

RFP 20-027, State Responses to Written Questions

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	Topic Area	RESPONDENT'S QUESTION	STATE'S RESPONSE
1	Business Proposal, Section 2.3	Are we to include Attachment B in our proposal?	It is not required that the Attachment B be returned; however, if proposing changes or modifications, the respondent may find it useful to include a red-lined version of this document rather than only identifying proposed changes in the designated proposal areas.
2	Business Proposal, Section 2.3	When I click on attachment E1 Reference I get an error. Where can I find the template?	Please re-try downloading the template from its original location on the solicitation webpage.
3	Business Proposal, Section 2.3.3	section 1.25 states that evidence of financial responsibility is NA but in 2.3.3 you are asking for company financial information. It is a must to include documents to demonstrate the respondent's financial stability or not needed?	Section 1.25 and 2.3.3 are different. A performance bond under the Evidence of Financial Responsibility, Section 1.25 is not requested for this RFP/contract. However, company financial information is required in Section 2.3.3 of the Business Proposal. These two sections require different information.
4	Indiana Economic Impact Form, Attachment C	When I click on Attachment C it states "error" where do we find the form?	Please re-try downloading the template from its original location on the solicitation webpage.
5	MBE, WBE, Section 1.21	Where do we find the certification letter provided by IDOA? My subcontractors are WBE certified through WBENC. Would this qualify?	The MBE or WBE subcontractor, if certified by the State of Indiana, will have a copy of the certification letter issued by IDOA. Only firms certified by the State of Indiana qualify towards the M/WBE goals. A list of certified firms is linked on IDOA's website. Refer to Section 1.21 of the RFP for the link.
6	MBE, WBE, Section 1.21	question regarding VSC (valuable Scope Contribution). Where do we get the definition of a VSC as confirmed by the state?	"Valuable Scope Contribution" is defined in Section 1.2 of the RFP. Please refer to that section for additional details.
7	MBE, WBE, Section 1.21	what percentage of the contract needs to be M/WBE?	Please refer to Section 1.21 details related to the goals for M/WBE as these are already identified.
8	MBE, WBE, Section 1.21	if we cant find a WBE on the IDOA site will this disqualify a firm automatically?	No; evaluation of MWBE will occur as described Section 3.2.5 of the RFP.
9	Scope of Work, Section 1.4	During what month does ISDH prefer to have Conference 1?	There is no preferred month.
10	Scope of Work, Section 1.4	During what month does ISDH prefer to have Conference 2?	there is no preferred month.
11	Scope of Work, Section 1.4	The RFP mentions that the future format will consist of one plenary session and no breakout sessions. Does this mean that there will not be workshops or smaller gatherings during the conferences that feature additional speakers or panel discussions?	That is correct.
12	Scope of Work, Section 1.4	Are there alternative venues that ISDH prefers in the event that the Indianapolis Convention Center is not available?	If the Convention Center is not available alternate sites are possible as long as they can accommodate 900-1100 persons in one room for the day.
13	Scope of Work, Section 1.4	Is this RFP for one event in 2020 and one event in 2021?	That is correct.
14	Scope of Work, Section 1.4	Is there a preferred date range or preferred day of the week for the event?	There is no preferred date range. The preferred day of the week is Thursday or Tuesday.
15	Scope of Work, Section 1.4	Are any dates on hold at the Indiana Convention Center?	No.
16	Scope of Work, Section 1.4	What sections and square footage was used in the most recent ICC event?	All sections of the Sagamore Ballroom were used.
17	Scope of Work, Section 1.4	Please provide the actual attendance figures for the past few years?	2018 - no conferences; 2017 - 1,010; 2016 - 686 & 804; 2015 770 & 984
18	Scope of Work, Section 1.4	Will any food and beverage be required for the event, as cited in the RFP?	Yes. Continental breakfast, lunch, and coffee and water throughout the day
19	Scope of Work, Section 1.4	What hotels and how many room nights were utilized for recent events?	The only hotel rooms involved would be for speakers who come in the night before the conference. We provide no hotel accommodations for attendees.
20	Scope of Work, Section 1.4	In section 1.4 on p. 5, the RFP states "For the past nine (9) years, the ISDH has presented two (2) one-day conferences per year." In section 2.5 on p. 24, the RFP states "Respondents' cost proposals will be evaluated on the 2-year term of the contract (2 conferences)." Is it correct that ISDH will only be holding one conference per year instead of two per year as it has been in the past?	Yes, this is correct.
21	Scope of Work, Section 1.4	What are the tentative dates of the two conferences?	There are no tentative dates for the two conferences.
22	Scope of Work, Section 1.4	Will the registration site be used as a mini-event site (with event overview, event schedule, perhaps documents or hotel suggestions, travel info, weather, attire, etc.)?	Yes.
23	Scope of Work, Section 1.4	What is the typical price of the event (so we know how much money will be flowing through the merchant accounts).	\$75 per person.
24	Scope of Work, Section 1.4	Collecting credit card payments will incur merchant processor credit card CC fees, typically 2.5 to 3.5 percent. Are these banking/merchant processor fees paid for out of the registration fees?	Yes.

25	Scope of Work, Section 1.4	Will we be sending out invitation emails? (note to Liz – ideally, they'll send the invites from there. There can be issues with getting invites to many random lists of people... there will be rejected emails, incorrect emails, etc.; and that can create a lot of follow-up. We can send emails from the web site if needed, but we'll want to fully understand how they are planning to send out the notifications and follow-ups (reminder emails, and confirmation emails).)	Save the Date emails will be sent from our latest email listing. No follow-up emails or communication is asked for.
26	Scope of Work, Section 1.4	Will you be providing database of prior attendees and prospects email address/names for promotion?	Yes.
27	Scope of Work, Section 1.4	Do you have a merchant account set up?	No
28	Scope of Work, Section 1.4	Who is the incumbent company?	Please refer to Section 1.4 for this information as it is already addressed.
29	Scope of Work, Section 1.5	Please provide a copy of the previous winning submission by the incumbent.	Public records requests may be submitted to IDOA, in accordance with the instructions provided on the IDOA website at the following web address: https://www.in.gov/idoa/2888.htm
30	Scope of Work, Section 1.4	If there is food and beverage required, what is the estimated budget?	about \$42,000
31	Scope of Work, Section 1.4	What are the dates of the event?	The date of the 2019 event is October 3rd.
32	Scope of Work, Section 1.4	What is the name of the event?	The 2019 event is titled "Severe Mental Illness and Long Term Care"