

# REQUEST FOR PROPOSAL 20-041

HOOSIER CARE CONNECT

INDIANA DEPARTMENT OF ADMINISTRATION  
ON BEHALF OF  
FAMILY AND SOCIAL SERVICES ADMINISTRATION  
OFFICE OF MEDICAID POLICY AND PLANNING

PRE-PROPOSAL CONFERENCE

NOVEMBER 6, 2019

DAVID BRANDON-FRIEDMAN  
IDOA/PROCUREMENT DIVISION



# Agenda

- General Information
- Purpose of RFP
- Term of Contract
- Key Dates
- Background
- Eligible Populations
- Scope of Work
- Business Proposal
- Technical Proposal
- Acceptance of Preliminary Capitation Rates
- Proposal Preparation
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business (IVOSB)
- IDOA Subcontractor Scoring
- Subcontractor Compliance
- Additional Information
- Questions 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 Indiana Department of Administration (IDOA), acting on behalf of the Family and Social Services Administration (FSSA), seeks to contract on a Statewide basis with managed care entities (MCEs) to deliver risk-based managed care services to Medicaid beneficiaries enrolled in the State of Indiana's Hoosier Care Connect program.

The State intends to contract with MCEs with a demonstrated capacity to actively manage and coordinate care for low income disabled populations. This includes specific experience and demonstrated success in operating care coordination programs for low income individuals with significant health needs. MCE requirements include, but are not limited to, requirements set forth in the RFP and attachments and all applicable requirements of Medicaid managed care organizations under Section 1903(m) and 1932 of the Social Security Act, as well as the implementing regulations set forth in 42 CFR 438, as may be amended.



# Term of Contract

The State intends to sign contracts with approximately three Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.



# Key Dates

Activity	Date
Issue of RFP	October 21 <sup>st</sup> , 2019
Issue of Rates (including Attachments A, A1, C, M, and O)	October 28 <sup>th</sup> , 2019
Pre-Proposal Conference and Capitation Rate Conference	November 6 <sup>th</sup> , 2019 Conference Room 1 Indiana Government Center South
Deadline to Submit Written Questions	November 8 <sup>th</sup> , 2019 by 3:00 PM EST
Response to Written Questions	November 22 <sup>nd</sup> , 2019
Submission of Proposals	January 6 <sup>th</sup> , 2020 by 3:00 PM EST
Submission of Reference Check Forms to State	January 21 <sup>st</sup> , 2020 by 3:00 PM EST
<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	March 2020
Proposal Discussions/Clarifications (if necessary)	March 2020
Oral Presentations (if necessary)	March 2020
Best and Final Offers (if necessary)	March 2020
RFP Award Recommendation	April 30 <sup>th</sup> , 2020



# Background

FSSA through the Office of Medicaid Policy and Planning (OMPP) manages the Hoosier Care Connect program, which serves approximately 90,000 Hoosiers. Hoosier Care Connect is a current coordinated care program for Indiana's Medicaid enrollees with a disability who are not Medicare eligible and do not have an institutional level of care. Through the Hoosier Care Connect program, FSSA seeks to continue to improve the quality of care and health outcomes for members. This includes improved clinical and functional status, enhanced quality of life, improved member safety, enhanced member autonomy and adherence to treatment plans. In overseeing the Hoosier Care Connect program, FSSA seeks to achieve the following goals:

- Improve quality outcomes and consistency of care across the delivery system;
- Ensure enrollee choice, protections and access;
- Coordinate care across the delivery system and care continuum; and
- Provide flexible person centered care.

The Scope of Work is provided in Attachment I of the RFP.



# Eligible Populations

The State has sole authority for determining whether individuals meet the eligibility criteria of the Hoosier Care Connect program. The FSSA Division of Family Resources (DFR) makes eligibility determinations. Individuals in the following aid categories who are not enrolled in Medicare, do not have an institutional level of care, and do not fall into one of the excluded groups listed in Attachment K, Exhibit 3 Program Description and Covered Benefits, are enrolled with a Managed Care Entity (MCE) in the Hoosier Care Connect program:

- Aged individuals (MA A);
- Blind individuals (MA B);
- Disabled individuals (MA D);
- Individuals receiving Supplemental Security Income (SSI) (MASI); and
- M.E.D. Works enrollees (MADW, MADI).



# Eligible Populations

Individuals in the following aid categories may voluntarily enroll in Hoosier Care Connect through an opt-in process:

- Children receiving adoption assistance (MA 8);
- Foster children (MA 4);
- Former Foster Care (age 18-21)
- (MA 14); and
- Former Foster Children (enrolled as of 18th birthday, age 18-26) (MA 15).

Note that the State is contemplating other options for these populations listed above after the first rating period of the Contract, including but not limited to potentially serving these populations via a different channel. A link to a RFI for input and feedback on this subject can be found here:

[www.in.gov/idoa/proc/bids/RFI-20-040/](http://www.in.gov/idoa/proc/bids/RFI-20-040/).



# Scope of Work

The following elements are included in the Scope of Work:

- Background
- Administrative Requirements
- Covered Benefits
- Member Services
- Care Coordination
- Provider Network Requirements
- Quality Management and Utilization Management
- Information Technology (IT) Systems
- Performance Reporting and Incentives
- Failure to Perform/Non-compliance Remedies
- Termination Provisions
- Member Copayments



# Business Proposal (Attachment E)

## ■ Company Financial Information (Section 2.3.3)

- This section must include the Respondent's and Respondent's ultimate controlling person's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years, plus unaudited monthly financial statements (balance sheet and income statement) for October, November and December 2019 (if available at time of submission) including RBC ratio for each month. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP. Entities not required to have audited financial statements may submit CPA-prepared unaudited financial statements.
- The ultimate controlling person of the Contractor, if any, must guarantee it will provide financial resources to the Contractor, under a capital maintenance agreement, to maintain a 300% or higher RBC ratio as defined by the NAIC. This guarantee must be for the term of the Contract and must be submitted in writing to the Agency prior to Contract signature.
- Provide the Respondent's full legal name as well as any relevant DBA or alias. In addition, provide the Respondent's and its ultimate controlling person's National Association of Insurance Commissioners (NAIC) number.



# Business Proposal (Attachment E)

## ■ Contract Terms (Section 2.3.5)

- Respondents should review the sample State contract and note exceptions to State non-mandatory clauses in the Business Proposal and Transmittal Letter. Mandatory clauses are non-negotiable. Proposals should not be based on an assumption that the State will accept any modified or alternative contract terms.

## ■ References (Section 2.3.6)

- Reference information is captured on Attachment H. Respondent should complete the reference information portion of the Attachment H which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of Attachment H should be completed by the reference and either mailed or emailed DIRECTLY to the State. The State should receive three (3) Attachments Hs from clients 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. Attachment H should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov) or mailed to the address listed in section 1.8 of the RFP. Attachment H should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

## ■ State Licensures (Section 2.3.16)

- Prior to the Contract effective date, the Contractor must be an Indiana licensed accident or sickness insurer or an Indiana licensed health maintenance organization (HMO).



# Technical Proposal Instructions (Attachment F)

- Respondents should use Attachment F when creating their Technical Proposal.
- 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.
- Please review the requirements in Attachment I (Scope of Work) carefully and address each section and requirement. Please describe your relevant experience and explain how you propose to perform the work in its entirety, including but not limited to the specific elements in the order they are in within the Technical Proposal Instructions.
- Respondents are strongly encouraged to submit inventive proposals for addressing the Program's goals that go beyond the minimum requirements set forth in Attachment I of the RFP.
- For all areas in which subcontractors will be performing a portion of the work, clearly describe their roles and responsibilities, related qualifications and experience, and how you will maintain oversight of the subcontractors' activities.



# Technical Proposal Instructions (Attachment F)

- Technical proposals have the following pages limits and specifications:
  - A complete technical proposal, including attachments and exhibits, should not exceed 1,000 pages in 10 point font with standard margins.
  - It is the State's preference that the technical proposal be submitted as a single document, however if excessive file size is an issue the State will accept multiple documents. The State prefers to not navigate an excessive number of files during the review process.
  - Attachments and exhibits may be provided in a separate file, however the technical proposal must contain an adequate description of the contents. In other words, the technical proposal should stand on its own and must contain enough information to understand separate exhibits and attachments.
- A completed Technical Proposal is a requirement for proposal submission. Failure to complete and submit this form may impact your proposal's responsiveness.



# Acceptance of Preliminary Capitation Rates

- Preliminary capitation rates and capitation rate methodology for this RFP are set in Attachments M and O. Per RFP Section 2.2.7, the Respondent must explicitly acknowledge acceptance in the Transmittal Letter of the preliminary capitation rates as calculated, as well as the capitation rate methodology, presented in Attachments M and O and agreement with any requirements/conditions listed in Attachments M and O.
- Further discussion of preliminary capitation rates and capitation rate methodology will immediately follow this presentation.



# Proposal Preparation

## ■ Indiana Economic Impact, Attachment C

- 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:
  - $0.2 \times 5 \text{ employees} = 1 \text{ FTE}$
- The accounting of Indiana resident employees in Attachment C must not include employees that provide health care services as defined in IC 27-8-11-1(c), and must be based on the following individual MCE enrollment assumption: set at one-third (1/3) of total enrollment projections for a four year contract period.
- Respondents must also use the Administrative Bid Amount specified in the Administrative Proposal Amount (row 16) for Attachment C. These assumptions are strictly for the purposes of establishing a standard response basis, and shall not bind the State to award to any particular number of Respondents or to any particular methodology for calculating capitation. Moreover, any enrollment assumptions are in no way intended to predict actual member enrollment with any awarded Contractor.

# Proposal Preparation

## ■ Buy Indiana, Business Proposal (2.3.14)

- Respondents that wish to claim the Buy Indiana preference (for any criteria listed in RFP Section 2.7) must have an email confirmation of their Buy Indiana status provided by [buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov) **included in the proposal response**. The email confirmation must have been provided from within one year prior to the proposal due date.
- Use the templates provided for all responses
- Do not alter any templates
- Submit all questions via email using the Q&A Template (Attachment G)



# Proposal Preparation

## ■ Confidential Information (Section 1.15)

- All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure.
- In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Transmittal Letter**, including describing which specific provision applies to which specific part of their response.
- Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).



# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	80 points
4. Buy Indiana	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)

## Notes:

- The State reserves the right to exclude proposals from the “short list” on the basis of financial stability. The financial stability of Respondents to this RFP will be evaluated in part based on Risk Based Capital Ratio (“RBC Ratio”).
- There is no Cost Proposal for this RFP. Actuarially sound capitation rates will be set by the State.



# 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 of Administrative Bid Amount
- 8% Women's Business Enterprise of Administrative Bid Amount



# Minority and Women's Business Enterprises

## RFP-Specific Details

- Prime Contractors must ensure that the proposed subcontractors do not provide health care services as defined in IC 27-8-11-1(c)
- Respondents must use the Administrative Bid Amount assumption entered into Attachment A. These assumptions are strictly for the purposes of establishing a standard response basis, and shall not bind the State to award to any particular number of Respondents or to any particular methodology for calculating capitation. Moreover, any enrollment assumptions are in no way intended to predict actual member enrollment with any awarded Contractor.
- The Administrative Bid Amount is a four-year estimate established for the purpose of calculating MWBE, IVOSB, and IEI commitments. For the Administrative Bid Amount, the individual MCE enrollment assumption is set at one-third (1/3) of total enrollment projections for a four-year contract period.



**ATTACHMENT A**  
**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR**  
**COMMITMENT FORM**

In accordance with 25 IAC 3-5, 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/ideas/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 and percentage of Administrative Bid Amount of direct supplier for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety.

In addition, Respondents must use the Administrative Bid Amount assumption entered into the form below. These assumptions are strictly for the purposes of establishing a standard response basis, and shall not bind the State to award to any particular number of Respondents or to any particular methodology for calculating capitulation. Moreover, any enrollment assumptions are in no way intended to predict actual member enrollment with any awarded Contractor.

The Administrative Bid Amount is a four-year estimate established for the purpose of calculating MWBE, JVOSB, and IEI commitments. For the Administrative Bid Amount, the individual MCE enrollment assumption is set at one-third (1/3) of total enrollment projections for a four-year contract period.

Failure to meet these percentage 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, WBE, or JVOSB (see section 1.22)
- 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.
- May not provide health care services as defined in IC 27-8-11-1(c)
- 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/ideas/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 and percentage, 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

# 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.
- Do not provide health care services as defined in IC 27-8-11-1(c)



# 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, WBE, or IVOSB (see section 1.22)
- 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

RFF# 20-041

DUK DATE: 1/6/20

ADMINISTRATIVE BID AMOUNT: \$139,423.960

<input checked="" type="checkbox"/> M&E Firm	<input type="checkbox"/> W&E Firm	
Company Name:		Contact Person:
Address:		E-mail:
		Telephone Number: (      )      Fax Number: (      )
Sub-Contract Amounts (for percentage validation purposes):		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:
Sub-Contract Percentage of Administrative Bid Amounts (for scoring purposes per RFP section 3.2.5):		
Provide approximate dates when Sub-Contractor will perform on this project:		

<input checked="" type="checkbox"/> M&E Firm	<input type="checkbox"/> W&E Firm	
Company Name:		Contact Person:
Address:		E-mail:
Sub-Contract Amounts (for percentage validation purposes):		Telephone Number: (      )      Fax Number: (      )
Sub-Contract Percentage of Administrative Bid Amounts (for scoring purposes per RFP section 3.1.5):		Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:
Provide approximate dates when Sub-Contractor will perform on this project:		

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#### Expenditure Item

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### Addresse

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**City/State/Zip Code**

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For more resources:

Page 2

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**Telephone Numbers**

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Fax Number

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Email Address:

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Ambienta Biosciences

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**Printed Name and Title:**

Please check if additional forms are attached.

Page 86



# Minority and Women's Business Enterprises

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 20-041

DUE DATE: 1/6/20

<p>→ ADMINISTRATIVE BID AMOUNT: \$139,625,960</p>	
<p>→ <input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm</p>	
<p>Company Name:</p>	<p>Contact Person:</p>
<p>Address:</p>	<p>E-mail:</p>
<p>Sub-Contract Amount (for percentage validation purposes):</p>	<p>Telephone Number: ( ) Fax Number: ( )</p>
<p>Sub-Contract Percentage of Administrative Bid Amount (for scoring purposes per RFP section 3.2.5):</p>	<p>Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u></p>
<p>Provide approximate dates when Sub-Contractor will perform on this project:</p>	<p>←</p>



# 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 ("exceeds" defined as a commitment percentage that is equal to or greater than 9% before rounding) 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 Owned Small Business of Administrative Bid Amount



# Indiana Veteran Owned Small Business

## RFP-Specific Details

- Prime Contractors must ensure that the proposed subcontractors do not provide health care services as defined in IC 27-8-11-1(c)
- Respondents must use the Administrative Bid Amount assumption entered into Attachment A1. These assumptions are strictly for the purposes of establishing a standard response basis, and shall not bind the State to award to any particular number of Respondents or to any particular methodology for calculating capitation. Moreover, any enrollment assumptions are in no way intended to predict actual member enrollment with any awarded Contractor.
- The Administrative Bid Amount is a four-year estimate established for the purpose of calculating MWBE, IVOSB, and IEI commitments. For the Administrative Bid Amount, the individual MCE enrollment assumption is set at one-third (1/3) of total enrollment projections for a four-year contract period.



ATTACHMENT A1  
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR  
COMMITMENT FORM

In accordance with Section 1.21 of RFP 20-041, 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 these 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/2561.htm>.

If participation is not 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 and percentage of Administrative Bid Amount of direct supplies for this proposal. Respondent must complete the Subcontractor Commitment Form in its entirety.

In addition, Respondent must use the Administrative Bid Amount assumption entered into the form below. These assumptions are strictly for the purpose of establishing a standard response basis, and shall not bind the State to award to any particular number of Respondents or to any particular methodology for calculating selection. Moreover, any enrollment assumptions are in no way intended to predict actual member enrollment with any awarded Contractor.

The Administrative Bid Amount is a four-year estimate established for the purpose of calculating MWBE, IVOSB, and IRI commitments. For the Administrative Bid Amount, the individual MBE enrollment assumption is set at one-third (1/3) of total enrollment projections for a four-year contract period.

If the vendor responding to the RFP is an IVOSB certified entity, the letter confirming same should be submitted with their response. IDOA will verify the certification but will not check for it. Therefore, the responding vendor has the responsibility to alert IDOA of their certification. The IVOSB respondent will receive the total points for the IVOSB evaluation criteria per Section 3.2.6 of the RFP. Additional IVOSB subcontractor must be included if the IVOSB respondent is seeking the additional bonus points.

The IVOSB respondent must list their company contact information only on the IVOSB Subcontractor Commitment Form.

Failure to address these percentage goals may impact 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 IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veteran 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 score at one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see Section 1.3.7 - [Department of Administration, Procurement Division](#))
- A Prime Contractor who is an IVOSB can 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.
- May not provide health care services as defined in IC 27-5-11-1(c)
- Must provide goods or services only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directory <http://www.in.gov/idoa/2561.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 and percentage, a



# 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.
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise ([VA OSDBU](#)), 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 [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.
- Do not provide health care services as defined in IC 27-8-11-1(c)



STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP #: 20-041

DUE DATE: 1/6/20

ADMINISTRATIVE BID AMOUNT: \$139,625,968

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amounts (for percentage validation purposes):	Telephone Number:	Fax Number:
Sub-Contract Percentage of Administrative Bid Amount (for scoring purposes per RFP section 3.2.6):	<u>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:</u>	
Provide approximate dates when Sub-Contractor will perform on this project:		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amounts (for percentage validation purposes):	Telephone Number:	Fax Number:
Sub-Contract Percentage of Administrative Bid Amount (for scoring purposes per RFP section 3.2.6):	<u>Describe service/product to be provided and 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 Signatures \_\_\_\_\_

Date \_\_\_\_\_ Printed Name and Title \_\_\_\_\_

Please check if additional forms are attached.

Page \_\_\_\_\_ of \_\_\_\_\_



# Indiana Veteran Owned Small Business

## STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 20-041

DUE DATE: 1/6/20



ADMINISTRATIVE BID AMOUNT: \$139,625,960



Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount (for percentage validation purposes):	Telephone Number: (   )	Fax Number: (   )
Sub-Contract Percentage of Administrative Bid Amount (for scoring purposes per RFP section 3.2.6):	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:		



# 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 will receive 6 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

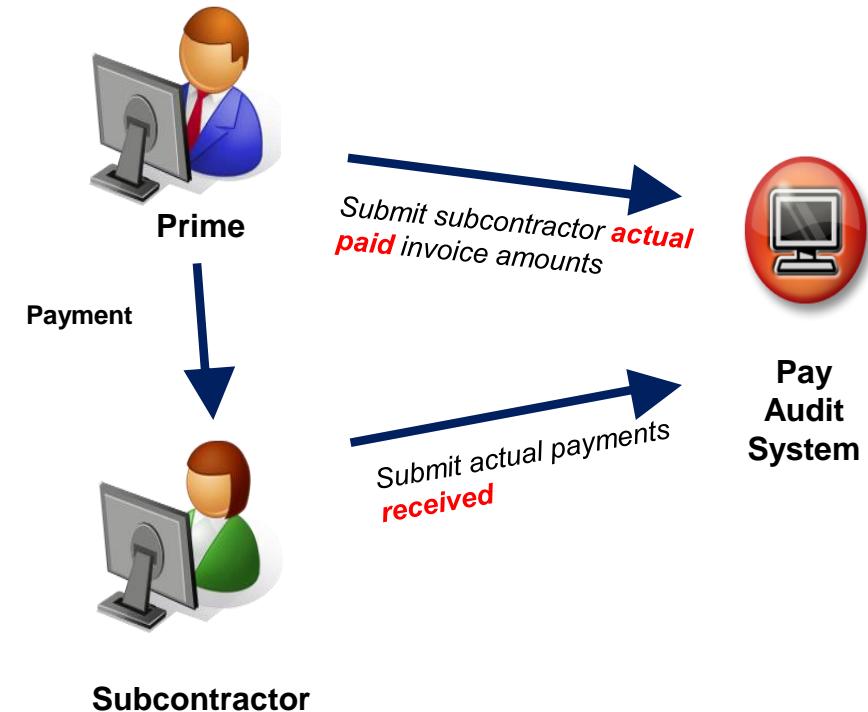
Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.8%	3.0	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00



# 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. Indiana Veteran Owned Small Business Program:

Link to more information and full listing of Indiana Veteran Owned Small Businesses:

<http://www.in.gov/idoa/2862.htm>. To search certified IVOSB's: <https://www.vip.vetbiz.va.gov/>

- F. 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

DAVID BRANDON-FRIEDMAN  
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