

REQUEST FOR PROPOSAL 23-73611

**INDIVIDUALIZED EDUCATION PROGRAM (IEP), INDIVIDUALIZED
LEARNING PLAN (ILP) MANAGEMENT SYSTEM**

INDIANA DEPARTMENT OF ADMINISTRATION (IDOA)

ON BEHALF OF

INDIANA DEPARTMENT OF EDUCATION (IDOE)

PRE-PROPOSAL CONFERENCE

NOVEMBER 17, 2022

**ROBERT COHEN
IDOA/PROCUREMENT DIVISION**



Agenda

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General Information

- 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 **3:00 PM ET on November 18**. This form is optional.
- 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 **3:00 PM ET on November 23, 2022**.
- Part One of the submission process is due no later than 3:00 PM ET on January 24, 2023.
- Part Two of the submission process is due no later than 4:30 PM ET on January 27, 2023.



Purpose of the RFP

- The purpose of this solicitation is to select a Respondent that can satisfy the State's need for a cloud-based system to support individualized learning plans for students in Indiana.
- It is the intent of the IDOE to contract with a respondent that provides a proven, comprehensive, and fully developed federally and state compliant system for the IDOE learning plans (e.g., IEP, Service Plan (SP), ILP).



Scope of Work

- The Contractor shall provide a system to support individualized learning plans for students in Indiana. The system must be a cloud-based Software as a Service (SaaS) solution that, at a minimum, supports students with disabilities and English learners. The system should be proven, comprehensive, and fully developed including all features and functionalities required by federal and State statute.
- Indiana currently provides the IEPs, SPs, and ILPs in a unified platform and requires a system offering a minimum of these learning plans to meet federal and State requirements, while also supporting schools and parents with an intuitive interface.
- Additionally, IDOE desires a comprehensive solution that can optionally address additional types of individualized and wrap-around support plans.

Term of Contract

- The term of the contract shall be for a period of **4 (four) years** from the date of contract execution.
- There may be **2 (two) two-year renewals** for a total of 8 (eight) years at the State's option.



Key Dates

Activity	Date
Issue of Solicitation	November 4, 2022
Pre-Proposal Conference	November 17, 2022 @ 9:30 AM
Deadline to Submit Written Questions	November 23, 2022 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	December 7, 2022
Submission of Letter of Intent to Respond	January 17, 2023
Submission Process Part One: Submission Form and Required Attachments (see footnote 4 in RFP.)	January 24, 2023 by 3:00 PM Eastern Time
Submission Process Part Two: Submission of Proposals on Flash Drive(s) (see footnote 4 in RFP.)	January 27, 2023 by 4:30 PM Eastern Time
Submission of Reference Check Forms to State (see footnote 4 in RFP.)	January 27, 2023 by 4:30 PM Eastern Time



Proposal Preparation

Executive Summary

The Executive Summary must be completed and submitted in the Part One submission. Your Executive Summary must address the following items (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.



Proposal Preparation Attestation Form (Attachment J)

- The Attestation Form (Attachment J) must be completed and submitted in the Part One submission.
 - *Mandatory Submission and Requirements*
 - *Confirm Mutual Understanding and Submission*
 - *Claim Clarification (Buy Indiana), if applicable*
 - *Confidential / Redacted File Information*
 - *Respondent additional attachments*
 - *Subcontractors per RFP 2.3.10 and 2.6.4*

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



Proposal Preparation

Cost Proposal (Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- Attachment D (Cost Proposal) must be returned in the original **Excel** format.
- Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 30 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30$$

Proposal Preparation

Cost Proposal (Attachment D)

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

Respondents must provide a detailed description and yearly cost for each Cost Type

Cost Proposal

		[Respondent Name]				OPTIONAL CONTRACT RENEWAL YEARS					
		PROJECT START									
Cost Type	Summary Description	Year 1	Year 2	Year 3	Year 4	Optional Year 5	Optional Year 6	Optional Year 7	Optional Year 8	Years 1-4 Total Costs	Total All Years Costs
Project Services											
	Project Management									\$0	\$0
	Requirements & Process Mapping									\$0	\$0
	Design									\$0	\$0
	Application Configuration									\$0	\$0
	Application Development									\$0	\$0
	Testing									\$0	\$0
	Knowledge Transfer and Training									\$0	\$0
	Reporting									\$0	\$0
	Data Conversion and Migration									\$0	\$0
	Interfaces									\$0	\$0
	Change Management and Communication									\$0	\$0
	Go-Live Preparation and Execution									\$0	\$0
	Production Stabilization									\$0	\$0
	Other Project Services 1 (Use Description box)									\$0	\$0
	Other Project Services 2 (Use Description box)									\$0	\$0
	Other Project Services 3 (Use Description box)									\$0	\$0
TOTAL Project Services Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses / Subscriptions / Environments											
	License / Subscription Type 1									\$0	\$0
	License / Subscription Type 2									\$0	\$0
	License / Subscription Type 3									\$0	\$0
	Development Environment									\$0	\$0
	Test Environment									\$0	\$0
	Training Environment									\$0	\$0
	Data Conversion and Migration Environment									\$0	\$0
	Production Environment									\$0	\$0
	Other Environments 1 (Use Description box)									\$0	\$0
	Other Environments 2 (Use Description box)									\$0	\$0
	Other Environments 3 (Use Description box)									\$0	\$0
TOTAL Licenses / Subscriptions / Environments Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Operations (M&O)											
	Hypercare Post Go-Live									\$0	\$0
	Standard M&O									\$0	\$0
	Help Desk									\$0	\$0
	Enhancements (100 hr./mo.)									\$0	\$0
	Other M&O 1 (Use Description box)									\$0	\$0
	Other M&O 2 (Use Description box)									\$0	\$0
	Other M&O 3 (Use Description box)									\$0	\$0
TOTAL M&O Costs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YEARLY TOTAL COSTS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CUMULATIVE YEARLY TOTAL COSTS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

The cost per year is calculated using the sum of all cost types for that year

4 Year Total Bid Amount =>

Total bid will be calculated as the sum total of the base contract costs (years 1-4)

← THIS IS THE PROJECTED CUMULATIVE COST OF OWNERSHIP FOR THE STATE



In-Person Training Costs

[Respondent Name]

PROJECT START

OPTIONAL CONTRACT RENEWAL YEARS

In-Person Training Services

Proposal Preparation Cost Proposal (Attachment D)

Respondents will list and describe project milestones

Invoice and Payment Schedule

[Respondent Name]

Respondents will fill in the percent of the four year bid that each project milestone accounts for

The amount column will auto-populate with the dollar amount associated with each project milestone

Project Milestone	Deliverable	Detailed Description	Percent of Four Year Bid	Amount
Example: Project Work Plan	Project Work Plan	Project plan presented and submitted to and approved by IDOE.	X%	\$X
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		Totals	0.00%	\$0

Proposal Preparation

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 provided by the Respondent 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 the sample State contract (Attachment B) and provide edits to existing contract clauses and additional contract language to RFP Attachments B, B1, B2, and B3 with tracked changes. Please submit these edits via MS Word Document.
- Mandatory clauses are non-negotiable.

■ References (Section 2.3.7)

- Respondents must have at least two (2) references for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Respondents must ask each reference to complete Attachment H - Reference Check Form and email it directly to IDOA (idoareferences@idoa.in.gov) by 4:30 PM EST January 27, 2023.



Proposal Preparation

Technical Proposal (Attachment F)

- Respondents should use Attachment F to complete their Technical Proposal. Requirements in the Scope of Work (SOW) should be reviewed carefully as they should inform answers to the questions in Attachment F. Use the yellow shaded fields to answer the questions in Attachment F.
 - Respondents shall describe relevant experience and explain how they propose to perform the work.
 - Insert text in the provided yellow fields. Yellow fields will expand to accommodate content.
 - Make every attempt to preserve the original format 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.

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

■ Confidential Information (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 **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



Evaluation Criteria

Criteria	Points
Adherence to Mandatory Requirements	Pass/Fail
Management Assessment/Quality (Business and Technical Proposal)	50 points
Cost (Cost Proposal)	30 points
Buy Indiana	5 points
Minority Business Participation (MBE)	5 points (1 bonus points are available, see Section 3.2.5)
Women Business Participation (WBE)	5 points (1 bonus points are available, see Section 3.2.5)
Indiana Veteran Owned Small Business Participation (IVOSB)	5 points (1 bonus points are available, see Section 3.2.6)
Total	100 points (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, MWBE Form

- Include sub-contractor letter of commitment

Goals for Proposal

- 8% Minority Business Enterprise
- 11% Women's Business Enterprise



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

In accordance with IC 4-13-16.5 and 25 IAC 5, it has been determined that there is a reasonable expectation of Minority and/or Women Business Enterprise subcontracting opportunities on a contract awarded under this RFP. The MWBE Subcontractor Commitment form is **Attachment A**. The MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. 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/IVOSB list at <https://www.in.gov/idoa/mwbe>.

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 Tab Cell G54**. 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 MBE/WBE 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/IVOSB list at <https://www.in.gov/idoa/mwbe>, **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 (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(s) and/or WBE(s) 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/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of

Please carefully review the
information in this box



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#: 23-73611

➔ 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:	Total \$ Subcontractor Commitment	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> A business function that <u>directly</u> supports the scope of work as defined in the RFP Section 1.4	
Sub-Contract Percentage of Total Bid:	% of Total Bid Amount		
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: <https://www.in.gov/idoa/mwbe/indiana-veteran-business-program/>

Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

Goals for Proposal

- 3% Veteran Owned Small Business of 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 Tab Cell G54**. 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. 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/IVOSB list at <https://www.in.gov/idoa/mwbe>.

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 IVOSB 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 VETBIZ at <https://www.vetbiz/va.gov/vip/> under INDIANA, or listed at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, **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 at <https://www.vetbiz/va.gov/vip/>, 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 2.3.8](#) - 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, at <https://www.vetbiz/va.gov/vip/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. 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

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

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 (see section 2.3.8 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise ([VA OSD BU](#)), must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see sections 1.21 and 1.22).



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#: 23-73611

TOTAL BID AMOUNT:

Company Name:	Contact Person:	
Address:	E-mail:	
	Telephone Number: ()	Fax Number: ()
Sub-Contract Amount: Total \$ Subcontractor Commitment	Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u> A business function that directly supports the scope of work as defined in the RFP Section 1.4	
Sub-Contract Percentage of Total Bid: % of Total Bid Amount		
Provide approximate dates when Sub-Contractor will perform on this project:		



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.



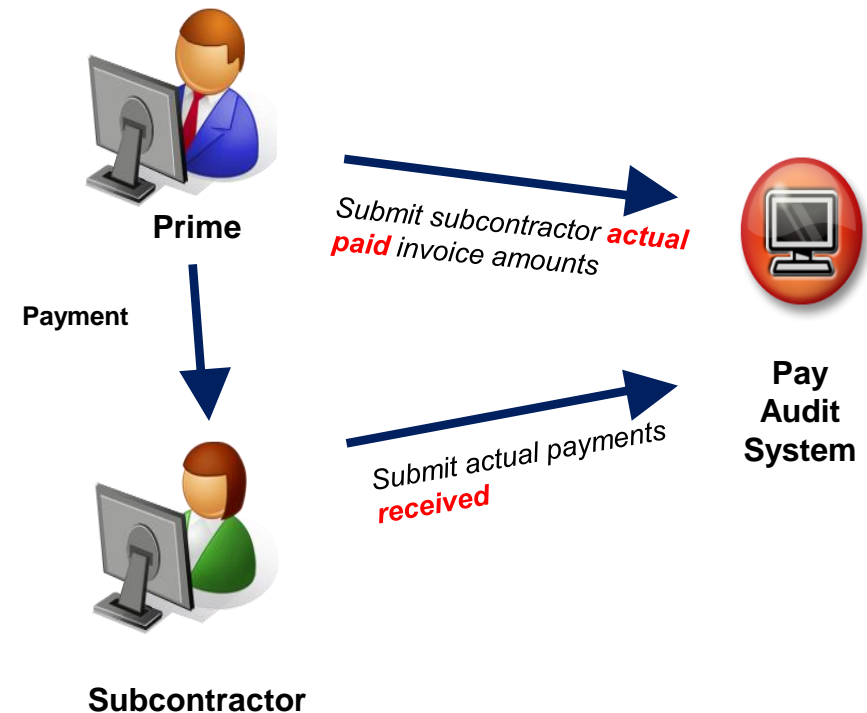
IDO A Subcontractor Scoring

RFP MBE/WBE/IVOSB Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	13.0%	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

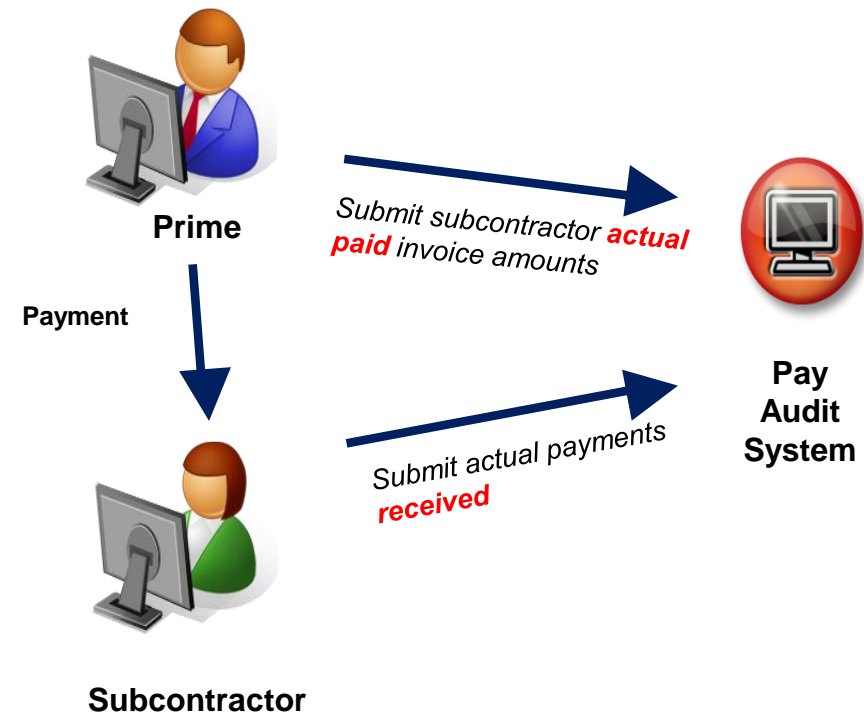
- Based on contract terms payments should be reported monthly or quarterly.
- Payments shall be reported using the format determined by the Division of Supplier Diversity.
- Reports must be received on or before the 10th of each month or quarter via email to the Division.
- **Questions?** Contact Division of Supplier Diversity:
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



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
Nov 18, 2022	Pre-proposal Network Opportunities Form (Attachment I)
Dec 7, 2022	Q&A Template (Attachment G)
Jan 17, 2023	Letter of Intent to Respond

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



Required Forms / Documents

Attachment A - M/WBE Participation Plan

- M/WBE Certification Letter from IDOA
- Signed Commitment Letter from M/WBE
 - *The dollar amount being subcontracted to them*
 - *The subcontract amount reflected as a percentage of the total contract*
 - *A description of products and/or services to be provided on this contract*
 - *Approximate date the subcontractor will perform work on this contract*
- Form must be completed / signed even if there is 0% participation

Attachment A1 - Indiana Veterans' Participation Plan

- Certification Letter provided by IDOA or VA OSDDBU
- Signed Commitment Letter from IVOSB (similar to M/WBE)
- Form must be completed / signed even if there is 0% participation



Required Forms / Documents

- Attachment C - Indiana Economic Impact Form
 - Complete / Submit in Excel
 - Signature Required
- Attachment D - Cost Proposal
- Attachment E - Business Proposal
- Attachment F - Technical Proposal
- Attachment H - Reference Check Form (2)
 - *Must be emailed directly to IDOA from the Reference NOT the Respondent*
- Attachment J - Attestation Form
- Buy Indiana email confirmation (if applicable)

Failure to submit any of the required forms/documents puts your proposal at risk of not being evaluated and/or loss of points.



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 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.



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

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

- A. Link for bidder profile registration with IDOA and Secretary of State.**
<http://www.in.gov/idoa/2464.htm>
- B. Secretary of State of Indiana:**
Can be reached at (317) 232-6576 for registration assistance. **www.in.gov/sos**
- C. See Vendor and Supplier Resource Center:**
<http://www.in.gov/idoa/3106.htm>
- D. Minority and Women Owned Business Enterprises:**
Link to more information and full listing of IDOA Minority and Women Owned Businesses
<http://www.in.gov/idoa/2352.htm>
- E. RFP posting and updates:**
Go to **<https://www.in.gov/idoa/procurement/current-business-opportunities/>**
Scroll through table until you find desired RFP number on left-hand side and click the link.



Questions

- All questions must be submitted via email to rfp@idoa.in.gov no later than 3:00 PM ET November 23, 2022, using Attachment G - Q&A Template.
- **REMINDER**: Email your contact info via Attachment I – Pre-proposal Network Opportunities Form to rfp@idoa.in.gov no later than 4:30 PM ET November 18, 2022, to be included on the virtual sign in sheet.



Thank You

ROBERT COHEN
RCOHEN@IDOA.IN.GOV

