



STATE OF INDIANA

Negotiated Bid # 24-76190

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
All State Agencies**

Solicitation For:

Vehicles - Mid-Size Sedans and SUVs

**Submission Due Date and Time:
See Section 1.7 Due Date**

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Section One

General Information and Requested Products/Services

1.1 Introduction

In accordance with applicable Indiana Code provisions, Rules and Policies, the Indiana Department of Administration (IDOA), acting on behalf of All State Agencies, requires Mid-Size Sedans and SUVs for the State of Indiana. It is the intent of IDOA to solicit responses in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This solicitation is being posted to the IDOA Bidding Opportunities website:

<https://www.in.gov/idoa/procurement/current-business-opportunities/>

1.2 Definitions and Abbreviations

Following are explanations of terms and abbreviations appearing throughout this solicitation. Other special terms may be used in the document, but they are more localized and defined where they appear, rather than in the following list.

Award Recommendation	IDOA's summary, typically in letter format, of the solicitation and suggestion on Respondent selection.
Award Amount	Proposed amount or the BAFO amount that will result in a Purchase Order (PO)
BAFO	Best and Final Offer is an opportunity for Respondents to propose an improved cost for final score consideration.
Bid Cost	Proposed cost and/or information provided in Attachment D

Bid Response	An offer as defined in IC 5-22-2-17
Evaluated Amount	If preferences are selected, this is the amount after the preference is applied. Awardee is based on the evaluation amount.
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this Negotiated Bid for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE
IAC	Indiana Administrative Code
IC	Indiana Code
Installation	The delivery and physical setup of products or services requested in this Negotiated Bid
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: <ol style="list-style-type: none"> 1) The judicial branch 2) The legislative branch 3) A political subdivision as defined in IC 5-22-2-22 and IC 36-1-2-13 (includes school corporations, municipal corporations, Legislative body, Taxing district, Town, Township and Unit) 4) A State educational institution
PO (Purchase Order)	Contractual mechanism for a one-time purchase
Prime Contractor	Refers to the entity responding to the solicitation
Products	Tangible goods or manufactured items as specified in this Negotiated Bid
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18; and any entity or person who does business with the State and is registered as same. The State will not consider a bid response responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the company who will be ultimately responsible for performance of the contract

Services	Work to be performed as specified in this solicitation
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "State Agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of State government
Subcontractor	Refers to the entity entering into a contract with the Prime Contractor for a portion of the scope of the solicitation
Total Bid Amount	The amount that the Respondent proposes on Attachment D that represents their total, all-inclusive price per vehicle.
VSC (Valuable Scope Contribution)	The benefit the proposed certified subcontractors(s) must provide to the project set forth in the solicitation.

1.3 Purpose of the Negotiated Bid

The purpose of this solicitation is to select a Respondent that can satisfy the State's need for Mid-Size Sedans and SUVs. It is the intent of the Indiana Department of Administration, acting on behalf of All State Agencies, to select a Respondent, or Respondents, that provides quality Mid-Size Sedans and SUVs for the State of Indiana.

1.4 Summary Scope of Work

The Respondent shall provide all services necessary to provide new Mid-Size Sedans and SUVs to the State of Indiana as set forth in this solicitation and attachments. This solicitation will result in a single purchase. The State may award to one or more Respondents as is in the best interest of the State.

The table below represents the approximate State need for 2023.

Vehicle	Quantity estimated
Mid-Size Sedan	Total 65 of either the Mid-Full-Hybrid or 65 of Combination of the 3 (Three) Types
Full-Size Sedan	Total 65 of either the Mid-Full-Hybrid or 65 of Combination of the 3 (Three) Types
Hybrid Sedan	Total 65 of either the Mid-Full-Hybrid or 65 of Combination of the 3 (Three) Types
Mid-Size SUV	Total 55 of either the Mid-Full-Hybrid or 55 of Combination of the 3 (Three) Types
Full-Size SUV	Total 55 of either the Mid-Full-Hybrid or 55 of Combination of the 3 (Three) Types
Hybrid SUV	Total 55 of either the Mid-Full-Hybrid or 55 of Combination of the 3 (Three) Types

These figures are only an estimate and are not to be construed as an amount to be offered under this solicitation.

1.5 Negotiated Bid Outline

The outline of this Negotiated Bid document is described below:

Section	Description
Section One – General Information and Requested Products or Services	This section provides an overview of the solicitation, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this Negotiated Bid.
Section Two – Bid Response Preparation Instruction	This section provides instructions on the format and content of the Bid including an Executive Summary and a Bid Cost.
Section Three – Negotiated Bid Evaluation Criteria	This section discusses the evaluation criteria to be used to evaluate Respondents’ bid responses
Attachment A - NOT APPLICABLE	M/WBE Subcontractor Form – Do not submit
Attachment A1 – NOT APPLICABLE	IVOSB Participation Plan Form – Do not submit
Attachment B	PO Terms and Conditions
Attachment C – NOT APPLICABLE	Indiana Economic Impact (IEI) Form – Do not submit
Attachment D	Bid Cost
Attachment E	Q&A Template
Attachment F – NOT APPLICABLE	Attestation Form – Do not submit
Attachment G	Claiming Purchasing Preference Form

1.6 Question/Inquiry Process

All questions/inquiries regarding this Negotiated Bid must be submitted in writing by the date and time outlined in [Section 1.22](#). Questions/Inquiries may be submitted in **Attachment E**, Q&A Template, via email to rfp@idoa.IN.gov and must be received by the time and date indicated in [Section 1.22](#).

The subject line of the email submissions must clearly state the following:
“**BID 24-76190 Questions/Inquiries – [INSERT COMPANY NAME]**”.

Following the question/inquiry due date, the State personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website according to the timetable established in [Section 1.22](#). Only answers posted on the IDOA website will be considered binding and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

If it becomes necessary to revise any part of this solicitation, or if additional information is necessary for a clearer interpretation of provisions of this solicitation prior to the due date for bid responses, an Addendum will be posted on the IDOA website. If such Addenda issuance is necessary, the State may extend the due date and time of bids to accommodate such additional information requirements, if required.

1.7 Due Date for Bid Responses

There is not an established due date. This **solicitation is due ten (10) business days after the date all manufacturers release the applicable model pricing information.**

For example, if manufacturer ABC releases pricing information on June 19, the ten (10) days would not start as XYZ Company and 123 Company also make the applicable models and have yet to release pricing. Once ALL pricing is released, the ten (10) business day countdown starts. The Due Date will be updated and responses will be due by 3:00PM Eastern time.

All bid responses must be submitted via a Flash Drive Proposals. Responses will be disqualified if Flash Drives are received after their deadline. The awarded proposal **will be posted on the IDOA Award Recommendations website:**

<https://www.in.gov/idoa/procurement/award-recommendations/>

The Flash Drive(s) should be sent using the address information below:

Sandra Morton – RFP#24-76190
Indiana Department of Administration
Procurement Division
402 W Washington St – W468
Indianapolis, IN 46123

- Each Respondent must submit at least one original Flash Drive but if more are needed, that is acceptable.
- The proposal must follow the format indicated in Section 2 of this document. No other method of submission will be accepted.
- Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired.
- No more than one proposal per Respondent may be submitted.
- Responses not submitted by the deadlines will not be evaluated.
Sending the response via email or hand delivery ARE NOT viable alternatives.
- The State will not provide confirmation of receipt of Flash Drives. If that is desired, the Respondent should select a shipping method that will offer confirmation of receipt.

- The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded.
- All communication, unless stated otherwise in this document, should be directed to the State Lead on the title page of this solicitation. If communication is had with any other staff member, the **Respondent may disqualify themselves from further consideration.**

Initial Bid Responses will be opened on or after the Due Date and Time per IC 5-22-7.3-6. If clarifications are conducted with Respondents, and Respondents submit revised bids, the procedure for opening of these revised bids will be similar.

1.8 **Modification or Withdrawal of Offers**

Responses may be modified by Respondents until the time and date the response is due. The Respondent's authorized representative may withdraw the proposal prior to the due date by sending notice to the address listed above in Section 1.7.

1.9 **Pricing**

Pricing on this solicitation must be firm and remain open for a period of not less than one hundred eighty (180) days from the date of award issuance or until the vehicle order banks close, whichever is longer.

Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your bid response at risk of being removed from consideration.

Respondents should refer to the Bid Cost sub-section under Section 2.3 for a detailed discussion of the bid response pricing format and requirements.

1.10 **Proposal Clarifications and Discussions**

The State may request clarifications, in writing, on bid responses submitted. These clarifications could include, but are not limited to, request for additional information, or request for Bid Cost. If clarifications are conducted, they will involve all responsive Respondents and will be conducted in writing. As a result of these clarifications, Respondents may be asked to submit revised bid responses. Respondents may respond to this request by submitting their initial bid response unchanged; however, prices cannot be increased, they must remain the same or lower. The State will provide equivalent information to all Respondents which have been chosen for clarifications.

A sample of PO Terms and Conditions is provided in **Attachment B**.

1.11 **Best and Final Offer (BAFO)**

The State may request best and final offers from those Respondents determined by the State to be reasonably viable. The State reserves the right to award based on initial bid responses received.

Therefore, each bid response should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final award negotiations/execution the offer(s) that are most advantageous to the State.

1.12 Type and Term of Contract

The State intends to make a one-time purchase with one or more Respondent(s) to fulfill the requirements in this Negotiated Bid.

1.13 Confidential Information

Respondents are advised that materials contained in bid responses are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the award, the entire solicitation file will be posted on the IDOA website and may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be "public records" unless a specific provision of IC 5-14-3 protects it from disclosure.

Please note citing "Confidential" on an entire section is not sufficient or acceptable.

The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

If the Respondent does not identify the statutory exception, the State will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance.

1.14 Taxes

Bid responses should not include any tax from which the State is exempt.

1.15 Procurement Division Registration

In order to submit a proposal per [Section 1.7](#), Respondents must be registered as a bidder with the Department of Administration, Procurement Division.

At Bidder Profile Registration, <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/> the following may be completed.

- To register, follow instructions provided in [Section 2.2.7](#).
- If registered, a Bidder ID # list is available to complete the Submission Form per [Section 2.1](#).

1.16 Secretary of State Registration

If awarded, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.17 Compliance Certification

Responses to this Negotiated Bid serve as a representation that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory, or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.18 Equal Opportunity Commitment - Not applicable

1.19 Minority & Women's Business Enterprises Subcontractor Commitment - Not applicable

1.20 Indiana Veteran Owned Small Business Subcontractor Commitment - Not applicable

1.21 Americans with Disabilities Act

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.22 Summary of Milestones

The following timeline is only an illustration of the solicitation process. Not all the dates below are binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key Dates

Activity	Date
Issue of solicitation	June 21, 2023
Deadline to Submit Written Questions	June 28, 2023 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	On or before July 10, 2023
Submission Due Date and Time	See Section 1.7 - by 3:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Award Recommendation	Within thirty (30) days of receipt of responses.

1.23 Evidence of Financial Responsibility (25 IAC 1.1-1-5) - Not applicable

1.24 Conflict of Interest

Any person, firm or entity that assisted with and/or participated in the preparation of this solicitation document is prohibited from submitting a bid response to this specific solicitation. For the purposes of this solicitation, a “person” means a state officer, employee, special State appointee, or any individual or entity working with or advising the State or involved in the preparation of this solicitation. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this solicitation, a person that assisted with and/or participated in the preparation of this solicitation.

1.25 Ethics Obligations

The Respondent and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq. and Indiana Code 4.2.7, the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the Respondent is not familiar with these ethical requirements, the Respondent should refer any questions to the Indiana State Ethics Commission or visit the Indiana State Ethics Commission website at <http://www.in.gov/ig/2335.htm>. If the Respondent or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this award immediately upon notice to the contractor. In addition, the Respondent may be subject to penalties under Indiana Code § 4-2-6-12 and 4.2.7.

1.26 Procurement Protest Policy

The State’s procurement protest policy can be found at

<https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>. Per the policy, there are two periods of protest allowable for the solicitation:

- Specifications Protest - written letter of protest regarding inadequate, unduly restrictive, or ambiguous requirements or specifications must be received by IDOA by the close of business not less than ten (10) business days (as defined by the State work calendar) prior to the bid response due date.
- Award Recommendation Letter Protest - written letter of protest regarding the procurement methods and/or procedures used during the procurement process must be received by IDOA by the close of business within five (5) business days (as defined by the State work calendar) after the date of the Award Recommendation Letter.

Additional details as to the required content in the letter and the steps involved in a protest can be found in the State's Procurement Protest Policy at:

<https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>.

1.27 **F.O.B. (Free on Board) Destination**

There will be no delivery charge for the following delivery locations; and location within Marion County, INDOT Facility in Greenfield, Camp Atterbury, DNR Quartermaster facility in Johnson County, and – Pendleton Correctional Facility.¹ Additionally, there will be no delivery charges for up to and including fifty (50) miles from the dealership. After the fifty (50) miles, if there's any additional cost; please indicate the dollar per mile charge in **Attachment D**.

1.28 **Open Competition**

The specifications are intended to be nonrestrictive. Brand names and model numbers may be used but, they are merely intended to be guidelines to establish criteria and quality for competitive bidding. Unless otherwise stated, alternate bids will be evaluated and may be acceptable if they can be verified as equal or better than specified as determined by the State. All Respondents with alternate products shall submit detailed specifications with their bid.

1.29 **Miscellaneous – Not applicable**

- 1.30 **Payment** - Respondent should be able to accept payment by credit card as an optional form of payment but should be able to accept other forms of payment from the State as well. In the Respondent's proposal, the Respondent should agree to accept any credit card-user handling fees associated with acceptance of the State's Purchasing Card.

¹ Exact addresses will be provided with "Q&A" responses are provided.

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 General

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed 2.1 and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Authorization Document (see 2.2 below) must be in the form of a letter and included on the flash drive.
- Proposals will be disqualified if Flash Drives are received after the expiration of the deadline per Section 1.22.
- Each item, Authorization Document and attachments, must be separate standalone electronic files. Please do not submit your proposal as one large file.
- Requests to extend the due date to accommodate delivery challenges will be denied. Flash Drive responses not submitted by the deadlines will not be considered; sending responses via email or hand delivery will not be a viable alternative.
- The State strongly encourages Respondents to allow plenty of time to ship their proposals on Flash Drives.
- Please submit all attachments in their original format. Any attempt to manipulate the format of the documents that deviates from the current format will put your proposal at risk of disqualification.

2.2 Authorization Document

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the bid response meets all general conditions must sign the authorizing document. Please indicate the principal contact for the proposal along with an address, telephone number, and e-mail address, if that contact is different than the individual authorized for signature. Additionally, the Company's Bidder ID #, FEIN, Type of Business (i.e., Corporation, Sole Proprietor, LLC), and North American Industry Classification System (NAICS) Code should all be included. This should be submitted on letterhead.

2.3 Bid Cost

The Bid Cost Template is Attachment D.

The Bid Cost must be submitted in the original format. Any attempt to manipulate the format of the Bid Cost document, attach caveats to pricing, or submit pricing that deviates from the current format will put your bid response at risk.

Unit price must be entered, and the total price of the bid must be shown. Unit prices are to be bid based on the unit specified. ***Awarded Prices: Prices listed for each item are firm and cannot be changed.***

2.4 **Attestation Form - Not applicable**

2.4.1 **Indiana Economic Impact – Not applicable**

2.4.2 **Buy Indiana Initiative (Indiana Business Preference) /Indiana Company**

Indicate preferences on **Attachment G, Claiming Purchasing Preferences.**

It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process. Go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm> to determine certification status.

Respondents not previously registered with IDOA must go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm> and follow the steps outlined in the paragraph above to certify your business' status. The Respondent's Buy Indiana status must be finalized when the solicitation response is submitted to the State.

When applying to Buy IN status, be sure to allow sufficient time to complete this process, at least twenty (20) business days.

2.4.3 **Indiana Preferences**

Indicate preferences on **Attachment G, Claiming Purchasing Preferences.**

Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. **Respondent must clearly indicate which preference(s) they intend to claim in Attachment G.**

2.4.4 **Subcontractors – not applicable**

SECTION THREE PROPOSAL EVALUATION

3.1 Bid Response Evaluation Procedure

The procedure for evaluating the bid responses against the evaluation criteria will be as follows:

- 3.1.1 Each bid response will be evaluated for adherence to mandatory requirements per Section 3.2, Step 1, on a pass/fail basis. Bids that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 The bid responses that meet all specifications and mandatory requirements, as provided in the solicitation, will then be evaluated based on the "Total Bid Amount" for each line item in **Attachment D**, Bid Cost Template Tab B. Bid Cost, cells C-H18, per vehicle type.
- 3.1.3 Awardee is based upon the lowest evaluation amount.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, may be selected. If, however, no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to finalize an award with the Respondent, the State may begin preparations with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 Evaluation Criteria

Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. All proposals will be evaluated using the following approach:

Step 1

In this step proposals will be evaluated to ensure that they adhere to Mandatory Requirements. The Mandatory Requirements are:

- **Authorizing document:** Per section 2.2
- **Attachment D** - Bid Cost
- **Attachment G** - Claiming Purchasing Preferences

Any bids not meeting the Mandatory Requirements will be disqualified.

Step 2

If the State conducts additional rounds of discussions BAFO, then the evaluation amount will be recomputed.

As per 1.11, The State reserves the right to award based on initial bid responses received. Therefore, each bid response should contain the Respondent's best terms from a price and technical standpoint.