

# **Request for Proposal 20-073**

## **Tanks Management System**

### **Indiana Department of Administration**

On Behalf Of

The Indiana Department of Environmental Management  
(IDEM)

Pre-Proposal Conference

February 19, 2020

Stephanie Nelson  
IDOA/Procurement Division

***Indiana Department of Administration***



# Agenda

- General Information
- Purpose of RFP
- Term of Contract
- Key Dates
- Background
- Scope of Work
- Proposal Expectations
- Business Proposal
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- Proposal Preparation
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Business Enterprises (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 respondent that can satisfy the State's need for underground storage tanks (UST), petroleum remediation, and the excess liability trust fund (ELTF) management system. It is the intent of the Indiana Department of Environmental Management to contract with a Respondent that provides a quality tanks management system for the Indiana Department of Environmental Management.

# Term of Contract

- 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.

# Key Dates

Activity	Date
Issue of RFP	February 6, 2020
Pre-Proposal Conference	February 19, 2020
Deadline to Submit Written Questions	February 21, 2020
Response to Written Questions/RFP Amendments	March 3, 2020
Deadline to Submit Intent to Respond Form (optional)	March 5, 2020
Submission of Proposals	March 31, 2020
Submission of Reference Check Forms to State	April 14, 2020
<b>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</b>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	April/May 2020

# Background

- The three business units and IDEM's system expectations for each business unit are outlined in the below table.

Business Units	High-Level Expected Description
Underground Storage Tank (UST)	Improve and modernize account tracking and management to accurately register, notify, and close underground storage tanks. Allow authorized stakeholders to efficiently complete compliance protocols, including the inspection process, and enhance the management of documents, pictures from inspections, and correspondences.
Leaking Underground Storage Tank (LUST)	Effectively report, communicate, and manage the remediation for releases and develop tools and dashboards to assist authorized users in determining the nature and extent of the contamination and provide oversight of the corrective action.
Excess Liability Trust Fund (ELTF)	Efficiently initiate and complete all procedures for ELTF eligibility determinations, automatically complete eligibility calculations, and facilitate the sending of letters and determination notices. Allow authorized users and IDEM to be able to initiate and complete all procedures for ELTF claims processing via an online portal, permit UST owners to pay per each facility they own, and provide a dashboard of all of an owner's facilities

# Background (cont.)

- The Tanks Management System **must** be built on the Salesforce or Microsoft Dynamics platform.
- If IDEM is satisfied with the services of the Contractor, IDEM may request an amendment to be added to the Contract. This amendment would require the Contractor to design and implement improvements to the Voluntary Remediation Program, the State-Clean-up Program Remediation, UST and LUST Enforcement, and Office of Land Quality (OLQ) Sampling.



# Scope of Work

- This project will follow a hybrid methodology approach using the standard waterfall and agile methodology together.
  - The project as a whole will be managed using the waterfall methodology.
  - The software development will use agile methodology following a Sprint Schedule
- The project will be split up into the following phases:
  - Phase 0 – Pre-Sprint Work
  - Phase 1 – UST Functionalities
  - Phase 2A – LUST Remediation Functionalities
  - Phase 2B – ELTF Functionalities
- The Contractor will provide as-needed M&O support which entails supporting the processes of the system's infrastructure to ensure availability to stakeholders. In addition, the Contractor shall provide a capped Enhancements Pool of 2,000 hours.

# Proposal Expectations

- IDEM expects vendors to read through all documentation and details in Attachment K – Bidders' Library with special attention to requirements, technical skills, and certifications.
- Proposals should demonstrate thoughtfulness, clarity, and detail and that communicate a thorough understanding of the requirements.
- The Contractor's Technical Architect must sign the Technical Proposal to indicate that he/she has read the proposal, understands the work that will be required, and agrees to fulfill all duties and responsibilities in the Scope of Work.

# Proposal Expectations (cont.)

- It is essential the technical and data architecture and design fits each of the processes in RFP and that the solution and approach for each is sufficiently detailed.
- Vendors must provide a detailed description of the proposed system, including
  - how the system will be used to manage data
  - how well the design of the system aligns with IDEM processes
  - how the platform's data model and available applications map to requirements
  - how platform entities and objects will be repurposed and aligned to the requirements.
- Vendors are encouraged to not make assumptions about this RFP and to ask questions if anything is not clear.

# Business Proposal

## (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.
- **Contract Terms/Clauses (Section 2.3.5)**
  - Respondents should review sample State contract addendum and exhibits and note exceptions to State mandatory and non-mandatory clauses in Business Proposal and Transmittal Letter. Mandatory clauses are non-negotiable.
- **References (2.3.6)**
  - Respondents and their subcontractors 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 it directly to IDOA ([idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov)) by April 14<sup>th</sup>, 2020 (10 business days after proposals are due).

# Technical Proposal

(Attachment F)

- Respondents should use Attachment F to complete their Technical Proposal. Use the yellow shaded fields to answer the questions in Attachment F.
  - Yellow fields will expand to accommodate content.
  - Make every attempt to preserve the original format of Attachment F.
- 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. The blue shaded cells will populate automatically.
- Cost scores will then be normalized to one another, based on the cost proposal with the lowest Total Bid Amount. The cost proposal with the lowest Total Bid Amount receives a total of 30 points. The normalization formula is as follows:

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

# Cost Proposal (Cont.)

## (Attachment D)

- For the “Summary” tab, Respondents need only to fill in the Respondent Name. The remaining information on this sheet is generated automatically from other tabs.

### Cost Summary

Component	Contract Costs
UST Registration, Notification, and Closure, and Billing Module Costs	\$ -
UST Compliance Module Costs	\$ -
LUST Remediation Module Costs	\$ -
ELTF Eligibility Determination Module Costs	\$ -
ELTF Claims Processing Module Costs	\$ -
On-Going Support Costs	\$ -
Licenses	\$ -
Enhancements Costs	
<b>Total Bid Amount</b>	<b>\$ -</b>

# Cost Proposal (Cont.)

## (Attachment D)

- For the “Staffing Rates” tab, Respondents should provide hourly billable rates for each position. Vendors also have space to list additional positions and their hourly billable rates. The information in this tab will be used throughout to populate cells throughout the cost proposal.

	Position Title	HOURLY Billable Rate Per Position
1	Engagement Manager / Customer Success Manager	
2	Technical Architect	
3	Technical Project Manager	
4	Developer / Configuration Specialist 1	
5	Developer / Configuration Specialist 2	
6	Developer / Configuration Specialist 3	
7	Developer / Configuration Specialist 4	
8	Developer / Configuration Specialist 5	
9	Data Architect	
10	Data Integration / Migration Specialist 1	
11	Data Integration / Migration Specialist 2	
12	Data Integration / Migration Specialist 3	
13	Data Integration / Migration Specialist 4	
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		



# Cost Proposal (Cont.)

## (Attachment D)

- For the “Sub-systems and Activities Costs” tab, Respondents must fill in the yellow shaded cells to indicate the number of hours required per position for each activity or sub-system. The total cost per position and for each activity or sub-system will be calculated automatically.

		UST Registration, Notification, and Closure, and Billing Sub-system (see Scope of Work Section 4.1)			TOTAL: ALL SUB-SYSTEMS AND ACTIVITIES		
	Position Title	HOURLY Billable Rate Per Position	Total hours per position to design, develop, and implement Sub-system	Total cost per position to design, develop, and implement Sub-system	HOURLY Billable Rate Per Position	Total hours per position to complete all Sub-systems and activities	Total cost per position to complete all Sub-systems and activities
1	Engagement Manager / Customer Success Manager	\$ -		\$ -	\$ -	0.00	\$ -
2	Technical Architect	\$ -		\$ -	\$ -	0.00	\$ -
3	Technical Project Manager	\$ -		\$ -	\$ -	0.00	\$ -
4	Developer / Configuration Specialist 1	\$ -		\$ -	\$ -	0.00	\$ -
5	Developer / Configuration Specialist 2	\$ -		\$ -	\$ -	0.00	\$ -
6	Developer / Configuration Specialist 3	\$ -		\$ -	\$ -	0.00	\$ -
7	Developer / Configuration Specialist 4	\$ -		\$ -	\$ -	0.00	\$ -
8	Developer / Configuration Specialist 5	\$ -		\$ -	\$ -	0.00	\$ -
9	Data Architect	\$ -		\$ -	\$ -	0.00	\$ -
10	Data Integration / Migration Specialist 1	\$ -		\$ -	\$ -	0.00	\$ -
11	Data Integration / Migration Specialist 2	\$ -		\$ -	\$ -	0.00	\$ -
12	Data Integration / Migration Specialist 3	\$ -		\$ -	\$ -	0.00	\$ -
13	Data Integration / Migration Specialist 4	\$ -		\$ -	\$ -	0.00	\$ -
14		\$ -		\$ -	\$ -	0.00	\$ -
15		\$ -		\$ -	\$ -	0.00	\$ -
16		\$ -		\$ -	\$ -	0.00	\$ -
17		\$ -		\$ -	\$ -	0.00	\$ -
18		\$ -		\$ -	\$ -	0.00	\$ -
19		\$ -		\$ -	\$ -	0.00	\$ -
20		\$ -		\$ -	\$ -	0.00	\$ -
21		\$ -		\$ -	\$ -	0.00	\$ -
22		\$ -		\$ -	\$ -	0.00	\$ -
23		\$ -		\$ -	\$ -	0.00	\$ -
24		\$ -		\$ -	\$ -	0.00	\$ -
25		\$ -		\$ -	\$ -	0.00	\$ -
		Sub-system Total:	0.00	\$ -	Total	0.00	\$ -

# Cost Proposal (Cont.)

## (Attachment D)

- For the “Licenses” tab, Respondents must fill in the yellow shaded cells to indicate the licenses, their description, their version, the cost per license, and the number of licenses required to complete all activities listed in the Scope of Work.

	Licenses (Product Description and Indication of Whether the Cost is a One-Time Fee, Recurring Fee, or Both)	Version	Cost per License	# of Licenses Required	Total cost of Licenses
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
			Total	0.00	\$ -

# Cost Proposal (Cont.)

## (Attachment D)

- For the “Enhancements” tab, Respondents do not need to enter any information. For evaluation purposes, the hourly blended rate will be calculated based on the total cost and hours for the Sub-system and activities work. These blended rates will be multiplied by the State's estimated pool of hours to calculate the total estimated enhancement costs per year. The invoiced amounts will reflect actual hours.

<b>Blended Rate (for evaluation purposes)</b>	
<b>Estimated Hours (total Contract duration)</b>	2,000
<b>Total Enhancements Cost</b>	

# Cost Proposal (Cont.)

## (Attachment D)

- For the “Contract Amendment Costs” tab, Respondents should provide hourly billable rates for each position for each service that may become the Contractor’s responsibility if an amendment is added to the Contract. For more information on these activities, please see Exhibit 1 of the Bidders’ Library. These costs will not be used for evaluation purposes.

Costs to design and implement improvements to the Voluntary Remediation Program		Costs to design and implement improvements to the State Cleanup Program Remediation		Costs to design and implement improvements to OLQ Sampling		Costs to design and implement improvements to LUST and UST Enforcement	
Position Title	HOURLY Billable Rate Per Position	Position Title	HOURLY Billable Rate Per Position	Position Title	HOURLY Billable Rate Per Position	Position Title	HOURLY Billable Rate Per Position
1 Engagement Manager / Customer Success Manager		Engagement Manager / Customer Success Manager		Engagement Manager / Customer Success Manager		Engagement Manager / Customer Success Manager	
2 Technical Architect		Technical Architect		Technical Architect		Technical Architect	
3 Technical Project Manager		Technical Project Manager		Technical Project Manager		Technical Project Manager	
4 Developer / Configuration Specialist 1		Developer / Configuration Specialist 1		Developer / Configuration Specialist 1		Developer / Configuration Specialist 1	
5 Developer / Configuration Specialist 2		Developer / Configuration Specialist 2		Developer / Configuration Specialist 2		Developer / Configuration Specialist 2	
6 Developer / Configuration Specialist 3		Developer / Configuration Specialist 3		Developer / Configuration Specialist 3		Developer / Configuration Specialist 3	
7 Developer / Configuration Specialist 4		Developer / Configuration Specialist 4		Developer / Configuration Specialist 4		Developer / Configuration Specialist 4	
8 Developer / Configuration Specialist 5		Developer / Configuration Specialist 5		Developer / Configuration Specialist 5		Developer / Configuration Specialist 5	
9 Data Architect		Data Architect		Data Architect		Data Architect	
10 Data Integration / Migration Specialist 1		Data Integration / Migration Specialist 1		Data Integration / Migration Specialist 1		Data Integration / Migration Specialist 1	
11 Data Integration / Migration Specialist 2		Data Integration / Migration Specialist 2		Data Integration / Migration Specialist 2		Data Integration / Migration Specialist 2	
12 Data Integration / Migration Specialist 3		Data Integration / Migration Specialist 3		Data Integration / Migration Specialist 3		Data Integration / Migration Specialist 3	
13 Data Integration / Migration Specialist 4		Data Integration / Migration Specialist 4		Data Integration / Migration Specialist 4		Data Integration / Migration Specialist 4	
14							
15							
16							
17							

# Proposal Preparation

- **Buy Indiana, Business Proposal (2.3.14)**
  - Respondent's Buy Indiana status shall be finalized by proposal due date.
  - Five (5) definitions, details provided in the RFP Section 2.7.
- **Indiana Economic Impact, Attachment I**
  - 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:
    - $0.2 \times 5$  employees – 1 FTE

# Proposal Preparation

- When submitting your response, please create a separate electronic folder for each component to which you are responding. This folder should contain all of the pertinent files for only that component, i.e., MWBE forms, Transmittal Letter, Business Proposal, etc. Your proposal may be deemed as non-responsive if these instructions are not followed.

# 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)

# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana Initiative	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 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 or WBE
- 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 or WBE (see section 1.21)
- 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# 20-073

DUE DATE: 03/31/2020

TOTAL BID AMOUNT:

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

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# Minority and Women's Business Enterprises

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-073

DUE DATE: 03/31/2020

TOTAL BID AMOUNT:

<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:			

*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](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 Business Enterprise

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

In accordance with Section 1.22 of RFP 19-053, 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 found under the heading "Grand Total" on the Cost Summary tab in Attachment E, Cost Proposal.

Failure to address these goals may affect 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 subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](#)) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. ([VA OSDBU](#)), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- A Prime Contractor who is an IVOSB must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a 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 IVOSB subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. The State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.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.
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or VA OSDDBU, 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 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.
- **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#: 20-073

DUE DATE: 03/31/2020

TOTAL BID AMOUNT:

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

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

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	Printed Name and Title

☐ Please check if additional forms are attached.  
Page \_\_\_\_\_ of \_\_\_\_\_

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

# Indiana Veteran Owned Small Business

## STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-073

DUE DATE: 03/31/2020

TOTAL BID AMOUNT:

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ( )	Fax Number: ( )
Sub-Contract Amount:	<u>Describe service/product to be provided and 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 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

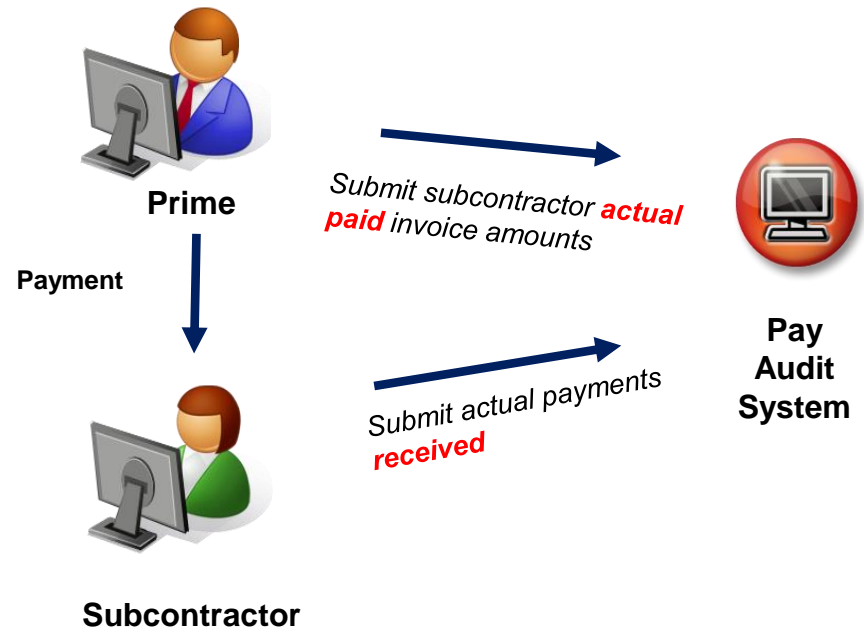
Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.8%	3.0	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00



# 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](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 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](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. 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)**

***Indiana Department of Administration***

