

Request for Proposal 20-014

Pre-Proposal Conference

DMHA NDI Adolescent ASD and Developmental Disabilities Disorder Unit Management

Indiana Department of Administration
On Behalf Of
Indiana Family and Social Services Administration (FSSA),
Division of Mental Health and Addiction (DMHA)

June 18, 2019

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IDOA Procurement Division

Indiana Department of Administration



Agenda

- General Information
- Purpose of RFP
- Key Dates & Term of Contract
- Project Background
- Scope of Work
- Business Proposal, Technical Proposal, Cost Proposal
- Proposal Preparation & Evaluation
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Businesses (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.*



Purpose of the RFP

- The purpose of this RFP is to select a vendor to design and operate a medical unit within the State's new Indianapolis-based NeuroDiagnostic Institute (NDI) dedicated to the diagnosis, stabilization, and treatment of adolescents, aged 12 through 18, with Autism Spectrum Disorder (ASD) as well as those with intellectual disabilities and co-occurring mental health disorders.



Key Dates

Activity	Date
Issue of RFP	June 5, 2019
Pre-Proposal Conference	June 18, 2010
Deadline to Submit Intent to Respond (optional) and Written Questions	June 19, 2019
Response to Written Questions/RFP Amendments	June 28, 2019
Submission of Proposals	July 10, 2019
<p><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></p>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	September 17, 2019



Term of Contract

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



Project Background

- The new NDI is a key component the Indiana Family and Social Services Administration's initiative to modernize and reengineer Indiana's network of state-operated mental health facilities. The NDI is located on the campus of Community East Hospital in Indianapolis and is operated in partnership with Community Health Network.
- The State intends for this unit to be equipped to deliver expert neuro-diagnostic evaluations and determine effective and efficient treatments for its target patient population. The Contractor shall provide staffing, expertise and operational structure to the unit.
- The unit will have 10 beds dedicated to treating referred adolescents with presumed and confirmed diagnoses, and to devising community-based treatment plan recommendations on an expedited basis to family, guardians, and providers.



Scope of Work

(Attachment D)

- Confirm an ASD diagnosis as applicable; stabilize acute behavioral disturbances; educate the patient's care-givers on effective techniques and strategies to continue improvement at home; and collaborate with providers to devise a sustainable care plan.
- Within parameters defined by the State, the Contractor shall design, staff, and manage the operations of the unit. This includes:
 - Processes and requirements related to patient referral
 - Gatekeeping and admission
 - Assessment
 - Treatment
 - Transition planning
 - Use of the facility for training purposes
- Vendors shall provide all standard employee benefits, including malpractice and professional liability insurance, vacation time, health insurance, retirement plans, short/long term disability, life insurance, and CME allowances.



Business Proposal

(Attachment F)

- **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)**
 - 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. The Respondent is encouraged to contact all references prior to RFP submission to ensure that all contact information is current and accurate, and to confirm that references are willing and able to provide information to the State for the purposes of this RFP.



Technical Proposal

(Attachment G)

- Respondents should use Attachment G to complete their Technical Proposal. Use the yellow shaded fields to answer the questions in Attachment G.
 - Yellow fields will expand to accommodate content.
 - Make every attempt to preserve the original format of Attachment G.
- 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 E)

- 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 35 points. The normalization formula is as follows:

Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35

Indiana Department of Administration



Proposal Preparation

- Buy Indiana, Business Proposal (2.3.13)
 - Status shall be finalized by proposal due date
 - 5 definitions, details provided in Business Proposal
 - **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
 - Definition of FTE (Full-Time Equivalent)
 - 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, e.g., MWBE forms, Transmittal Letter, Business Proposal, etc. Your proposal may be deemed as non-responsive if these instructions are not followed.



Proposal Preparation

- Attachment E (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 H)



Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	40 Points
3. Cost (Cost Proposal)	35 points
4. Indiana Economic Impact	5 points
5. Buy Indiana	5 points
6. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
8. Indiana Veteran Business Enterprise (IVOSB) Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
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
- 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 (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 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 Contractors 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>.

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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# 20-014

DUE DATE: 7/10/2019

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: ()
Sub-Contract Percentage of Total Bid:		Fax Number: ()
<p>Provide approximate dates when Sub-Contractor will perform on this project:</p>		

<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.

Please check if additional forms are attached.
Page _____ of _____

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



Indiana Department of Administration

Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-014

DUE DATE: 7/10/2019

→ TOTAL BID AMOUNT:

→ MBE Firm WBE Firm

Company Name:

Address:

Sub-Contract Amount:

Sub-Contract Percentage of Total Bid:

Provide approximate dates when Sub-Contractor will perform on this project:

Contact Person:

E-mail:

Telephone Number: () Fax Number: ()

Describe service/product to be provided
and how this is a Valuable Scope
Contribution of the Contract:



Indiana Department of Administration

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 20-014, 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](#) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB 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.

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 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB respondent is seeking the additional bonus point.

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 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
- IVOSB must have a Bidder ID (see section 2.3.7 - [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 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 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: indianaveteranspreference@idoa.in.gov.

Indiana Department of Administration



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#: 20-014

DUE DATE: 7/10/2019

TOTAL BID AMOUNT:

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</u> <u>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</u> <u>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.

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

Indiana Department of Administration



Indiana Veteran Business Enterprise

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-014

DUE DATE: 7/10/2019

→ TOTAL BID AMOUNT:

Company Name:	Contact Person: E-mail: Telephone Number: () Fax Number: ()	
Address:		
Sub-Contract Amount:		
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:		



Indiana Department of Administration

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

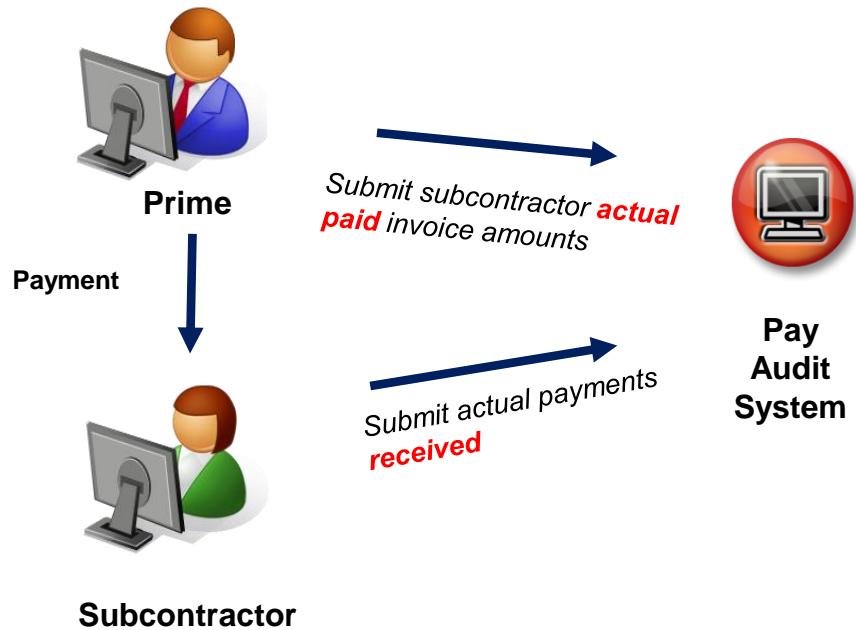
Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.8%	3.0	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00



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
 - 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.



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

