

Indiana State Police

High Density Evidence Storage Movable Shelving

Request for Proposal 19-024

Pre-Proposal Conference

October 31, 2018
02:00 PM

Abigail Chittenden, Senior Account Manager

Indiana Department of Administration



Agenda

- General Information
- Purpose of RFP
- Key Dates
- Proposal Preparation & Evaluation
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business (IVOSB)
- Question and Answer Session



General Information

- Sign-In Sheet for Attendees
- “How did you hear about the Pre-Proposal” document
- 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 question formally in writing if it affects the proposal that will be submitted to the State.*



Purpose of the RFP

The purpose of this RFP is to select a vendor that can satisfy the State's need for high density evidence storage shelving design and installation. It is the intent of ISP to contract with a vendor that provides quality design and installation of high density evidence storage shelving for ISP.



Term of RFP

- Contract Term
 - The term of the contract shall be for a period of one (1) year from the date of contract execution.



Key Dates

Activity	Date
Issue of RFP	October 24, 2018
Pre-Proposal Conference	October 31, 2018
Deadline to Submit Written Questions	November 07, 2018
Response to Written Questions/RFP Amendments	November 15, 2018
Submission of Proposals	December 07, 2018
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	January 2019



Business Proposal

(Attachment E)

- **Company Financial Information (Section 2.3.3)**
 - Confidential information must be kept separate from the proposal in both hard and soft copy

- **Contract Terms (Section 2.3.5)**
 - Respondent should review sample State contract and note exceptions to State mandatory and non-mandatory clauses in Transmittal Letter



Technical Proposal

(Attachment F)

- Please use the Template we have provided for you.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number.

Indiana Department of Administration



Cost Proposal

(Attachment D)

Demo

Indiana Department of Administration



Proposal Preparation

- Buy Indiana, Business Proposal (2.3.14)
 - Status shall be finalized by proposal due date
 - 5 definitions, details provided in Business Proposal
 - **Email confirmation included in proposal from buyindianainvest@idoa.in.gov (See section 2.7)**
 - This is required for any of the 5 criteria
- Indiana Economic Impact, Attachment C
 - Definition of FTE (Full-Time Equivalent)
 - Example: An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending $\frac{1}{2}$ their working time on a project, that would also equal 1 FTE:
 - $0.5 \times 2 \text{ employees} = 1 \text{ FTE}$.



Proposal Preparation

- Attachment D (Cost Proposal) must be returned in Excel
- Use the templates provided for all answers
- Do not alter templates
- Submit all questions using template provided (Attachment G – Q&A)
- Confidential Information must be indicated in the Transmittal Letter with the statutory exception that applies, as defined by the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*



Proposal Evaluation

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	40 available points
3. Cost (Cost Proposal)	-35 to +35 available points (5 bonus points are available if certain criteria is met)
4. Indiana Economic Impact	5 points
5. Buy Indiana	5 points
6. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.6)
7. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.6)
8. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.7)
Total	100 (108 if bonus awarded)

Indiana Department of Administration



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
- Web: www.in.gov/idoa/mwbe

Complete Attachment A, MWBE Form

- Include sub-contractor letter of commitment

Goals for Proposal

- 8% Minority Business Enterprise
- 8% Women's Business Enterprise



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 Commercially Useful Function (CUF) and value-added purpose 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

Indiana Department of Administration



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.



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

In accordance with 25 IAC 5-5, 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 (Division) directory of certified firms located at <http://www.in.gov/idoa/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 of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these 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 IVOSB (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 Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- 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/idoa/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, 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. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

Page 1 of 2



STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# _____

DUE DATE: _____

TOTAL BID AMOUNT: _____

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
Describe service/product to be provided and how this is a Commercially Useful Function of the Contract:	
Provide approximate dates when Sub-Contractor will perform on this project:	

<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
Describe service/product to be provided and how this is a Commercially Useful Function of the Contract:	
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 Signature
Date	Printed Name and Title

Please check if additional forms are attached.

Page _____ of _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM	
RFP# _____	
DUE DATE: _____	
TOTAL BID AMOUNT: _____	
<input type="checkbox"/> MBE Firm <input type="checkbox"/> WBE Firm	
Company Name:	Contact Person:
Address:	E-mail:
	Telephone Number: () Fax Number: ()
Sub-Contract Amount:	Describe service/product to be provided and <u>how this is a Commercially Useful Function of the Contract:</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	



Minority and Women's Business Enterprises

- **New Process** – Effective 2014, 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 in each category will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points



Minority and Women's Business Enterprises

RFP MWBE Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	11.0
Bidder 2	6.0%	3.75	4.0%	2.5	6.25
Bidder 3	8.0%	5.0	8.0%	5.0	10.0
Bidder 4	16.0%	6.0	0.2%	0.0	6.0
Bidder 5	0.0%	-1.0	0.0%	-1.0	-2.0

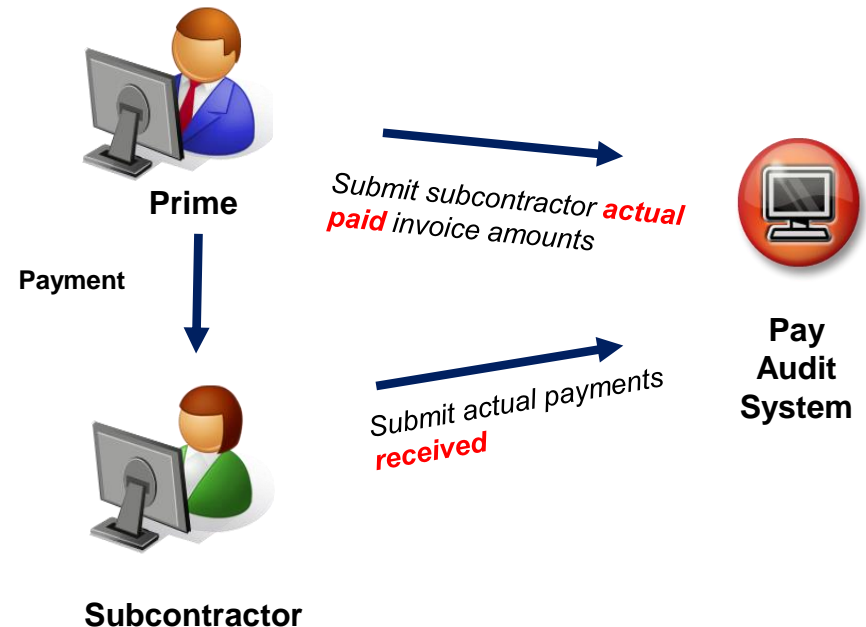
Indiana Department of Administration



Minority and Women's Business Enterprises

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 MWBE Compliance
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



Indiana Veteran Owned Small Business

- Complete Attachment A1, IVOSB Form
 - Include sub-contractor letters of commitment
- Goals for Proposal
 - 3% Veteran Business Enterprise



**ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with Section 1.22 of RFP 16-00, 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 there 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 IVOSEB rules as laid out at <http://www.in.gov/idoa/2862.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 of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to address these goals may affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVOSEB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans 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 serve as one classification – MBE, WBE (see Section 1.21) or IVOSEB
- A Prime Contractor who is an IVOSEB 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 Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directories, <http://www.in.gov/idoa/2352.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 IVOSEB must accompany the IVOSEB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSEB of its subcontract amount, 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 State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's IVOSEB Program. Questions involving the regulations governing the IVOSEB Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.

Indiana Department of Administration



Indiana Veteran Owned Small Business

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans 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 serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- A Prime Contractor who is an IVOSB 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 Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDBU](#) or IDOA Certified Firm directories, <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract

Indiana Department of Administration



STATE OF INDIANA IVO SB SUBCONTRACTOR COMMITMENT FORM

RFP#: _____

DUE DATE: _____

TOTAL BID AMOUNT: _____

Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
Describe service/product to be provided and how this is a Commercially Useful Function of the Contract:	
Provide approximate dates when Sub-Contractor will perform on this project:	

Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
Describe service/product to be provided and how this is a Commercially Useful Function of the Contract:	
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 Signature
Date	Printed Name and Title

Please check if additional forms are attached.
Page _____ of _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

Indiana Department of Administration



Indiana Veteran Owned Small Business

TOTAL BID AMOUNT:	
Company Name:	Contact Person:
Address:	E-mail:
Sub-Contract Amount:	Telephone Number: ()
Sub-Contract Percentage of Total Bid:	Fax Number: ()
	Describe service/product to be provided:
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 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 Department of Administration



Additional Information

IDO A 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.
<https://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
- C. See Vendor and Supplier Resource Center:
<https://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.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/RFI number on left-hand side and click the link.

Indiana Department of Administration



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.

Indiana Department of Administration



Thank You

Abigail Chittenden

achittenden@idoa.IN.gov

Indiana Department of Administration

