



STATE OF INDIANA

ADDENDUM #4

Request for Proposal 22-68786

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
All State Entities**

**Solicitation For:
Information Technology (IT) Software Value-Added Reseller
and Related Services**

Response Part One, Submission Form Due Date and Time:

February 11th @ 3:00 PM Eastern

Response Part Two, Submission of Proposals by Flash Drive Due Date and Time:

February 16th, 2022 @ 3:00 PM Eastern

Mark Hempel, Director of Account Management

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Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

Summary of Changes (additions in *red* font, deletions in *strikethrough*)

1. The following changes have been made to the RFP Main Document

- a. On the cover page, the following update was made to reflect the new response due date:

**Response Part One, Submission Form Due Date and Time:
February 11th @ 3:00 PM Eastern**

Response Part Two, Submission of Proposals by Flash Drive Due Date and Time:

~~Response Due Date: February 16th, 2022~~ February 4th, 2022

- b. Section 1.1, the link was updated to Bidder Opportunities site:

This solicitation is being posted to the IDOA Bidding Opportunities website, at ~~https://fs.gmis.in.gov/psc/guest/SUPPLIER/ERP/c/SCP_PUBLIC_MENU_FL.SCP_PUB_BID_CMP_FL.GBL?&~~
<https://www.in.gov/idoa/procurement/current-business-opportunities/> for downloading.

- c. Section 1.8, Due Date for Proposals, the following update was made to reflect new submissions process:

All proposals must be submitted through a two-part process. Both deadlines must be met for a response to be complete. Part one, the Submission Form is due as set forth in Section 1.24.¹ Proposals will be disqualified if the Submission Form is received after the expiration of the first deadline. Part two, the receipt date for Proposals on Flash Drives, is as set forth in Section 1.24. Proposals will be disqualified if Flash Drives are received after their deadline. The awarded proposal **will be posted on the IDOA Award Recommendations website, at** <https://www.in.gov/idoa/2462.htm>.

The Submission Form is available at <https://www.in.gov/idoa/procurement/current-business-opportunities>. Complete the form in its entirety. The sourcing number and IDOA Procurement Lead information is available on the title page of this document. The Executive Summary and completed **Attachment J**, Attestation Form are to be attached to the Submission Form.

¹ The date and time stamp generated by the State system indicating receipt of the Submission Form shall be considered the official time stamp for this RFP. See 1.24 Summary of Milestones for the due date and time.

The Flash Drive(s) should be sent using the address information below:

Mark Hempel –RFP 22-68786
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204

- Each Respondent must submit at least one original Flash Drive but if more are needed, that is acceptable.
- The proposal must follow the format indicated in Section Two of this document. No other method of submission will be accepted.
- Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired.
- No more than one proposal per Respondent may be submitted.
- Responses not submitted by the deadlines will not be considered; nor will sending it via email or hand delivery be viable alternatives.
- The State will not provide confirmation of receipt of Flash Drives. If that is desired, the Respondent should select a shipping method that will offer confirmation of receipt.
- The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded.
- All communication, unless stated otherwise in this document, should be directed to the IDOA staff member on the title page of this solicitation. If communication is had with any other staff member, the **Respondent may disqualify themselves from further consideration.**

- d. Section 1.17, Procurement Division Registration, the following update was made to reflect the new process:

In order to submit a proposal per Section 1.8, Respondents must be registered as a bidder with the Department of Administration, Procurement Division.

At Bidder Profile Registration, <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/> the following may be completed.

- To register, follow instructions provided in Section 2.3.8.
 - If registered, a Bidder ID # list is available to complete the Submission Form per Section 2.1.
- e. Section 1.24, Summary of Milestones, was updated to address new due dates:

Key Dates

Activity	Date
Submission process Part one: Submission Form and Required Attachments (see footnote 4.)	February 11 th , 2022 by 3:00 PM Eastern Time
Submission process Part two: Submission of Proposals on Flash Drive(s) (see footnote 4.)	February 16 th , 2022 February 4th, 2022 by 3:00 PM Eastern Time
Submission of Reference Check Forms to State (see footnote 4.)	February 18 th , 2022 February 7th, 2021 by 3:00 PM Eastern Time
<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
Award Recommendation	April/May 2022

f. Section 2.1, General, was updated with the following additions:

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Proposals will be disqualified if the Submission Form is received after the expiration of the first deadline per Section 1.24.
- Proposals will be disqualified if the Submission Form is received without the Executive Summary and/or the required completed Attachment J, Attestation Form attached.
- The Executive Summary must be in the form of a letter and attached to the Submission Form.
- **Attachment N**, the Attestation Form, must be attached to the Submission Form.
- Proposals will be disqualified if Flash Drives are received after the expiration of the second deadline per Section 1.24.
- Each item, Executive Summary, Business Proposal, Technical Proposal, Cost Proposal, and attachments, must be separate standalone electronic files. Please do not submit your proposal as one large file.

- A Bidder ID is a required field on the Submission Form to submit a response. A Bidder ID list is available at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>
- Requests to extend the due date to accommodate delivery challenges will be denied. Submission Form and Flash Drive responses not submitted by the deadlines will not be considered; sending responses via email or hand delivery will not be a viable alternative.
- The State strongly encourages Respondents to allow plenty of time to ship their proposals on Flash Drives.
- Please submit all attachments in their original format. Any attempt to manipulate the format of the documents that deviates from the current format will put your proposal at risk of disqualification.
- Confidential Information must also be clearly marked per **Attachment N**.
Confirmation of receipt of Flash Drives is the responsibility of the Respondents and reliant upon the shipping method chosen.

g. Section 2.2, Executive Summary⁵, was updated as follows:

The Executive Summary is to be attached to the Submission Form by the response due date and Eastern Time.

A footnote appears on page 34 of 51 as follows:

⁵ The Executive Summary may be included on the Flash Drive if desired.

h. Section 2.3.8, Registration to do Business, was updated with a new link as follows:
<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

i. Section 2.6, Attestation Form⁶, was updated as follows and with corresponding footnote:

The Attestation Form is **Attachment N**. This is the formal declaration of responses to the following as well as to the additional areas cited within **Attachment N** as it relates to this solicitation. **Attachment N**, Attestation Form is to be attached to the Submission Form due on the Submission Form due date and Eastern time.

⁶ The **Attachment N**, Attestation Form may be included on the Flash Drive if desired.

j. Section 2.6.2 was updated as follows:

~~and click on the Supplier Portal Login link to update this registration. When updating Bidder Registration, indicate interest in learning if the business qualifies for Buy Indiana. Upon answering YES, look for more information via email. Respondents may only select one category as shown below. Indicate your~~

~~selection by clicking the check box next to the certification paragraph. Supporting documents may be required. They should be uploaded so the certification team can review. Once this is complete, save your selection and exit your account.~~

k. Section 3.2, Evaluation Criteria, as follows:

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. The Mandatory Requirements are:

- Executive Summary and required content; **submitted as Submission form attachment**
- **Attachment A** and **A1** with commitment letters, and forms, if applicable;
- **Attachment C** Indiana Economic Impact Form, completed;
- **Attachment D** Cost Proposal, **Attachment E** Business Proposal, **Attachment F** Technical Proposal, unaltered and complete with all requested supporting documents.
- **Attachment F1** Minimum Requirements and Qualifications, stating Respondent's ability and willingness to meet the Minimum Requirements and Qualifications;
- **Attachment H** Service Level Agreements, completed;
- **Attachment N** Attestation Form, complete with all requested supporting documents; **submitted as Submission Form attachment**

l. Section 3.2.4, Buy Indiana Initiative, was updated as follows:

Respondents qualifying, and documenting per **Attachment N**, as an Indiana Company as defined in [Section 2.6.2](#) will receive 5 points in this category.

Acknowledged by SHI

