

# REQUEST FOR PROPOSAL 19-089

JANITORIAL SERVICES

INDIANA DEPARTMENT OF ADMINISTRATION  
ON BEHALF OF  
THE STATE OF INDIANA  
FOR ALL STATE AGENCIES

PRE-PROPOSAL CONFERENCE

JANUARY 30, 2020

STEPHANIE NELSON  
IDOA/PROCUREMENT DIVISION



# Agenda

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- Term of Contract
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- 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 questions formally, in writing, if it affects the proposal that will be submitted to the state.*
  - *Additionally, the State will only be answering RFP process-related questions (i.e. how to fill out IDOA forms, etc.). No scope of work questions will be addressed.*



# Purpose of the RFP

- The purpose of this RFP is to select **one** vendor that can satisfy the State's Janitorial Service needs.
- The resulting contract will be a Quantity Purchase Agreement (QPA).
- State Agencies **are encouraged** to utilize this contract for all Janitorial service requirements included in this RFP.
- Respondents **are encouraged** to offer products under the QPA to Other Governmental Bodies (K12 entities, higher education institutions, counties, cities, towns, public libraries, etc.) however Other Governmental Bodies **are not required** to utilize the QPA. It is their option.



# Term of Contract

- The State intends to sign a QPA contract with one Respondent(s) to fulfill the requirements in this RFP.
- The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State's option.

# Key Dates

Activity	Date
Issue of RFP	January 24, 2020
Pre-Proposal Conference	January 30, 2020 at 8:30EST Conference Room 14Indiana Government Center South
Deadline to Submit Written Questions – Round One (RFP & Attachments A – J)	February 6, 2020 by 3:00 PM EST
Response to Written Questions/RFP Amendments – Round One	February 13, 2020
Optional Site Tours	See Section 1.6 for Schedule Details
Deadline to Submit Written Questions – Round Two (Attachments K – AA, Facility Scope of Work documents)	March 5, 2020 by 3:00 PM EST
Response to Written Questions/RFP Amendments – Round Two	March 12, 2020
Letter of Intent to Respond Due	March 19, 2020 by 3:00 PM EST
Submission of Proposals	April 2, 2020 by 3:00 PM EST
Submission of Reference Check Forms to State	April 16, 2020 by 3:00 PM EST

# Key Dates - Site Tours

Optional Site Visits have been scheduled for the following facilities and attendance will be optional. Please RSVP to the Senior Account Manager Stephanie Nelson, [stenelson@idoa.in.gov](mailto:stenelson@idoa.in.gov) by February 6, 2020 by 3:00 PM (EST) to participate. A maximum of two attendees per Respondent will be allowed. If no RSVP's are received by this date (February 6, 2020 at 3:00PM EST), the tours will be cancelled.

Facility	Address	Date and Time
Indiana School for the Blind and Visually Impaired	Indiana School for the Blind & Visually Impaired-7725 N College Ave. Indianapolis, IN, 46240	Monday, February 10th 10am
Indiana Department of Transportation-Subs	Indiana Department of Transportation – Linton Sub-District-616 SE 12th Street-Linton, IN 47441	Tuesday, February 11th 10am
Indiana Department of Transportation-Vincennes	Indiana Department of Transportation – Vincennes District-3650 South US Highway 41 -Vincennes, IN 47591	Tuesday, February 11th 2pm
Indiana Department of Transportation-Subs	Indiana Department of Transportation – Tell City Sub-District-15077 Old State Rd 37-Tell City, IN 47586	Wednesday, February 12th 10am
Indiana Department of Transportation-Subs	Indiana Department of Transportation – Evansville Sub-District-16601 Boyle Lane-Evansville, IN 47725	Wednesday, February 12th 2pm
Indiana Department of Transportation-Seymour	Indiana Department of Transportation – Seymour District-157 Agrico Lane-Seymour, IN 47274	Thursday, February 13th 11am
Indiana Department of Transportation-Subs	Indiana Department of Transportation – Paoli Sub-District-899 N Greenbriar Dr-Paoli, IN 47454	Thursday, February 13th 2pm

# Key Dates- Site Tours

Indiana Department of Revenue	Reagan Building-7811 Milhouse Rd-Indianapolis, IN 46241	Friday, February 14th 9am
Indiana Department of Transportation Office of Material Management	Office of Materials Management-120 South Shortridge Road- Indianapolis, IN 46219	Friday, February 14th 11am
Indiana School for the Deaf	Indiana School for the Deaf-1200 E 42nd Street-Indianapolis, IN 46205	Monday, February 17th 9am
Indiana Department of Transportation- Crawfordsville	Indiana Department of Transportation – Crawfordsville District Complex-41 West 300 North-Crawfordsville, IN 47933	Tuesday, February 18th 10am
Indiana Department of Transportation- Greenfield	Indiana Department of Transportation – Greenfield District-32 South Broadway Street -Greenfield, IN 46140	Wednesday, February 19th 10am
Indiana Department of Transportation Division of Research	Research Division-1205 Montgomery Street-West Lafayette, IN 47906	Tuesday, February 25th 2pm
Indiana Department of Transportation- LaPorte	Indiana Department of Transportation – LaPorte District-315 East Boyd Blvd-LaPorte, IN 46350	Tuesday, February 25th 10am
Indiana Veterans’ Home	3851 N. River Road-West Lafayette, IN 47906	Wednesday, February 26th 10am
Indiana Government Center, State House, State Library, Logistics Service Center	302 West Washington Street Indianapolis, IN 46204	Thursday, February 27th 10am
Indiana Neuro-Diagnostic Center	Neurodiagnostic Institute & Advanced Treatment Center (NDI)- 5435 E. 16th Street -Indianapolis, IN 46218-4869	Friday, February 28th 10am
Integrated Public Safety Commission	IPSC Communications and Training Center-South Park Business Center-50-164 South Park Blvd, Suite 128-132-Greenwood IN 46143	N/A- Office Under Construction



# Background

- This RFP includes information regarding Janitorial Service purchases made by State Agencies.
  - The State of Indiana intends to use this contract to provide All State Agencies and Governmental Entities with effective and efficient solutions for their Janitorial Service needs.
  - Each participating agency will have an IDOA approved Statement of Work (SOW) detailing the unique requirements of their facility.
  - The awarded Respondent must be able to provide service to all buildings or offices throughout the State within 30 days of receipt of an IDOA approved SOW.
  - State Agencies and Governmental Entities have the discretion to decide if the Respondent will provide disposables (toilet paper, paper towels, soap, urinal screens, sanitary napkins, trash liners, hand sanitizer, etc.) for their individual facility. As such, pricing is requested for janitorial services both with and without disposables pricing. A minimum standard list of disposables is included in the RFP.
  - All Respondent employees, subcontractors and agents performing work under the Contract must comply with all security and administrative requirements of the State. Including but not limited to background investigations, facility access requirements, and employee dress code requirements.



# Participating Facilities

This RFP currently includes Scopes of Work for the following 15 Agency Facilities.

- Indiana State Government Center Complex
  - Government Center North Building
  - Government Center South Building (includes Department of Workforce Development)
  - Indiana State Library
  - Indiana State House
  - IDOA-Logistics Service Center
- Indiana Department of Revenue
- Indiana School for the Deaf
- Indiana School for the Blind and Visually Impaired
- Indiana Veterans' Home, West Lafayette, Indiana
- Indiana Department of Transportation- Office of Material Management
- Indiana Department of Transportation- Division of Research
- Indiana Department of Transportation- Crawfordsville, LaPorte, Greenfield, Seymour, Subs, Vincennes
- Integrated Public Safety Commission
- Family and Social Services- Neuro-Diagnostic Institute of Indiana



# Current Purchasing Profile

Over the past two (2) calendar years (2018-2019), State Agencies spent approximately \$6.98 million on Janitorial Services. Total spend for two (2) calendar years by participating Agency is summarized below.

	Total Spend		Disposables
	2018	2019	% of Total
IDOA Government Center	\$1,727,543	\$1,567,905	11%
Indiana State Library	\$162,000	\$162,000	Included in IGC Figures
Indiana State House	\$83,400	\$86,785	Included in IGC Figures
IDOA Logistics Service Center	\$44,964	\$44,969	0%
Department of Revenue	\$82,010	\$82,468	0%
Indiana School for the Deaf	\$286,283	\$285,645	0%
Indiana School for the Blind and Visually Impaired	\$211,686	\$208,542	0%
Indian Veterans Home	\$701,743	\$700,665	0%
Indiana Department of Transportation- Office of Materials Management	\$29,700	\$29,835	0%
Indiana Department of Transportation- Research	\$14,040	\$14,040	0%
Indiana Department of Transportation- Crawfordsville		\$17,000	14%
FSSA- Neuro Diagnostic Institute		\$440,210	11%
<b>Annual Totals</b>	<b>\$3,343,369</b>	<b>\$3,640,064</b>	
<b>2 Year Total</b>	<b>\$6,983,433</b>		



# Business Proposal (Attachment E)

- Respondents should use Attachment E to complete their Business Proposal. Use the yellow shaded fields to answer the questions in Attachment E.
  - Yellow fields will expand to accommodate content.
  - Make every attempt to preserve the original format of Attachment E.
- Company Financial Information (Section 2.3.3)
  - Respondents must provide documents to demonstrate financial stability including, for example:
    - the most recent Dunn & Bradstreet Business Report (preferred) or
    - audited financial statements for the two (2) most recently completed fiscal years.
  - If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
  - If the documents are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFP.



# Business Proposal (Attachment E)

## ■ Contract Terms/Clauses (Section 2.3.5)

- Respondents should review sample State contract and note exceptions to State non-mandatory clauses in Business Proposal and Transmittal Letter. **Mandatory clauses are non-negotiable.**
- If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording **through tracked changes** to Sample Contract, Attachment B. If you require additional contract terms please include them in this section and add specific language **as tracked changes** to Sample Contract, Attachment B.
- The State will likely be on an aggressive timeline to finalize the contract after award. The State is interested in understanding how Respondents will organize their contract finalization team to ensure an efficient and timely process. This expectation shall carry through the life of the contract during contract amendments and renewals.

## ■ References (Section 2.3.6)

- Respondents must have at least three (3) references for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Respondents must ask each reference to complete Attachment H Reference Check Form and mail or email (preferred) it directly to IDOA ([idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov)) by April 16, 2020 (10 business days after proposals are due).



# Technical Proposal (Attachment F and Attachment J)

- Respondents should use Attachment F and Attachment J to complete their Technical Proposal. Use the yellow shaded fields to answer the questions in Attachment F. Use the yellow shaded fields to insert required data in Attachment J.
  - Yellow fields will expand to accommodate content.
  - Make every attempt to preserve the original format of Attachment F and Attachment J.
- Where appropriate, supporting documentation (e.g. diagrams, certificates, graphics, or other exhibits) may be submitted as an attachment and referenced within the relevant answer field.

# Cost Proposal (Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- There are 35 available cost points.
- Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal may receive a total of 35 points. The normalization formula is as follows:
  - *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

# Proposal Preparation

## ■ Buy Indiana, Business Proposal (2.3.14)

- Respondent's Buy Indiana status shall be finalized by proposal due date.
- Respondents that wish to claim the Buy Indiana preference must have an email confirmation of their Buy Indiana status provided by [buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov) included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date
- Five (5) definitions, details provided in the RFP Section 2.7.

## ■ Indiana Economic Impact, Attachment C

- Respondents must submit this completed attachment, but it will not be used for evaluation purposes.
- Definitions of FTE (Full-Time Equivalent)
- Example: If a Respondent has five (5) full time employees, is bidding on its 5<sup>th</sup> contract, and all contracts get an equal amount of commitment from the employees, then each employee commits 20% of his/her time to the new contract:
  - 0.2 x 5 employees – 1 FTE



# Proposal Preparation

- Files to be completed and returned as part of the final proposal submission:
  - Transmittal Letter
  - Attachment A (M/WBE Participation Plan Form) and supporting documents
  - Attachment A1 (IVOSB Participation Plan Form) and supporting documents
  - Attachment B (Sample Professional Services Contract), with tracked changes
  - Attachment C (Indiana Economic Impact Form)
  - Attachment D (Cost Proposal Template) and supporting documents
  - Attachment E (Business Proposal Template)
  - Attachment F (Technical Proposal Template)
  - Attachment H (Reference Check Form), submitted by designated references
  - Attachment J (Technical Proposal- Staffing Requirements Workbook)

NOTE: Review the solicitation web page frequently, prior to proposal submission, as an Addendum(s) may add/remove attachments.



# Proposal Preparation

- Attachment D (Cost Proposal) must be returned in the original **Excel** format (No PDFs)
- Use the templates provided for all responses
- Do not alter any templates
- Submit all questions via email using the Q&A Template (Attachment G)



# Proposal Preparation

## ■ Confidential Information (Section 1.15)

- All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure.
- In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Transmittal Letter**, including describing which specific provision applies to which specific part of their response.
- Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “Redacted Proposal” file that has the confidential information redacted (may be in PDF format) and a “Complete Proposal” file that includes all required information (must be in format provided).



# Proposal Preparation

## ■ Example Submission File Structure

### Primary Folders

Name	Type
Complete Proposal	File folder
Redacted Proposal	File folder

### Subfolder

Name	Type
2.2 Transmittal Letter	File folder
2.3 Business Proposal	File folder
2.4 Technical Proposal	File folder
2.5 Cost Proposal	File folder
2.6 Indiana Economic Impact	File folder
2.7 Buy Indiana	File folder
Attachments	File folder

# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
Total	100 (103 if bonus awarded)

# 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](mailto:mwbecompliance@idoa.in.gov)
- Web: [www.in.gov/idoa/mwbe](http://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 (MWBED) 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 four (4)-year total amount as indicated in Section 1.4.1. Purchasing Profile of the RFP.

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 Valuable Scope Contribution (VSC). 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. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. 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>.





# Minority and Women's Business Enterprises

**Prime contractors must ensure that the proposed subcontractors meet the following criteria:**

- Are listed in the IDOA Directory of Certified Firms, on or before the proposal due date, national diversity plans are generally not accepted. The directory can be found here: <http://www.in.gov/idoa/mwbe/2743.htm>.
- **Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.**
- Provide the goods or services specific to the contract and within the industry area for which it is certified.



# Minority and Women's Business Enterprises

**Prime contractors should note the following:**

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- Pursuant to 25 IAC 5-6-2(b)(d), a Prime Contractor who is a 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.



# STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-089

DUE DATE:

TOTAL BID AMOUNT: \$6,983,433

<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 Valuable Scope Contribution 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 Valuable Scope Contribution 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.

# Minority and Women's Business Enterprises

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-089

DUE DATE:

TOTAL BID AMOUNT: \$6,963,433

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
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 Valuable Scope Contribution of the Contract:</u>	
Sub-Contract Percentage of Total Bid:			
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 ("exceeds" defined as a commitment percentage that is equal to or greater than 9% before rounding) 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](mailto:Indianaveteranspreference@idoa.in.gov)
- Web: [www.in.gov/idoa/2862.htm](http://www.in.gov/idoa/2862.htm)

## Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

## Goals for Proposal

- 3% Veteran Owned Small Business



ATTACHMENT A1  
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR  
COMMITMENT FORM

In accordance with Section 1.2.1 of RFP 20-005, 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 those are participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.in.gov/idos/2562.htm) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <http://www.in.gov/idos/2562.htm>.

If participation is not 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 four (4)-year total amount as indicated in Section 1.4.1. Purchasing Profile of the RFP.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per section 1.2.7. Additional IVOSB subcontractors must be included if the IVOSB respondent is seeking the additional bonus points.

The IVOSB respondent must list their company contact information only on the IVOSB Subcontractor Commitment Form.

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

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

- Must be listed on Federal Center for Veterans Business Enterprises ([VA OSDBU](http://www.in.gov/idos/2562.htm)) 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.in.gov/idos/2562.htm)), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.2.1) or IVOSB
- IVOSB must have a Bidder ID (see section 1.3.7 - Department of Administration, Procurement Division)
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement.
- Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or services only in the industry area for which it is certified as listed in the [VA OSDBU](http://www.in.gov/idos/2562.htm) or IDOA Certified Firm directory: <http://www.in.gov/idos/2562.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 IVOSB must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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 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 policies and processes involving the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteransperformance@idos.in.gov](mailto:indianaveteransperformance@idos.in.gov).



# Indiana Veteran Owned Small Business

**Prime contractors should note the following:**

- Pursuant to 25 IAC 9-4-1(c), a Prime Contractor who is an IVOSB can use their own workforce to count toward the goal.
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise ([VA OSDBU](#)), must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22).





# Indiana Veteran Owned Small Business

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

- Must be listed on [VA OSDBU](#) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.
- Provide the goods or services specific to the contract and within the industry area for which it is certified.



**STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM**

RFP#: 19-089

DUE DATE:

TOTAL BID AMOUNT: \$6,983,433

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 Valuable Scope Contribution of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:		

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 Valuable Scope Contribution 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.**

# Indiana Veteran Owned Small Business

## STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-089

DUE DATE:

TOTAL BID AMOUNT: \$6,983,433

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 Valuable Scope Contribution of the Contract:</u>	
Sub-Contract Percentage of Total Bid:		
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 will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



# IDO A Subcontractor Scoring

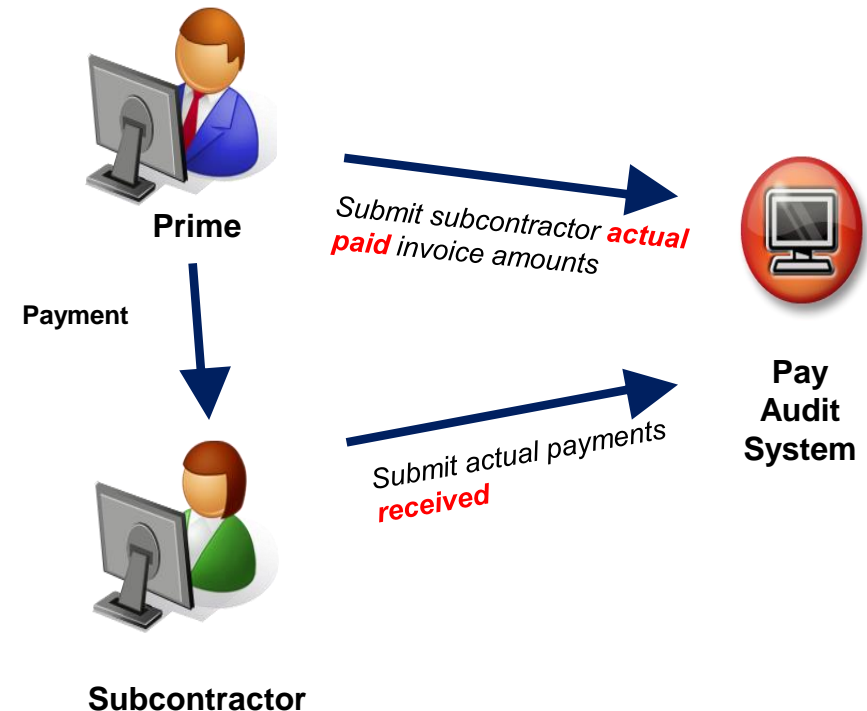
## RFP MBE/WBE/IVOSB Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.8%	3.0	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-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](mailto:mwbecompliance@idoa.in.gov)
  - [www.in.gov/idoa/mwbe/payaudit.htm](http://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 developing a 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](http://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.va.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.



# 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

STEPHANIE NELSON  
[STENELSON@IDOA.IN.GOV](mailto:STENELSON@IDOA.IN.GOV)

