

REQUEST FOR PROPOSAL (23-73094)
**SYSTEM TRACKING AND RECORD SUPPORT (STARS) SYSTEM MAINTENANCE
AND OPERATIONS (M&O) AND PROJECT-BASED WORK**

**INDIANA DEPARTMENT OF ADMINISTRATION
ON BEHALF OF
THE BUREAU OF MOTOR VEHICLES**

PRE-PROPOSAL CONFERENCE

NOVEMBER 17, 2022

**SYED MOHAMMAD
IDOA/PROCUREMENT DIVISION**

**MARK HEMPEL
IDOA/PROCUREMENT DIVISION**



Agenda

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

General Information

- This Pre-Proposal Presentation will be posted on IDOA's Solicitation Website
- 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 by submitting the Pre-Proposal Network Opportunities Form (Attachment I) to rfp@idoa.in.gov no later than **5:00 PM ET on November 17, 2022**. This form is optional.
- Potential Respondents to the solicitation are encouraged to submit any questions pertaining to the solicitation via the Question/Inquiry process. Please use Attachment G of this RFP for this purpose. Questions regarding the solicitation must be submitted by 3:00 PM ET on November 21, 2022.
- Part One of the submission process is due no later than 3:00 PM ET on January 12, 2023.
- Part Two of the submission process is due no later than 3:00 PM ET on January 18, 2023.



Purpose of the Solicitation

- The purpose of this solicitation is to select a Respondent that can satisfy the State's need for M&O and Project-Based Work services for their STARS solution.
- At the direction of the State, the Contractor shall perform M&O services for STARS, the primary customer, credential and motor vehicle transaction system for the Indiana BMV. The Contractor shall also execute "Project-Based Work", which refers to services to implement a defined scope with a start and end date in adherence to an approved Project Change Request.

Scope of Work (Attachment N)

Key services in the scope include:

- Minimum Qualifications:
 - Respondent and/or subcontractor is not providing quality assurance services to the BMV for the STATS solution at the time this RFP is published
 - Respondent shall have at least five (5) years experience providing systems M&O and project-based work support for a system comparable to size and complexity as STARS for a federal or State client. Part of this engagement must have occurred in the last 5 years.
- Contractor Expectations:
 - Low staff turnover
 - Deep bench – able to staff all core and non-core positions internally
- The Respondent is expected to fulfill the Core M&O team, and demonstrate capacity to fill all non-core team positions
 - **Core M&O Team:** Senior Enterprise Architect, Intermediate DevOps Engineer, Intermediate Developmental Manager, Intermediate data Manager, Associate BI Analyst, Intermediate Developer, Intermediate DBA
 - **Non-Core Team:** Intermediate BI Analyst, Senior BI Analyst, Intermediate BI Manager, Senior BI Manager, associate DBA, Senior DBA, Associate DevOps Engineer, Senior DevOps Engineer, Associate Developer, Senior Developer, Specialist developer, Senior Development Manager, Intermediate Enterprise Architect, Senior Data Warehouse Administrator, Associate Technical Writer, Intermediate Technical Writer, Associate UI/UX Designer, Intermediate UI/UX Designer, Associate Project Manager



Scope of Work (Attachment N)

- The winning Respondent will take direction from State on M&O tasks, which include
 - Architecture Services: Maintain existing architecture artifacts, as well as update and generate new artifacts as applicable
 - Artifact Management: Maintain existing artifacts, as well as update and generate new artifacts as applicable
 - Software/Hardware Management: Maintain a detailed compilation of all hardware/software solution components
 - Batch Processing: Create and maintain batch schedule as well as lead and manage all batch coordination across all interface partners
 - Business and Operations Reporting: Report in Tableau, Crystal Reports, and PowerBi on all existing and generated artifacts
 - Release Management Support (e.g., deployments): Support the State in Maintenance Releases and Production Updates as requested
 - Incident Management: Triage and resolve all level 2 and level 3 incidents as they are routed to them
 - Business Continuity and Disaster Recovery: Must comply with and maintain Business Continuity Plan, updating as required by State
 - Privacy and Security Standards Compliance: Must comply with all current and future privacy and security standards
- Project-Based Work
 - The State will attempt to determine Project-Based Work responsibilities during the monthly planning meetings with the Contractor; however, the State reserves the right to assign Project-Based Work at any period during the contract
 - There will be a Project-Based Work pool of 40,000 hours for use on an annual basis
 - All Project-Based Work will be defined by a specific Project Scope of Work and will have set start and end dates
 - In order to complete a Project-Based Work task, the Contractor will bring in additional staffing beyond the Core M&O team

Scope of Work (Attachment N)

Notable Exclusions from the Scope include:

- Quality Assurance
 - The State has contracted an independent party to handle all Quality Assurance items as they may relate to the STARS system
- Testing
 - Testing is performed by an independent contractor, and is not the responsibility of the winning respondent to the this RFP



Questions – Scope of Work

Verbal responses provided today are non-binding. For binding responses please submit a question/inquiry through the Q&A template (Attachment G).

All questions/inquiries should be submitted using the Q&A Template (Attachment G) as outlined in Section 1.7 of the RFP main document.



Term of Contract

- The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this solicitation.
- The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.



Key Dates

Activity	Date
Issue of solicitation	November 9, 2022
Pre-Proposal Conference	November 17, 2022, 2:00 pm ET
Deadline to Submit Pre-proposal Network Opportunities Form (Attachment I)	November 17, 2022, 5:00 pm ET
Deadline to Submit Written Questions	November 21, 2022
Response to Written Questions/Amendments	December 2, 2022
Deadline to Submit Letter of Intent to Respond Form	December 7, 2022, 3:00 pm ET
Submission Process Part One: (Submission Form and Required Attachments)	January 12, 2023, 3:00 pm ET
Submission Process Part Two (Submission of Proposals on Flash Drive)	January 18, 2023, 3:00 pm ET
Submission of Reference Check Forms to State	January 18, 2023, 3:00 pm ET



Executive Summary (*Part One Submission*)

The Executive Summary must be completed and submitted via Part One of the submission process. At a minimum, your Executive Summary must address the following (also outlined in Section 2.2 of the RFP):

- Summarize your ability and desire to supply the required services
- Make sure the Executive Summary is signed by an authorized representative
 - *Include your primary contact*
- State your understanding of the respondent notification
- Indicate status regarding Secretary of State registration
- You may include additional “cover letter” information within the Executive Summary if desired.
- Link to Online Submission Form (Part 1):
<https://appengine.egov.com/apps/in/procurement>



Attestation Form (*Part One Submission*)

- The Attestation Form (Attachment J) must be completed and returned via the Part One submission process.
 - *Mandatory Submission and Requirements*
 - *Confirm Mutual Understanding and Submission*
 - *Subcontractors per RFP 2.3.10*
 - *Confidential / Redacted File Information*

Confidential Information

- Confidential Information (RFP Main Document - 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 (Attachment J), 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 sending 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 provided).

DO NOT LABEL YOUR ENTIRE RESPONSE AS CONFIDENTIAL



Business Proposal (Attachment E)

- Company Financial Information (RFP Section 2.3.4)
 - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include 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, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.
 - If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.
- Contract Terms (RFP Section 2.3.6)
 - Please provide the requested information in RFP Section 2.3.6. Additional rows may be added if necessary.
- References (RFP Section 2.3.7)
 - Respondents must have at least three (3) references who:
 - Can speak to the Respondent’s experience in providing products and/or 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
 - Respondents must ask each reference to complete Attachment H - Reference Check Form and email it directly to IDOA (idoareferences@idoa.in.gov) by January 18, 2023.



Technical Proposal (Attachment F)

- The Technical Proposal must be divided into the sections as described in Attachment F.
- Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the Technical Proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

Cost Proposal (Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- Cost scores will then be normalized to one another, based on the cost proposal with the Lowest Cost Proposal. The cost proposal with the Lowest Cost Proposal receives a total of 30 points. The normalization formula is as follows:
 - *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

Cost Proposal (Attachment D)

STARS Maintenance and Operations (M&O) and Project-Based Work Services Attachment D - Cost Proposal Summary

Respondents must fill in Respondent Name cell on the summary tab, and it will automatically populate on all other tabs

Respondent Name:

INSTRUCTIONS: Enter your firm's name at the top of the page. There is no other response necessary on this worksheet.

Cost Summary		Base Contract Costs				Optional Extension-Year Costs		
Component	Year 1	Year 2	Year 3	Year 4	Year 5 (Optional)	Year 6 (Optional)	Total	
Maintenance and Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project-Based Work	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

The cost per year is calculated using the hourly rates input on the Staffing rates tab

TOTAL BID AMOUNT (4 Year Total) \$ -

Total bid will be calculated as the sum total of the base contract costs (years 1-4), including both M&O and Project-Based Work costs



Cost Proposal (Attachment D)

STARS Maintenance and Operations (M&O) and
Attachment D - Cost Proposal
Staffing Rates

Respondent Name: 0

INSTRUCTIONS: Please fill in only the cells shaded yellow. Blue cells will populate automatically. In the "Staff Rates by Position" table, enter the hourly rate for each position, as well as the % increase in cost the position will experience at the demarcated intervals.

Please note: Hourly rates on this tab must be inclusive of all costs that may accrue on the Contractor's part related to hiring and maintaining staffing (e.g., travel costs, sponsorship fees).

Staffing Rates by Position		Years 3-6							
		Years 1 and 2							
Position	Years 1 and 2 Hourly Rates	Year 3 % Increase	Year 3 Hourly Rate	Year 4 % Increase	Year 4 Hourly Rate	Year 5 (optional) % Increase	Year 5 Hourly Rate	Year 6 (optional) % Increase	Year 6 Hourly Rate
Core Team									
Senior Enterprise Architect			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate DevOps Engineer			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Development Manager			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Data Manager			\$0.00		\$0.00		\$0.00		\$0.00
Associate BI Analyst			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Developer			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate DBA			\$0.00		\$0.00		\$0.00		\$0.00
Non-Core Team									
Intermediate BI Analyst			\$0.00		\$0.00		\$0.00		\$0.00
Senior BI Analyst			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate BI Manager			\$0.00		\$0.00		\$0.00		\$0.00
Senior BI Manager			\$0.00		\$0.00		\$0.00		\$0.00
Associate DBA			\$0.00		\$0.00		\$0.00		\$0.00
Senior DBA			\$0.00		\$0.00		\$0.00		\$0.00
Associate Dev Ops Engineer			\$0.00		\$0.00		\$0.00		\$0.00
Senior Dev Ops Engineer			\$0.00		\$0.00		\$0.00		\$0.00
Associate Developer			\$0.00		\$0.00		\$0.00		\$0.00
Senior Developer			\$0.00		\$0.00		\$0.00		\$0.00
Specialist Developer			\$0.00		\$0.00		\$0.00		\$0.00
Senior Development Manager			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Enterprise Architect			\$0.00		\$0.00		\$0.00		\$0.00
Senior Data Manager			\$0.00		\$0.00		\$0.00		\$0.00
Associate Data Warehouse Administrator			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Data Warehouse Administrator			\$0.00		\$0.00		\$0.00		\$0.00
Senior Data Warehouse Administrator			\$0.00		\$0.00		\$0.00		\$0.00
Associate Technical Writer			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Technical Writer			\$0.00		\$0.00		\$0.00		\$0.00
Associate UI/UX Designer			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate UI/UX Designer			\$0.00		\$0.00		\$0.00		\$0.00
Associate Project Manager			\$0.00		\$0.00		\$0.00		\$0.00
Intermediate Project Manager			\$0.00		\$0.00		\$0.00		\$0.00
Senior Project Manager			\$0.00		\$0.00		\$0.00		\$0.00
Specialist Project Manager			\$0.00		\$0.00		\$0.00		\$0.00

Respondents will fill in the hourly rate for each position for years 1 & 2 of the contract term

Respondents will then fill in the % increase in wage for each position in each of years 3, 4, 5, and 6. The new hourly rate for each of these years will be calculated



Cost Proposal (Attachment D)

STARS Maintenance and Operations (M&O) and Project-Based Work Services Attachment D - Cost Proposal Maintenance and Operations (M&O) Costs

Respondent Name: 0

INSTRUCTIONS: There is no response necessary on this worksheet. Blue cells will populate automatically to calculate the contract's estimated annual M&O costs.

Please note:

1. For evaluation purposes, it is assumed that the M&O Core Team is working full-time (2,080 hours per year).
2. The M&O fees are not fixed fees for providing the services in the Scope of Work. The Contractor's monthly invoices shall be based on actual hours worked by position and the hourly rates in the Staffing Rates tab. In a given month, the Contractor may utilize additional or less staff or hours (e.g., due to temporary increase in incidents, or implemented efficiencies in their processes).

Maintenance and Operations Cost Summary

Time Period	M&O Costs
Year 1	\$ -
Year 2	\$ -
Year 3	\$ -
Year 4	\$ -
Year 5 (Optional)	\$ -
Year 6 (Optional)	\$ -

Total costs per year are calculated using the staffing rates entered on the previous page for the pre-defined M&O Core Team

M&O Costs

M&O Costs		Total Costs					
Position	Quantity	Year 1	Year 2	Year 3	Year 4	Year 5 (Optional)	Year 6 (Optional)
Core Team							
Senior Enterprise Architect	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intermediate DevOps Engineer	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intermediate Development Manager	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intermediate Data Manager	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Associate BI Analyst	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intermediate Developer	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intermediate DBA	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Cost Proposal (Attachment D)

STARS Maintenance and Operations (M&O) and Project-Based Work Services Attachment D - Cost Proposal Project-Based Work Costs

Respondent Name: 0

INSTRUCTIONS: Respondents do not need to enter any information on this sheet. For evaluation purposes, the hourly blended rate will be calculated based on the Core M&O Team rates. These blended rates will be multiplied by the State's estimated pool of hours by time period to calculate the total projects costs. Actual Project Base Work staffing will depend on the approved Project Scope of Work. The invoiced amounts will be determined by the approved Project Scope of Work (e.g., may be deliverables-based, hours-based, or some other approach). For hours-based billing, each individual's invoiced hours shall not exceed 45 hours a week, regardless of the number of hours worked to meet service levels and complete deliverables on time.

Position	Year 1 Averaged Hourly Rate	Year 2 Averaged Hourly Rate	Year 3 Averaged Hourly Rate	Year 4 Averaged Hourly Rate	Year 5 (Optional) Averaged Hourly Rate	Year 6 (Optional) Averaged Hourly Rate
Senior Enterprise Architect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Intermediate DevOps Engineer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Intermediate Development Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Intermediate Data Manager	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Associate BI Analyst	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Intermediate Developer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Intermediate DBA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Year 1	Year 2	Year 3	Year 4	Year 5 (Optional)	Year 6 (Optional)
Average Rate (for evaluation purposes)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated Hours	40,000	40,000	40,000	40,000	40,000	40,000
Total Estimated Project-Based Work Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total project costs are calculated using the hourly rate per position, by year. The hourly rates are blended to create an average rate, which is multiplied by expected hours per project to create an estimated cost per project



Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 available points
3. Cost (Cost Proposal)	30 available points
3. Buy Indiana	5 available points
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus points are available, see Section 3.2.5)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus points are available, see Section 3.2.5)
6. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1 bonus 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

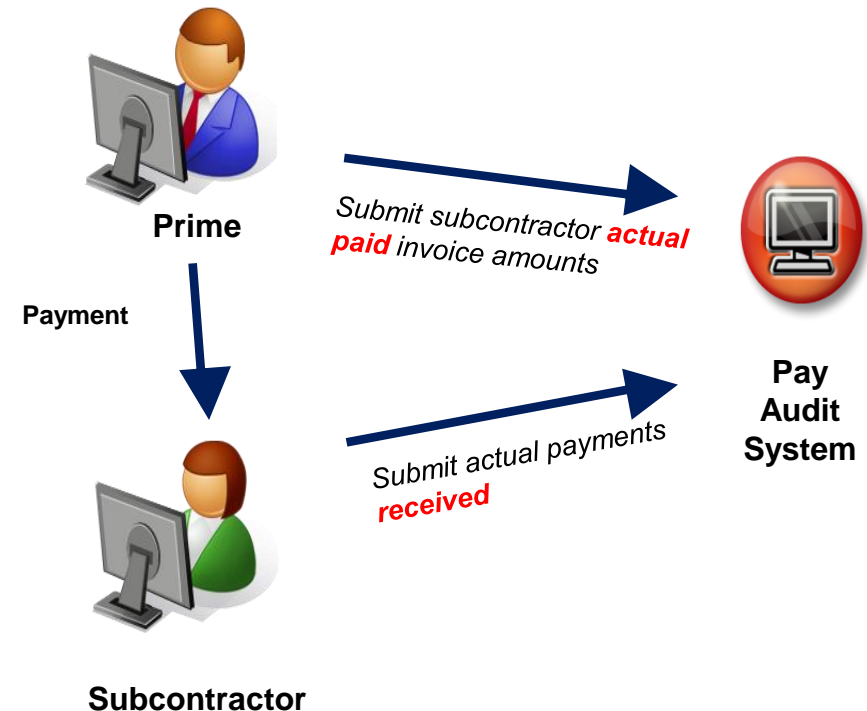
RFP MBE/WBE/IVOSB Scoring Example

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



Proposal Preparation

■ Buy Indiana

- Respondent's Buy Indiana status must be finalized by proposal due date.
- It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process.
- Respondent must clearly indicate which preference(s) they intend to claim in **Attachment J**.
- Respondents that wish to claim the Buy Indiana preference must have an email confirmation of their Buy Indiana status provided by buyindianainvest@idoa.in.gov included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.

Proposal Preparation

Indiana Economic Impact Form (Attachment C)

- Please complete the template provided for the IEI filling out information on tab Attachment C and tab FTE Details
- Form must be signed on tab Attachment C, electronic signatures are acceptable
- Complete only the yellow shaded cells on tab FTE Details
 - Definitions of FTE (Full-Time Equivalent)

Examples:

5 employees x 48 months (48 months working solely on this project) x 1 (time spent solely on this project) = 240 months / 48 months (length of contract) = 5 FTEs

3 employees x 48 months x .5 (splitting time equally between 2 projects) = 72 months / 48 months = 1.5 FTEs

2 employees x 12 months (12 months dedicated solely to this project) x 1 (time spent solely on this project) = 24 months / 48 months = .5 FTEs



Submission Requirements

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



Optional Submission Forms/Documents

Due Date	Document/Form
November 17, 2022	Pre-Proposal Networking Opportunity (Attachment I)
November 21, 2022	Questions and Answers Form (Attachment G)
December 7, 2022	Letter of Intent to Respond Form (Attachment K)

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

Required Submission Forms/Documents

Due Date	Document/Form
January 12, 2023 – 3 p.m. ET	Online Submission Form (Part One) <ul style="list-style-type: none">• Executive Summary• Attestation Form
January 18, 2023 – 3 p.m. ET	MWBE Participation Plan Form (Attachment A) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation
January 18, 2023 – 3 p.m. ET	Cost Proposal Template (Attachment D)
January 18, 2023 – 3 p.m. ET	Business Proposal Template (Attachment E)
January 18, 2023 – 3 p.m. ET	Technical Proposal Template (Attachment F)
January 18, 2023 – 3 p.m. ET	Reference Check Forms (Attachment H) – Must be completed by the reference and emailed directly to the State.

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, emailed or hand-delivered submissions will not be accepted.



Questions

Verbal responses provided today are non-binding. For binding responses please submit a question/inquiry through the Q&A template (Attachment G).

All questions/inquiries should be submitted using the Q&A Template (Attachment G) as outlined in Section 1.7 of the RFP main document.

REMINDER (OPTIONAL): If interested, send a Pre-proposal Network Opportunities Form (Attachment I) via email at rfp@idoa.in.gov no later than 3:00 PM ET on November 17, 2022.



Thank You!

SYED MOHAMMAD

Smohammad@idoa.IN.gov

MARK HEMPEL

mhempel@idoa.in.gov

Division Of Supplier Diversity

mwbecompliance@idoa.in.gov

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

