

**Indiana Department of Administration
On Behalf Of
Indiana Family and Social Services Administration,
Division of Disability and Rehabilitative Services**

**Request for Proposal 19-054
First Steps (FS) Early Intervention (EI) System and Central
Reimbursement Office (CRO) Operations**

Pre-Proposal Conference

November 29th, 2018
1:00 PM

Mark Hempel, IDOA Procurement

Indiana Department of Administration



Agenda

- General Information
- Purpose of RFP
- Term of the Contract
- Key Dates
- Project Background
- Scope of Work
- Business Proposal, Technical Proposal, Cost Proposal, Detailed Requirements
- Proposal Preparation & Evaluation
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business (IVOSB)
- Additional Information
- Question and Answer Session



General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on IDOA's Solicitation Website
- Hold questions until the end of the presentation
 - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.*



Purpose of the RFP

- The FSSA Division of Disability and Rehabilitative Services (DDRS) is seeking a Contractor to implement and provide maintenance and operations (M&O) services for a transfer or commercial-off-the-shelf Early Intervention (EI) system for Indiana's First Steps Program.
- In addition, the Contractor will be responsible for Central Reimbursement Office (CRO) operations, which consists of claims processing and reimbursement to providers, fund recovery, provider enrollment and credentialing, financial and data reporting, and help desk support for system users.



Term of the Contract

- Contract Term
 - The term of the contract shall be for a period of four (4) years. There may be two (2) one-year renewals for a total of six (6) years at the State's option.



Key Dates

Activity	Date
Issue of RFP	November 13, 2018
Pre-Proposal Conference	November 29, 2018
Deadline to Submit Written Questions	December 5, 2018
Response to Written Questions/RFP Amendments	December 18, 2018
Intent to Respond Deadline	December 5, 2018
Submission of Proposals	February 12, 2019
<i>The dates for the following activities are target dates only.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	May 15, 2019



Project Background

- First Steps is Indiana's early intervention program under Part C of the Individuals with Disabilities Education Act (IDEA).
- First Steps seeks an EI system that provides robust case management, payment and fund recovery, and provider enrollment and credentialing components to optimize the State's delivery of EI services.
- The system must support EI stakeholder groups, including System Point of Entry (SPOE) staff, EI service providers, State staff, and program clients (children and families).
- Additional reporting and analytics capabilities are needed to efficiently meet State and Federal reporting needs and provide program insights.



Scope of Work

Attachment H

- For the EI system, the Scope of Work outlines the high-level technical and functional requirements that the proposed system/system components must meet.
- The Contractor shall be responsible for ensuring that the system meets validated requirements during the Design, Development, and Implementation (DDI) phases of the Contract.



Scope of Work

Attachment H

- For the Operations function of the Contract, the Contractor is responsible for maintaining and operating the EI system and for providing CRO operations.
- M&O support shall be based on a Contractor-hosted solution; however, the State is open to state-hosted options, which Respondents may propose as an option *in addition to* their default Contractor-hosted solution.



Business Proposal

(Attachment E)

- **Company Financial Information (Section 2.3.3)**
 - Confidential information must be kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).
- **Contract Terms (Section 2.3.5)**
 - Respondent should review the sample State contract (Attachment B) and note exceptions to State non-mandatory clauses in Business Proposal. The Respondent should accept the mandatory clauses in the Business Proposal and Transmittal Letter.
- **References (2.3.6)**
 - The Respondent must include a list of at least three (3) clients for whom the Respondent has performed similar services.



Technical Proposal

(Attachment F)

- Please answer all questions in the Template we have provided for you. Your response should follow the structure listed in the Technical Proposal Instructions.
- Where appropriate, supporting documentation (e.g. diagrams, certificates, graphics, or other exhibits) may be included as attachments to the proposal. Please include appropriate cross-references. However, when using cross-references, the body of the Technical Proposal should contain a meaningful summary of the referenced material.
- Respondents are discouraged from simply repeating language from the RFP as evidence of an understanding or capability.

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Cost Proposal

(Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- Cost scores will then be calculated, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 30 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30$$



Cost Proposal (Cont.)

(Attachment D)

- On Tab 3 “Staff Rates,” Respondents will input the hourly rates for all positions expected to work on the resulting contract.
- On Tab 4, Respondents will then estimate the number of hours needed to complete all Design, Development, and Implementation (DDI) phases as defined in Section 7 of Attachment H, Scope of Work. The worksheet will automatically calculate the cost per phase based on the previous position rates.
- On Tab 5, Respondents will estimate the number of hours by position needed for system M&O and CRO operations for the State’s informational purposes. Actual monthly fees will be proposed on Tab 6, “Operations Fees.”

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Cost Proposal (Cont.)

(Attachment D – Tab 6)

- On Tab 6, “Operations Fees,” Respondents will propose a flat monthly fee for system M&O and CRO operations.
- Respondents may also propose Incentive Fees contingent upon the percentage of funds the CRO recoups from private insurers, Medicaid, and family cost participation for the State.

Section 1. Respondent Inputs

Fill in the yellow shaded cells. If the Respondent does not wish to propose an incentive-based fee model, enter 0% in the incentive boxes.

Monthly Operations Flat Fees (System M&O and CRO Operations) <i>(Charged to the State, regardless of recoupment results)</i>	Monthly Flat Fee - Initial Term (\$)	Monthly Flat Fee - Optional Years (\$)

Incentive-Based Fee %, By Recoupment Amount Band	Recoupment Amount Band Range	Incentive Fee (%)
	0% to 30.00%	0.00%
	30.0001% to 40.00%	
	40.0001% to 55.00%	
	Over 55.0001%	



Cost Proposal (Cont.)

(Attachment D – Tab 6)

- The State has provided a sample scenario of funds to be paid out and recovered over five potential years of operations.
- The scenario is for evaluation purposes only; if the Respondent does include an Incentive Fee structure in their cost proposal, payments to the Contractor will be based on actual funds paid out and recovered during the contract period.

	Calculation of Estimated Monthly Recoupment			
	Annual Funds Paid Out (assumes 3% annual growth)*	Monthly Funds Paid Out	Recoupment Percentage (%) assumption	Monthly Recoupment
Contract Year 2	\$ 40,000,000	\$ 3,333,333	35%	\$ 1,166,667
Contract Year 3	\$ 41,200,000	\$ 3,433,333	40%	\$ 1,373,333
Contract Year 4	\$ 42,436,000	\$ 3,536,333	45%	\$ 1,591,350
Contract Year 5	\$ 43,709,080	\$ 3,642,423	50%	\$ 1,821,212
Contract Year 6	\$ 45,020,352	\$ 3,751,696	57%	\$ 2,138,467
TOTAL	\$ 212,365,432			

	Calculation of Recoupment Amounts for Incentive Fees			
	Recoupment Amount (0%-25% of claims)	Recoupment Amount (>25%, <= 40% of claims)	Recoupment Amount (>40%, <= 55% of claims)	Recoupment Amount (> 55% of claims)
Contract Year 2	\$ 1,000,000	\$ 166,667	\$ -	\$ -
Contract Year 3	\$ 1,030,000	\$ 343,333	\$ -	\$ -
Contract Year 4	\$ 1,060,900	\$ 353,633	\$ 176,817	\$ -
Contract Year 5	\$ 1,092,727	\$ 364,242	\$ 364,242	\$ -
Contract Year 6	\$ 1,125,509	\$ 375,170	\$ 562,754	\$ 75,034
TOTAL				

Monthly Incentive Fees
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -



Detailed Requirements

(Attachment K)

- In Section 1, Respondents must indicate for each *mandatory* requirement (e.g. 1.1, 1.2, etc.) whether that requirement shall be achieved out-of-the-box, through configuration, or through modifications of their transfer/COTS system components.
- In Section 2, Respondents must indicate whether their solution meets or will meet each *non-mandatory* requirement at the time of implementation at no additional expense to the State.
- Please mark the appropriate type of effort with a check or “X” in the corresponding column in both sections.



Proposal Preparation

- **Buy Indiana, Business Proposal (2.3.14)**
 - Buy Indiana Status shall be finalized by proposal due date
 - There are 5 definitions, details provided in the RFP document
 - **Email confirmation included in proposal from buyindianainvest@idoa.in.gov**
(See section 2.7)
 - This is required for any of the 5 criteria
- **Indiana Economic Impact, Attachment C**
 - The state defines FTE as a measurement of an employee's productivity on a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project.
 - Example: If a Respondent has 5 full time employees and is bidding on its 5th contract, and all contracts get an equal amount of commitment from the employees then each employee commits 20% of his or her time to the new contract:
 - $0.2 \times 5 \text{ employees} = 1 \text{ FTE}$



Proposal Preparation

- When submitting your response, please create a separate electronic folder for each component to which you are responding. This folder should contain all of the pertinent files for only that component, i.e., MWBE forms, Transmittal Letter, Business Proposal, etc.



Proposal Preparation

- Attachment D (Cost Proposal) must be returned in Excel
- Use the templates provided for all answers
- Do not alter templates
- Submit all questions using template provided via email using the Q&A Template (Attachment G) to rfp@idoa.IN.gov



Proposal Evaluation

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 available points
3. Cost (Cost Proposal)	30 available points
4. Indiana Economic Impact	5 points
5. Buy Indiana	5 points
6. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.6)
7. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.6)
8. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

Legend

- Mandatory Requirements
- MAQ and Cost Scores
- Preference Scores

Indiana Department of Administration



Minority and Women's Business Enterprises

Mission/Vision

- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises.
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process.

Nondiscrimination and Antidiscrimination Laws

- Pursuant to Indiana Civil Rights Law, specifically IC §22-9-1-10, every state contract shall contain a provision requiring the contractor and subcontractors to not discriminate against any employee or applicant with respect to Protected Characteristics



Minority and Women's Business Enterprises

Contact Information

- Phone: 317-232-3061
- E-mail: mwbecompliance@idoa.in.gov
- Web: www.in.gov/idoa/mwbe

Complete Attachment A, MWBE Form

- Include sub-contractor letter of commitment

Goals for Proposal

- 8% Minority Business Enterprise
- 8% Women's Business Enterprise



**ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP 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 (Division) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

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 proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

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

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- 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 (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- 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 RFP SUBCONTRACTOR LETTER OF
COMMITMENT (MWBE)**

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. The MBE and/or WBE subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE 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 <http://www.in.gov/idoa/2352.htm>

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Minority and Women's Business Enterprises

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

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE or IVOSB.
- 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 <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract.
- National Corporate Diversity Plans are generally not acceptable.



STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 19-054

DUE DATE: February 12, 2019

TOTAL BID AMOUNT:

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm			
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: () ()	Fax Number: () ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
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: () ()	Fax Number: () ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
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 _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

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Indiana Department of Administration



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 19-054

DUE DATE: February 12, 2019

TOTAL BID AMOUNT:

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



Minority and Women's Business Enterprises

- **Effective August, 2014, a new MWBE scoring methodology will be utilized for all RFP's released**
- **New Process** - MWBE scoring is conducted based on 10 points plus a possible 2 bonus points scale
 - MBE: Possible 5 points + 1 bonus point
 - WBE: Possible 5 points + 1 bonus Point

- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage
- If the respondent's commitment percentage is rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
- Submissions of 0% participation will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal in each category will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points



Indiana Veteran Owned Small Business

Contact Information

- Phone: 317-232-3061
- E-mail: Indianaveteranspreference@idoa.in.gov
- Web: www.in.gov/idoa/2862.htm

Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

Goals for Proposal

- 3% Veteran Business Enterprise



**ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with Section 1.22 of RFP 19-054 the Respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.va.gov/osdbu) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSEB rules as laid out at <http://www.in.gov/idoa/2862.htm>.

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 proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to address these goals may affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSEB Subcontractor Commitment Form.

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.va.gov/osdbu)) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. ([VA OSDBU](http://www.va.gov/osdbu)), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSEB
- A Prime Contractor who is an IVOSEB 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 (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.va.gov/osdbu) or IDOA Certified Firm directories, <http://www.in.gov/idoa/2852.htm>
- Must be used to provide the goods or services specific to the contract

**INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF
COMMITMENT**

A signed letter(s), on company letterhead, from the IVOSEB must accompany the IVOSEB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSEB 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. The IVOSEB subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. The State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's IVOSEB Program. Questions involving the regulations governing the IVOSEB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.



Indiana Veteran Owned Small Business

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

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](#)) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. (VA OSDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- A Prime Contractor who is an IVOSB 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 (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directories, <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

Indiana Department of Administration



STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-054

DUE DATE: February 12, 2019

TOTAL BID AMOUNT:

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()
Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Sub-Contract Percentage of Total Bid:		
Provide approximate dates when Sub-Contractor will perform on this project:		

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()
Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Sub-Contract Percentage of Total Bid:		
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 _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.



Indiana Veteran Owned Small Business

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-054

DUE DATE: February 12, 2019

TOTAL BID AMOUNT:

Company Name:	Contact Person:	
Address:		E-mail:
Sub-Contract Amount: Sub-Contract Percentage of Total Bid:	Telephone Number: ()	Fax Number: ()
	Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:		



Indiana Veteran Owned Small Business

- **New Process** - IVOSB scoring is conducted based on 5 points plus a possible 1 bonus point scale
 - IVOSB: Possible 5 points + 1 bonus point

- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

- Fractional points will be awarded based upon a graduated scale between whole points. (e.g. a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)
- Submissions of 0% participation will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal in each category will receive 5 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



IDOA Subcontractor Scoring

RFP MBE/WBE/IVOSB Scoring Example

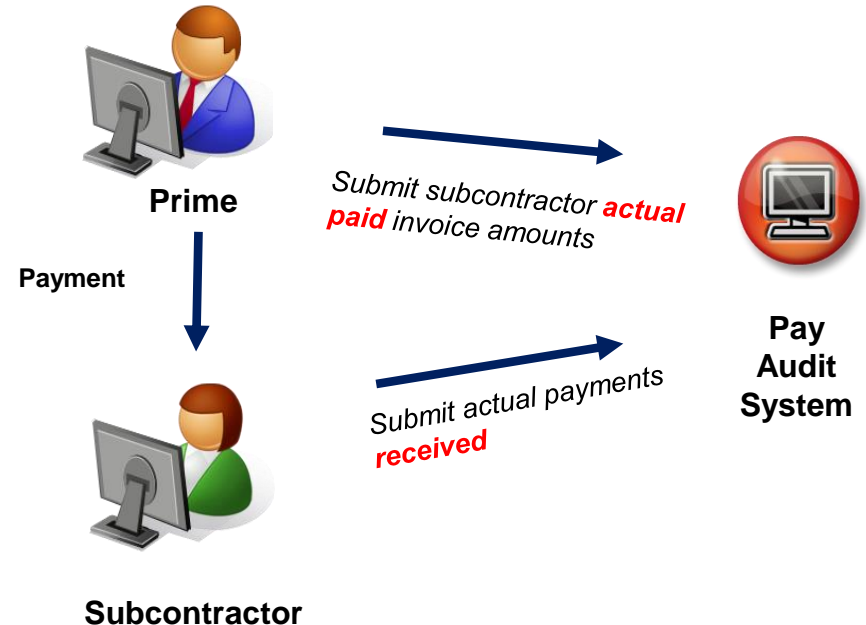
Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.50%	6	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.80%	3	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.00%	5	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.60%	1	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.00%	-1	-3.00



Subcontractor Compliance

Pay Audit System

- Tool utilized to monitor the state's diversity spend for subcontractors
- Selected primes and subcontractors are required to report payments submitted or received through this web-based tool
- Based on contract terms payments should be reported monthly or quarterly
- **Questions?** Contact Division of Supplier Diversity
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

For Buy Indiana Questions/Registration

<http://www.in.gov/idoa/2467.htm>

- A. Link to the developing for bidder registry with IDOA and Secretary of State.
<http://www.in.gov/idoa/2464.htm>
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor and Supplier Resource Center:
<http://www.in.gov/idoa/3106.htm>
- D. Minority and Women Owned Business Enterprises:
Link to more information and full listing of IDOA Minority and Women Owned Businesses
<http://www.in.gov/idoa/2352.htm>
- E. Indiana Veteran Owned Small Business Program:
Link to more information and full listing of Indiana Veteran Owned Small Businesses:
<http://www.in.gov/idoa/2862.htm>. To search certified IVOSB's: <https://www.vip.vetbiz.gov>
- F. RFP posting and updates:
Go to <http://www.in.gov/idoa/2354.htm> (select "Current Opportunities" link)
Scroll through table until you find desired RFP number on left-hand side and click the link.

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Questions

Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.



Thank You

Mark Hempel

mhempel@idoa.IN.gov

Indiana Department of Administration

