




# Purchasing Request Form

Standard Operating Procedures (SOP)



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# Purchasing Request Form Summary

*This form is for the purchase of goods/services & contractual agreements.*

## Purpose of the Purchasing Request Form

The Purchasing Request Form has been developed to align with the Indiana Department of Administration guidelines, including recent changes driven by Senate Bill 5, which emphasizes state contract accountability and fiscal efficiency. The form also establishes a streamlined and consistent process to help programs navigate applicable procurement methods, enabling smarter, more efficient purchasing, while maintaining compliance with state requirements.

## Senate Bill 5 Summary

Senate Bill 5 (SB 5) strengthens transparency, oversight, and accountability in state contracting and procurement practices. The bill limits the use of noncompetitive and nonpublic contracts and reinforces competitive procurement as the standard approach for state agencies.

Key changes affecting special procurement requests include stricter limitations on sole-source and no-bid contracts, allowing exceptions only under clearly defined circumstances such as emergencies or statutory exemptions. Agencies must publicly post Requests for Proposals (RFPs) or Requests for Quotations (RFQs) in advance of contract awards, increasing visibility and competition. SB 5 also expands reporting and oversight requirements for higher-value contracts and significant amendments, including extensions and cost increases. Certain contracts and amendments must be reported to or reviewed by the appropriate budget or oversight committees before execution.

Overall, SB 5 reduces flexibility for special procurement requests, increases documentation and public disclosure requirements, and reinforces accountability in state purchasing decisions.

## Determining if this is a Sub-Recipient or Vendor

### Sub-Recipient

A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the sub-recipient. ***A procurement method is not needed, proceed with RFC process.***

Sub-recipients may have one or more of the following characteristics:

- Does the entity determine who is eligible to participate in the federal program?
- Are the scope of work/terms and conditions of the agreement the same for the entity as they are for the recipient of the federal funds?
- Is the entity carrying out completion of the goal of the grant as stated in the federal award?
- Does the entity have the ability to make decisions about how services will be delivered to participants?
- Is the entity responsible for adherence to applicable federal program requirements outlined in the federal award?
- Does the entity demonstrate a financial or public need for funding to carry out a project or provide a service?
- Will the entity be reimbursed for only actual costs incurred?

### Contractor

A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. ***A procurement method might be needed, check the next page.***

A contractor relationship may have one or more of the following characteristics:

- **Does the entity provide the goods/services within normal business hours?**
- **Does the entity provide the same goods/services to other organizations?**
- **Was the entity's proposed price a factor in the selection process?**
- **Will the entity derive a profit from the agreement?**
- **Does the entity provide goods/services for the recipients' own use?**

## Purchasing Agreements

The Indiana Department of Administration (IDOA) has agreements in place that other state agencies can use. According to Indiana Code, you must check the below vendors, in their respective order, Indiana Correctional Industries, Ability Indiana, and Quantity Purchasing Agreements to see if they have the goods/services you are requesting to purchase before proceeding with a procurement process. To make a purchase from one of the below, please reach out to Alex Stultz ([AStultz@health.in.gov](mailto:AStultz@health.in.gov)).

### Indiana Correctional Industries (ICI)

The Indiana Correctional Industries offers a variety of quality supplies and services to State and local government while equipping offenders for reentry through career development. The Indiana Correctional Industries (ICI) full catalog is available for viewing online below.

- **ICI Website:** <https://www.in.gov/idoc/indianacorrectionalindustries/>
  - Go to the Products & Services section to see what goods/services they offer

### Ability Indiana (AI)

The Ability Indiana work centers provide guaranteed supplies and services to State and local government while benefiting persons with disabilities.

- **AI Website:** <https://www.abilityin.org/>
  - Go to catalog to see vendors & what they offer

### Quantity Purchasing Agreements (QPA)

A Quantity Purchasing Agreement is a contract for repetitively purchased supplies or services. These are established by IDOA and are a result from a competitive solicitation process.

- **List of QPA's here:** [IDOA: Procurement: All Current QPAs](#)

\*If the requested goods/services are not offered by one of the above, continue to the next page to see if a procurement method is required.

## Is A Procurement Method Needed?

The below can help you decide whether your purchase will require a procurement method or not based on what you are buying and the estimated amount of your request. It also lists what step you will need to take to initiate that purchase.

### Supplies/Goods: \$0.00-\$4,999

- No procurement method is needed.
- Submit [Purchasing Request Form](#) for 'Goods/Supplies: \$4,999 & Under' to initiate purchase order creation.

### Services: \$0.00-\$2,499

- No procurement method is needed.
- Submit [Purchasing Request Form](#) for 'Services: \$2,499 & Under' to initiate purchase order creation.

### Services: \$2,500.-\$4,999

- A procurement method **IS** needed.
- Submit [Purchasing Request Form](#) for 'Services: \$2,500-\$74,999' to initiate the procurement process.

### Supplies/Goods OR Services: \$5,000.00 & Over

- A procurement method **IS** needed.
- Submit [Purchasing Request Form](#) for the amount you are requesting to initiate the procurement process.

## Completing the Purchasing Request Form

\*Incomplete/Incorrect information on the form will cause a delay in the process and possibly lead to a request for resubmission\*

### Form Section: Overview

This section is gathering information on the department/individual submitting the request.

**Requestor Name:** The individual working on the purchase request.

**Department:** The name of the Department requesting the purchase.

**Does this request involve IT or data?** This will help the Triage team bring in the necessary team to work together to make a decision best aligned for this request.

**Is this request related to the Rural Health Transformation initiatives?** If the request is using the grant funding related to the RHT program, or to help any of the initiatives for this program, you will select 'Yes'. If it is not, please select 'No'.

**Is this a high priority request?** This is where you can let the Triage team know if this is a high priority request or not. Please note, this should only be checked 'Yes' in emergencies.

**Please provide justification of why this is a high priority request.** If it is high priority, a box will then pop up where you can state why it is immediate and what would happen if not handled immediately.

### Form Section: Request Details

This section is gathering information to give the Triage team a better idea of how to proceed

**What type of Request is this?** This is where you will select the type of purchase you are requesting.

- If renewing a current agreement, please select 'New purchase request'.

**What is the timeline for these goods/services?** This is the timeframe of the good/service you are wanting to purchase.

- If this is a service that is needed repeatedly every year, please select 'More than 1 year' so the Triage team can find the best way to move forward with a multi-year agreement.

**What is the estimated amount of this request?** This is the estimated amount of the goods/services being requested.

- If your request is under \$75,000.00 and it is for both goods & services, please proceed with either 'Services: \$2,499 & Under' or 'Services: \$2,500-\$74,999'.

### **Form Section: Vendor Information – Purchases \$4,999 & Under**

Purchases \$4,999 and under do not require a procurement method, so this section will gather the vendor information of who you are wanting to purchase the goods/services from.

- If you do not have a vendor selected, please contact [ASTultz@health.in.gov](mailto:ASTultz@health.in.gov) and we will work to find a vendor.

### **Form Section: Vendor Information**

This section gathers what the Triage team will need to know about who we can purchase the goods/service from.

**Is this good/service only provided by ONE vendor based on compatibility?** This question is asking if the goods/services being requested are only available through one vendor based on compatibility.

- **Selecting 'Yes' even though other vendors can provide the good/service will lead to a resubmission request from the Triage team.**
- **If selected 'Yes', the following boxes will then pop up for you to complete: Vendor Name, Tax ID #, and please explain what happens if we do not go with this vendor.**

**Vendor Name/Tax ID #/Email Address:** This information will be necessary if the route of an RFQ is chosen. Please provide the full name of the vendor. If they also have an acronym, that can be included in parenthesis after the full name. The Tax ID # is provided by the vendor & is necessary to have when finding the correct bidder ID/supplier ID #'s. It is also needed to run clearance checks. An email address for a

vendor contact should also be listed. **Not including all 3 things will result in a resubmission request from the Triage team.**

- For help with finding vendor information, please feel free to reach out to [ASTultz@health.in.gov](mailto:ASTultz@health.in.gov).
- One vendor must be Minority Owned/Women Owned/Veteran Owned, you can find registered vendors at the Excel on this link:  
<https://www.in.gov/idoa/mwbe/minority-and-womens-business-enterprises/certified-business-search/>

### Form Section: Background Information

This section will collect information if there has previously been an agreement for these goods/services. This will give the Triage team an idea of how this has been previously done. If these are new goods/services, please continue past this section.

**Current Contract Number:** This is the SCM # for the agreement. If there is not one, please leave blank.

**Current Contract Expiration Date:** This is the current date the contract is set to expire on. If there is not a current contract, please leave blank.

**Was this originally chosen via special procurement request?**

### Form Section: Funding Information

This section will gather the funding information so that the Procurement team has this information ready to create a requisition. For any questions on funding information, please reach out to your financial analyst or accountant. If you are not sure who that is, please reach out to [ASTultz@health.in.gov](mailto:ASTultz@health.in.gov) for that information.

**Fund:** This is what fund the money will pull from.

**Program Code:** This is based on what program is requesting the purchase.

**Department Code:** This is based on what department is requesting the purchase.

**Project Code/Activity Code:** If using federal funds, a project and activity code will be needed!

## Form Section: CAI Change Order

This section is for areas who already have a work order with CAI and are needing to request changes.

**Is the scope changing/additional deliverables being added?** If there are any changes to the current scope outlined on the work order between IDOH/IDOA/CAI/Vendor, please select 'Yes'. If not, select 'No'.

**Additional Amount Needed:** This is the amount that is needing added.

**Current PO #:** This is the current purchase order being used to pay CAI for the project.

## Form Section: Attachments/Additional Information

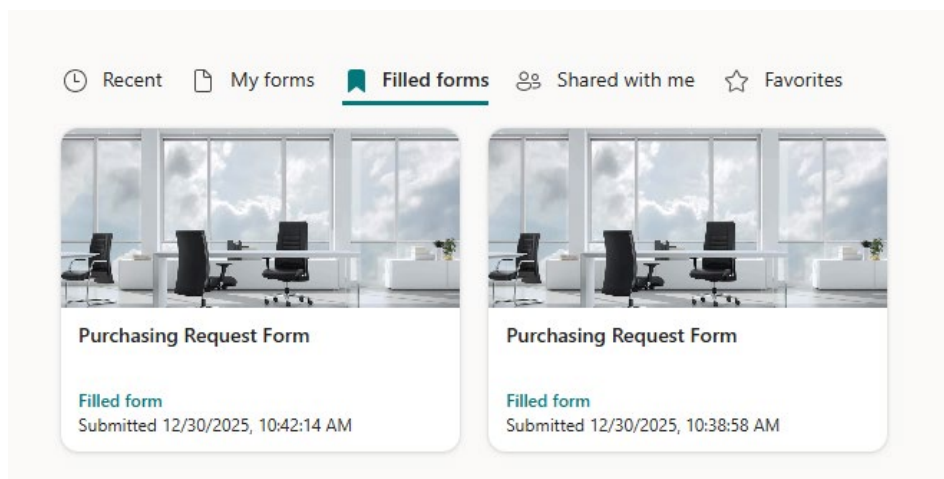
This section is where you can include any additional information, attachments, etc. for the IDOH Triage team to review to help with their decision making. You also will need to attach a Scope of Work to this section that outlines the goods/services being provided. *(For help on Scopes of Work, please see the SOW Template).*

## Submitting the Form

Once the form is complete, click the Submit button. You will then be prompted with a 'Thank You' message, which means your request has been submitted for review.

➤ **Under the message there is an option to save your response! This will save in your Forms under 'Filled forms'.**

- If it doesn't, please feel free to reach out to [ASTultz@health.in.gov](mailto:ASTultz@health.in.gov) for a copy.



## After Form Submission

The IDOH Triage team will review the information provided in the form. They will email the requestor if more information is needed or if any questions arise. If the Triage team has what they need, they will meet to discuss best next steps. Once decided, an email will be sent to the requester with advice on next steps. **No steps will be taken without acknowledgement from the program area first!**

# Types of Procurement Methods

## National Co-Op Agreements

### What are they?

National Cooperative Agreements are national organizations that house a wide variety of contracts that the State can take advantage of to leverage better pricing. Currently, the State of Indiana can work with:

#### **MMCAP**

The Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) has vendors that can provide a multitude of goods/services surrounding pharmacy/healthcare. Below is the link to the IDOA webpage with more information on what MMCAP is, as well as a link directly to the list of vendors that we are able to use.

- **IDOA Link:** [IDOA: Procurement: MMCAP Contracts](#)
- **MMCAP Link:** [Contract List of Current Vendors by Goods and Services / Minnesota.gov](#)

#### **NASPO**

The National Association of State Procurement Officials (NASPO) has a multitude of different types of goods/services they provide. At the below link you can break it down by vendor or by the type of goods/service you are looking for.

- **NASPO:** [Cooperative contracts and public procurement| NASPO ValuePoint](#)

#### **GSA**

The General Services Administration (GSA) website offers commercial goods/services, as well. You can use the below link to search products/services that you are looking for.

- **GSA:** [Welcome to GSA Advantage!](#)

### What is the process?

This is an option the Triage team will look into once your purchasing request is submitted.

- If you know ahead of time that your good/service can be provided by a Co-Op agreement, a purchasing request form must be filled out & submitted to the Triage team with a note in the 'Additional Information' form.
  - If the request is through MMCAP – we can take it straight to a PO.
  - If the request is through NASPO – The triage team will double check at Indiana has a Participating Addendum with that vendor. If they do, a PO can be set up. If

- not, a letter of intent must be submitted to IDOA so they can form an agreement to be included in the contract between NASPO and the selected vendor.
- If the request is through GSA- The triage team will submit a letter of intent to IDOA to start work on a contract, so we are able to leverage the pricing/agreement that GSA has in place.

## **Request for Quote**

### **What are they?**

A Request for Quote (RFQ) is a bid process that is done for purchases estimated under \$75,000.00. These processes can be done by the state agency's procurement team.

### **What is the process?**

1. The procurement team creates a requisition which is routed for approval through accounting, purchasing, and the department.
2. Once approved, the team creates an event and solicitation package.
3. The Event Details & Solicitation Package are sent out to the 4 vendors. They are also sent to the IDOA team so the bid can be posted on the website.
4. After 30 days, the procurement team gathers the responses and creates a Solicitation Summary. This document will list out the bids from each vendor and award percentages for any diversity subcontractor or preferences claimed.
5. The summary and all responses are sent to the program team with a suggested vendor to award (based on estimated price, subcontractor %, and preference %).
6. The program reviews the documents/proposals and selects the vendor they would like to move forward with.
  - a. If the vendor put forward by the procurement team is not selected, a justification will need to be provided.
7. The program area will email the procurement team the vendor they would like to award.
8. The program will then fill in the RFC form for the vendor selected. At the same time, the procurement team will reach out to the winning vendor and request an itemized budget if one was not submitted with the proposal.
9. Once the RFC and budget are received, the procurement team will award the event in PeopleSoft.
10. If it is a good/supply that is a one-time purchase, the procurement team will take the REQ straight to PO.
11. If it is a service, the procurement team will then send all documents and information over to the contracts team for processing.

# Request for Proposal

## **What are they?**

A Request for Proposal (RFP) is a bid process that is done for purchases estimated to be \$75,000 or more. This is above the delegation of the agency and must be run by the Department of Administration agents. These are great for long-term agreements and take into account what is the 'Best Value' for the state based on a multitude of criteria.

## **What is the process?**

1. Finance fills out an LOI and submits to IDOA.
2. IDOA emails the program/finance team to initiate the process by comprising a team of evaluators and advisors.
3. IDOA provides the agency with an RFP template to complete the technical and business proposals.
4. IDOA, with agency input, develops scoring methodology and cost proposal.
5. The RFP is released on the website, in the newspaper, and via targeted emails.
6. Respondents return proposals to IDOA by the due date.
7. IDOA distributes responses to the team.
8. Team determines if any clarifications are needed (First round of scoring completed by team).
9. IDOA sends clarifications to the respondents.
10. Vendors return the clarification responses to IDOA.
11. Determine whether "short listing" is appropriate.
12. IDOA schedules Vendor Presentations for respondents to present to the team.
13. Evaluators and advisors attend the presentation then meet to discuss. At the meeting, the team also sets a date for everyone to submit final scorecards to IDOA.
14. IDOA scores the responses.
  - a. Scores cost/evaluates preferences and cost proposals
  - b. Requests best and final offer then recalculates the scorecards
  - c. IDOA verifies all scorecards
15. IDOA creates an Award Recommendation Letter, which the evaluators will review/sign.
16. The letter is sent to selected respondents & posted to IDOA website.
  - a. Protest period begins.
17. Agency begins contract process.

## Request for Information

### **What are they?**

A Request for Information (RFI) is used by agencies to gain information on specifications and pricing for new products, programs or services. An agency may choose to proceed with an RFI to research information on a proposed RFP without having to commit to doing one. This does not result in awarding a vendor. An RFP would still need to be done once concluding with this process.

### **What is the process?**

1. Finance submits LOI to IDOA.
2. IDOA emails the program/finance team to initiate the process and prepare the RFI to be sent out.
3. The RFI is released to vendors for review.
4. Respondents return proposals to IDOA by the due date.
5. IDOA distributes responses to the team.
6. Team determines if they would like to proceed with an RFP or not.

## Managed Services Provider (Work Order)

### **What is this?**

IDOA has an agreement with Computer Aid, Inc. (CAI) to provide staffing across state agencies. They are also able to bring vendors on for scope of work projects. These are via work orders that are reviewed/signed by IDOA, CAI, and IDOH. These are for specific projects and must have approved guidance from IDOA to move forward with this route. This is used as a short-term solution while a competitive process is started.

### **What is the process?**

1. IDOA lets CAI know that we can proceed with this route.
2. CAI works with the agency and the vendor to get registered under the SOW.
3. The vendor/program create a scope of work/pricing.
4. The CAI team will create the work order document.
5. It is then routed to signatures from the vendor, IDOH, IOT (if needed), IDOA, and CAI.
6. The approved document is sent to IDOH to get a purchase order created.
7. Purchase order is sent to IDOH, IDOA, and CAI.
8. CAI then updates the VectorVMS SOW engagement. Work can begin.

## Special Procurement Request

### **What are they?**

This is a last resort to be used when the goods needing purchased are compatible with a current piece of equipment being used at IDOH. This cannot be used without IDOA guidance via the submission of a Letter of Intent (LOI).

### **What is the process?**

1. Finance submits an LOI to IDOA requesting to submit an SPR.
2. IDOA emails IDOH Finance to proceed with submitting the SPR while citing the LOI #.
3. IDOH Finance submits the SPR for review/approval via PeopleSoft Financials.
4. It is routed through IDOA (multiple stops depending on amount), IOT (if needed), and Office of Management & Budget (OMB) (if needed).
5. Once approved, IDOH Finance saves and sends the document back to the requestor.