

## State of Indiana RFP 19-084

## Consultant Services/Statistical Analysis of Utilization

## Attachment G - Question and Answer Response Template

Question No.	RFP Section	Page	Topic	Specific Question/Inquiry	State Response
1	RFP Section 1: General Information and Requested Products or Services	13	Minority and Women's Business Enterprises	If a firm is owned by a Minority or Woman does it still have to provide a Minority or Women's Enterprise subcontractor commitment form? And does such a firm get credit for being minority or woman owned?	A firm serving as the Respondent, or prime contractor, that also qualifies as M/WBE cannot use its own workforce towards the MWBE subcontractor participation goals. Instead, participation is through utilization of MWBE subcontractors only. A respondent will not receive any points for being a certified minority or woman-owned business.
2	RFP Section 2: Proposal Preparation Instructions	18	Proposal preparation instructions	Can the proposal be submitted in a flash drive instead of a CD-ROM?	Yes
3	Attachment H: Scope of Services	3	Services to be provided (Item 10)	Does IDOA keep a record of complaints from bidders on discrimination? If so will this data be made available to the approved consulting firm?	Compliance on state contracts for the MBE/WBE subcontractor utilization is one of the main functions of the IDOA Division of Supplier Diversity (DSD). DSD handles contract compliance matters on case-by-case basis. DSD has a set procedure for subcontractor agreement amendment process and maintains the record of such requests.
4	RFP Section 2: Proposal Preparation Instructions		General	Will IDOA staff be willing to meet with consulting firms to review the completeness of their proposals prior to submittal?	No; respondents are responsible for completion and submission of their own proposals.
5	Attachment H: Scope of Services			Does IDOA have a cap on the amount the agency is budgeting for the study?	The agency is confident it has budgeted enough to fund the future contract. As such, respondents are encouraged to provide competitive cost offers in their proposals.
6	Attachment H: Scope of Services		Data	Please explain where and how prime data for the disparity study is maintained?	See responses to Questions 8 and 11.
7	Attachment H: Scope of Services		Data	Please explain where and how sub data for the disparity study is maintained?	The State uses an Oracle platform, specifically PeopleSoft Financials, and within this platform is the Pay Audit System module. The State's Pay Audit System tracks payments from prime contractors to subcontractors. However, the Pay Audit system does not have every contract loaded into it. Other data is maintained and can be located, however, it may not always be available from a single source.
8	Attachment H: Scope of Services		Data	Please explain if the data to be used for the disparity study utilizes any particular expenditure coding system. Is NAICS or NIGP used, or some other type of commodity code?	MBEs and WBEs certified by the Indiana Dept. of Administration are assigned UNSPSC codes (United Nations Standard Products and Services Codes, <a href="http://www.UNSPSC.org">www.UNSPSC.org</a> ) as that is the commodity code set used by the Department.
9	Attachment H: Scope of Services		Data	If a commodity code is utilized how detailed is the commodity coding for the services contracted/procured? For example, if NAICS codes are used are they at the 2-digit level, which is a broader description of services (NAICS code 23=Construction) or at the 6-digit level, which is more detailed (NAICS 238160 =Roofing Contractors).	UNSPSC codes have 8 digits in the current version of the code. A certified company may have more than one code, and may request an amendment of their codes no sooner than 6 months after certification. The certified firms are listed in the directory with their current codes.
10	Attachment H: Scope of Services		Data	Please explain if the data to be used for the disparity study is all electronically available or hard copy?	Most of the data should be available electronically. However, there may be some hard copies.
11	Attachment H: Scope of Services		Data	Will any bidder data be available for the disparity study?	PeopleSoft divides "suppliers" into two distinct categories, and they're maintained separately. Bidders are companies interested in receiving notice of solicitation opportunities according to the UNSPSC classifications they choose during registration, and vendors are companies that we pay. Although vendors may be placed in inactive status, the history is maintained. However, we do not currently archive or purge registered bidder information.
12	Attachment H: Scope of Services		Data	How is race, ethnicity, gender data maintained for primes and subs.	Please see the response to Question 11. Also, here is the link of certified vendors: <a href="https://www.in.gov/idoa/mwbe/2743.htm">https://www.in.gov/idoa/mwbe/2743.htm</a>
13	Attachment H: Scope of Services		Data	Is race, ethnicity, gender data maintained for bidders and their subs?	See response to Question 11.
14	Attachment A1: IVOSB Participation Plan Form	13	Subcontractor Commitment Form	What are the criteria for determining Valuable Scope Contribution (VSC)?	When IDOA Procurement determines VSC validity of a IVOSB, MBE or WBE subcontractor it is through the lens of that specific RFP and scope of work. It is expected that the subcontracting company fulfill a specific function within the scope of the services sought in the RFP. For example, in an RFP for a new testing system for Indiana Professional Licensing Agency, adding a janitorial company that is certified as a subcontractor would not earn points in the RFP process as having a clean office is not a "valuable scope contribution" for purposes of that RFP. Conversely, in another example, a janitorial company as a subcontractor on a BMV branch office cleaning RFP would serve a VSC.

**State of Indiana RFP 19-084**

**Consultant Services/Statistical Analysis of Utilization**

**Attachment G - Question and Answer Response Template**

15	RFP Section 1: General Information and Requested Products or Services	DBE Requirements	Will the study include any projects managed by the state that include federal funds and adhere to DBE requirements?	No, this is only the state funds and the state M/WBE program requirements.
16	Attachment A: M/WBE Sub-Contractor Commitment Form		Could IDOA please confirm that the participation goals on this contract are 8 percent for MBEs, 8 percent for WBEs, and 3 percent for VBEs?	Confirmed. The percentages listed are correct.
17	Attachment H: Scope of Services		The previous two State of Indiana disparity studies have included separate, full disparity study reports for IDOA, INDOT, and each of the seven SEIs (9 full disparity study reports total). Would IDOA like the disparity study to include separate reports for each of those entities? If not, would IDOA like the results to be broken down separately for each of those entities within a single report?	One report for IDOA, which will need to include the data from INDOT on state-funded contracts, as well as the data from the seven SEIs.
18	Attachment H: Scope of Services		Does IDOA have a budget in mind for the project, and if so, could IDOA please share it with proposers?	See response to Question #5.
19	RFP Section 2: Proposal Preparation Instructions		Would it be acceptable for proposers to submit 8 thumb drives containing electronic copies of proposals rather than 8 CD-ROMs?	Yes