

REQUEST FOR PROPOSAL 22-71497

INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP) TECHNICAL ASSISTANCE

**INDIANA DEPARTMENT OF ADMINISTRATION
ON BEHALF OF
THE INDIANA DEPARTMENT OF EDUCATION**

PRE-PROPOSAL CONFERENCE

MAY 4, 2022

IDOA/PROCUREMENT DIVISION



Agenda

- General Information
- Purpose of RFP and Background
- Scope of Work
- Term of Contract
- Key Dates
- Proposal Preparation
 - *Executive Summary*
 - *Attestation Form*
 - *Indiana Economic Impact*
 - *Business Proposal*
 - *Technical Proposal*
 - *Cost Proposal*
 - *Confidential Information*
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- IDOA Subcontractor Scoring
- Subcontractor Compliance
- Optional Forms/Documents
- Required Forms/Documents
- Submission Requirements
- Additional Information
- Questions



General Information

- This Pre-Proposal Presentation will be posted on IDOA's Solicitation Website following this presentation.
- Potential Respondents (prime contractors and subcontractors) will be given the opportunity to express interest in this solicitation and to have their company and contact information posted to the solicitation website. **Attachment I** provides a template for submitting company information. This form is optional, and if desired to be submitted, should be emailed to gmoorman@idoa.IN.gov no later than 3:00PM Eastern Time on Friday, May 6th, 2022.
- Potential Respondents to the solicitation are encouraged to submit any questions pertaining to the RFP via the Question/Inquiry Process. Please use **Attachment G** of this RFP for this purpose. Questions regarding the solicitation must be submitted by 3:00PM Eastern Time on Friday, May 6th, 2022.
- Part One of the submission process is due no later than 3:00 PM Eastern Time on Friday, May 27th, 2022, and Part Two is due no later than 3:00PM Eastern Time on Wednesday, June 1st, 2022.



Purpose of the RFP and Background

IDOE's Office of Student Support and Accessibility is selecting a Respondent to satisfy the State's needs in the following areas:

- Writing of all aspects of IEPs (goal writing, least restrictive environment, progress monitoring, accommodations and modifications)
- Best practices of facilitating case conferences
- Training and development of identified school corporations (both voluntary and required)
- Selection of materials and resources associated with improving outcomes for special education students (may also apply to Black and Hispanic students)
- Develop Technical Assistance (TA) resources for universal technical assistance
- Develop and deliver TA for equity-based inclusive practices for school-aged and early childhood students
- Deliver TA for state-driven accountability systems by developing a TA plan for Local Education Agencies (LEAs) and,
- Research and evaluation of programs at key intervals to ensure adaptation of the required plans to foster success

A successful Respondent will be able to implement a fully approved state-level TA plan in all areas itemized above that will result in the following:

- Completion of universal activities provided to the field, across the State
- Correction of findings of non-compliance per indicator
- Adequate progress in student outcomes as defined by state-driven accountability



Scope of Work – Attachment K

- Through this RFP, IDOE is seeking to procure TA from a Contractor that:
 - Has a deep level of understanding of Article 7 (<https://ichamp.doe.in.gov/article7.pdf>), IDEA (<https://sites.ed.gov/idea/>), and FERPA (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and deliver technical assistance virtual or in-person to sustain efforts in mitigating or eliminating identified problems.
 - Provides a robust team to support technical assistance and manage logistics and key deliverables. This includes a program management team led by a one Program Manager and Project Manager along with a cohesive, dedicated, skilled core team.
 - Continuously monitors ongoing operations of the project using a detailed project plan and schedule that is updated annually.
 - Facilitates virtual bi-weekly status meetings with IDOE to address all aspects of the project, provides weekly status reports, and annual project Kickoff meeting for upcoming year.
 - Manages additional experts (subcontractors) for consultation, training and/or coaching.
 - Is responsible for creation, implementation and maintenance of a communications plan over the term of the contract.
 - Additional detail on requirements and responsibilities can be found in **Attachment K – Scope of Work**



Term of Contract

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

Key Dates

| Activity | Date |
|--|---|
| Issue of RFP | April 25, 2022 |
| Pre-Proposal Conference | May 4, 2022 |
| Deadline to Submit Pre-Proposal Networking Form (Optional) | May 6, 2022 by 3:00 PM Eastern Time |
| Deadline to Submit Written Questions | May 6, 2022 by 3:00 PM Eastern Time |
| Response to Written Questions/RFP Amendments | May 11, 2022 |
| Submission process, Part One (Online Submission Form) | May 27, 2022 by 3:00 PM Eastern Time |
| Submission process, Part Two (Receipt of Proposal on Flash Drive) | June 1, 2022 by 3:00 PM Eastern Time |
| Submission of Reference Check Forms to the State | June 1, 2022 by 3:00 PM Eastern Time |

Executive Summary

At a minimum, your Executive Summary must address the following (also outlined in Section 2.2 of the RFP):

- State your understanding and agreement with Section 1 of the RFP
- Include your primary contact
- State your understanding of the respondent notification
- Make sure the Executive Summary is signed by an authorized representative

You may include additional “cover letter” information within the Executive Summary if desired.



Attestation Form

- The Attestation Form (**Attachment J**) must be completed and returned with your proposal.
 - Mandatory Submission and Requirements
 - Confirm Mutual Understanding and Submission
 - Confidential / Redacted File Information
 - Subcontractors per RFP Section 2.3.10 (identification of the functions to be provided by the subcontractor, etc.)



Indiana Economic Impact (IEI)

■ 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 5th 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:
 - 0.2×5 employees – 1 FTE



Business Proposal (Attachment E)

■ Company Financial Information (Section 2.3.4)

- Respondents must provide documents to demonstrate financial stability including, for example, the most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
- If the documents are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFP.

■ Contract Terms (Section 2.3.6)

- Respondents should review sample State contract and note exceptions to State non-mandatory clauses in Business Proposal and Executive Summary. Mandatory clauses are non-negotiable.



Business Proposal (Attachment E) (*cont.*)

■ References (Section 2.3.7)

- Respondents must have at least three (3) references who:
 - Can speak to the Respondent's experience in providing the services that are the same, or similar, to those products and/or services requested in this solicitation
 - Can speak to the Respondent's performance on contracts of similar scope for government clients
 - Are not the State of Indiana or any of its agencies
- Respondents must ask each reference to complete **Attachment H** - Reference Check Form and email it directly to IDOA (idoareferences@idoa.in.gov) by June 1st, 2022.



Technical Proposal (Attachment F)

- Respondents must address all items and components of **Attachment F**
- Responses to each component and section should fully address all requirements of the relevant section of the Scope of Work (**Attachment K**).
- 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.
- Page two of the Technical Proposal requests page numbers in your proposal for the responses to each Section

Cost Proposal (Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells. All other cells will populate automatically.
- The total amount it will cost to execute this project, inclusive of all duties outlined in **Attachment K - Scope of Work** and any associated expenses will auto-populate based upon the information provided by the vendor throughout the Cost Proposal.
- Cost proposals will be scored based on the Total Bid Amount (found in cell F31) for the two-year base term using the cost normalization formula. Cost information for the optional renewal years will be reviewed closely but will not factor into cost scoring.
- The cost normalization formula is as follows:
Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30



Cost Proposal (Attachment D) (cont.)

- Respondents shall provide: 1) costs for each component description per year, and 2) a cost and rate narrative (as described in Section 2.5 of the main RFP document).

| Respondent Cost Proposal | | | | | | | |
|---|--|---------------------------|---------------|-----------|-----------|-----------|-----------|
| Component | Component Description | Unit of Measurement (UOM) | Estimated UOM | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
| Program Management | Bi-weekly status meetings | Hours | 40 | | | | |
| | Annual kick-off meeting | Hours | 10 | | | | |
| | Annual year-end summary report | Hours | 10 | | | | |
| Technical Assistance- Level One Regional Sessions | Indianapolis (20) North (10) South (10) Virtual (10) Each 8 hours (one full day or two half-day) | Hours | 400 | | | | |
| Technical Assistance- Level Two | 20 direct contact hours with 100 LEAs | Hours | 2000 | | | | |
| Technical Assistance- Level Three | 30 direct contact hours with 30 LEAs | Hours | 900 | | | | |
| Level One (Universal TA) Training | Level One (Universal TA) Training Costs | Hours | 1200 | | | | |
| Annual Conference | Two-day conference | Participants | 600 | | | | |
| Monitoring and Oversight | Tracking of training participation and completion | Hours | 400 | | | | |
| | Monthly Reporting/Updates | Hours | 400 | | | | |
| | Site Visit Preparation, Monitoring and Accompanying Reports | Hours | 1200 | | | | |
| Communication and Marketing | Communication and Marketing Costs | Hours | 900 | | | | |
| Expert Collaboration and Engagement | | Hours | 200 | | | | |
| Total Cost Per Year | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL BID AMOUNT (2 year initial term) | | | | | \$0.00 | | |



Confidential Information

■ Confidential Information (RFP 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 **Attestation Form**, 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 submitting 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 prescribed by the RFP).
- **DO NOT LABEL YOUR ENTIRE RESPONSE AS CONFIDENTIAL**



Evaluation Criteria

| Criteria | Points |
|--|---|
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality (Business and Technical Proposal) | 50 points |
| 3. Cost (Cost Proposal) | 30 points |
| 4. Minority Business Enterprise Subcontractor Commitment | 5 points (1 bonus point is available, see Section 3.2.5) |
| 5. Women Business Enterprise Subcontractor Commitment | 5 points (1 bonus point is available, see Section 3.2.5) |
| Total | 90 (92 if bonus awarded) |

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, MBE/WBE Form**
 - Include sub-contractor letter of commitment
- **Goals for Proposal**
 - 8% Minority Business Enterprise of Total Bid Amount
 - 11% Women's Business Enterprise of Total Bid Amount



Please carefully
review the
information in this
box



ATTACHMENT A
RFP 22-71497
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM

In accordance with Section 1.21 of RFP 22-71497, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises (MWBE) RFP Subcontractor Commitment Form. In order for the subcontractor commitment to result in evaluation points for the Respondent, the entity must be on the [State of Indiana Certified M/W/VOSB list](#).

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 TOTAL BID AMOUNT entered in Cell F31 in Attachment D, Cost Proposal Template. The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

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 on the [State of Indiana Certified M/W/VOSB list](#), 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 VOSB (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 (see 25 IAC 5-6-2(d))
- Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or services only in the industry area for which it is certified.
- 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 based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after 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 the rules and requirements of the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or [the Supplier Diversity website](#).



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.



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 or WBE (see Section 1.21)
 - 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.



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 22-71497

DUE DATE:

TOTAL BID AMOUNT: <ENTER TOTAL BID AMOUNT FROM CELL F31 IN ATTACHMENT D, COST PROPOSAL>

☐ MBE Firm ☐ WBE Firm

Company Name:

Contact Person:

Address:

E-mail:

Telephone Number:
()

Fax Number:
()

Sub-Contract Amount:

Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:

Sub-Contract Percentage of Total Bid:

Provide approximate dates when Sub-Contractor will perform on this project:



Minority and Women's Business Enterprises

■MBE/WBE Scoring Methodology: MBE/WBE 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:

MBE:

| % | 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% |
|------|-----|----|------|-----|-------|------|-------|-----|
| Pts. | .45 | .9 | 1.35 | 1.8 | 3.125 | 3.75 | 4.375 | 5.0 |

WBE:

| % | 1% | 2% | 3% | 4% | 5% | 6% | 7% | 8% | 9% | 10% | 11% |
|------|------|-----|------|-----|------|-----|------|-----|------|-----|-----|
| Pts. | 0.45 | 0.9 | 1.35 | 1.8 | 2.25 | 2.7 | 3.15 | 3.6 | 4.05 | 4.5 | 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) for the MBE participation or equal to or greater than 12% before rounding) for the WBE participation will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



IDOA Subcontractor Scoring

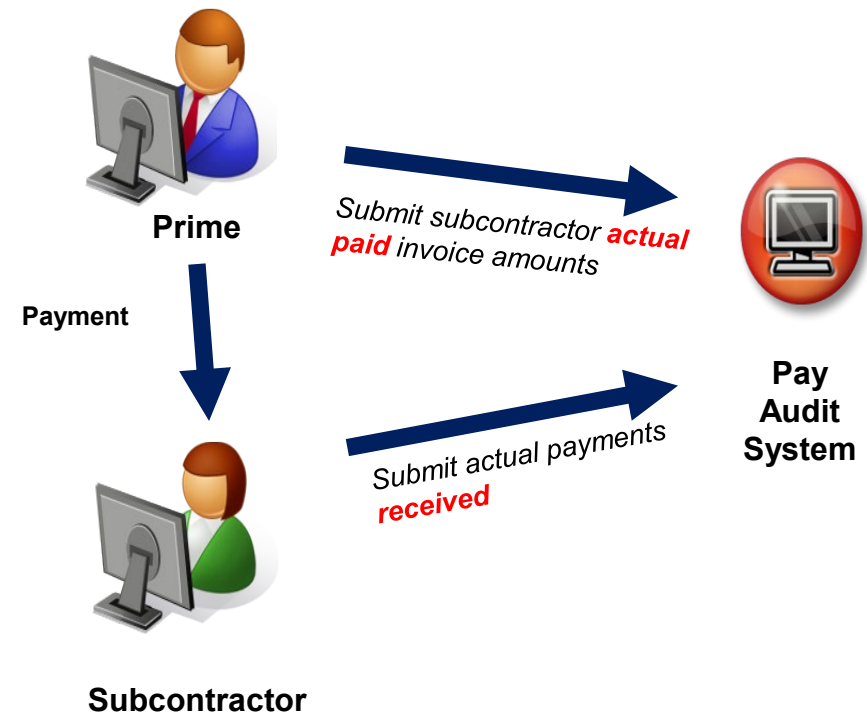
RFP MBE/WBE Scoring Example

| Bidder | MBE % | Pts. | WBE % | Pts. | Total Pts. |
|----------|-------|------|-------|------|------------|
| Bidder 1 | 12.0% | 5.0 | 12.0% | 6.0 | 11.00 |
| Bidder 2 | 6.0% | 3.75 | 4.0% | 1.8 | 5.55 |
| Bidder 3 | 8.0% | 5.0 | 8.0% | 3.6 | 8.60 |
| Bidder 4 | 16.0% | 6.0 | 0.2% | 0.0 | 6.00 |
| Bidder 5 | 0.0% | -1.0 | 0.0% | -1.0 | -2.00 |

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
 - www.in.gov/idoa/mwbe/payaudit.htm



Optional Submission Forms/Documents

| Due Date | Document/Form |
|----------|--|
| 5/6/2022 | Pre-Proposal Networking Opportunity (Attachment I) |
| 5/6/2022 | Questions and Answers Form (Attachment G) |

Submission of these documents is optional and does not impact your ability to submit a proposal.

Required Submission Forms/Documents

| Due Date | Document/Form |
|-----------|---|
| 5/27/2022 | Online Submission Form |
| 5/27/2022 | Executive Summary (as part of the online submission) |
| 5/27/2022 | Attestation Form (as part of the online submission) (Attachment J) |
| 6/1/2022 | MWBE Participation Plan Form (Attachment A) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation |
| 6/1/2022 | Indiana Economic Impact Form (Attachment C) |
| 6/1/2022 | Cost Proposal Template (Attachment D) |
| 6/1/2022 | Business Proposal Template (Attachment E) |
| 6/1/2022 | Technical Proposal Template (Attachment F) |
| 6/1/2022 | Reference Check Forms (Attachment H) |

Failure to submit any of the required forms/documents puts your proposal at risk of not being evaluated and/or loss of points. Use the templates provided for all responses and do not alter any templates. Responses must be submitted per the RFP instructions. See RFP Sections 1.8 and 2.1 for additional details. Late submissions will not be accepted.



Submission Requirements

All submissions must be made through a **two-part** process as described in RFP Sections 1.8 and 2.1.

■ Part One: Procurement Submission Form

- Form is available via the [Procurement Submission Form](#) link on the [Current Business Opportunities](#) page.
- All fields must be completed, including uploading the Executive Summary and Attestation Form
- The form must be submitted by the Part One due date and time listed in Section 1.24. Failure to submit the form or submission after the due date and time will result in disqualification

■ Part Two: Receipt of Proposals on Flash Drives

- Proposal files must be mailed to the address listed in Section 1.8.
- The proposal must be received by the Part Two due date and time listed in Section 1.24. Failure to submit the flash drive by the due date and time will result in disqualification

■ You must be a registered bidder to submit a proposal.

- Please refer to the [Bidder Registration](#) tutorial page for instructions about creating or updating your Bidder Profile.

It is your responsibility to ensure that all required documents and forms are submitted prior to the due dates. Failure to complete or submit required documents and forms may result in disqualification or loss of points.



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<https://www.in.gov/idoa/procurement/>

- A. Link to the developing for bidder registry with IDOA and Secretary of State.
<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. <https://www.in.gov/sos/>
- C. See Vendor and Supplier Resource Center:
<https://www.in.gov/idoa/procurement/supplier-resource-center/>
- D. Minority and Women Owned Business Enterprises:
Link to more information and full listing of IDOA Minority and Women Owned Businesses
<https://www.in.gov/idoa/mwbe/>
- E. RFP posting and updates:
Go to <http://www.in.gov/idoa/2354.htm> (select “Current Business Opportunities” link)
Scroll through table until you find desired RFP number/Event Name on left-hand side and click the link.



Questions

- All questions/inquiries should be submitted using the Q&A Template (Attachment G) based on the process outlined in Section 1.7 of the RFP Main Document.
- **Reminder:** If interested, send a Pre-Proposal Network Opportunities Form (Attachment I) via email, to rfp@idoa.in.gov by 3:00 PM ET on 5/6/2022 (Friday).



Thank You

Greg Moorman

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Mark Hempel

mhempel@idoa.IN.gov

Division of Supplier Diversity

mwbecompliance@idoa.IN.gov

www.in.gov/idoa/mwbe/payaudit.htm

