

**STATE OF INDIANA**

**Request for Proposal 21-2133**

**Best and Final Offer (BAFO) and Oral Presentations**

**INDIANA DEPARTMENT OF ADMINISTRATION**

***On Behalf Of***

**Indiana Department of Child Services**

***Solicitation for:***

**Drug Testing Supplies and Services**

**BAFO Due Date: Monday, November 2, 2020 by 3:00PM ET**

**Oral Presentation Date: Wednesday, November 4, 2020 at 3:00PM ET**

Teresa Deaton-Reese, Strategic Sourcing Analyst

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

1. **Best and Final Offer (BAFO):** The State is giving Respondents an opportunity to improve their pricing in order to score higher on their cost proposals. Any modifications to the scope and level of services initially proposed will not be permitted. Further, costs may not be increased from the original proposal in any cell, even if the newly proposed Total 4-Year Contract Term Not-to-Exceed Cost is lower than the originally proposed Total 4-Year Contract Term Not-to-Exceed Cost.

Please use Attachment E – Cost Proposal for your BAFO submission. All potential costs and charges for the resultant Contract must be reflected, in full, in the “Total 4-Year Contract Term Not-to-Exceed Cost” on the Cost Proposal tab. This figure represents the maximum amount the State will pay the resulting Contractor. Please also include an updated Attachment A and updated commitment letters for Attachment A with your BAFO response. BAFO responses should be submitted via email to Teresa Deaton-Reese at [tdeaton@idoa.in.gov](mailto:tdeaton@idoa.in.gov) by the deadline listed on page 1.

**II Oral Presentations:** IDOA would like to schedule a virtual oral presentation for the date and time listed on page 1. This presentation will be given through WebEx and can be accessed using the following link and meeting information: Meeting link:

<https://indiana.webex.com/indiana/j.php?MTID=m3c8a7bea857143dffacbc7f4dbbf6bcb>

Meeting number:

172 881 2703

Password:

TYvYvYp3M59

During your presentation, the State seeks an in-depth exploration of the topics below. Marketing materials and summaries of submitted proposal materials are strongly discouraged, however written materials addressing the below questions are permitted.

During the oral presentation, Respondents should provide a brief overview of their proposal to the State while also addressing the clarification questions in this document. Oral Presentations shall not exceed 45 minutes. Respondents should follow the schedule below:

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| **Topic** | **Time** |
| * 1. Introductions and overview of presentation | 35 Minutes |
| * 1. Summary of how you will provide Drug Testing Supplies and Services including, but not limited to, why you are best suited to provide these services to the State |
| * 1. Response to previous written clarification questions |
| * 1. Q&A | 10 Minutes |