



STATE OF INDIANA

Request for Services 20-017

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
Indiana Department of Child Services**

**Solicitation For:
PMO Services for the
INvest Child Support Automated System**

**Response Due Date:
August 30th, 2019**

John E. Helmer IV, Senior Account Manager
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W468
Indianapolis, Indiana 46204

Table of Contents

| | |
|--|-----------|
| SECTION ONE GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES | 4 |
| 1.1 INTRODUCTION | 4 |
| 1.2 DEFINITIONS AND ABBREVIATIONS | 4 |
| 1.3 PURPOSE OF THE RFS | 5 |
| 1.4 SUMMARY SCOPE OF WORK | 6 |
| 1.5 RFS OUTLINE..... | 7 |
| 1.6 PRE-PROPOSAL CONFERENCE | 7 |
| 1.7 QUESTION/INQUIRY PROCESS | 8 |
| 1.8 DUE DATE FOR PROPOSALS | 8 |
| 1.9 MODIFICATION OR WITHDRAWAL OF OFFERS..... | 9 |
| 1.10 PRICING | 10 |
| 1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS 10 | |
| 1.12 BEST AND FINAL OFFER..... | 10 |
| 1.13 REFERENCE SITE VISITS..... | 10 |
| 1.14 TYPE AND TERM OF CONTRACT | 11 |
| 1.15 CONFIDENTIAL INFORMATION | 11 |
| 1.16 TAXES | 11 |
| 1.17 PROCUREMENT DIVISION REGISTRATION | 11 |
| 1.18 SECRETARY OF STATE REGISTRATION | 11 |
| 1.19 COMPLIANCE CERTIFICATION | 12 |
| 1.20 EQUAL OPPORTUNITY COMMITMENT..... | 12 |
| 1.21 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFS SUBCONTRACTOR COMMITMENT (MWBE)..... | 12 |
| 1.22 REMOVED..... | 13 |
| 1.23 AMERICANS WITH DISABILITIES ACT | 14 |
| 1.24 SUMMARY OF MILESTONES | 14 |
| 1.25 CONFLICT OF INTEREST | 14 |
| 1.26 LETTER OF INTENT TO RESPOND | 15 |
| 1.27 PROCUREMENT PROTEST POLICY | 15 |
| SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS | 16 |
| 2.1 GENERAL..... | 16 |
| 2.2 TRANSMITTAL LETTER | 16 |
| 2.2.1 Agreement with Requirement listed in Section 1 | 16 |
| 2.2.2 Summary of Ability and Desire to Supply the Required Products or Services | 16 |
| 2.2.3 Signature of Authorized Representative | 16 |
| 2.2.4 Respondent Notification..... | 17 |
| 2.2.5 Confidential Information | 17 |
| 2.2.6 Proposal Authors | 17 |
| 2.2.7 Respondent Subcontractors..... | 17 |
| 2.2.8 Other Information | 18 |
| 2.3 BUSINESS PROPOSAL..... | 18 |
| 2.3.1 Executive Summary | 18 |
| 2.3.2 Respondent's Company Structure | 18 |
| 2.3.3 Company Financial Information..... | 18 |

| | | |
|--------|---|----|
| 2.3.4 | Integrity of Company Structure and Financial Reporting..... | 18 |
| 2.3.5 | Contract Terms/Clauses | 19 |
| 2.3.6 | References | 20 |
| 2.3.7 | Registration to do Business..... | 20 |
| 2.3.8 | Authorizing Document | 21 |
| 2.3.9 | Subcontractors | 21 |
| 2.3.10 | General Information..... | 21 |
| 2.3.11 | Experience Serving State Governments | 21 |
| 2.4 | TECHNICAL PROPOSAL..... | 22 |
| 2.5 | COST PROPOSAL | 22 |
| 2.6 | REMOVED..... | 23 |
| 2.7 | REMOVED..... | 23 |
| 3.1 | PROPOSAL EVALUATION PROCEDURE..... | 24 |
| 3.2 | EVALUATION CRITERIA | 24 |
| 3.2.1 | Adherence to Requirements – Pass/Fail | 25 |
| 3.2.2 | Management Assessment/Quality..... | 25 |
| 3.2.3 | Price..... | 25 |
| 3.2.4 | REMOVED..... | 25 |
| 3.2.5 | REMOVED..... | 25 |
| 3.2.6 | Minority (5 points) & Women's Business (5 points) Subcontractor Commitment - (10 points). | 26 |
| 3.2.7 | REMOVED..... | 26 |
| 3.2.8 | Qualified State Agency Preference Scoring..... | 26 |

SECTION ONE GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, including IC 5-22-6, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Child Services (DCS), requires Project Management Office (PMO) services. The vendor awarded this effort will collaborate with the Child Support Bureau (CSB) to provide project management oversight for the INvest Project. The INvest Project will replace the existing federally mandated statewide child support automated system, known as Indiana Support Enforcement Tracking System (ISETS).

This RFS is being posted to the IDOA website (<http://www.IN.gov/idoa/2354.htm>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFS nor any response (proposal) submitted hereto are to be construed as a legal offer.

Vendor Exclusions:

- The INvest Quality Assurance (QA) vendor is not allowed to submit a proposal for this RFS. There are no other excluded vendors.
- Additionally, please note that the Respondent, and any subcontractors, can only serve one vendor role on the INvest project (i.e., DDI vendor, Project Management Office (PMO) vendor, QA vendor, or Independent Verification & Validation (IV&V) vendor).
- If a vendor wishes to file a formal protest regarding vendor exclusions, please refer to Section 1.27.

The QA vendor was awarded to CSG Government Solutions Inc. in 2016 under RFS 16-47. The DDI procurement is ongoing, under RFS 19-081. The Technical Proposal (Attachment F) for both procurements detail the specific scope of work requested and can be found in the Bidders Library (Attachment K). IV&V is intended for procurement in August 2019 through the State's Managed Service Provider.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFS. Other special terms may be used in the RFS, but they are more localized and defined where they appear, rather than in the following list.

| | |
|----------------------------|---|
| Award Recommendation | IDOA's summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection for the purposes of beginning contract negotiations. |
| Contract Award | The acceptance of IDOA's Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation. |
| Full Time Equivalent (FTE) | The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this RFS for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE |
| IAC | Indiana Administrative Code |
| IC | Indiana Code |

| | |
|-------------------------|--|
| Implementation | The successful implementation of the outlined products / services specified in the contract resulting from this RFS |
| Installation | The delivery and physical setup of products or services requested in this RFS |
| Other Governmental Body | An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: 1) The judicial branch 2) The legislative branch 3) A political subdivision (includes towns, cities, local governments, etc.) 4) A state educational institution |
| Products | Tangible goods or manufactured items as specified in this RFS |
| Proposal | An offer as defined in IC 5-22-2-17 |
| Respondent | An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract |
| Services | Work to be performed as specified in this RFS |
| State | The State of Indiana |
| State Agency | As defined in IC 4-13-1, “state agency” means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government |
| Total Bid Amount | The amount that the Respondent proposes on Attachment D that represents their total, all-inclusive price. |
| Vendor | Any successful Respondent selected as a result of the procurement process to deliver the products or services requested by this RFS |
| VSC | Valuable Scope Contribution – A business function that supports the scope of this solicitation. |

1.3 PURPOSE OF THE RFS

The overall purpose of this RFS is to ultimately select and contract with a qualified vendor that can satisfy CSB’s need for PMO services for the INvest Project.

Because federal funds will be associated with the design, development, and implementation services for the INvest Project, awarded as a result of this RFS, any vendor responding should be familiar with the federal rules regarding contractor suspension, disbarment and exclusion. Before awarding a contract, the State will review the performance and integrity information available from the System for Award Management (SAM) Exclusions.

1.4 SUMMARY SCOPE OF WORK

CSB will select a qualified vendor that can provide project management for the overall effort to design, develop and implement a statewide automated child support system (INvest). It is the intent of CSB to contract with a vendor that can prove their abilities and experience in the following key areas:

- To work collaboratively with CSB and the DDI, QA, and IV&V vendors, and embrace and promote a “one team” philosophy
- Adhere to diligent project management practices, present tactics and strategies to manage the triple constraints of time, cost, and quality
- Develop and maintain an overall master Project Management Plan (PMP) that combines the PMO, DDI and QA vendor’s PMPs
- Develop and maintain an overall master project schedule that links to or integrates the PMO, DDI, QA, and IV&V vendor schedules
- Track delivery and review all DDI, QA, and IV&V deliverables; provide review results and recommendations to CSB including accept/reject recommendation for each deliverable
- Verify and validate the information in the DDI vendor’s status reporting, including progress updates on time, cost, and quality measures, and proactively identify course corrections, when needed
- Take responsibility and ownership of the requirements management process and implementation of the entire INvest product backlog
- Work closely with the QA vendor to establish INvest quality, performance standards, and measures for the DDI vendor, and ensure the DDI vendor meets Indiana and OCSE certification requirements throughout INvest
- Develop the INvest Annual Advanced Planning Document Updates (AAPDU)

In order to better understand the need for a PMO, it is important to fully understand Indiana’s IV-D Program and the project management requirements. The Technical Proposal (**Attachment F**) will inform the Respondents about the Indiana IV-D Program organizational structure including details about DCS, CSB, County Partners including county Prosecuting Attorneys (Prosecutors), county Clerks of Circuit Court (Clerks), as well as additional stakeholders. Subsequent chapters explain the efforts required by the Respondent. The Technical Proposal is organized by the following chapter titles:

- Introduction
- Indiana IV-D Program
- INvest Project Management
- Performance Standards

The DDI vendor must be independent and cannot be associated with any vendor awarded a contract as a part of the INvest Quality Assurance (QA), Design, Development, and Implementation (DDI) or Independent Verification & Validation (IV&V) procurements. Additionally, a vendor awarded a contract as a part of the QA, DDI, or IV&V procurements is not eligible to bid on the associated PMO procurement.

1.5 RFS OUTLINE

The outline of this RFS document is described below:

| Section | Description |
|--|--|
| Section 1 – General Information and Requested Products or Services | This section provides an overview of the RFS, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFS |
| Section 2 – Proposal Preparation Instruction | This section provides instructions on the format and content of the RFS including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal |
| Section 3 – Proposal Evaluation Criteria | This sections discusses the evaluation criteria to be used to evaluate Respondents' proposals |
| Attachment A | M/WBE Participation Plan Form |
| Attachment B | Question & Answer Document Template |
| Attachment C | INvest Sample Contract Documents |
| Attachment D | Cost Proposal Template |
| Attachment E | Business Proposal Template |
| Attachment F | Technical Proposal |
| Attachment F1 | Technical Proposal Response Template |
| Attachment G | Letter of Intent to Respond Boilerplate |
| Attachment H | Vendor Roles and Resources Template |
| Attachment I | INvest Document Management Strategy |
| Attachment J | PMO Deliverables Matrix |
| Attachment K | Bidders Library |
| Attachment L | Reference Check Form |

1.6 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at the date, time and location specified in Section 1.24 Summary of Milestones. At this conference, potential Respondents may ask questions about the RFS process (i.e. how to fill out IDOA forms, etc.). Potential Respondents attending digitally (Webex) or via phone, will be placed on mute for the duration of the pre-proposal conference and will need to submit all questions via the Question/Inquiry process outlined in Section 1.7.

Please be advised that this is NOT a mandatory meeting. The presentation material and attendee list will be made available, on the solicitation website, after the conclusion of the Pre-Proposal Conference.

Pre-Proposal Webex Information

Meeting number (access code): 737 431 561

When it is time, [join the meeting](#).

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-240-454-0887](#) United States Toll (San Jose)

[+1-240-454-0887](#) United States Toll (San Jose)

[Global call-in numbers](#)

Join from a video system or application

Dial [737431561@indiana.webex.com](tel:737431561@indiana.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [737431561.indiana@lync.webex.com](tel:737431561.indiana@lync.webex.com)

Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted by the date and time outlined in Section 1.24 Summary of Milestones. Questions/Inquiries should be submitted in **Attachment B**, Q&A Template, via email to JHelmer@idoa.IN.gov and must be received by the time and date indicated above.

The subject line of the email submissions must clearly state the following:
“RFS 20-017 Questions/Inquiries – [*INSERT COMPANY NAME*]”.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website according to the RFS timetable established in Section 1.24. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS, or any other participating agency. Such action may disqualify Respondent from further consideration for a contract resulting from this RFS.

If it becomes necessary to revise any part of this RFS, or if additional information is necessary for a clearer interpretation of provisions of this RFS prior to the due date for proposals, an addendum will be posted on the IDOA website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.8 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Procurement Division no later than the date and time outlined in Section 1.24 Summary of Milestones. Each Respondent must submit **one original CD-ROM / USB**

Thumb Drive (marked "Original") and three (3) complete copies on CD-ROM / USB Thumb Drive of the proposal, including the Transmittal Letter and other related documentation as required in this RFS. The original CD-ROM / USB Thumb Drive will be considered the official response in evaluating responses for scoring and protest resolution. **The Respondent's proposal response on this CD-ROM / USB Thumb Drive may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Indiana Department of Administration
ATTN: John E. Helmer IV
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204

If you hand-deliver solicitation responses:

To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 10 N. Senate Avenue (East side of building). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

If you ship or mail solicitation responses: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date. Late submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

Regardless of delivery method, all proposal packages must be **sealed** and clearly marked with the RFS number, due date, and time due. IDOA will not accept any unsealed bids. Any proposal received by the Department of Administration, Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFS may only be made in the manner and format consistent with the submittal of the original response, acceptable to IDOA and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 PRICING

Pricing on this RFS must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions. Discussions, along with negotiations with responsible Respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in **Attachment C, Exhibit One, and Exhibit Two**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.12 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFS.

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a fixed price contract with one Respondent to fulfill the requirements in this RFS.

The term of the contract shall be for a period of three (3) years from the date of contract execution. There may be two (2) one-year renewals for a total of five (5) years at the State's option.

1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFS file will be posted on the IDOA website and may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be "public records" unless a specific provision of IC 5-14-3 protests it from disclosure. Respondents claiming a statutory exception to the APRA **must indicate so in the Transmittal Letter** which specific provision applies to which specific part of the response. Confidential Information must also be clearly marked in a separate folder on any included CD-ROM. Please note citing "Confidential" on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The state also reserves the right to seek the opinion of the PAC for guidance if the state has doubts the cited exception is applicable.

1.16 TAXES

Proposals should not include any tax from which the State is exempt.

1.17 PROCUREMENT DIVISION REGISTRATION

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to www.in.gov/idoa/2464.htm.

1.18 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.19 COMPLIANCE CERTIFICATION

Responses to this RFS serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.20 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of minority, woman, and Indiana veteran business enterprises subcontracting opportunities on a contract awarded under this RFS. Therefore a contract goal of 8% for Minority Business Enterprises and 8% for Woman Business Enterprises have been established and all Respondents will be expected to comply with the regulation set forth in 25 IAC 5, Executive Order 13-04 and IC 5-22-14-3.5.

Failure to address these requirements may impact the evaluation of your proposal.

1.21 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFS SUBCONTRACTOR COMMITMENT (MWBE)

In accordance with 25 IAC 5-5, the Respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFS 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 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 RFS 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 & WOMEN'S BUSINESS COMPLIANCE (MWBE)

If awarded the contract with MWBE subcontractor participation, the Respondent is will be required to report payments made to MWBE Division subcontractors under the Contract on a monthly basis using the online audit tool, commonly referred to as “Pay Audit.” The Contractor should also notify subcontractors that they must confirm payments received from Contractor in Pay Audit. The Pay Audit system can be accessed on the IDOA webpage at: www.in.gov/idoa/mwbe/payaudit.htm

Further, a copy of each subcontractor agreement must be submitted to IDOA's MWBE Division within thirty (30) days of the effective date of this Contract. The contracts may be uploaded into Pay Audit, emailed to MWBECompliance@idoa.IN.gov; or mailed to MWBE Compliance 402 W. Washington Street, Indianapolis IN 46204. Failure to provide a copy of any subcontractor agreement or failure to meet these commitments could be considered a material breach of this Contract and result in sanctions per 25 IAC 5.

Any changes to this information during the term of the contract must be approved by MWBE Compliance at MWBECompliance@idoa.IN.gov.

1.22 REMOVED.

1.23 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.24 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFS process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key RFS Dates

| Activity | Date |
|---|---|
| Issue of RFS | July 19, 2019 |
| Pre-Proposal Conference | July 26, 2019 at 1:00 PM ET Conference Room 19 Indiana Government Center South Webex: Join the meeting |
| Deadline to Submit Written Questions | August 1, 2019 by 3:00 PM Eastern Time |
| Response to Written Questions/RFS Amendments | August 8, 2019 |
| Letter of Intent to Respond | August 16, 2019 by 3:00 PM Eastern Time |
| Submission of Proposals | August 30, 2019 by 3:00 PM Eastern Time |
| <i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i> | |
| Proposal Evaluation | September through October 2019 |
| Proposal Discussions/Clarifications (if necessary) | TBD |
| Oral Presentations (if necessary) | October through November 2019 |
| Best and Final Offers (if necessary) | November 2019 |
| RFS Award Recommendation | November 2019 |

1.25 CONFLICT OF INTEREST

Any person, firm or entity that assisted with and/or participated in the preparation of this RFS document is prohibited from submitting a proposal to this specific RFS. For the purposes of this RFS "person" means a state officer, employee, special state appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFS proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFS, a person that assisted with and/or participated in the preparation of this RFS.

1.26 LETTER OF INTENT TO RESPOND

Each Respondent is requested to provide a letter of intent indicating their intention to bid on this project. **This letter must be on company letterhead and signed by the Respondent's authorized representative.** If the Respondent subsequently decides not to bid after submitting this letter of intent, there are no ramifications. **Please submit the letter using the Letter of Intent to Respond Boilerplate (Attachment G).** The letter may be emailed to JHelmer@idoa.IN.gov.

The due date and time is outlined in Section 1.24 Summary of Milestones.

The subject line of the email submissions must clearly state the following:

“Response to RFS 20-017 Letter of Intent to Respond – [INSERT COMPANY NAME]”.

1.27 PROCUREMENT PROTEST POLICY

The State's procurement protest policy can be found in the State's [Procurement Protest Policy](#). Per the policy, there are two periods of protest allowable for the RFS:

- Specifications Protest - written letter of protest regarding inadequate, unduly restrictive, or ambiguous requirements or specifications must be received by IDOA by the close of business not less than ten (10) business days (as defined by the State work calendar) prior to the proposal due date.
- Award Recommendation Letter Protest - written letter of protest regarding the procurement methods and/or procedures used during the procurement process must be received by IDOA by the close of business within five (5) business days (as defined by the State work calendar) after the date of the Award Recommendation Letter.

Additional details as to the required content in the letter and the steps involved in a protest can be found in the [Procurement Protest Policy](#).

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- The electronic copies of the proposal submitted via CD-ROM / USB Thumb Drive should be organized to mirror the sections below and the attachments.
- Each item, i.e. Transmittal Letter, Business Proposal, Technical Proposal, Cost Proposal, etc., must be separate standalone electronic files on the CD-ROM / USB Thumb Drive. Please do not submit your proposal as one large file.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM / USB Thumb Drive.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Agreement with Requirement listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFS. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFS including, but not limited to, the State's mandatory contract clauses.

Include the following statement in your transmittal letter: "[*INSERT COMPANY NAME*] understands that we can only serve one vendor role on the INvest project (i.e., DDI vendor, PMO vendor, QA vendor, or IV&V vendor). We hereby confirm that we will comply with this requirement and that each of our subcontractors on this contract will also comply with this requirement."

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the**

principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.

2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

2.2.5 Confidential Information

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq. (see section 1.15).

Provide the following information:

- List all documents, or sections of documents, for which statutory exemption to the APRA is being claimed;
- Specify which statutory exception of APRA applies for each document, or section of the document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document or section of the document.
- **Provide a separate redacted (for public release) version of the document(s).**

2.2.6 Proposal Authors

The Respondent should indicate who wrote the company's proposal, noting if they are also staff proposed on the INvest Project, and specifically which pieces they wrote.

2.2.7 Respondent Subcontractors

Respondents are advised that their subcontractors may have employees assigned to a project(s) with the Indiana Department of Child Services, more specifically with the Child Support Bureau. These subcontractors' employees could be involved with projects that impact or directly relate to the INvest Project. Please be advised that those subcontractor employees are subject to the Indiana Code of Ethics and the applicable rules and regulations as those subcontractors' employees are deemed to be state contractors. Accordingly, as state contractors, these individuals are precluded from assisting in this response in any way. To so do could subject the individual to termination from the State project, the termination of the subcontractor's contract with the State and rejection of this response. See 42 Indiana Administrative Code 1.

By submitting a response the Respondent is confirming that they have discussed this with all of their subcontractors and no violation has occurred.

2.2.8 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as “optional.” **The Business Proposal Template is Attachment E.**

2.3.1 Executive Summary

This section of the business proposal is to provide a high-level overview of the proposed solution for INvest, and to briefly mention how it meets the requirements.

2.3.2 Respondent’s Company Structure

The legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include: 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, explain why and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFS. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFS.

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

2.3.5 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment C**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in **Attachment C**. Exhibit One outlining IRS Criminal and Background Checks and Exhibit Two, Safeguarding Contract Language is also included.

In this section please review the rest of the **contract and contract exhibits** and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it's the State's strong desire to not deviate from the contract provided in the attachment(s) and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- 1. Form Contract / Duties of Contractor
- 2. Term
- 3. Consideration
- 4. Access to Records
- 8. Authority to Bind Contractor
- 10. Compliance with Laws
- 16. Disputes
- 17. Drug-Free Workplace Provision and Certification
- 18. Employment Eligibility Verification
- 21. Funding Cancellation
- 22. Governing Laws
- 24. Indemnification
- 27. Information Technology
- 28. Insurance
- 33. Non-Discrimination Clause
- 34. Notice to Parties
- 35. Order of Precedence; Incorporation by Reference
- 36. Ownership of Documents and Materials
- 37. Payments
- 38. Penalties/Interest/Attorney's Fees
- 45. Termination for Convenience
- 46. Termination for Default or Additional Reasons
- 50. Environmental Standards
- 54. Lobbying Activities
- 55. Davis-Bacon Act
- 56. Copeland Act
- Non-Collusion and Acceptance

Any or all portions of this RFS and any or all portions of the Respondents response may be incorporated as part of the final contract.

2.3.6 References

Reference information is captured on Attachment L. Respondent should complete the reference information portion of the Attachment L which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of Attachment L should be completed by the reference and either **mailed or emailed DIRECTLY** to the address provided on Attachment L. The State should receive three (3) Attachment L's from clients 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 RFS. **References are due ten (10) business days after the date of the Submission of Proposals.** Therefore all should be postmarked or emailed no later than the tenth (10th) business day after the Submission of Proposals due date, as outlined in Section 1.24. The State will **not follow up** with respondents if references are not received nor will the State confirm if they have been received.

2.3.7 Registration to do Business

Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, Respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.9 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFS, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFS or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Section 1.21 and Attachment A for Minority and Women Business information.

2.3.10 General Information

Each Respondent must enter your company's general information including contact information.

2.3.11 Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts. Clearly delineate the company and subcontractor's experience in building and implementing health and human services systems.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFS language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

The Technical Proposal is Attachment F and the Technical Proposal Response Template is Attachment F-1. The Respondent will utilize **Attachment F-1** to provide proposal responses.

- The entire Attachment F-1 response shall be limited to 100 pages.
- Please use Arial 11 point for your narrative response, unless it is an inserted picture or diagram.
- Each numbered requirement is immediately followed by an “I have read and agree to this requirement as described in Attachment F” statement. Check the response box to indicate your agreement to meet the numbered requirement.
- For numbered requirements that also need a narrative response, a blank yellow box with a red border will follow the checkbox statement (described in the prior bullet). Provide the narrative response in the blank yellow box. There are no character limits.
- Responses are to be clear and concise.
- If a question requests an example and the file is too large to insert within the response, please attach the file and clearly indicate the requirement it belongs to and the file name of the example.

2.5 COST PROPOSAL

The Cost Proposal Template is Attachment D.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Cost Proposal Narrative

The Respondent should provide a brief narrative (not longer than two pages) in support of each Cost Proposal worksheet. The narrative should be focused on clarifying how the proposed prices correspond directly to the Respondent's Technical Proposal. **Please compose and return this document in a Microsoft Word or Searchable PDF format, labeled as “Cost Proposal Narrative”. Please cite the final document name and location in the Cost Proposal Template.**

Cost Assumptions, Conditions and Constraints

The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules. It is of particular importance to describe any assumptions made by the Respondent in the development of the Respondent's Technical Proposal that have a material impact on price. It is in the best interest of the Respondent to make explicit the assumptions, conditions, and/or constraints that underlie the values presented on the Cost Schedules. Assumptions, conditions or constraints that conflict with the RFS requirements are not acceptable. The following table is a proposed guide to complete this section.

| Cost Assumptions, Conditions and Constraints | | | | |
|--|--------------------------------------|-------------|-----------|---|
| Item # | Proposal Section, Page, Paragraph | Description | Rationale | Cost Impact If The Assumption Turns Out Not To Be Valid |
| | | | | |

Please compose and return this document in a Microsoft Word or Searchable PDF format, labeled as “Cost Assumptions, Conditions and Constraints”. Please cite the final document name and location in the Cost Proposal Template.

2.6 REMOVED.

2.7 REMOVED.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFS requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of IDOA or their designee will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by IDOA and DCS for further action, such as contract negotiations. If, however, IDOA and DCS decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, IDOA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFS in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name. For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFS will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

| Criteria | Points |
|--|--|
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality (Business and Technical Proposal) | 50 available points |
| 3. Cost (Cost Proposal) | 25 available points |
| 4. Minority Business Enterprise Subcontractor Commitment | 5 (1 bonus point is available, see Section 3.2.6) |
| 5. Women Business Enterprise Subcontractor Commitment | 5 (1 bonus point is available, see Section 3.2.6) |
| Total | 85 (87 if bonus awarded) |

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc. focused on cost and other proposal elements. Step 2 may include additional “short list” opportunities.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

The following 2 categories cannot exceed 75 points.

3.2.2 Management Assessment/Quality

50 available points

3.2.3 Price

25 available points

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 25 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 25$$

3.2.4 REMOVED.

3.2.5 REMOVED.

3.2.6 Minority (5 points) & Women's Business (5 points) Subcontractor Commitment - (10 points).

The following formula will be used to determine points to be awarded based on the MBE and WBE goals listed in Section 1.20 of this RFS. Scoring is conducted based on an assigned 10-point, plus possible 2 bonus-points, scale (MBE: Possible 5 points + 1 bonus point, WBE: Possible 5 points + 1 bonus Point). Points are assigned for respective MBE participation and WBE participation based upon the BAFO meeting or exceeding the established goals.

If the Respondent's commitment percentage is less than the established MBE or WBE goal, the maximum points achieved will be awarded according to 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 |

NOTE: Fractional percentages will be rounded up or down to the nearest whole percentage. (e.g. 7.49% will be rounded down to 7% = 4.375 pts., 7.50% will be rounded up to 8% = 5.00 pts. Rounding will be calculated based on the Sub-Contract Amount, divided by the Total Bid Amount.)

If the Respondent's commitment amount is greater than \$0 but the commitment percentage is rounded down to 0% for MBE or WBE participation the Respondent will receive 0 points.

If the Respondent's commitment amount is \$0 and thus the commitment percentage is 0% for MBE or WBE participation, a deduction of 1 point will be discounted on the respective MBE or WBE score.

The Respondent with the greatest applicable VSC participation which exceeds the stated goal ("exceeds" defined herein as a commitment percentage that is equal to or greater than 9% before rounding) for the respective MBE or WBE category will be awarded 6 points (5 points plus 1 bonus point). In cases where there is a tie for the greatest applicable VSC participation and both firms exceed the goal for the respective MBE/WBE category both firms will receive 6 points.

3.2.7 REMOVED.

3.2.8 Qualified State Agency Preference Scoring

When applicable, pursuant to Indiana Code 5-22-13, a qualified state agency submitting a response to this RFS will be awarded preference points for Minority and Women's Business Enterprise equal the Respondent awarded the highest combined points awarded for such preferences in the scoring of this RFS.

The Commissioner of IDOA or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.