

REQUEST FOR PROPOSAL 23-72020

**RFP for NG911 Managed Network and
Call Delivery Services for IN911**

INDIANA DEPARTMENT OF ADMINISTRATION

**ON BEHALF OF
INDIANA STATE 911 BOARD**

PRE-PROPOSAL CONFERENCE

November 10, 2022

IDOA/PROCUREMENT DIVISION



Agenda

- General Information
- Purpose of RFP and SoW
- Term of Contract
- Key Dates
- Proposal Preparation
 - *Executive Summary*
 - *Attestation Form*
 - *Buy IN & IN Economic Impact*
 - *Business Proposal*
 - *Technical Proposal*
 - *Cost Proposal*
 - *Confidential Information*
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business (IVOSB)
- 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 rfp@idoa.in.gov no later than 3:00PM Eastern Time on Monday Nov. 14, 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 to rfp@idoa.in.gov by 3:00PM Eastern Time on Monday Nov. 14, 2022.
- Part One of the submission process is due no later than 3:00PM Eastern Time on Monday, December 12, 2022, and Part Two is due no later than 4:30PM Eastern Time on Thursday, December 15, 2022.



Purpose of the RFP and Summary Scope of Work

- The Board is seeking to procure services from qualified respondents that include the highest degree of resiliency, reliability, and redundancy to ensure NG911 service availability in keeping with industry standard and best practices.
- Solutions proposed to this RFP will be contracted for the purposes of delivering mission critical voice, data and information related to 911 calls from the public in Indiana to the Public Safety Answering Points (PSAPs) in Indiana.

Purpose of the RFP and Summary Scope of Work (cont.)

- This procurement will result in the selection of a service provider or a combination of service providers whose proposed solution(s) and services as sought by this RFP will at a minimum, provide the existing level of service as provided by the current IN911 system service providers to include all existing capabilities, functions, components and ancillary services to all Indiana PSAPs either directly or in collaboration with other systems, services and providers both in Indiana and in adjoining states (IL, KY, MI and OH).

Term of Contract

- There will be a base term of five (5) years from the date of contract execution. There may be two (2) one-year renewals for a total of seven (7) years at the State's option.



Key Dates

Activity	Date
Issue of Solicitation	October 28, 2022
Pre-Proposal Conference	November 10, 2022
Deadline to Submit Pre-Proposal Networking Form (Optional)	November 14, 2022 by 3:00 PM Eastern Time
Deadline to Submit Written Questions	November 14, 2022 by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	November 21, 2022
Submission process, Part One (Online Submission Form)	December 12, 2022 by 3:00 PM Eastern Time
Submission process, Part Two (Receipt of Proposal on Flash Drive)	December 15, 2022 by 4:30 PM Eastern Time
Submission of Reference Check Forms to the State	December 15, 2022 by 3:00 PM Eastern Time
Award Recommendation	<TBD>



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 Sections 1 and 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.

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
 - Claim Clarification of Buy Indiana
 - Confidential / Redacted File Information
 - Subcontractors per RFP Section 2.6.4 (identification of the functions to be provided by the subcontractor, etc.)



Buy Indiana % Indiana Economic Impact (IEI)

■ Buy Indiana, RFP Main Document (Section 2.6.2)

- Respondent's Buy Indiana status shall be finalized by proposal due date.
- Five (5) definitions, details provided in the RFP Section 2.6.2.

■ 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 (Attachment B) 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 3:00 PM Eastern Time on Thursday, December 15, 2022.



Technical Proposal (Attachment F and F1)

- Respondents must address all items and components of **Attachment F and F1**
- 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.
- Cost proposals will be scored based on the Total Bid Amount) for the five-year base term using the cost normalization formula.
- 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).
- The top-level categories are as follows and delineated in more detail within each area.

Deliverable / Cost Area	Estimated one time (Nonrecurring - NRC) start up costs, capitol costs etc.			Ongoing monthly recurring costs (MRC)		
	Unit of Measure	Estimated Cost	Extended Price (Unit of Measure x Estimated Cost)	Unit of Measure	Unit Price	Extended Price (QTY x Unit Price)
Section 6 - Network and Technical Requirements						
ESInet network design, management, and operation services						
ESInet Interconnection	8	\$ 10,000.00	\$ 80,000.00	5	\$ 15,000.00	\$ 75,000.00
ESInet Redundancy		\$ -	\$ -		\$ -	\$ -
ESInet Bandwidth		\$ -	\$ -		\$ -	\$ -
OSP Connection		\$ -	\$ -		\$ -	\$ -
PSAP connection		\$ -	\$ -		\$ -	\$ -
ESInet Monitoring and Management		\$ -	\$ -		\$ -	\$ -
Sub-Total			\$ 80,000.00			\$ 75,000.00
Section 7 - Next Generation Core Services Requirements						
NG, i3 core functions and capabilities						

Cost Proposal (Attachment D) (cont.)

- Schedule 2-6 of Excel.

RFP for NG911 Managed Network and Call Delivery Services for IN911

Attachment D – Cost Proposal

Schedules 2 – 6 – Annual Cumulative Costs

These schedules indicate the pricing for requirements defined in Attachment F for the ongoing operation of the system starting the second contract year after statewide roll-out is complete to the period ending five (5) years from contract execution and then for an additional one year renewal option.

Instructions: Please fill in the cells shaded yellow. These items will be used to assign Cost points. Please do not fill in the gray and blue cells. Note that the blue cells will populate automatically. Example - Annual price of hosting service is \$120,000 multiplied by 12 months - \$1,440,000 total

Cost element	Monthly Price (MRC)	Months	Total
Schedule 2 - Year 2 MRC, post implementation, assume ALL end points cutover and transitioned	\$ 120,000.00	12	\$ 1,440,000.00
Schedule 3 - Year 3 MRC On-going system operation		12	\$ -
Schedule 4 - Year 4 MRC, On-going system operation		12	\$ -
Schedule 5 - Year 5 MRC, On-going system operation		12	\$ -
Schedule 6 - Year 6+ MRC, On-going system operations, optional extension years		12	\$ -
TOTAL SCHEDULES 2-6			\$ 1,440,000

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

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality and Technical a) NENA i3v3 Standard Compliance Form b) Management Assessment/Quality (Business and Technical Proposal)	10 available points 40 available points
3. Cost (Cost Proposal)	30 available points
4. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus points are available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus points are available, see Section 3.2.5)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1bonus points are available, see Section 3.2.6)
Total	100 (103) 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 the Total Bid Amount
- 11% Women's Business Enterprise of the Total Bid Amount



Please carefully review
the information in this
box



**ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBE) directory of certified firms located at <https://www.in.gov/idoa/mwbe/>.

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 FOR SUPPLIE DIVERSITY PURPOSES" should match the amount entered in the Attachment D, Cost Proposal Template.

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 listed on the IDOA Directory of Certified Firms, **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 IVOSB (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.
- **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 service only in the industry area for which it is certified as listed in the directory at <https://www.in.gov/idoa/mwbe/>.
- 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 only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. 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 FOR SUPPLIER DIVERSITY PURPOSES" 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 by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <https://www.in.gov/idoa/mwbe/>.



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. 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.
- **National Diversity Plans are NOT accepted.**



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#: 23-72023

TOTAL BID AMOUNT:

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
		Telephone Number: ()	Fax Number: ()
Sub-Contract Amount:		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>	
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 as of August 2014:** - 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.



Indiana Veteran Owned Small Business

- **Contact Information**

- Phone: 317-232-3061
- E-mail: Indianaveteranspreference@idoa.in.gov
- Web: www.in.gov/idoa/2863.htm

- **Complete Attachment A1, IVOSB Form**

- Include subcontractor letters of commitment

- **Goals for Proposal**

- 3% Veteran Owned Small Business the Total Bid Amount



**ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹**

If participation is met through use of respondents 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 amount entered in the Attachment D, Cost Proposal Template Cost Proposal Template, Cost Proposal Summary Tab, cell C8. The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

If the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise registry, [VETBIZ](#) under INDIANA, or listed at [Certified M/W/IVOSB list](#), on or before the proposal due date.
- Prime Contractor must include with their proposal the subcontractor’s veteran business Certification Letter provided by either IDOA or Federal Govt. [VETBIZ](#), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB.
- IVOSB must have a Bidder ID (see section 2.3.7 - [Department of Administration, Procurement Division](#))
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **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 as listed in the “[VETBIZ](#)” federal registry, under INDIANA or at [Certified M/W/IVOSB list](#).
- Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB 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. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

Please carefully review
the information in this
box



Indiana Veteran Owned Small Business

Prime contractors should note the following:

- Pursuant to 25 IAC 9-4-1(c), a Prime Contractor who is an IVOSB can use their own workforce to count toward the goal.
- IVOSB must have a Bidder ID
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise ([VA OSDBU](#)), must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22 of the Scope of Work – Attachment K).



Indiana Veteran Owned Small Business

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on [VA OSDBU](#) registry or listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- 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.



Indiana Veteran Owned Small Business

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 23-72023

TOTAL BID AMOUNT:

Company Name:

Address:

Sub-Contract Amount:

Sub-Contract Percentage of Total Bid:

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

Contact Person:

E-mail:

Telephone Number:
()

Fax Number:
()

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



Indiana Veteran Owned Small Business

- **New Process** - IVOSB scoring is conducted based on 5 points plus a possible 1 bonus point scale
 - IVOSB: Possible 5 points + 1 bonus point

- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

- Fractional points will be awarded based upon a graduated scale between whole points. (e.g. a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)
 - Submissions of 0% participation will result in a deduction of 1 point in each category
 - The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



IDO A Subcontractor Scoring

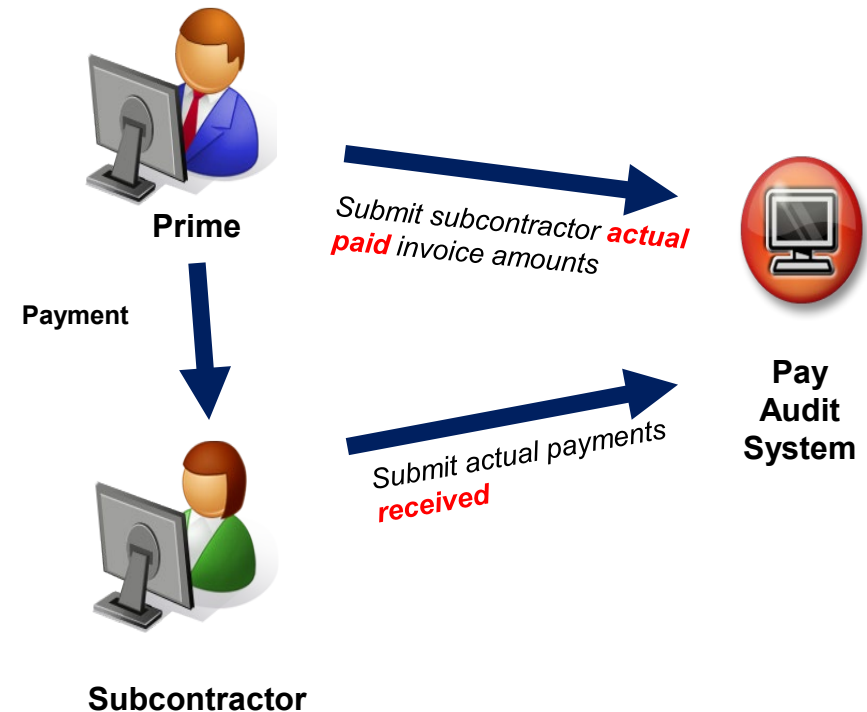
RFP MBE/WBE/IVOSB Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	12.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	5.0%	2.25	1.8%	3.0	9.00
Bidder 3	8.0%	5.0	11.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00

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
11/14/2022	Pre-Proposal Networking Opportunity (Attachment I)
11/14/2022	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
12/12/2022	Online Submission Form. Visit Procurement Submission Form Website .
12/12/2022	Executive Summary (as part of the online submission)
12/12/2022	Attestation Form (as part of the online submission) (Attachment J)
12/15/2022	MWBE and IVOSB Participation Plan Form (Attachments A & A1) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation
12/15/2022	Indiana Economic Impact Form (Attachment C)
12/15/2022	Cost Proposal Template (Attachment D)
12/15/2022	Business Proposal Template (Attachment E)
12/15/2022	Technical Proposal Template (Attachment F & F1)
12/15/2022	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 11/14/2022 (Monday).



Thank You

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