

State of Indiana Bid Contact:

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 Administration
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BID INFORMATION COVER SHEET

Negotiated Bid # 103-22-68280 for
 Technology Updates
 for Indiana Law Enforcement Academy

Response Due Date:

July 23, 2021 by 3:00 PM EDT

Please note new requirement under Bid Submission.

INSTRUCTIONS: Please provide the information requested below and submit this bid information cover sheet in the bid response.

BIDDER CONTACT INFORMATION

Company Name	Conference Technologies, Inc.
Company Bidder ID#	43-1501713
Contact Name/Title	Martin Nault/Design Consultant
Contact Phone/Email	317-912-4521/mnault@conferencetech.com

PLEASE IDENTIFY IF THE FOLLOWING PREFERENCES ARE CLAIMED IN THIS COMPLETED BID PACKAGE:

☐ U.S. Manufactured Preference (USMP)

☐ Indiana Manufacturing Preference (IMP)

Please be advised only one of the pricing preferences listed below may be claimed.

☐ Indiana Business Preference (IBP)
 (also called Buy Indiana)

☐ Indiana Small Business Preference (ISBP)

BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF THE BID.

☐ Completed Bid Information Cover Sheet

☐ Completed Bid List in original EXCEL format (NO PDFs)

☐ Completed Bid Package, containing the following:

- o Identification of any Purchasing Preferences Claimed (Page 7-8), including Buy Indiana email confirmation if claiming the Indiana Business Preference

☐ Completed Indiana Economic Impact Form in original EXCEL format (signed copy may be submitted as an additional PDF document)

<ul style="list-style-type: none"> o Completion of <i>Minority and Women’s Business Enterprises Subcontractor Form</i> (Pages 9-10) o Completion of <i>Indiana Veteran Owned Small Business Subcontractor Form</i> (Pages 11-12) o Completion of <i>Invoice Automation Program</i> and <i>ONE Indiana Questions</i> (Page 14-16) o Identification of Emergency Information (Page 16) o Identification of Requested Exceptions to Outlined Specifications (Page 17) o Company Information with Authorized Signature (Page 20) 	<input type="checkbox"/> Electronic versions of completed bid documents submitted through the online portal.
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PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

Key Bid Dates

The following timeline has been provided as an illustration of the bid process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are tentative and subject to change.

Activity	Date
Issue of Bid	June 22, 2021
Tour of Facility	July 1, 2021
Deadline to Submit Written Questions	July 2, 2021 by 03:00PM EDT
Response to Written Questions	July 9, 2021 EOD
Submission of Proposals	July 23, 2021 by 3:00PM EDT
Anticipated Award Recommendation	September of 2021

Bid Specifications:

See **Attachment B** bid specifications.

Question and Answer Period

All questions pertaining to this bid are due by **03:00PM ET July 2, 2021**. Questions should be emailed to BaaRFP@idoa.IN.gov using the Microsoft Excel sheet labeled “Question and Answer Template.” The State will upload responses to questions received by **EOD on July 9, 2021** to the solicitation webpage for BID # 103-22-8183. Use **Attachment A– Questions and Answer Template**. (https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_BID_CMP_FL.GBL). Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email.

Tour Information:

Tour Date: Thursday, July 1, 2021

Time: 1:30 pm EST

Location: Indiana Law Enforcement Academy, 5402 South County Road 700 East, Plainfield, IN 46168

If you plan to attend, please email Teresa Deaton-Reese at tdeaton@idoa.in.gov with the following information by **July 30, 2021 by 3:00 ET**:

- Name of Company
- Name of Individual
- Phone #

Instructions for arrival: When pulling into the main driveway, turn to your right; near the flagpole, there are 5 visitor spaces for you to park in. Additional parking is available in the north and south parking lots. You will enter the building through the main entrance (Door #1) on the east side of the building. Our Facility is secured; please use the courtesy phone and dial the Receptionist. Provide the Receptionist your name, company name and indicate you are attending the vendor tour. Once you are admitted to enter the building, report to the Receptionist desk to your left and obtain a visitor badge. You will wait in the lobby until the tour begins.

COVID Measures: Masks or face coverings are required at all times while inside our campus buildings. If you do not have one, one will be provided.

If you answer YES to any of the below questions, please refrain from attending the tour.

- 1) Have you tested positive for COVID-19 within the past 14 days?
- 2) Have you had close contact with someone who has tested positive for COVID-19 within the past 14 days?
- 3) Are you currently ill? Do you have symptoms of a cold, cough, or shortness of breath? Have you temporarily lost your sense of taste or smell?
- 4) Do you currently have a fever, or have you had a fever within the past week?

Bid Instructions

Please use the Bid List (an Excel document) to enter prices and to confirm your proposed services meet the requirements. The listed unit prices shall be the purchase price of the services offered to the State. Listed requirements must be met or exceeded for your proposal to be considered for award. Failure to include any information requested in the worksheet may result in the removal of your proposal from consideration.

Payments

For transactions with State agencies, IC 4-13-2-14.8 requires:

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 credit.

U.S. Manufactured Preference

If claiming the U.S. Manufactured preference, bidders must clearly specify the items qualified for the preference. This preference can only be applied to the items the State is actually purchasing. If claiming the U.S. Manufactured preference, include a letter on **company (manufacturer) letterhead** confirming the cost of the product or its components exceed 50% of the cost of all components. **Failure to indicate individual line items claimed under this preference or failing to include a letter may affect the evaluation of the bid.**

Bidder Registration

Prior to award of this solicitation, your business must register as a bidder at <http://www.in.gov/idoa/2464.htm>. Just click on "Supplier Portal" and then "Register Bidders." Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any State Agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-3542 for assistance with your registration.

Buy Indiana/Indiana Business Preference

Prior to award of this solicitation, your business must also qualify your company at <https://www.in.gov/idoa/2467.htm>, if claiming the Buy Indiana preference (also called the Indiana Business Preference). Follow the instructions, as listed on the webpage. Businesses are encouraged to register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any State Agency. It is very important that it be kept current.

Respondents must also fully complete the Indiana Economic Impact form (State Form # 51778) and include it with their proposal response.

Defining an Indiana Business:

"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.

Substantial Capital Investment:

Any company that can demonstrate a minimum capital investment in Indiana of \$5 million or more in plant and/or equipment or annual lease payments in Indiana of \$2.5 million or more shall qualify as an Indiana business under I.C.5-22-15-20.5 (b)(4).

Substantial Indiana Economic Impact:

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); it shall qualify as an Indiana business under I.C. 5-22-15-20.5 (b)(5).

Indiana Economic Impact

All companies desiring to do business with State Agencies must complete an “Indiana Economic Impact” form. The form is an Excel document and contains two tabs: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women-owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

New Procedures – ELECTRONIC BIDDING

PLEASE READ

The Indiana Department of Administration (IDOA) Procurement Division has rolled out electronic bidding. All bid responses must be submitted electronically, via our new Supplier Portal, at:

https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL.

All references in the bid package to original signatures and/or hard copy requirements are not required.

A video has been prepared that walks bidders through this new electronic bid process. The video can be found at:

<https://www.in.gov/idoa/wbt/SupplierElectronicBidding/index.html>

Bidders must submit their completed Bid List, Bid Package, IEI Form, and Bid Information Sheet to the State. The Bid List must be submitted as a working Excel file. No alterations to the templates are allowed. Bid submissions via email will NOT be accepted in place of the uploaded electronic copy, via the new Supplier Portal. Paper copies of bid documents should not be sent to the State.

The State strongly encourages Respondents to allow plenty of time when electronically submitting their proposals. Waiting until the last day is not recommended. The Supplier Portal allows documents to be edited until the proposal due date. Therefore, documents could be loaded over several days. The Supplier Portal will not accept proposals once the proposal due date and time has expired, even if a Respondent has already begun uploading bid documents.

Pricing

Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the files, attach caveats to pricing, or submit pricing that deviates from the current format may put your bid at risk.