

REQUEST FOR PROPOSAL 22-71502

High Ability Licensure Tuition Assistance Program

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

IDOA/PROCUREMENT DIVISION



Agenda

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General Information

- Potential Respondents (prime contractors and subcontractors) have been given the opportunity to express interest in this solicitation and to have their company and contact information posted to the solicitation website. The listing has been posted to the IDOA website.
- Part One of the submission process is due no later than 3:00PM Eastern Time on Monday, June 20, 2022, and Part Two is due no later than 4:30PM Eastern Time on Thursday, June 23, 2022.



Purpose of the RFP

IDOE is looking for a respondent that can satisfy the State's need for an entity to manage a tuition assistance program for Indiana educators working with high ability students who wish to pursue high ability licensure. It is the intent of the Indiana Department of Education to contract with a respondent that provides quality account management and support of participants through program completion for the Indiana Department of Education High Ability Program. Please see Attachment K, posted on the website, for further details about the 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 solicitation	May 13, 2022
Deadline to Submit Written Questions	May 27, 2022 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	June 1, 2022
Attachment I submission	June 3, 2022, 3:00PM EST
Submission process Part one: Submission Form and Required Attachments (see footnote 4.)	June 20, 2022 by 3:00 PM Eastern Time
Submission process Part two: Submission of Proposals on Flash Drive(s) (see footnote 4.)	June 23, 2022 by 4:30 PM Eastern Time
Submission of Reference Check Forms to State (see footnote 4.)	June 23, 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):

- Summarize your ability to supply the requested products and/or services as defined in Section 2.4 (Technical Proposal) of the RFP document.
- Include your primary contact information.
- Make sure the Executive Summary is signed by an authorized representative.
- State your understanding of the respondent notification.
- Indicate your status with respect to the Office of the Indiana Secretary of State.



Attestation Form

- The Attestation Form (**Attachment J**) must be completed and returned with your proposal.
 - Mandatory Submission and Requirements
 - Confirm Mutual Understanding and Submission
 - Claim Clarification per RFP section 2.6.2
 - 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:
 - $0.2 \times 5 \text{ employees} = 1 \text{ FTE}$



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 two (2) 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 3:00 PM Eastern Time on Thursday, June 22, 2022.



Technical Proposal (Attachment F)

- Respondents must address all items and components of **Attachment F**
- 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.
- Any referenced documents must be included as an appendix to the Technical Proposal with referenced sections clearly marked.

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 F – Technical Proposal** 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 E21) 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 40



Optional Submission Forms/Documents

Due Date	Document/Form
6/3/2022	Pre-Proposal Networking Opportunity (Attachment I)
5/27/2022	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
6/20/2022	Online Submission Form
6/20/2022	Executive Summary (as part of the online submission)
6/20/2022	Attestation Form (as part of the online submission) (Attachment J)
6/23/2022	MWBE Participation Plan Form (Attachment A) <ul style="list-style-type: none"> • Letter(s) of Commitment • Certification Documentation IVOSB Participation Plan Form (Attachment A1) <ul style="list-style-type: none"> • Letter(s) of Commitment • Certification Documentation FOR MORE INFORMATION ABOUT MWBE AND IVOSB SUBCONTRACTOR COMMITMENTS, SEE RFP SECTIONS 1.21, 1.24 AND 3.2.5-3.2.7
6/23/2022	Indiana Economic Impact Form (Attachment C)
6/23/2022	Cost Proposal Template (Attachment D)
6/23/2022	Business Proposal Template (Attachment E)
6/23/2022	Technical Proposal Template (Attachment F)
6/23/2022	Reference Check Forms (Attachment H)

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 document.
- **Reminder:** If interested, send a Pre-Proposal Network Opportunities Form (Attachment I) via email, to gmoorman@idoa.in.gov by 3:00 PM ET on 6/3/2022.



Thank You

Greg Moorman

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Division of Supplier Diversity

mwbecompliance@idoa.IN.gov

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

