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**STATE OF INDIANA**

**Request for Proposal 20-058**

**Best and Final Offer (BAFO)**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**Indiana Department of Administration**

**Solicitation For:**

**Accessibility for Disabled (ADA)**

**BAFO Due Date: April 20, 2020**

Emily Cranfill, Senior Account Manager

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

**RFP 20-058 – Accessibility for Disabled (ADA)**

1. **Best and Final Offer (BAFO)**

The State is giving an opportunity for Respondents to improve their pricing proposal. Any modifications to the services initially proposed or reduction in scope of work will not be permitted.

Respondents are required to use the Cost Proposal Template – Attachment D to submit their BAFOs. The Respondents' BAFOs will be used in calculating their final cost scores according to the evaluation criteria and formula set forth in RFP 20-058 Section 3.2.3 "Price." A Respondent's BAFO must include all costs for the original proposal. Pricing reductions should be based solely on reduced costs, not reduced services. Further, pricing may not be increased from the original proposal in any cell of the worksheets, even if the newly proposed total bid amount is lower than the originally proposed total bid amount.

If a Respondent chooses to change their proposed pricing in the BAFO, the Respondent must submit updated MWBE and IVOSB Subcontractor Commitment Forms (Attachments A and A1), updated subcontractor letter(s) of commitment, and an updated Indiana Economic Impact Form (Attachment C) reflecting the BAFO pricing. *NOTE: If subcontractors are not utilized, submit Attachment A and/or A1 expressing “No Subcontractor Commitment”*.

**BAFO Submission Instructions**

BAFO responses must be emailed to Emily Cranfill at ecranfill@idoa.in.gov and received by 3:00 PM EST on April 20, 2020.

The State reserves the right to conduct further respondent discussions should additional clarification be necessary.

Thank you for your interest in doing business with the State of Indiana.