

REQUEST FOR PROPOSAL (24-75439)

SECURITY AUDIT SERVICES

**INDIANA DEPARTMENT OF ADMINISTRATION
ON BEHALF OF
THE STATE LOTTERY COMMISSION OF INDIANA**

PRE-PROPOSAL CONFERENCE

MAY 26, 2023 @ 1:00PM

**ANGIE ALEXANDER/KEVIN MARCH
IDOA/PROCUREMENT DIVISION**

**MARK HEMPEL
IDOA/PROCUREMENT DIVISION**



Agenda

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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. 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 June 7, 2023.**
- Part One of the submission process is due no later than **3:00 PM ET on June 28, 2023.**
- Part Two of the submission process is due no later than **4:30 PM ET on July 3, 2023.**



Purpose of the Solicitation

- The purpose of this solicitation is to select a Respondent that can satisfy the State's need for audit services.
- At the direction of the State, the Respondent shall perform quality audit services, with specialization and expertise in penetration testing, vulnerability scanning and compliance with the ISO 27001:2013 security framework.



Scope of Work

Key services in the scope include (from Section 1.4 of the Main RFP Document):

- The Respondent is expected to provide the Lottery with an assessment of adequacy of security controls in place that support, integrity, confidentiality and availability of Lottery products, operations and gaming services. The successful respondent will submit a plan that is practical, business oriented and informed by solid data.
 - **A comprehensive audit of the Lottery's security controls includes the following areas:**
 - Physical Security
 - Information Systems Security
 - Security Department Management
 - Security surrounding Draw Game Drawings
 - Business Continuity Plan
 - Best Practices assessment of Lottery practices investigating potential fraud
 - Penetration testing of the Lottery network
 - Vulnerability scanning of Lottery network devices
 - Written weekly progress reports must be prepared and discussed with the Chief of Staff and/or their designees.
 - Brief the Executive Director and/or their designees on the results of the work performed, including a discussion of each proposed, written recommendation.



Scope of Work

- Adherence to ISO 27001:2013 Security Framework and the requirements of the World Lottery Association Security Control Standard (WLA-SCS)
- The security audit must, to the extent possible, be performed on the Lottery premises in the Indianapolis area. This would include but not be limited to locations such as Fox59 television studio, Central Region and Distribution Center, regional offices in Mishawaka and Evansville and the Lottery headquarters. The Lottery reserves the right to den removal of any and all data from these locations.
- Sequentially numbered descriptions of all the risks identified and the recommended improvements.
- A protected copy of the final report as well as an editable electronic version shall be delivered.
- The development of plans for improving the Lottery's overall security and compliance with ISO/IEC 27001 certification.
- Proposals shall include a plan for conducting the audit with specific attention to each of the above areas. Respondents plan shall also include applicable audit plans, including control objectives and the audit procedures that will be used to conclude upon those objectives. The plan shall also include hours budgeted to complete the review of each area described in the specifications.
- For each audit area, this plan shall include the audit objectives, the audit procedures, staff members assigned and hours proposed.
- An overall opinion of the Lottery operations in terms of each aspect of security

Questions – Scope of Work

Any verbal responses provided today are non-binding. For binding responses please submit a question/inquiry through the Q&A template (Attachment G). We prefer that questions be sent in writing to prevent misunderstandings and to allow for collaboration with the Lottery who could not attend today.

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

The subject line of any email submissions must clearly state the following:

“RFP 24-75439 Questions/Inquiries-(insert company name)”



Term of Contract

- The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this solicitation.
- The contract becomes binding upon execution by both parties.
- The term of this contract shall commence on the date of execution and conclude upon the submission of a final audit report acceptable to the Lottery.
- The security audit must commence as soon as possible after the contract has been fully executed and conclude with the delivery of the final report to the Lottery **no later than 4:00 P.M. EST, December 11, 2023.**



Key Dates

Activity	Date
Issue of solicitation	May 12, 2023
Pre-Proposal Conference	May 26, 2023, at 1:00 PM
Deadline to Submit Pre-proposal Network Opportunities Form (Attachment I)	June 7, 2023, by 3:00 P.M. EST (OPTIONAL)
Deadline to Submit Written Questions	June 7, 2023, by 3:00 P.M. EST
Response to Written Questions/Amendments	June 14, 2023
Submission Process Part One: (Submission Form and Required Attachments)	June 28, 2023, by 3:00 P.M. EST
Submission Process Part Two (Submission of Proposals on Flash Drive)	July 3, 2023, by 4:30 P.M. EST
Submission of Reference Check Forms to State	July 3, 2023, by 3:00 P.M. EST



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.



Attestation Form (*Part One Submission*)

- The Attestation Form (Attachment J) must be completed and returned via the Part One submission process. The purpose of this form is to confirm completion, review, understanding, agreement, and input on key areas of the overall RFP including, but not limited to:
 - *Mandatory Submission and Requirements*
 - *Confirm Mutual Understanding and Submission*
 - *Buy Indiana Claim Clarification*
 - *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



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

■ 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.



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 July 3, 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)

Example of cost proposal

LABOR COSTS

Deliverables/Tasks	Assigned Team Members	Number of Hours	Hourly Rate	Total Estimated Cost
Security Department Management, Duties and Procedures Audit			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Physical Security Audit			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Vulnerability Scanning of Lottery Network devices			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Weekly Progress Reports and Final Briefing with Lottery Staff			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total Labor Costs				\$ -

Cost Proposal (Attachment D)

Example of Cost Proposal
continued...

NON-LABOR COSTS

Equipment/Supplies	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
Total Non-Labor Costs	\$ -

**TOTAL BID
AMOUNT**

\$ -

Provide any additional pricing information on ways the state can realize additional savings through your company below:

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
- 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.

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 IIVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement (see 25 IAC 5-6-2(d))
- Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.
- Must provide goods or services only in the industry area for which it is certified.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable

MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is 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" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound the rules and requirements of the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

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, national diversity plans are generally not accepted. The directory can be found here: <http://www.in.gov/idoa/mwbe/2743.htm>.
- **Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.**
- Provide the goods or services specific to the contract and within the industry area for which it is certified.



Minority and Women's Business Enterprises

Prime contractors should note the following:

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE or WBE (see section 1.22)
- Pursuant to 25 IAC 5-6-2(b)(d), 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.



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#:

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> A business function that directly supports the scope of work as defined in the RFP Section 1.4	
Sub-Contract Percentage of Total Bid:			
Provide approximate dates when Sub-Contractor will perform on this project:			

<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: 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/2862.htm

Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

Goals for Proposal

- 3% Veteran Owned Small Business



Please carefully review the information in this box



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 "Evaluated 4 Year Total Cost" should match the amount entered in the Attachment D, Cost Proposal Template Tab Cost Summary cell (C7). 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 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 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.

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 OSDBU](#)), 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

RFP#:

TOTAL BID AMOUNT:

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



IDO A Subcontractor Scoring

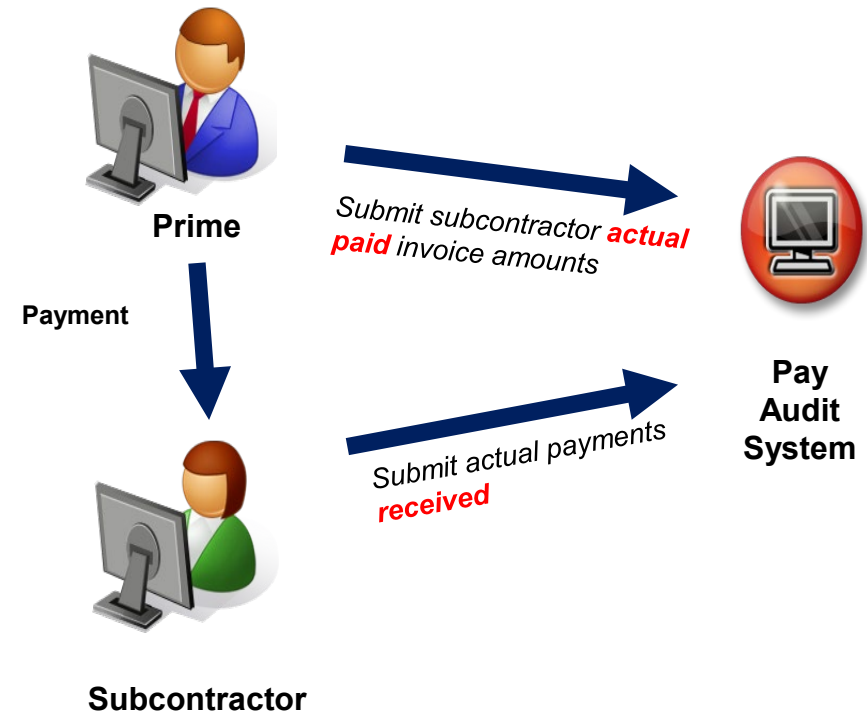
RFP MBE/WBE/IVOSB Scoring Example

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



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
June 7, 2023 @ 3:00 P.M.	Pre-Proposal Networking Opportunity (Attachment I)
June 7, 2023 @ 3:00 P.M.	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
June 28, 2023	Online Submission Form (Part One) <ul style="list-style-type: none">• Executive Summary• Attestation Form
July 3, 2023	MWBE Participation Plan Form (Attachment A) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation
July 3, 2023	Indiana Veterans' Participation Plan (Attachment A1) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation
July 3, 2023	Indiana Economic Impact Form (Attachment C)
July 3, 2023	Cost Proposal Template (Attachment D)
July 3, 2023	Business Proposal Template (Attachment E)
July 3, 2023	Technical Proposal Template (Attachment F)
July 3, 2023	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.

The subject line of any email submissions must clearly state the following:

“RFP 24-75439 Questions/Inquiries-(insert company name)”



Thank You!

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