterprises (MBE/WBE) participation in State purchases. The mandate of the Commission is to explore and implement more ways MBE/WBEs may fully participate in the procurement system.

The Minority and Women's Business Enterprises Division (MWBED) is a multi-purpose service agency for all Minority Business Enterprises (MBE)/Women Business Enterprises (WBE) vendors and contractors. The MWBED office interacts with the State buyers, vendors and contractors whom are interested in State contracting.

It is the policy of the State to provide an equal opportunity for existing and operating minority and women owned business enterprises to receive and participate in the State's procurement and contracting processes. In order for the State to provide this opportunity IC 4-13-16.5-2 provides that the Governor's Commission on Minority and Women's Business Enterprises can establish annual goals for the use of minority and women's business enterprises and are required to be updated every five (5) years. As of July 1st 2008, the current annual goals for MBE and WBE participation are; Services Purchases 8% for MBE and 8% for WBE and Goods Purchases 4% for MBE and 9% for WBE.

The MWBED shall act on behalf of the State to actively promote, monitor, and enforce its MBE/WBE program by coordinating the statutory duties of the Commission with the various State government agencies. The MWBED office provides certification not only for the State of Indiana, including the Indiana Department of Transportation's Federal Highway Program, Public Works, The Indiana Gaming Commission and The State Office Building Commission, but for the private sector also.

Only certified minority and women-owned businesses will be counted toward goal attainment.

If a company wants to do business with the State as a certified minority or women-owned business, the business must complete the State bidder registration and submit a *Certification Application* to the MWBED. Registration can be completed at <http://www.in.gov/idoa/2464.htm>. You will be given a Bidder Registration Number then you should then go to the MWBED web site at <http://www.in.gov/idoa/2352.htm> or contact the office at the address listed below, to obtain the application packet:

Minority and Women's Business Enterprises Division
Indiana Department of Administration
402 West Washington St., Rm W469
Indianapolis, IN 46204
Phone: (317) 232-3061

Besides promoting the use of MBE and WBE certified businesses to all State agencies and the certification of minority and women-owned businesses for the State, the MWBED also provides useful information on business sectors not covered by certified businesses, current contracting opportunities, other certification organizations, business building resources and information from the Governor's Commission on Minority and Women Business Enterprises meetings. This information and much more can be found on MWBED's web page at <http://www.in.gov/idoa/2352.htm>.

VENDOR COMPLAINT/PROTESTS

The complete protest policy and requirements can be found at <http://www.in.gov/idoa/2476.htm>.

CONTRACT ADMINISTRATION

The primary responsibility is to ensure that the buyer (State) and seller (Vendor) are in compliance with the stated terms and conditions within contractual agreements. This section is responsible for the management of all actions, after the award of a contract, that must be taken to assure compliance with the contract; e.g., timely delivery, inspection, acceptance, payment, closing of a contract, etc.

VENDOR PERFORMANCE

The Department of Administration maintains official files for vendor performance for the State of Indiana. With assistance from State agencies, The Department of Administration monitors vendor performance on all State contracts. Periodically, the Department of Administration will review the vendor performance files to look at continued trends of negative performance. This level of quality control is to ensure that vendors successfully fulfill their contractual obligations with the State and maintain a good vendor performance status.

Vendors may be placed on **Surveillance** or **Suspension**. Vendors on surveillance are permitted to conduct business with the State; however, performance will be closely scrutinized. Vendors placed on suspension have been determined non-responsible and are **NOT** permitted to conduct

business with the State in any interests.

APPENDIX A

ELECTRONIC BUSINESS REGISTRATION GUIDE

PART ONE: CREATE USER ACCOUNT

You will need an email address and your 9-digit Taxpayer Identification Number (TIN) to register. Without these, you will be unable to register at this time.

Step 1. Access the on-line Bidder registration at <http://www.in.gov/idoa/2464.htm> and select the “Start your bidder registration” link at the bottom of the page.

Step 2. Choose if you are registering as a business or as an individual and that you are selling goods/services. Then click the yellow “Next” button to continue.

The screenshot shows a web browser window titled "Register New Bidder - Microsoft Internet Explorer". The address bar shows the URL: https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL. The page content includes the ENCOMPASS logo and navigation links for "Home" and "Sign out".

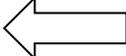
Bidder Registration

Step 1 of 6: Preliminary information.

These questions will determine the type of bidder you will become.

* Required Field

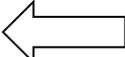
1. Please select the type of bidder which best describes you.

Business 

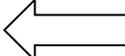
Individual

2. What type of bidding activities are you interested in?

Buying goods/Services

Selling goods/Services 

Both



* Required Field

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:33 AM.

Step 3. Enter the following fields:

Company – Legal name of your company

First name – Enter your first name

Last name – Enter your last name

Title – Your title in the business

Email ID – Enter the email address where we will send notices of opportunities to bid on goods and services

Telephone – Enter the telephone number where we can contact you

Fax – Enter the fax number for your company

User ID – Enter your chosen ID

Click the yellow “Next” button and go to Step 4 of these instructions.

The screenshot shows a web browser window with the following content:

- Browser Title Bar:** Bidder Registration
- Page Title:** Step 2 of 6: User Account Setup
- Text:** Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.
- Required Field:** * Required Field
- Form Fields:**
 - 'Company: Michael Test Business
 - URL: http://
 - User Information:**
 - 'First Name: Bob (with a Delete button)
 - 'Last Name: Smith
 - Title: Owner
 - 'Email ID: msturn@idoa.in.gov
 - 'Telephone: 317-555-1212 (with an Ext field)
 - Fax: 317-555-1213
 - 'User ID: micahel1 (User's account login name.)
 - Other Contact Info (Optional):**
 - Instant Messaging (IM) Information
 - Personalization Information:
 - Language: English
 - Time Zone: ESTA (with a search icon and "Indiana" listed)
 - Currency Code: USD (with a search icon and "US Dollar" listed)
- Buttons:** Save and Add Another User, << Back, Next >>, Cancel Registration

Step 4. Enter the following fields:

Address - Enter your address. If you enter an address outside of the USA, please make sure you enter the proper country in the field before entering the rest of the address information. You must fill out the address 1, city, state, and postal code.

Click the yellow “Next” button and go to Step 5 of these instructions.

The screenshot shows a web browser window titled "Register New Bidder - Microsoft Internet Explorer". The address bar shows the URL: https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL. The page header includes the ENCOMPASS logo and navigation links for "Home" and "Sign out".

Bidder Registration

Step 3 of 6: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field

Primary Address

Country: United States [Change Country](#)

*Address 1:

Address 2:

Address 3:

Address 4:

*City:

County:

*State:

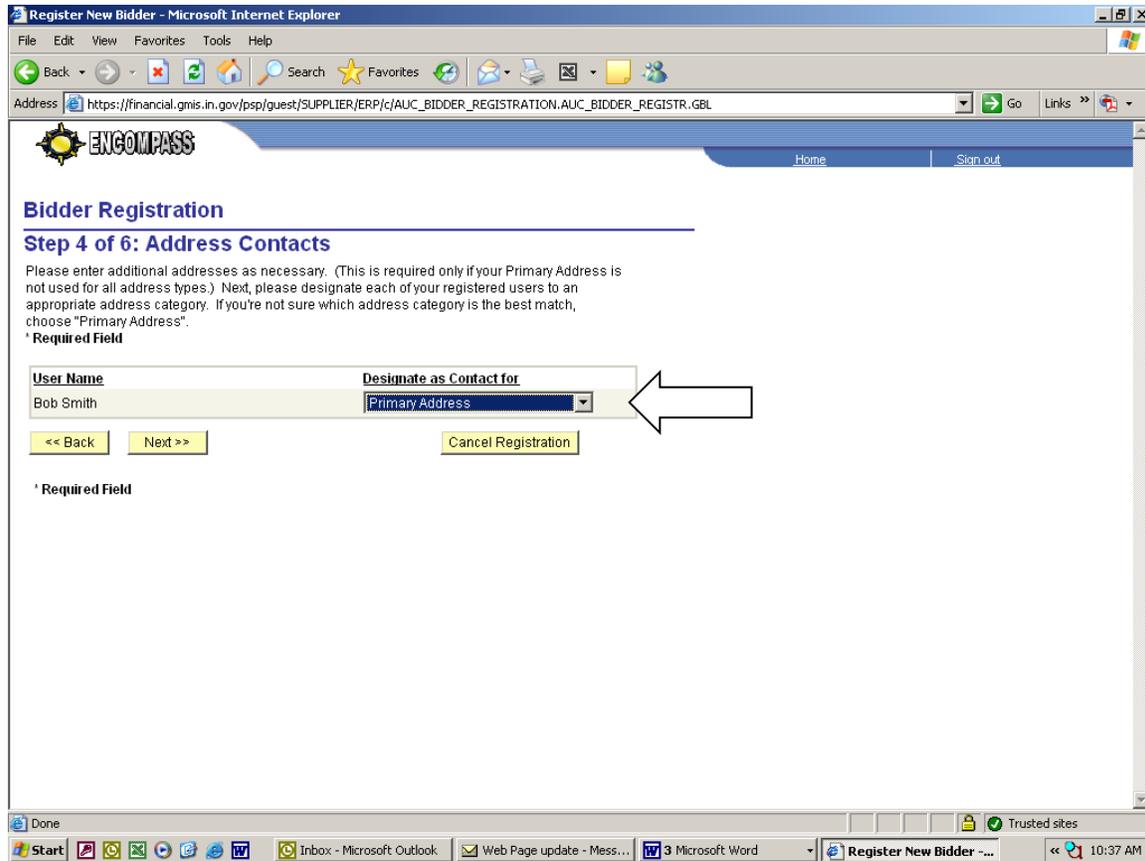
ZIP code:

* Required Field

The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar itself with open windows for "Inbox - Microsoft Outlook", "Web Page update - Mess...", "3 Microsoft Word", and "Register New Bidder - ...". The system clock shows 10:36 AM.

Step 5. Change the “Designate as Contact for” drop-down to Primary Address

Click the yellow “Next” button and go to Step 6 of these instructions.



Step 6. Enter the following fields:

ID Number – Enter the Taxpayer Identification Number for your business. This may be your Federal Employer ID or your Social Security Number. This field only holds nine characters. Please enter the number without using a dash (-) or space.

Click the yellow “Next” button and go to Step 7 of these instructions.

Register New Bidder - Microsoft Internet Explorer

Address: https://financial.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL

ENCOMPASS Home Sign out

Bidder Registration

Step 5 of 6: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers	
Identification Type	ID Number
1 *Tax Identification Number	444999666

More About Your Organization (Optional)

HUBZone Program: [Dropdown]
Size of Small Business: [Dropdown]
Veteran-Owned Small Business: [Dropdown]
 Women-Owned Business
 Emerging Small Business

Sm Disadvantaged Business Prog: [Dropdown]
Other Preference Programs: [Dropdown]

<< Back Next >> Cancel Registration

* Required Field

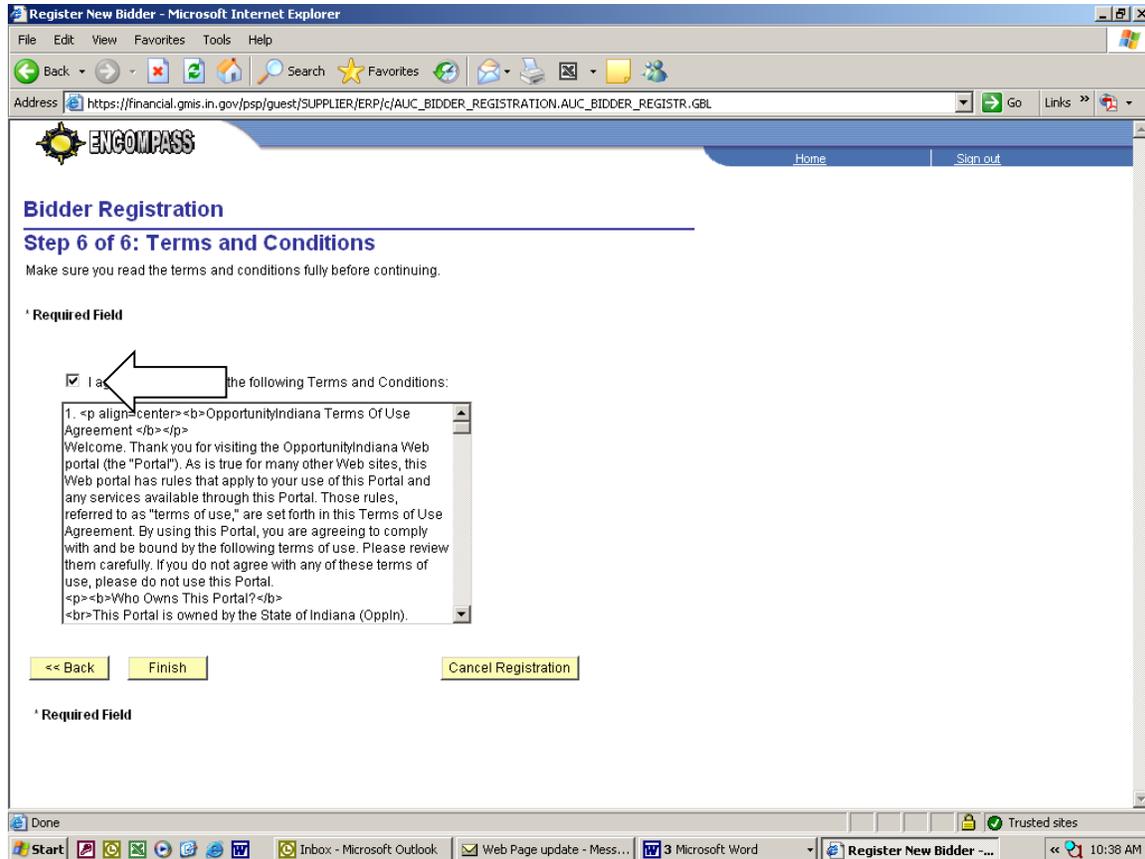
Done Trusted sites

Start Inbox - Microsoft Outlook Web Page update - Mess... 3 Microsoft Word Register New Bidder ... 10:38 AM

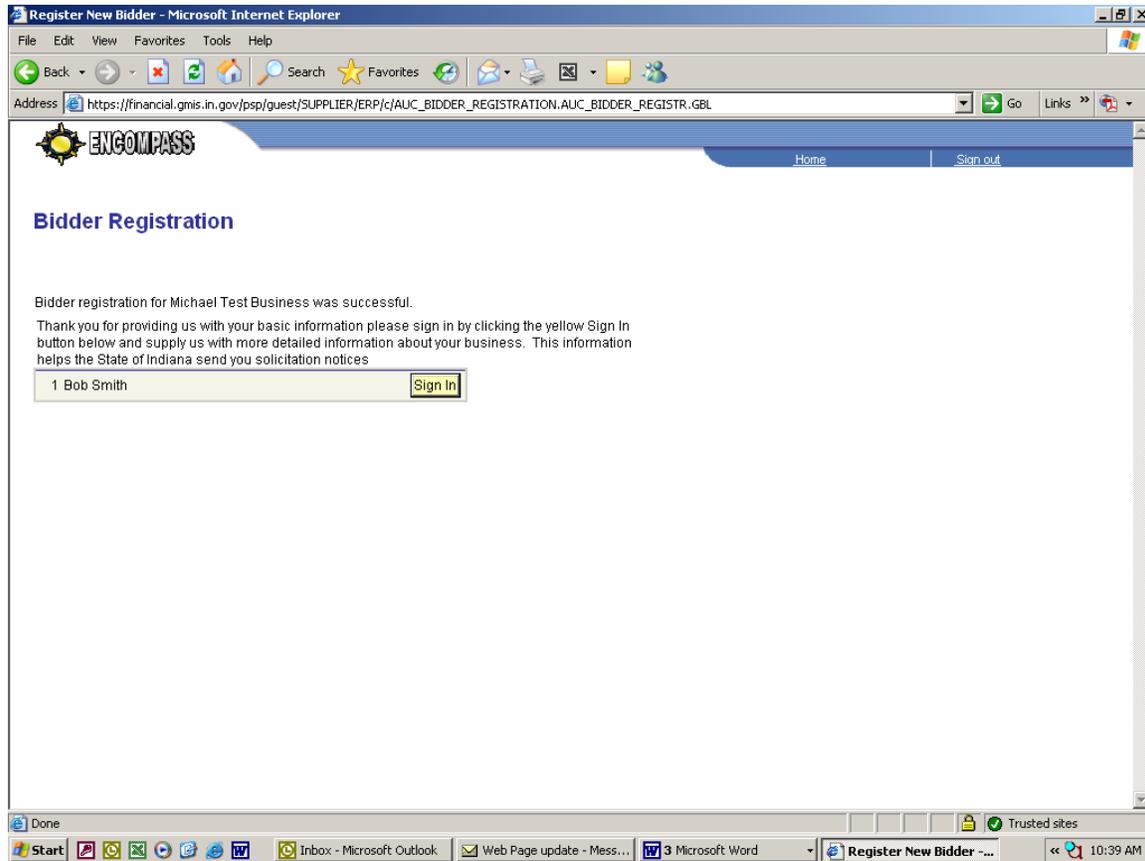
Step 7. Read and review the terms and conditions.

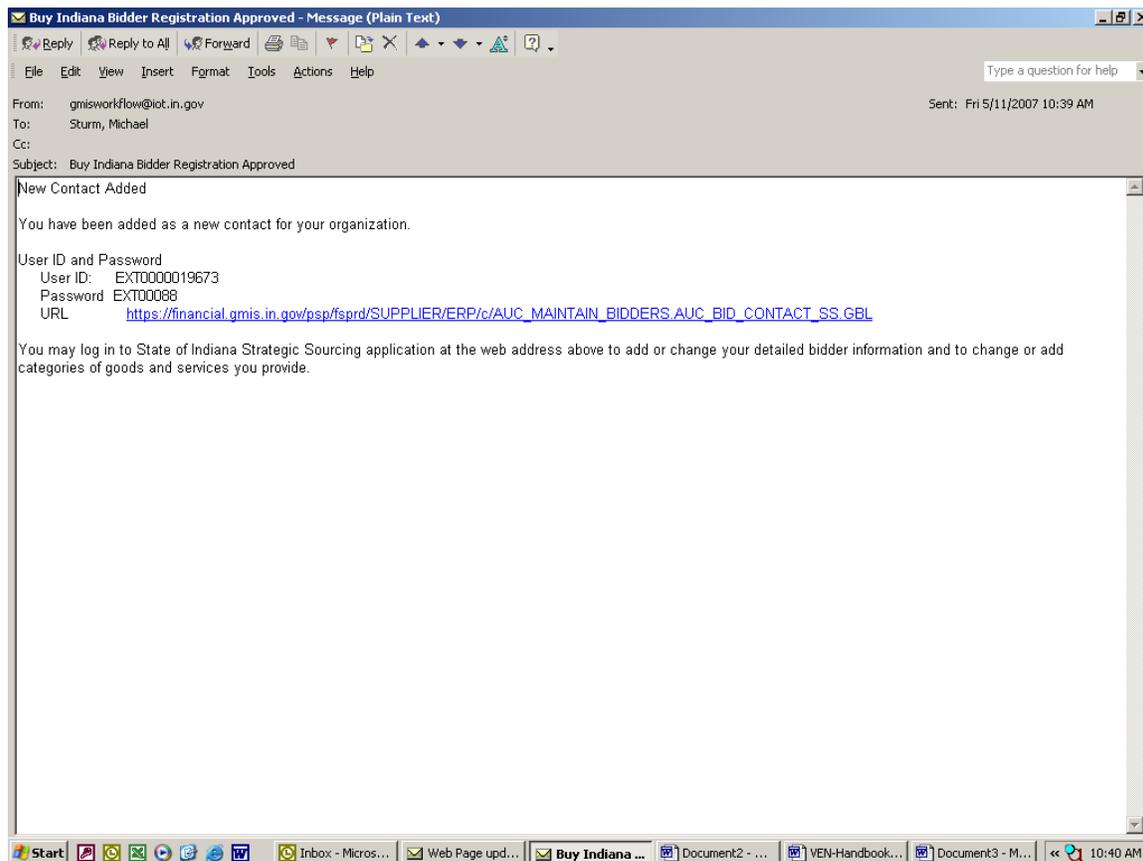
If you agree to the terms and conditions, check the box saying you agree to the terms and conditions.

Click the yellow “Finish” button and go to the final step of the instructions.



Step 7. You have completed the basic information for your Bidder Profile. You must either click the Sign in button to continue with the registration or you can go back and finish at a later time using the information sent to you in a confirmation email as shown below.





This email contains your bidder registration number (BRN) and your password for your profile.

If you did not continue and now want to update your profile, you must access the bidder profile update page at <http://www.in.gov/idoa/2464.htm> . You will need to pick the link [Update Your Bidder Registration Profile](#) to continue with your updating of your bidder profile.

PART TWO: UPDATING YOUR BIDDER PROFILE

Your Bidder Profile includes information about the goods and services you provide, any pricing preferences, and additional contact information.

Step 1. The Bidder Welcome page includes a list of required information. Review this page and be sure you have everything you need. You will not be able to save your registration if any of this information is missing. Click on the yellow “Next” button and go to Step 2 of these instructions.

The screenshot shows a web browser window with the ENCOMPASS logo and navigation menu. The main content area is titled 'Buy Indiana Registration' and contains the following text:

Welcome to the Buy Indiana registration web pages. We need to collect the following information from you:

- Legal Name
- Owner's Gender*
- Owner's Ethnicity*
- CEO Name
- Submitter Name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)
- Minority Business Enterprise (MBE) and/or Women Business Enterprise Information (WBE)
- Small Business Information
- Secretary of State Registration Information
- NAICS Code**
- Mailing Address Information
- United Nations Standard Product and Services Code (UNSPSC) Information

*If your business is a corporation (or has multiple owners) and are unable to declare an owner's gender and ethnicity, you will need to choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

**The NAICS Code is also called the Business Activity Code. It can be found on the following federal income Tax returns:
 Individual - Form 1040 - Schedule C, Page 1, Line B
 Partnership - Form 1065 - Page 1, Line C
 Corporation - Form 1120 - Page 2, Schedule K, Line 2a
 Sub Chapter S Corporations - Form 1120S - Page 1, Line B

Next

Step 2. Enter or change the following fields:

Vendor Legal Name – Legal name of your company

Owner's Gender – Gender of the owner

DBA Name – “Doing Business As” Name (only enter if different than your legal name)

Owner's Ethnicity – Ethnic origin of the owner of your company. If your business is a corporation (or has multiple owners) and you are unable to declare an owner's gender and ethnicity, you must choose Male as the Owner Gender and Caucasian as the Owner's Ethnicity.

CEO Name – Chief Executive Officer Name of your company

Submitter Name – Your name

Email ID – Email address used in registration

Company Web site – If you have a web site, enter it here.

I want to receive orders by – Select your preference to receive orders from the State of Indiana. Your options are Email, Fax or Regular Mail; you need to choose only email. You must check the **Notify me of Opportunities** to receive solicitations from the State Agencies.

Registered with the Secretary of State – Check this box if you are registered with the Indiana Secretary of State. If so, you will be prompted to enter your Secretary of State Control Number. You must have this number if you check this box. If you do not know it at this time, click on the link to the Secretary of State’s search page. When you find your control number, return to this page to enter it.

NAICS code– Enter the North American Industry Classification System code number. If you want to search for a NAICS code, click on the link. This number can also be found on your Federal business Income Tax return on one of these pages:

1. Individual - Form 1040 - Schedule C, Page 1, Line B
2. Partnership - Form 1065 - Page 1, Line C
3. Corporation - Form 1120 - Page 2, Schedule K, Line 2a
4. Sub Chapter S Corporations - Form 1120S - Page 1, Line B

Menu

Search:

Manage Events and Place Bids

My Bidder Information

View Terms & Conditions

Home | Sign out

Bidder Welcome | **Bidder Registration** | BuyIndiana | Public Listing | MBE/WBE and Small Business

SetID: STIND Bidder ID: 0000019672

Vendor Legal Name: Michael's Test Company Three

Doing Business As Name:

CEO Name: Michael Sturm

Owner's Gender: Male

Owner's Ethnicity: Caucasian

Submitter Name: Michael Sturm

Email ID: msturm@doa.in.gov

Website:

I want to receive orders by: Email Notify me of Opportunities

Registered with the Secretary of State

** If you are unsure of your Secretary of State Control #, Please click the link below:
https://secure.in.gov/sos/bus_service/online_corps/default.asp

North American Industrial Classification System (business activity code)

NAICS Code: 11 Agriculture, Forestry, Fishing, and Hunting

** If you are unsure of your NAICS Code, Please click the link below:
<http://www.census.gov/epcd/www/naics.html>

By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.

* fields are required

Previous Next

When you have completed this page, click on the yellow “Next” button and go to step 3 of these instructions.

Step 3. Buy Indiana information

Buy Indiana Certification - You will need to determine if you qualify as an Indiana business based on one of the five listed descriptions. Click the appropriate choice if you qualify. If you do not qualify or are not sure, contact Amey Redding at 317-234-3542.

Acceptance of Certification – You must mark the box to certify your information or you cannot continue.

Buy Indiana – Check this box if you want to be included in the Buy Indiana listing so other business can find you.

Affirmation for acceptance in Buy Indiana listing – Check the correct box to affirm your ability to be listed in the Buy Indiana Directory.

Certification of Accuracy – You must check this box certifying your information is correct for all information supplied to the State of Indiana.

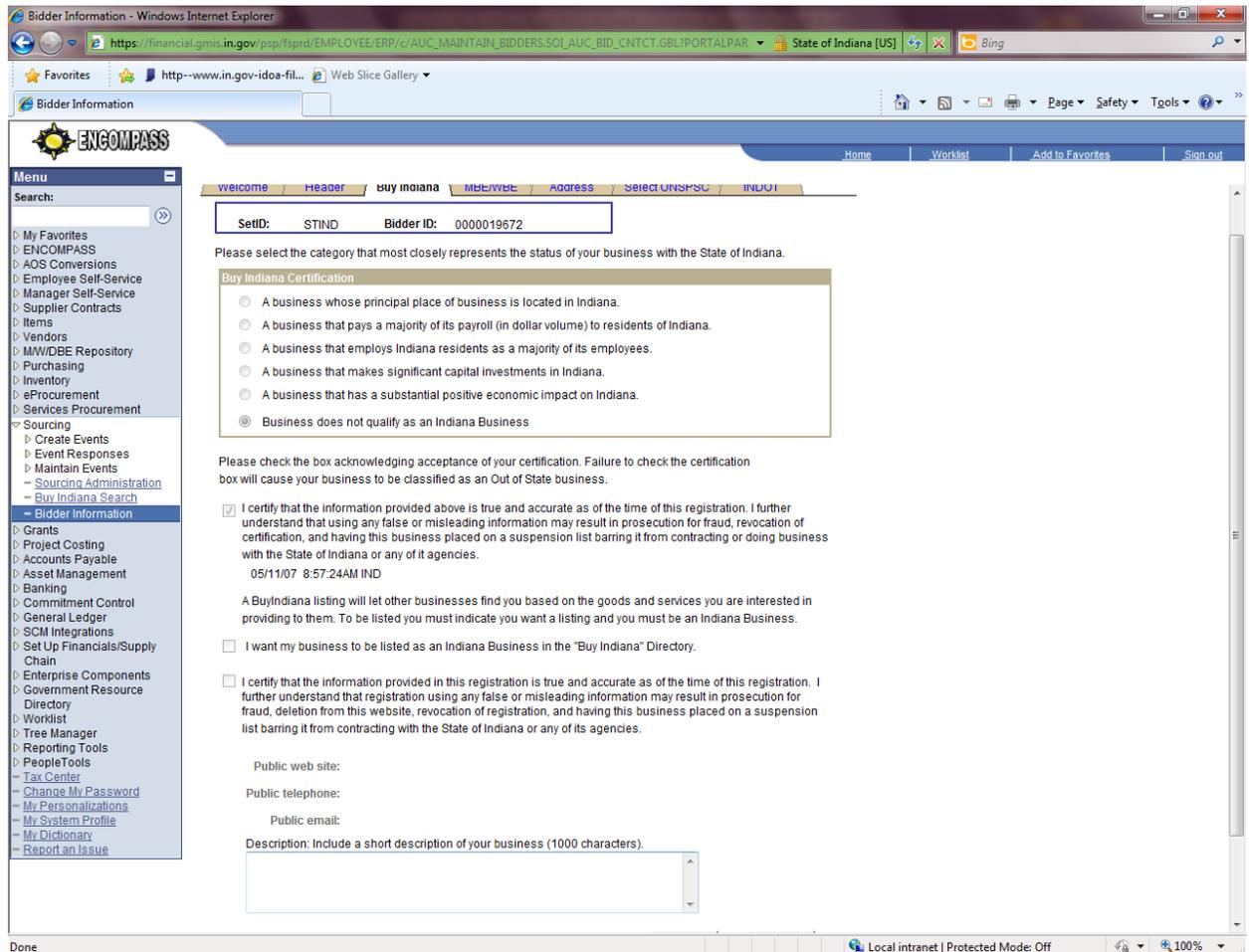
Public Web Site – List your web address for publication in the Buy Indiana listing if you want it listed.

Public Telephone – List your public telephone number for publication in the Buy Indiana listing if you want it listed.

Public Email – List your public email address for publication in the Buy Indiana listing if you want it listed.

Description of Your Business – Short description of your business to be listed in Buy Indiana listing

When you have completed this page, click on the yellow “Next” button and go to step 4 of these instructions.



Step 4. Enter or change the following fields:

Certified Minority Business Enterprise(MBE) – Check this box if you are a certified MBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification expiration date. Fill in as much information as you can for this.

Otherwise MBE Certified – Check this box if you are a certified MBE with another entity. If so, you will be prompted to enter that other entity.

Certified Women Business Enterprise (WBE) – Check this box if you are a certified WBE with the State of Indiana. You will be prompted to enter your MBE/WBE certification expiration date. Fill in as much information as you can for this.

Otherwise WBE Certified – Check this box if you are a certified WBE with another entity. If so, you will be prompted to enter that other entity.

If you are not a certified MBE/WBE, are interested in getting more information on becoming a certified MBE/WBE, click on the “Interested in becoming a certified MBE?” or “Interested in becoming a certified WBE” links.

Indiana Small Business – If you are interested in being registered as a small business, you must meet the criteria stated on the General Info page. State statute requires that you can only register for one small business classification, so if you fall under more than one category, you must pick one. If you do not qualify, simply click the “None” radio button.

When you have completed this page, click on the yellow “Next” button and go to step 5 of these instructions.

The screenshot shows a web browser window titled "EMPLOYEE - Microsoft Internet Explorer". The page is titled "QA Testing" and has a navigation bar with links: Bidder Welcome, Bidder Registration, BuyIndiana, Public Listing, and MBE/WBE and Small Business. Below the navigation bar, there are two input fields: "SetID: STIND" and "Bidder ID: 0000012033".

The "MBE/WBE Information" section contains four checkboxes:

- Minority Business Enterprise
- Women Business Enterprise
- Otherwise MBE Certified
- Otherwise WBE Certified

Below these checkboxes is a link: [Interested in becoming a certified Minority or Women Business Enterprise?](#)

The "Indiana Small Business" section contains a definition of small business and five radio button options:

- Wholesale Business: Annual sales for its most recently completed fiscal year is four million dollars (\$4,000,000) or less.
- Manufacturer: The number of its employees is one hundred (100) or less.
- Construction: Average gross annual receipts for the current and three (3) previous fiscal years is four million dollars (\$4,000,000) or less.
- Service: Average sales for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less and the number of its employees is twenty-five (25) or less.
- Retail: Average sales and receipts for the current and three (3) previous fiscal years is five hundred thousand dollars (\$500,000) or less.
- None

At the bottom of the form, there is a disclaimer: "By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission." Below the disclaimer are two buttons: "Previous" and "Next".

Step 5. You may enter up to 4 different addresses (invoicing, remitting, returning and ordering). If they are all the same, simply enter your address using the “Remitting” address type. To enter multiple addresses, click the “+” on the top right of the address. To delete the current address, click the “-“ on the top right of the address. If you enter an address outside of the USA, please make sure you select the proper country from the country drop down prior to entering the address information. If you enter an address, you must fill out the address 1, city, state, postal code, telephone and contact name.

If you would like to add additional address choices, you will need to click the yellow + sign to add the addition addresses. When you have added all your additional addresses, click on the yellow “Next” button and go to step 6 of these instructions.

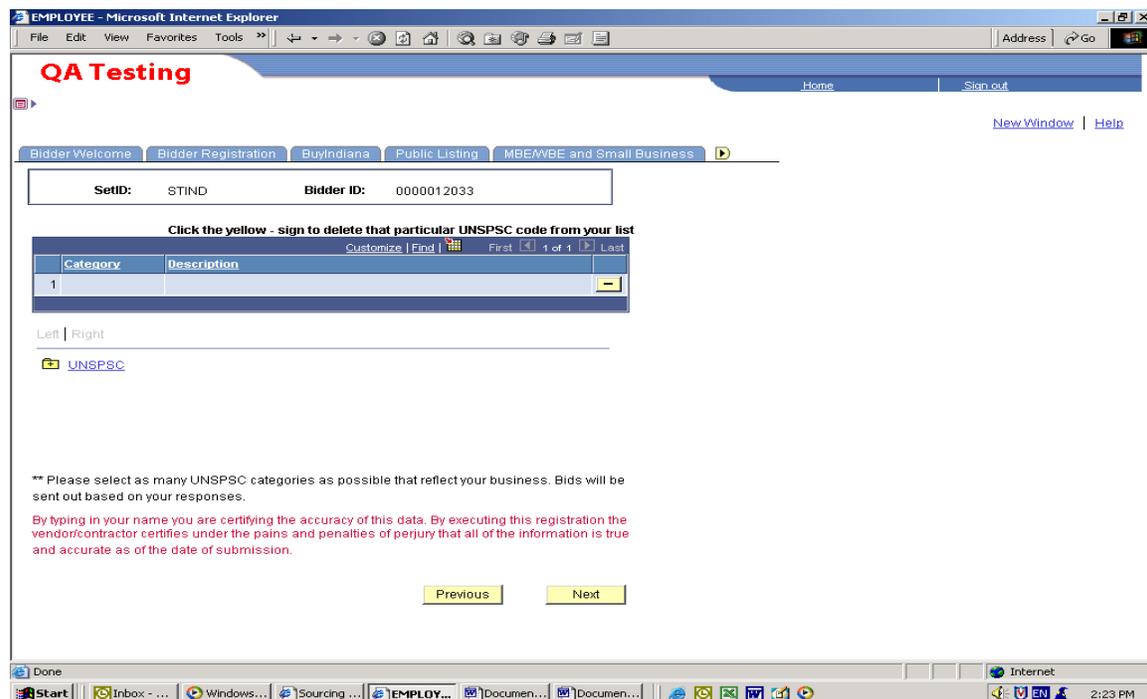
The screenshot shows a Microsoft Internet Explorer browser window with the title 'EMPLOYEE - Microsoft Internet Explorer'. The address bar contains 'Address' and a 'Go' button. The page header features the text 'QA Testing' in red, with 'Home' and 'Sign out' links to its right. Below the header is a navigation menu with tabs for 'Public Listing', 'MBE/WBE and Small Business', 'Addresses', 'Goods/Services', and 'INDOT Notification'. The 'Addresses' tab is active, displaying a table with columns 'SetID:' and 'Bidder ID:'. The table contains one row with 'STIND' and '0000012033' respectively. Below the table is a search bar with 'Find' and 'First 1 of 1 Last' options. The main form area is titled '*Address Type: ** Complete address is required.' and includes a dropdown menu set to 'Returning'. A yellow box highlights the '+ -' buttons and the instruction: 'Click the yellow + sign to add an address and click the yellow - sign to delete this address'. The form fields include: 'Country:' (USA, United States), 'Address 1:' (1212 somebody way), 'Address 2:', 'Address 3:', 'Address 4:', 'City:' (Indianapolis), 'County:' (marion), 'ZIP code:' (46227), 'State:' (IN, Indiana), '*Telephone:' (317/555-1212), 'Fax Number:', 'Email ID:' (tooltime3@hotmail.com), and '*Contact Name:' (Tim Taylor). Below the form, there is a paragraph of text: 'If you have more than one remittance address, please fax the additional addresses, with a completed W-9 Taxpayer Identification Form, to Shirley Houston, Vendor Registration Coordinator, at 317-232-7312. On your cover letter, please state that you have registered your company on our web site. <http://www.in.gov/idoa/proc/FW9.PDF> By typing in your name you are certifying the accuracy of this data. By executing this registration the vendor/contractor certifies under the pains and penalties of perjury that all of the information is true and accurate as of the date of submission.' At the bottom of the page, there are 'Previous' and 'Next' buttons. The browser status bar at the bottom shows 'Done' and 'Internet'.

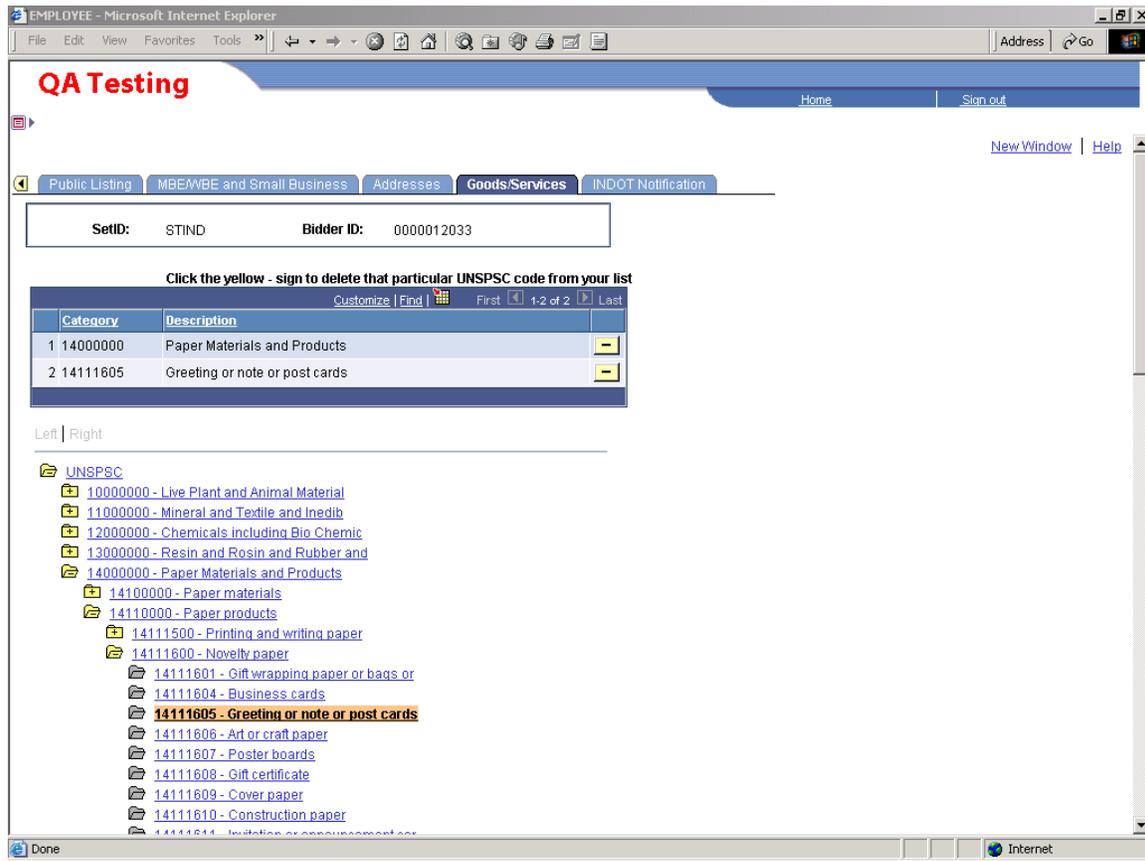
Step 6. If you would like to receive solicitations from the State of Indiana, you must fill out the goods/services section. We use the UNSPSC (United Nations Standard Products and Services Code) codes to categorize goods and services. The registration will only let you pick valid UNSPSC category codes.

Click on the yellow folder to the left of “UNSPSC”. You will see the top level categories. You may open more details by clicking the folder symbols. You may add a category by clicking on the underlined name. You may remove a category by clicking the yellow minus icon to the right of the category.

We advise that you do not make your UNSPSC choice too narrow. This will limit your opportunities for solicitations.

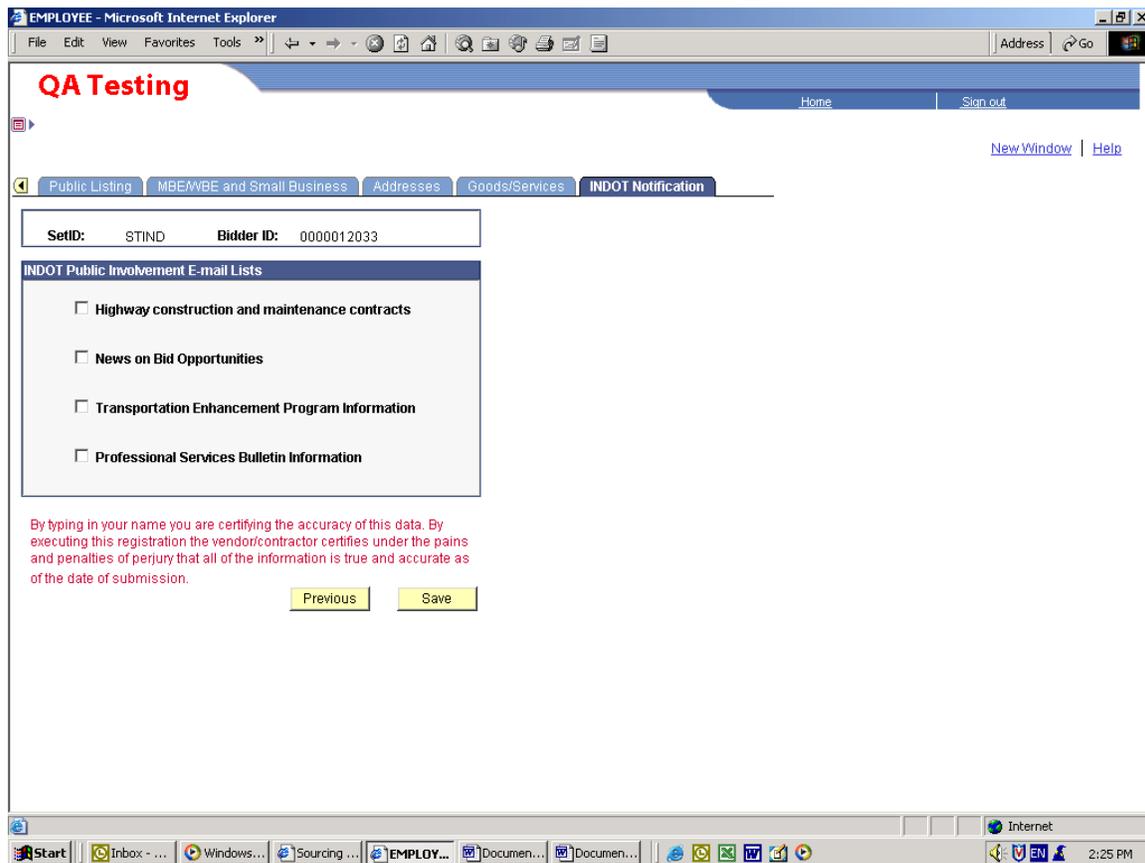
If you would like to add additional UNSPSC choices, you will need to click the yellow + sign to select additional codes. When you have added all the UNSPSC choices, click on the yellow Next button and go to step 7 of these instructions.





Step 7. If you would like to receive solicitations from the Indiana Department of Transportation, you may click on one of the four checkboxes. Each checkbox is for a different type of purchase conducted by INDOT. We will relay your email and contact information for them to update their opportunity email list services.

Click the yellow "Save" button and go to Step 8 of these instructions.



Step 8. Once your INDOT choices have been entered, click the yellow “Save” button at the bottom right of the screen. **If you do not click the “Save” button, you will not update your profile. Once bidder profile has been saved, you will receive a message saying that it has been successfully saved.**



We will immediately send an email to the email address you entered in step 2. This email will not include your mailing address(es), but it will include other information you have entered.

Step 9. Thank you for registering, you may now close your browser.

APPENDIX B

CHECKLIST FOR BIDDERS

Below is a checklist to refer to when preparing a responsive bid. The checklist includes many common errors made by bidders responding to bid invitations. Please note that these instructions may not contain all applicable requirements, and careful reading of the solicitation is critical.

1. The Non-Collusion Certification language is in the package. When you sign the Signature Page, you are agreeing to the general conditions, specifications, certifications and other documents of this solicitation. The purpose of the Non-Collusion Certification is to certify that no price fixing or improper contact with any State employee or other vendor in the market has occurred.
2. There is a Drug-Free Workplace Certification.
3. The U.S. Manufactured Certification is mandatory. This certification is required by State statute. This certifies that at least 50 percent of the costs of a product's components are mined, produced or manufactured in the United States.
4. State form 47895, Minority and Women's Business Enterprise Participation Plan must be completed correctly and enclosed for all solicitations. See Appendix C for directions.
5. If any Minority or Women owned businesses are listed on State form 47895, a signed letter(s), on company letterhead, from the minority and/or women owned business must accompany the Minority and Women's Business Enterprise participation plan.
6. State form 51778, the Indiana Economic Impact form needs to be complete. Make sure all sections are completed if you have the needed information. The purpose is to allow the State to view the impact a bidders proposal has on the State and its economy. The information listed on this form will be part of the evaluation of a bid.
7. Clearly detail in writing any deviation from or exception taken to the stated specifications and initial any changes you make to your solicitation.
8. Do not submit photocopies of bid documents; retain photocopies for your own information, provide originals to the Department of Administration, Procurement Division or agency purchasing administrator.
9. Do not add any additional contractual or payment terms and conditions. Terms of the award will be those listed in the Invitation for Bid, the Drug-Free Workplace Provision, and the resulting Purchase Order only.
10. If applicable, the bid bond must be submitted in proper form with the bid (Invitation for Bid terms will indicate if such a bond is required).

11. Bids must be received by the due date and time indicated in the Invitation for Bid.
12. If you are not willing to accept a split award (partial order), your bid must include the statement “ALL OR NONE”.
13. Bidders that are out-of-state corporations should complete the Application for Certificate of Authority of a Foreign Corporation per *IC 23-1-49-1*. Contact the Secretary of State’s office for further information at (317) 232-6576 or www.in.gov/sos.
14. Each solicitation must be returned in a separate envelope. The envelope must clearly display the following information.
 - a. The notation “Sealed Bid/Quote/QPA” (please indicate which of the preceding type of request forms you have submitted)
 - b. The Requisition Number (Provided on the RFQ/ITB)
 - c. The Due Date and Time
 - d. If the RFQ/ITB is to come to the IDOA Procurement Division, make sure it is addressed to: Department of Administration, Procurement Division, 402 W. Washington St. Room W468, Indianapolis, IN 46204. Do not send it to the attention of the Purchasing Administrator listed on the solicitation.
15. To protect the integrity of the sealed bid process, failure to properly identify your offer as a sealed bid according to the above instructions may result in an automatic disqualification from consideration.

APPENDIX C

SF47895 (ELEC1/12)

MINORITY & WOMEN'S BUSINESS ENTERPRISES SUBCONTRACTOR COMMITMENT FORM

In accordance with 25 IAC 5-5, if the purchase is for Commodity/Services the contract goal for this solicitation is 4% Minority participation and 9% for Women participation. It is the intent of IDOA Procurement Division to meet or exceed the above mentioned MWBE goals. If participation exists the vendor must submit with its quote/bid a MWBE Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at www.in.gov/idoa/mwbe. If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this quote/bid and the cost of direct supplies for this quote/bid. Respondents must complete the Subcontractor Commitment Form in its entirety.

The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms
- Each firm may only serve as one classification – MBE or WBE
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at www.in.gov/idoa/mwbe
- Must be used to provide the goods or services specific to the contract
- National Diversity Plans are generally not acceptable

MINORITY & WOMEN'S BUSINESS ENTERPRISES SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract.

By submission of the quote/bid, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's MWBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or mwbe@idoa.in.gov.

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

Quote/Bid
DUE DATE:
TOTAL Quote/ BID AMOUNT:

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm
Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
	Describe service/product to be provided:
Provide approximate dates when Sub-Contractor will perform on this project:	

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm
Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
	Describe service/product to be provided:
Provide approximate dates when Sub-Contractor will perform on this project:	

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	Printed Name and Title

Please check if additional forms are attached.
Page _____ of _____

IF PARTICIPATION EXISTS THIS FORM MUST BE COMPLETED IN ITS ENTIRETY WITH

**COMPLETED LETTERS OF COMMITMENT
APPENDIX D**

ADVERTISING OF PROCUREMENT OPPORTUNITIES

Indianapolis Court and Commercial Record advertises all our Invitations for Bid and Requests for Proposals

Published: Monday through Friday except legal holidays
Distribution: Marion County, some statewide

Indianapolis Star advertises all Invitations for Bid and Requests for Proposals

Published: Monday, Wednesday and Friday
Distribution: Throughout the State of Indiana

APPENDIX E



INDIANA ECONOMIC IMPACT - PROPOSALS AND CONTRACTS

State Form 51778 (R4 / 1-06)

DEPARTMENT OF ADMINISTRATION

Approved by State Board of Accounts, 2006

This information is required by the Indiana Department of Administration for all contractors, vendors/suppliers to the State of Indiana (complete all 22 items).

1	Legal Name of firm:	
2	Address/City/State/Zip Code:	
3	Telephone #/Fax #/Website:	
4	Federal Tax Identification Number:	
5	State/Country of domicile/incorporation:	
6	Location of firm's headquarters or principal place of business:	
7	Name of parent company or holding company (if applicable):	
8	State/Country of domicile/incorporation of company listed in #7:	
9	Address of company listed in #7:	
10	IN Department of Workforce Development (DWD) account number:	
11	IN Department of Revenue (DOR) account number:	
12	Number of Indiana resident employees per most recently completed IRS Form W-2 distribution:	
13	Total number of employees per most recently completed IRS Form W-2 distribution:	
14	Total amount of payroll paid to Indiana resident employees per most recently completed IRS Form W-2 distribution:	
15	Total amount of payroll paid to all employees per the most recently completed IRS Form W-2 distribution:	
16	Total amount of this proposal, bid, or current contract:	

ACCOUNTING OF INDIANA RESIDENT

17	Prime Contractor Company Name:	
18	Number of Full Time Equivalent (FTE) employees that are Indiana residents specifically for this proposal or contract:	

19	Subcontractor Company Name:				
20	Address/Contact Person/Telephone Number/Tax ID Number:				
21	Number of Full Time Equivalent (FTE) employees that are Indiana residents specifically for this proposal or contract:				

22	Affirmation by authorized official: I affirm under penalties of perjury that the foregoing representations are true to be the				
	Signature:				
	Name of auththorized official:				
	Title:				
	Date:				

APPENDIX F

Indiana Small Business (IC 5-22-15-23) definition:

- 1.) Wholesale business with annual sales of four million dollars (\$4,000,000) or less during its last fiscal year. “Wholesale business, means a business that derives its principal source of income (over 50% of gross revenues) from sales to retailers, other merchants, or industrial, institutional or commercial users who will use the goods for resale or business use. This definition includes distribution activities.
- 2.) Service business with average sales of five hundred thousand dollars (\$500,000) or less for the current and preceding three (3) fiscal years and which employs no more than twenty-five (25) persons. “Service business, “ means a business that derives its principal source of income (over 50% of gross revenues) from the sale of useful artistic, educational, intellectual, literary, or scientific labor from which no necessary tangible commodity is derived.
- 3.) Retail business or business selling services with annual sales and receipts of five hundred thousand dollars (\$500,000) or less. “Retail business,” means a business that derives its principal source of income (over 50% of gross revenues) from the sale of supplies to the ultimate consumer.
- 4.) Manufacturing business, which employs no more than one hundred (100) persons.
“Manufacturing business” means a business that derives its principal source of income (over 50% of gross revenues) from the sale of goods the firm produces at its own facility made from raw, unfinished materials, as distinguished from the final product.
- 5.) A business in any of the following sectors is not a small business if it employees more than one hundred (100) persons or if its annual sales exceed 5 Million dollars (\$5,000,000):
 - (A) Information Technology
 - (B) Life Sciences
 - (C) Transportation
 - (D) Logistics
- (6) A business that has a current verification as a veteran owned small business as defined by IC 5-22-14-3.5(a)(1-3).

APPENDIX G

GLOSSARY

Advice of Change (A/C) - Used to make monetary changes to an existing Purchase order

Bidder – Potential Company who would like to receive information on solicitations with the State of Indiana.

Buyer - Also called purchasing administrator, this is the person in the Procurement Division or the agency responsible for procuring specific goods or services for the State agencies, facilities, and institutions.

Contract Support Division - Performs all functions that pertain to contract administration, management of information, and bid opening functions.

Drug-free Workplace – Mandated by Executive Order 90-5, this requires all vendors doing more than \$25,000 worth of business with the State to maintain a drug-free workplace.

Equipment - Any article, except small tools, which has an extended period of service expectancy (minimum of 12 months).

Foreign Corporation - See out-of-state corporations

Free on Board Destination (FOB Destination) - A contract term under which the vendor must pay the shipping and handling charges to the point of delivery.

Invitation for Bid (IFB) - A form of solicitation from the State of Indiana for procurement greater than \$75,000.00 or for a Quantity Purchase Agreement.

Materials, supplies, parts - Expandable commodities which are consumed within a relatively short period of time, or which are converted in the process of construction or manufacture or which form a minor part of equipment.

Minority Business Enterprise (MBE) - An individual, partnership, corporation, limited liability company, or joint venture of any kind that is owned and controlled by one or more persons who are: (a) United States Citizens and (b) Members of a minority group. “Owned and controlled” means having: (a) Ownership of at least 51% of the enterprise including corporate stock of a corporation; (b) control over the management and active in the day to day operations of the business; and (c) an interest in the capital, assets, and profits and losses of the business proportionate to the percentage of ownership. “Minority group” means: (a) Blacks; (b) American Indians; (c) Hispanics; (d) Asian Americans; and (e) other similar minority groups, as defined by *13 CFR 124.103*.

Non-Collusion Certification - A certification that the vendor has not participated in any efforts to fix prices or has any improper contact with any State employees or other vendor in the marketplace.

Out-of-State Corporations - Also known as a Foreign Corporation, all out-of-state corporations must be registered with the Secretary of State of Indiana for 45 days before they can be awarded a contract.

Quantity Purchase Agreements (QPAs) - Term contracts for goods and/or services, generally issued for one year with options for renewal.

Personal Services Contracts - Contracts for personal services rendered either by employees of the State, or by professional consultants employed on a temporary basis.

Procurement Division - Buys, purchases, rents, leases, or otherwise acquires any supplies of service. Performs all functions that pertain to the obtaining of any supply or service, including: description of requirements, selection or solicitation of sources, preparation and award of contracts and purchase orders.

Procurement Agent - A person within a State agency, facility or institution responsible for developing purchase requests and specifications to address procurement needs of that agency. These persons are nominated by the agency, facility or institution and assigned duties by the Director of Procurement.

Public Works Division - Prepares and supervises the preparation of contract documents for constructions. Advertise bids, process contract awards, approve or reject estimates and contract changes.

Purchase Order - A means of ensuring payment from the State to the vendor.

Purchasing Administrator - see Buyer

Racial Minority Group - (a) African Americans; (b) American Indians; (c) Hispanics; (d) Asian Americans; and (e) Other similar racial minority groups.

Request for Information (RFI) - A non-committed solicitation for information used to develop a Request for Proposal (RFP).

Request for Proposal (RFP) - Solicitations used to obtain a usually complex and/or costly product.

Request for Quotation (RFQ) - Solicitations used for small purchases below \$75,000.00.

Services by Contract - All payments made by the State for services rendered under express contract, including labor and materials furnished in the performance of such services, but not including professional and consulting services.

Services other than personal - All payments made for services rendered to the State on which the rate is fixed by law or ordinance.

Sole Source - A procurement method used when only one source can provide the service or commodity.

Small Purchase - A purchase under \$75,000.00; with the exception of Quantity Purchase Awards.

Special Procurement – Any exception to normal State purchasing procedures as identified in *IC 5-22-10*.

Sub-Contractor Commitment Form - A form that is required in all solicitations and contract which lists the MBE/WBE sub-contractors and sub-contracting amounts to be used toward MBE/WBE goal attainment.

U.S. Manufactured Certification – A certification indication that at least 50 percent of the costs of a product's components are mined, produced or manufactured in the United States.

Vendor - The supplier of the goods and services which the State purchases.

Women's Business Enterprise (WBE) – a business that is one of the following: (1) A sole proprietorship owned and controlled by a woman.; (2) A partnership or joint venture owned and controlled by women in which: (a) at least fifty-one percent (51%) of the ownership is held by women; and (b) the management and daily business operations are controlled by at least one of the women who owns the business. (3) A corporation or other entity: (a) whose management and daily business operations are controlled by at least one of the women who own the business; and (b) that is at least fifty-one percent (51%) owned by women, or if stock is issued, at least fifty-one percent (51%) of the stock is owned by at least one of the women.