**BID INFORMATION COVER SHEET**

**State of Indiana Bid Contact:**

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Negotiated Bid # 090-20-17520 for  
Cigarette Tax Stamps  
 for Indiana Department of Revenue

Response Due Date:

**May 28, 2019 by 3:00 PM EDT**

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

**BIDDER CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Company Bidder ID#** |  |
| **Contact Name/Title** |  |
| **Contact Phone/Email** |  |

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

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| --- |
| **U.S. Manufactured Preference** |

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

|  |  |
| --- | --- |
| **Indiana Business Preference (IBP)** | **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 PDF’s)** |
| **Completed Bid Package, containing the following:**   * Response to *Sample Contract* and outlined *Terms and Conditions* (Page 5) * Identification of any Purchasing Preferences Claimed (Page 7) * Completion of *Minority and Women’s Business Enterprises Subcontractor Form* (Pages 9-10) * Completion *of Indiana Veteran Business Enterprises Subcontractor Form* (Pages 11-12) * Completion of *Invoice Automation Program* and *ONE Indiana* Questions (Page 14-16) * Identification of Emergency Information (Page 16) * Identification of Requested Exceptions to Outlined Specifications (Page 17) * Company Information with Authorized Signature  (Page 20) | **Completed Indiana Economic Impact Form** |
| **One (1) CD containing electronic version of completed bid documents** |

PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

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This is a Negotiated Bid issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Department of Revenue (DOR). This Negotiated Bid requests responses from any manufacturer of cigarette tax stamps. This response will provide an overview of the cigarette tax stamps products, compliance tools and any other associated products that would provide the DOR the means to collect the cigarette taxes and enforce compliance of the federal, state and local cigarette tax statutes.

**Background**

DOR will negotiate a contract for the purchase of cigarette tax stamps in order to continue to collect the cigarette taxes owed per federal and state statutes. The contract will be for an initial two (2) year term with the State’s option of a two (2) year renewal. Example: October 1, 2019 to September 30, 2021.

**Delivery Schedule of Cigarette Tax Stamps:**

Rolls = 20s – 30,000 stamps per roll with 15 stamps per row

Sheets = Wides – 150 stamps per sheet with 10 stamps per row

Rolls = 25s – 7200 stamps per roll with 10 stamps per row

Rolls = 25s – 7200 stamps per roll with 12 stamps per row

|  |  |  |
| --- | --- | --- |
| **Date** | **Type** | **Estimated Quantity** |
| 11/4/2019 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |
| 3/3/2020 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |
| 7/2/2020 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |
| 11/3/2020 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |
| 3/2/2021 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |
| 7/1/2021 | 20s | 4,800 Rolls |
| Wides | 2,000 Sheets |

DOR does not intend to order any Rolls of 25 stamps at this time but the vendor must have the capability of producing these stamps and delivering them to DOR if ordered.

**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.

|  |  |
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| **Activity** | **Date** |
| **Issue of Bid** | Monday, April 29, 2019 |
| **Deadline to Submit Written Questions** | 3:00PM EDT on Tuesday, May 7, 2019 |
| **Response to Written Questions** | 3:00PM EDT on Friday, May 10, 2019 |
| **Submission of Proposals** | 3:00PM EDT on Tuesday, May 28, 2019 |

**Question and Answer Period**All questions pertaining to this bid are due by **3:00PM EDT on Tuesday, May 7, 2019**. Questions should be emailed to [baarfp@idoa.IN.gov](mailto:baarfp@idoa.IN.gov) using the Microsoft Excel sheet labeled “Question and Answer Template.” The State will upload responses to questions received by **3:00PM EDT on Friday, May 10, 2019** to the solicitation webpage for 090-20-17520 (<http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>). Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email.

**Type of Award**This solicitation is for an initial two (2) year contract term with the State’s option of a two (2) year renewal. Example: October 1, 2019 to September 30, 2021.

**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. **Failure to clearly specify the individual line items claimed under this preference 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 "Register as a Bidder." 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.

**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:

1. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
2. The amount that is being awarded to Indiana subcontractors and suppliers.
3. 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.  
 **Submission Requirements**  
Vendor must complete the bid list electronically, in the attached Excel file, and submit the electronic file to the State, along with all other bid documents. **When submitting proposals, the bidder must submit one (1) electronic copy of each of the bid documents on CD or flash drive by the bid due date. Bid submissions via email will NOT be accepted in place of a physical CD copy. Paper copies of bid documents are not necessary.**

All proposals must be addressed to:

Indiana Department of Administration

Procurement Division

402 West Washington Street, Room W468

Indianapolis, IN 46204

Attn: BID ROOM – David Brandon-Friedman

**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. Should additional pricing rounds be conducted, the State will not accept price responses for any line item that is higher than the bidder's prior offer. 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.