

State of Indiana Bid Contact:

Abigail Chittenden
 Senior Account Manager
 Indiana Department of
 Administration
Achittenden@idoa.IN.gov
 Phone: (317) 234-6906

BID INFORMATION COVER SHEET

Negotiated Bid # 385-20-17781 for
 Unmanned Aerial Systems/Drones
 for the Indiana Department of Homeland Security

Response Due Date:

May ~~24~~31, 2019 by 10:00 AM EDT

INSTRUCTIONS: Please provide the information requested below and submit this bid information cover sheet in the bid response.

BIDDER CONTACT INFORMATION

Company Name	
Company Bidder ID#	
Contact Name/Title	
Contact Phone/Email	

PLEASE IDENTIFY IF THE FOLLOWING PREFERENCES ARE CLAIMED IN THIS COMPLETED BID PACKAGE:

☐ U.S. Manufactured Preference

Please be advised only one of the pricing preferences listed below may be claimed.

☐ Indiana Business Preference (IBP)

☐ Indiana Small Business Preference (ISBP)

BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF THE BID.

☐ Completed Bid Information Cover Sheet

☐ Completed Bid List in original EXCEL format (NO PDF's)

☐ Completed Bid Package, containing the following:

- Identification of any Purchasing Preferences Claimed (Pages 6-7)
- Completion of *Minority and Women's Business Enterprises Subcontractor Form* (Pages 8-9)
- Completion of *Indiana Veteran Business Enterprises Subcontractor Form* (Pages 10-11)
- Completion of *Invoice Automation Program* and *ONE Indiana Questions* (Page 13-15)
- Identification of Emergency Information (Page 15)
- Identification of Requested Exceptions to Outlined Specifications (Page 16)
- Company Information with Authorized Signature (Page 19)

☐ Completed Indiana Economic Impact Form

☐ One (1) CD containing electronic version of completed bid documents

PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

UAS's (Unmanned Aerial Systems) are used widely in assisting Police, Fire Departments, Search and Rescue teams, inspection services, agriculture crop inspectors, and educational institutions. Emergencies involving Hazardous Materials (Hazmat) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) substances are some of the most dangerous situations faced by emergency first responders. The Indiana Department of Homeland Security (DHS) is looking to procure four (4) UAS's/Drones to assist in HazMat emergency responses.

Key Bid Dates

The following timeline has been provided as an illustration of the bid 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 tentative and subject to change.

Activity	Date
Issue of Bid	Monday, April 29, 2019
Deadline to Submit Written Questions	3:00 PM EDT on Monday, May 06, 2019
Response to Written Questions	3:00 PM EDT on Thursday <u>Wednesday</u> , May 09 <u>22</u> , 2019
Submission of Proposals	10:00 AM EDT on Friday, May 24 <u>31</u> , 2019

Question and Answer Period

All questions pertaining to this bid are due by **3:00 PM EDT on Monday, May 06, 2019**. Questions should be emailed to baarfp@idoa.IN.gov using the Microsoft Excel sheet labeled "Question and Answer Template." The State will upload responses to questions received by ~~3:00 PM EDT~~ on **May 0922, 2019** to the solicitation webpage for 385-20-17781 (<http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>). Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email.

Type of Award

This solicitation is for a one-time purchase.

Payments

For transactions with State agencies, IC 4-13-2-14.8 requires:

Notwithstanding any other law, rule, or custom, a person or company whom has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credit.

U.S. Manufactured Preference

If claiming the U.S. Manufactured preference, bidders must clearly specify the items qualified for the preference. **Failure to clearly specify the individual line items claimed under this preference may affect the evaluation of the bid.**

Bidder Registration

Prior to award of this solicitation your business must register as a bidder at <http://www.in.gov/idoa/2464.htm>. Just click on "Register as a Bidder." Please be sure to complete the Buy Indiana certification page. It is preferred that businesses register immediately so that delay of solicitation award would not occur. This registration is maintained by you and you may update your information at any time. It remains in the database and covers all solicitation responses you submit to any state agency. It is very important that it be kept current. If you do not have access to a computer, you may call 317-234-3542 for assistance with your registration.

Indiana Economic Impact

All companies desiring to do business with State Agencies must complete an "Indiana Economic Impact" form. The form is an Excel document and contains two tabs: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women-owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

Submission Requirements

Vendor must complete the bid list electronically, in the attached Excel file, and submit the electronic file to the State, along with all other bid documents. **When submitting proposals, the bidder must submit one (1) electronic copy of each of the bid documents on CD or flash drive by the bid due date. Bid submissions via email will NOT be accepted in place of a physical CD copy. Paper copies of bid documents are not necessary.**

All proposals must be addressed to:

Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204
Attn: BID ROOM - Abigail Chittenden

Pricing

Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the proposal due date. Should additional pricing rounds be conducted, the State will not accept price responses for any line item that is higher than the bidder's prior offer. Any attempt to manipulate the format of the files, attach caveats to pricing, or submit pricing that deviates from the current format may put your bid at risk.