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**STATE OF INDIANA**

**Request for Services #24-77904**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**Indiana Division of Disability and Rehabilitative Services (DDRS)**

**Solicitation For:**

**Workforce Innovation and Opportunity Act (WIOA)Pre-Employment Transition Services (PRE-ETS) for students with disabilities in need of services who are eligible or potentially eligible for Vocational Rehabilitation (VR) services**

**Submission Due Date and Time:**

**Part 1 Submission Date and Time: January 17, 2024 by 3:00 ET**

**Part 2 Submission Date and Time: January 22, 2024 by 3:00 ET**

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Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

Contents

[**Section One  
General Information and Requested Products/Services 3**](#_heading=h.30j0zll)

[1.1 Introduction 3](#_heading=h.1fob9te)

[1.2 Definitions and Abbreviations 4](#_heading=h.3znysh7)

[1.3 Purpose of the RFS 5](#_heading=h.tyjcwt)

[1.4 Summary Scope of Work 6](#_heading=h.3dy6vkm)

[1.4.1 Scope of Work 6](#_heading=h.1t3h5sf)

[1.5 RFS Outline 6](#_heading=h.4d34og8)

[1.6 Pre-Proposal Conferences 7](#_heading=h.2s8eyo1)

[1.7 Question/Inquiry Process 7](#_heading=h.17dp8vu)

[1.8 Due Date for Proposals 7](#_heading=h.3rdcrjn)

[1.9 Modification or Withdrawal of Offers 9](#_heading=h.26in1rg)

[1.10 Proposal Clarifications 9](#_heading=h.1ksv4uv)

[1.11 Type and Term of Contract 9](#_heading=h.1y810tw)

[1.12 Confidential Information 9](#_heading=h.4i7ojhp)

[1.13 Taxes 10](#_heading=h.2xcytpi)

[1.14 Procurement Division Registration 10](#_heading=h.1ci93xb)

[1.15 Secretary of State Registration 10](#_heading=h.2bn6wsx)

[1.16 Compliance Certification 11](#_heading=h.qsh70q)

[1.17 Americans with Disabilities Act 11](#_heading=h.3o7alnk)

[1.18 Summary of Milestones 11](#_heading=h.23ckvvd)

[1.19 Conflict of Interest 12](#_heading=h.1hmsyys)

[1.20 Procurement Protest Policy 12](#_heading=h.41mghml)

[**Section Two  
Proposal Preparation Instructions 14**](#_heading=h.vx1227)

[2.1 General 14](#_heading=h.3fwokq0)

[2.2 Executive Summary 14](#_heading=h.1v1yuxt)

[2.2.1 Summary of Ability and Desire to Supply the Required Products or Services 14](#_heading=h.4f1mdlm)

[2.2.2 Signature of Authorized Representative 14](#_heading=h.2u6wntf)

[2.2.3 Respondent Notification 15](#_heading=h.19c6y18)

[2.2.4 Secretary of State 15](#_heading=h.3tbugp1)

[2.2.5 Mandatory Requirements 15](#_heading=h.nmf14n)

[2.2.6 Other Information 15](#_heading=h.tqffhvhhcfm2)

[2.3 Business Proposal 15](#_heading=h.37m2jsg)

[2.3.1 Respondent’s Company Structure 15](#_heading=h.46r0co2)

[2.3.2 Respondent’s Diversity, Equity, and Inclusion Information 15](#_heading=h.111kx3o)

[2.3.3 Organization Financial Information 16](#_heading=h.3l18frh)

[2.3.4 Integrity of Organizational Structure and Financial Reporting 16](#_heading=h.206ipza)

[2.3.5 Contract Terms/Clauses 16](#_heading=h.4k668n3)

[2.3.6 Registration to do Business 17](#_heading=h.3ygebqi)

[2.3.7 Authorizing Document 18](#_heading=h.3cqmetx)

[2.3.8 General Information 18](#_heading=h.4bvk7pj)

[2.4 Technical Proposal 18](#_heading=h.1jlao46)

[**Section Three  
Proposal Evaluation 19**](#_heading=h.4h042r0)

[3.1 Proposal Evaluation Procedure 20](#_heading=h.2w5ecyt)

[3.2 Evaluation Criteria 20](#_heading=h.pkwqa1)

[3.2.1 Adherence to Requirements – Pass/Fail 22](#_heading=h.39kk8xu)

[3.2.2 Management Assessment/Quality 22](#_heading=h.1opuj5n)

# **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 the Indiana Family and Social Services (FSSA), (DDRS) requests responses from organizations for the provision of Pre-Employment Transition Services (Pre-ETS) as described in the Workforce Innovation and Opportunity Act (WIOA), to students with disabilities between the ages of 14-22 years of age who are eligible or potentially eligible for Vocational Rehabilitation (VR). The responses to this RFS will provide BRS with insight into the available resources and expertise for the provision of high-quality Pre-ETS and the capacity of respondents to partner with BRS in meeting specific WIOA requirements. It is the intent of IDOA to solicit responses and possibly demonstrations to this Request for Service (RFS) in accordance with the statement of work, response preparation section, and specifications contained in this document in order to award and negotiate contract(s).

It is the intent of IDOA to solicit responses to this RFS in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFS is being posted to the IDOA Bidding Opportunities website, at <https://www.in.gov/idoa/procurement/current-business-opportunities/> for downloading. Neither this RFS nor any response (proposal) submitted hereto are to be construed as a legal offer.

## 1.2 **Definitions and Abbreviations**

Following are explanations of terms and abbreviations appearing throughout this RFS Other special terms may be used in the RFS, 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 RFS and suggestion on respondent selected for the purposes of beginning contract negotiations. |
| Contract Award |  | The acceptance of IDOA’s Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation. |
|  |  |  |
| IAC |  | Indiana Administrative Code |
|  |  |  |
| IC |  | Indiana Code |
|  |  |  |
| 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:   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 |
|  |  |  |
|  |  |  |
| 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 proposal 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 RFS |
| 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 |
|  |  |  |

## 1.3 **Purpose of the RFS**

The purpose of this RFS is to select multiple vendors that can satisfy the State’s need for the ongoing provision and expansion of Pre-ETS throughout the state through arranging for and delivering required activities to students with disabilities who are either eligible or potentially eligible to receive services from the DDRS Vocational Rehabilitation (VR) services program and to potentially enhance or expand existing services, as well as leveraging and incorporating best practices to improve outcomes for students with disabilities. Respondents will be asked to provide business and pricing information for the services described herein.

The State reserves the right to award multiple contracts to qualified organizations, and/or to establish ‘[[1]](#footnote-2)Third Party Cooperative Arrangements’ with state or local public agencies (e.g., Local Education Agencies, public universities, State agencies).The State also reserves the right to award contracts for a portion of the Respondent’s proposed scope and/or cost as outlined in the RFS response and cost proposal. If the State exercises this right, the State will award a contract to the Respondent(s) whose proposal, conforming to this RFS, is most advantageous to the State, price and other factors considered.

## **Summary Scope of Work**

## 1.4.1 **Scope of Work**

DDRS/BRS is seeking information regarding available resources and expertise for the provision of Pre-ETS required activities. Collaboration among local public agencies, Work One centers, VR employment service providers, local educational agencies (i.e., schools), post-secondary educational institutions, Independent Living Centers, community programs, employers, or other entities, is of particular interest to BRS in the provision of these services. Collaboration among entities is strongly encouraged to better coordinate service delivery, reduce duplication of effort, leverage promising and innovative practices, and serve the greatest number of students possible.

**Required Pre-Employment Transition Services**

Required Pre-ETS activities include the following under Section 113(b) of the Rehabilitation Act:

(1) job exploration counseling;

(2) work-based learning experiences;

(3) counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;

(4) workplace readiness training to develop social skills and independent living; and

(5) instruction in self-advocacy, which may include peer mentoring.

An additional service: work-based learning: stipends, must be made available to pre-ETS students on a case-by-case basis. A stipend is defined as a fixed amount of money paid to students for duties performed while participating in specific work-based learning activities who are not receiving another form of payment for their time and work. Any stipend paid to a student must be of equal or greater value than (a.) the federal minimum wage requirement and (b.) the prevailing wage for a person working the same job or completing similar tasks or (c.) the established intern rate or structure that is paid to all interns of a specific business as long as it is at or above the federal minimum wage.

Collaboration among partners is strongly encouraged, and a list of collaborating partners, along with each partner’s subject matter expertise, must be included with the proposal. BRS reserves the right to encourage collaboration among entities during the review phase of the RFS.

The following provides additional details related to the above required activities:

1. Job exploration counseling: this may include, but is not limited to, interest inventories, reviewing career websites, high school based courses on career choices, or other similar activities.

2. Work-based learning experiences: this may include, but is not limited to, paid or non-paid work experiences in the community, volunteer work, job shadows, short or long-term internships, on the job training, apprenticeships (not including pre-apprenticeships and registered apprenticeships) and employer mentoring activities. Work-based learning activities should be conducted in competitive, integrated employment settings to the maximum extent possible.

3. Counseling on opportunities for enrollment in postsecondary education: this may include, but is not limited to, exploration of the wide range of career pathways (e.g., agriculture, manufacturing, etc.), counseling on postsecondary training opportunities including community colleges, universities, trade/technical schools, etc., and counseling to support a smooth transition from high school to postsecondary education (e.g., documenting and advocating for accommodations, identifying financial aid options, etc.).

4. Workplace readiness: this may include, but is not limited to, soft-skills training, employability skills training, social/interpersonal skills (e.g., communication, problem solving, decision making, conflict resolution, empathy, professionalism, etc.) and independent living skills training (e.g., good hygiene, money management, using transportation, time management, using technology and assistive technology, appropriate dress, appropriate behavior, etc.).

5. Instruction in self-advocacy: this may include, but is not limited to, instruction in self-awareness, disability disclosure, requesting accommodations, understanding rights and responsibilities, self-determination, etc., and mentoring including peer mentoring.

WIOA mandates that Pre-ETS be specifically provided (and therefore only provided) to “students with disabilities.” A “student with a disability” is defined as students in a secondary or post-secondary school between the ages of 14 through the school year in which the student becomes 22, who are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act, or is an individual with a disability for purposes of Section 504 of the Rehabilitation Act.

Responses should describe specific strategies for developing and carrying out all 5 required Pre-ETS activities (as described above) to students with disabilities, as aligned with the WIOA requirements. Pre-ETS may be carried out in individual or group settings through the following strategies:

* One-on-one interactions with students for the provision of job exploration counseling, counseling on opportunities for enrollment in postsecondary programs, workplace readiness training, and instruction in self-advocacy;
* Integration of applicable, evidence-based curriculum in the delivery of Pre-ETS to groups of students with a focus on job exploration counseling, counseling on opportunities for enrollment in postsecondary programs, workplace readiness training, and instruction in self-advocacy. Examples of specific curriculum topics may include the presentation of general local labor market composition and information, administration of vocational interest inventories, instruction regarding self-advocacy and self-determination, or other topics that are general in nature and are not typically customized to an individual student's disability-related or vocational needs. Curriculum utilized must be provided to BRS for approval;
* Student participation in a variety of work-based learning experiences to apply curriculum-based learning and as appropriate, gain work skills. Collaboration with local employers/businesses is necessary to ensure that work-based learning is community based and realistic;
* Incorporation of the [[2]](#footnote-3)LifeCourse framework with existing Pre-ETS curriculum as a strategy to improve outcomes for students with disabilities;
* Integration of Pre-ETS with Career & Technical Education (CTE) programs to increase the participation and successful outcomes of students with disabilities in CTE.
* Other innovative methods of providing Pre-ETS required activities to students with disabilities.

*It is important to note that if a student with a disability requires services that are beyond the limited scope of Pre-ETS, the student would have to apply for and be determined eligible for VR services and develop an individualized plan for employment for the receipt of those services as would be true for any other applicant.*

Responses should also describe the nature and extent of collaborative partnerships with local public agencies, Work One centers, area employment providers, secondary and/or post-secondary educational institutions, Independent Living Centers, community programs, employers or other entities and applicable partners. DDRS feels that collaboration will ensure increased capacity and reduced duplication in the provision of Pre-ETS to students with disabilities across the state. Information on applicable partners should include, at minimum, the following details:

* Identified partners in carrying out Pre-ETS to students with disabilities;
* Geographic area (i.e., counties, school districts), including specific schools that respondent and each collaborative partner will serve;
* Roles and responsibilities of each collaborative partner;
* Strategies for improving collaboration to increase access to Pre-ETS for students with disabilities and minimize duplication of services by multiple organizations;
* Strategies for increasing referrals to VR for students close to exiting high school or those in need of VR services earlier in their high school career; and
* Testimonials from existing partners (e.g., secondary and postsecondary institutions, VR) reviewing your current collaborative services and the state of your collaboration with them.

Contracts for required activities will be funded as fee for service. Fees for provision of Pre-ETS to individual students and students within a group setting have been determined (see Attachment C, Cost Proposal). Additionally, BRS requests a list of preferred counties and schools respondent wishes to serve. The cost proposal should be reflective of these preferred counties and schools. Respondent may opt to provide a secondary list of alternate counties and schools they would consider serving if their preferred list is not awarded in full. While the secondary list is optional, respondents are encouraged to provide this, as it will assist in discussions with respondents in order to finalize service areas. This will help BRS to reduce or eliminate duplication in coverage areas and ensure all 92 counties are adequately served. Please note that if respondents are asked to modify their proposed coverage area, they will have the opportunity to submit a revised cost proposal. **Respondents must complete Attachment C, Cost Proposal.** Pricing on this RFS must be firm and remain open for a period of not less than 180 days from the submission due date.

Responses should briefly describe how proposed strategies assist in meeting the following goals:

* Documented progress and outcomes for participants, including an increase/improvement in demonstrated skills;
* Exploration of a wide range of career options, including certification programs, apprenticeships, trade/technical programs, and other career pathways;
* Exploration and, as applicable, participation in career and technical education opportunities; and
* Development of purposeful transition goals to address student needs.

**Respondents must complete the Technical Proposal and Cost Proposal.**

Pre-ETS activities are currently being carried out through 12 contractors, through BRS staff, and through partnership with other state agencies. It is anticipated that a total of up to approximately $10,000,000 annually will be awarded, and BRS anticipates awarding multiple contracts from this RFS. This figure is only an estimate and is not to be construed as an amount to be offered under this RFS.

## 1.5 **RFS Outline**

The outline of this RFS document is described below:

|  |  |
| --- | --- |
| **Section** | **Description** |
| Section One – General Information and Requested Services | This section provides an overview of the RFS, general timelines for the process, and a summary of the services being solicited by the State via this RFS |
| Section Two – Proposal Preparation Instruction | This section provides instructions on the format and content of the RFS including an Executive Summary, Business Proposal, and Technical Proposal |
| Section Three – Proposal Evaluation Criteria | This section discusses the evaluation criteria to be used to evaluate Respondents’ proposals |
| Attachment A | Sample Contract |
| Attachment B | Indiana Economic Impact Form |
| Attachment C | Cost Proposal |
| Attachment D | Business Proposal |
| Attachment E | Technical Proposal |
| Attachment F | Questions and Answer Template |
| Attachment G | Reference Check Form |
| Attachment H | Pre-Proposal Networking Form |
| Attachment I | Attestation Form |
| Attachment J | Data for Pre-ETS 2023 |

## 1.6 **Pre-Proposal Conferences**

To promote transparency and answer questions, IDOA and DDRS will host a pre-proposal conferences to be held at the date, time, and virtual location, specified in [Section 1.](#_heading=h.23ckvvd)18.

## 1.7 **Question/Inquiry Process**

The State is also accepting written questions and inquiries regarding this RFS. All written questions or inquiries must be submitted by the date and time outlined in Section 1.18. Questions/Inquiries may be submitted in **Attachment F**, Q&A Template, via email to[tdeaton@idoa.in.gov](mailto:tdeaton@idoa.in.gov) and must be received by the time and date indicated in Section 1.18.

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

“**RFS 24-77904 Questions/Inquiries – [*INSERT RESPONDENT NAME*]**”.

Following the written question/inquiry due dates, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents, redacting the name of the entity who submitted the question. The responses will be posted to the IDOA website according to the timetable established in Section 1.18. 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 RFS, or if additional information is necessary for a clearer interpretation of provisions of this RFS prior to the due date for proposals, an Addendum will be posted on the IDOA website. If such Addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

## 1.8 **Due Date for Proposals**

All proposals must be submitted through a two-part process.  Both deadlines must be met for a response to be complete.  Part one, the Submission Form is due as set forth in Section 1.18.  Proposals will be disqualified if the Submission Form is received after the expiration of the first deadline.  Part two, the receipt date for Proposals on Flash Drives, is as set forth in Section 1.18. Proposals will be disqualified if Flash Drives are received after their deadline. The awarded proposal **will be** **posted on the IDOA Award Recommendations website, at**[https://www.in.gov/idoa/procurement/award-recommendations/](https://www.in.gov/idoa/2462.htm" \t "_blank)**.**

The Submission Form is available at <https://www.in.gov/idoa/procurement/current-business-opportunities/>. Complete the form in its entirety. The sourcing number and IDOA Procurement Lead information is available on the title page of this document. The Executive Summary and completed **Attachment I**, Attestation Form are to be attached to the Submission Form.

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

Teresa Deaton-Reese, CPPO – RFS-24-77904

Indiana Department of Administration

Procurement Division

402 West Washington Street, Room W468

Indianapolis, IN 46204

* 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 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 considered; nor will sending it via email or hand delivery be 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 IDOA staff member on the title page of this solicitation. If communication is had with any other staff member, the**Respondent may disqualify themselves from further consideration.**

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

## 1.9 **Modification or Withdrawal of Offers**[[3]](#footnote-4)

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 1.8.

## 1.10 **Proposal Clarifications**

The State may request clarifications, in writing, on proposals submitted. These clarifications could include, but are not limited to, requests for additional information. The State will provide equivalent information to all Respondents which have been chosen for clarifications.

A sample contract is provided in **Attachment A.** Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State may reject any of these requested changes. It is the State’s expectation that any material elements of the contract will be substantially finalized prior to contract award.

## 1.11 **Type and Term of Contract**

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFS.

The term of the contract(s) shall be for a period of two (2) years (October 1, 2024 to September 30, 2026). There may be one (1) two-year renewal for a total of four (4) years at the State’s

## 1.12 **Confidential Information**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq*., and, after the contract award, the entire RFS 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. Respondents claiming a statutory exception to the APRA **must indicate so per Attachment I** which specific provision applies to which specific part of the response.

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](https://www.in.gov/pac/informal/files/18-INF-06.pdf)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also may seek the opinion of the PAC for guidance.

## 1.13 **Taxes**

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

## 1.14 **Procurement Division Registration**

In order to submit a proposal per Section 1.8, 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 2.3.6.
* If registered, a Bidder ID # list is available to complete the Submission Form per Section 2.1.

## 1.15 **Secretary of State Registration**

If awarded the contract, 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](http://www.in.gov/sos)

## 1.16 **Compliance Certification**

Responses to this RFS 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.

## 1.17 **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).

## 1.18 **Summary of Milestones**

The following timeline is only an illustration of the RFS process. Not all the dates below are binding.[[4]](#footnote-5) 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 RFS | 11/9/2023 |
| Pre-Proposal Conference | 12/1/2023 on 12/1/2023 at 11:00 AM ET [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWQ3MWI2MDctZTU3Yi00Njc4LWI0NzUtY2QwODU5YzBhNjky%40thread.v2/0?context=%7b%22Tid%22%3a%222199bfba-a409-4f13-b0c4-18b45933d88d%22%2c%22Oid%22%3a%2274c1d8e3-b1b9-444b-9896-d97001523cc2%22%7d) |
| Deadline to Submit Written Questions and Pre-Proposal Forms | 12/4/2023 |
| Response to Written Questions/RFS Amendments | 12/11/2022 |
| Part 1 Submission Due Date/Time | 1/17/2024 by 3:00 PM ET |
| Part 2 Submission Due Date/Time | 1/22/2024 by 3:00 PM ET |
| Reference Check Forms Due Date/Time | 1/22/2024 by 3:00 PM ET |
| ***The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.*** | |
| Proposal Evaluation | TBD |
| Proposal Discussions/Clarifications (if necessary) | TBD |
| Oral Presentations (if necessary) | TBD |
| RFS Award Recommendation | TBD |
| Anticipated Contract Effective Date | TBD |

## 1.19 **Conflict of Interest**

Any person, firm or entity that assisted with and/or participated in the preparation of this RFS document is prohibited from submitting a proposal to this specific RFS. For the purposes of this RFS, 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 RFS. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFS, a person that assisted with and/or participated in the preparation of this RFS.

## 1.20 **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 RFS:

* 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 proposal 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>.

# **Section Two Proposal Preparation Instructions**

## 2.1 **General**

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. This includes, as discussed herein, templates which must be completed by all Respondents which have been included as Attachments to this RFS. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

* Proposals will be disqualified if received after 1.18 Summary of Milestones, Due Date.
* Each item must be addressed in the Respondent’s proposal.
* The Executive Summary must be in the form of a letter.
* Each item, Executive Summary, and attachments must be separate standalone electronic files. Please do not submit your proposal as one large file.
* A Bidder ID is required. See 1.8 Due Date for Bid Responses.
* 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.
* Confidential Information must also be clearly indicated in Attachment I, Attestation Form and a redacted file provided (See 1.12 Confidential Information).

## 2.2 **Executive Summary**

The Executive Summary must address the following topics except those specifically identified as “optional.” The Executive Summary is to be attached to the Submission Form by the response due date and Eastern time.

### 2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent’s ability to perform the Pre-ETS required activities and in alignment with the State’s expectations outlined in the RFS by the start of the Demonstration.

### 2.2.2 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.7, must sign the Executive Summary. **In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone, and e-mail address, if that contact is different than the individual authorized for signature.**

### 2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via e-mail.

It is the Respondent’s obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this RFS. The Procurement Division will not be held responsible for incorrect vendor, contractor or respondent addresses.

### 2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

### 2.2.5 Mandatory Requirements

The Respondent shall confirm that it meets the Mandatory Requirements set forth in Section 3.2 below.

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### 2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable. (Maximum 1000 words for Optional item 2.2.6)

## 2.3 **Business Proposal**

The Business Proposal must address the following topics except those specifically identified as “optional.” **The Business Proposal Template is Attachment D.** Please provide your responses in this attachment.

Any attempt to manipulate the format of the document that deviates from the current format will put your proposal at risk for disqualification.

* + 1. **General (optional) -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFS.

### 2.3.2 Respondent’s Company Structure

Please include in this section the legal form of the Respondent’s business organization, the state in which it is formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization.

### 2.3.3 Respondent’s Diversity, Equity, and Inclusion Information

With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what is the demographic composition of Respondents’ Executive Staff and Board Members, if applicable.

### 2.3.4 Organization Financial Information

This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include the Respondent’s most recent Single Audit (if applicable) or other 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 RFS. 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 RFS.**

### 2.3.5 Integrity of Organizational Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

### 2.3.6 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment B**. This contract contains mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are substantively required. It is the State’s expectation that the final contract will be substantially similar to the sample contract provided in **Attachment B**.

Please review the contract and indicate per **Attachment I,** your acceptance of mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause in **Attachment C**. If you require additional contract terms, please include them in this section. To reiterate it’s the State’s strong desire to not deviate from the contract provided in the attachment and as such the State may reject all requested changes.

The mandatory contract terms are as follows:

* Authority to Bind Contractor
* Compliance with Laws
* Drug-Free Workplace Certification
* Employment Eligibility Verification (E-Verify)
* Funding Cancellation
* Governing Law
* Indemnification
* Information Technology Enterprise Architecture Requirements
* Nondiscrimination Clause
* Penalties/Interest/Attorney’s Fees
* Termination for Convenience
* Non-Collusion and Acceptance

The substantively required terms are as follows:

* Duties of Contractor, Consideration, and Term of Contract
* Ownership of Documents and Materials
* Payments

This RFS and all portions of the Respondent’s response will be incorporated as part of the final contract.

**2.3.7References** - Reference information is captured on **Attachment G** Respondent should complete the reference information portion of the **Attachment G** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment G** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive THREE (3) **Attachment Gs** from clients 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. **Attachment G** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment G** should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

### 2.3.8 Registration to do Business

Secretary of State

Respondents providing the services required by this RFS must be registered to do business within the State by the Indiana Secretary of State. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State at [www.in.gov/sos](http://www.in.gov/sos). The Respondent must indicate the status of registration, in the Executive Summary.

Department of Administration, Procurement Division

To complete the on-line Bidder registration, go to the Bidder Profile Registration website at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>. The Bidder registration offers email notification of upcoming RFS opportunities, corresponding to the Bidder’s area(s) of interest, selected during the registration process. Respondents need to be registered to submit a proposal.  Completion of the Bidder registration will result in your name being added to the Bidder’s Database, for email notification.  The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division’s Bidder Database.

### 2.3.9 Authorizing Document

Respondent personnel signing the Executive Summary of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of organization bylaws or an organizational resolution adopted by the board of directors indicating this authority will fulfill this requirement.

**2.3.10General Information** - Each Respondent must enter your company’s general information including contact information.

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.
  2. What is your company’s technology and process for securing any State information that is maintained within your company?

**2.3.11 Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

**2.3.12 Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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## 2.4 **Technical Proposal**

A Respondent’s Technical Proposal must be prepared using the following attachments:

* **Technical Proposal Template Attachment E**

The Technical Proposal must be prepared using the **Attachments E.** Every point made in the template must be addressed in the order given and in the spaces designated for responses. Where appropriate or requested, supporting documentation may also be included provided it is referenced in the response template. However, when this is done, the response area in the Template must contain a meaningful summary of the referenced material. **The referenced document must be included as an appendix to the template 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.

Any attempt to manipulate the format of the templates that deviates from the current format will put your proposal at risk of disqualification.

# **Section Three Proposal Evaluation**

## 3.1 **Proposal Evaluation Procedure**

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFS requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

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

3.1.1 Each proposal will be evaluated for adherence to mandatory requirements, per Section 3.2, Step 1, on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration. Further any proposals not meeting the Mandatory Requirements listed in Section 3.2, Step 1 and noted in **Attachment I** will be disqualified.

3.1.2 Each proposal will be evaluated based on the categories included in Section 3.2. A point score has been established for each category.

3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State may be selected by IDOA and FSSA for further action, such as contract negotiations. If, however, IDOA and FSSA decide that 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 consummate a contract with the Respondent, the State may begin contract preparation with another Respondent or determine that no such alternate proposal exists.

## 3.2 **Evaluation Criteria**

Proposals will be evaluated based upon the proven ability of the Respondent to provide Pre-ETS required activities Specifically, the State will consider the following goals/priorities when evaluating Proposals:

Proposals will be scored with a maximum of 100 points. This includes the evaluation of the Technical Proposal and Business Proposal.

If any one or more of the criteria on which the responses to this RFS will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded, and the responses will be evaluated and scored without considering such criterion or criteria.

**Summary of Evaluation Criteria:**

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality (Business and Technical Proposal) | **100 available points** |
| **Total** | **100** |

All Proposals will be evaluated using the following approach.

**Step 1**

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. The Mandatory Requirements are:

1. Respondent must have submitted an Executive Summary, **Attachment B**  Business proposal, **Attachment C,** Technical Proposal Template
2. Respondent must have submitted an **Attachment E** Attestation Form, complete with all requested supporting documents.

Any proposals not meeting the Mandatory Requirements will be disqualified.

**Step 2**

The proposals that fulfill the Step 1 Mandatory Requirements will then be scored based on Criteria 2. All proposals will be ranked based on their score. This ranking may be used to create a “short list”. Any proposal not making the “short list” will not be further evaluated.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, and/or demonstrations focused on proposal elements. Step 2 may include additional “short lists” at the State’s sole discretion.

**Step 3**

The short-listed proposals will then be evaluated based on the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions which lead to changes in either the technical proposal or business proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

### 3.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality

**The following category cannot exceed 100 points.**

### 3.2.2 Management Assessment/Quality

100 available points

### 

The Commissioner of IDOA or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

1. 34 CFR 361.28 <https://www.ecfr.gov/cgi-bin/text-idx?SID=54bf36ae92252be81cf9d643fcb46159&mc=true&node=pt34.2.361&rgn=div5#se34.2.361_128> [↑](#footnote-ref-2)
2. <https://www.lifecoursetools.com/> [↑](#footnote-ref-3)
3. Please note if the State elects to cancel the RFS, all submitted responses would remain confidential, until the replacement RFS is concluded, and an Award Recommendation made. [↑](#footnote-ref-4)
4. . [↑](#footnote-ref-5)