**BID INFORMATION COVER SHEET**

**State of Indiana Bid Contact:**

Leslie Brothers

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Phone: (317) 234-4251

Negotiated Bid # ASA-19-113 for
Infant Sleep Safety Products for All State Agencies

Response Due Date:

**May 28, 2019 at 3:00 PM EST**

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

**BIDDER CONTACT INFORMATION**

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| --- | --- |
| **Company Name** |  |
| **Company Bidder ID#** |  |
| **Contact Name/Title** |  |
| **Contact Phone/Email** |  |

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| **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 PDFs)** |
| **[ ]  Completed Bid Package, containing the following:*** Response to *Sample Contract (Attachment)* and outlined *Terms and Conditions* (Page 5)
* Identification of any Purchasing Preferences Claimed (Page 6)
* Completion of *Minority and Women’s Business Enterprises Subcontractor Form* (Pages 8-9)
* Completion *of Indiana Veteran Business Subcontractor Form* (Pages 10-11)
* Completion of *Indiana Economic Impact Form (Page 12-13)*
* Identification of Emergency Information (Page 15)
* Identification of Requested Exceptions to Outlined Specifications (Page 16)
* Company Information with Authorized Signature (Page 16-17)
 | **[ ]  Completed Indiana Economic Impact Form** |
| **[ ]  One CD or flash drive containing electronic version of all completed bid documents** |

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

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 **A. Purpose & Background**The State intends to establish a statewide **Quantity Purchase Agreement** for Infant Sleep Safety Products for All State Agencies to begin by January 1, 2020. A Quantity Purchase Agreement is a contract between the State and vendor, in which commodities are supplied to Indiana state agencies on an ongoing, as-needed basis. It is anticipated that the initial term of the resulting QPA will be one (1) year, with three (3) one-year renewal options, under the same terms and conditions. Total term of the resulting agreement including all renewals, shall not exceed four (4) years.

The contractor will be responsible for supplying commodities designed to promote infant sleep safety for use by State agency customers. It is important to note that product recipients will be located throughout the State of Indiana. As such, the contractor must have capacity to supply the requested items to all parts of the state.

The future contract is expected to include fixed pricing for nine line items. The line items sought include wearable blankets, or sleep sacks. In addition, the State has a need for portable cribs, or play yards. Item pricing will be all-inclusive, with all costs factored in. Shipping for purchases from this contract will be FOB Destination.

In Calendar Year 2018, the State spent approximately $600,000 for these types of products.

Current State of Indiana contract information, including incumbent vendor name, contract pricing, etc. for the same or similar products may be viewed at the following web address: <https://www.in.gov/idoa/proc/QPA/13329.pdf>.

**B. 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.

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| **Bid Activity** | **Activity Date** |
| Issue of Bid | Monday, April 29, 2019 |
| Deadline to Submit Written Questions | Monday, May 6, 2019 at 3:00PM EST |
| Response to Written Questions Posted | Monday, May 13, 2019 by 3:00PM EST |
| Bid Response Due Date | Monday, May 28 2019 at 3:00PM EST |

**C. Question and Answer Period**All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **3:00 p.m. Eastern Time on Monday, May 6, 2019**. Questions/Inquiries must be submitted in the Q&A Template, via email toLbrothers@idoa.IN.gov and must be received by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all parties. Responses will not be sent directly to individuals that submitted the inquiries. Instead, responses will be posted to the solicitation webpage on the IDOA website (<https://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>) according to the bid timetable established in Section B (above). 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 other State staff members, or any other participating agency. Such action may disqualify Respondent from further consideration for a contract resulting from this bid.

**D. 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.* **E. U.S. Manufactured Preference**If claiming the U.S. Manufactured preference, bidders must clearly specify each item qualified for the preference. In addition, bidders will need to be prepared to provide documentation from the manufacturer confirming the validity of the preference claimed. **Failure to clearly specify the individual line items claimed under this preference may affect the evaluation of the bid.**

 **F. 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.
 **G. Indiana Economic Impact**All companies desiring to do business with state agencies must complete an “Indiana Economic Impact” form. The form is located in the Bid Package. 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.
 **H. 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 bid documents, 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 or flash drive copy. Paper copies of bid documents are not necessary. Bid responses must be received by IDOA Procurement Division by May 28, 2019 at 3:00PM EST.**

**I. Pricing Terms**Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the proposal due date.