



STATE OF INDIANA

Purchase Order Negotiated Bid 385-25-78964

INDIANA DEPARTMENT OF ADMINISTRATION

**On Behalf Of
Department of Homeland Security (DHS)**

**Solicitation For:
EMS Simlab Trailer**

**Submission Due Date and Time:
April 3, 2024 @ 3:00 PM EST**

Arthur L. Sample IV, Procurement Specialist
ASample@idoa.in.gov
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W468
Indianapolis, Indiana 46204

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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 the Department of Homeland Security (DHS), requires EMS Simlab Trailer for the Department of Homeland Security (DHS). It is the intent of IDOA to solicit responses to this solicitation 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, at

<https://www.in.gov/idoa/procurement/current-business-opportunities/> for downloading. Neither this solicitation 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 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
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: 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
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 EMS Simlab Trailer. It is the intent of Department of Homeland Security (DHS) to contract with a respondent that provides quality EMS Simlab Trailer for Department of Homeland Security (DHS).

1.4 Summary Scope of Work

This bid is to create a simulation trailer that is comparable to the box compartment of an ambulance. The specifications are listed below along with pictures that demonstrate what the current simulation laboratory (an actual ambulance) is designed like to keep comparable.

The bid is to produce a single "simulation laboratory" trailer that is designed like an ambulance patient compartment. The interior will be divided into two primary compartments: a control area for observation and then the simulated patient compartment or "training area". The training area must create a professional environment that mirrors

the back patient compartment of an ambulance. The simulated appearance includes finished floor, a middle cot area (although modified so the cot is mounted permanently to a container base that stores mannequins) and then side bench seats, counter space and wall mounted cabinets. Consistency to with the layout of the current ambulance simulation vehicle (see included pictures) will be a determinant in reviewing the bid proposals. Bidders may request to inspect or additional photos of the current simulation laboratory if that assistance is beneficial.

The bid shall include illustrations of the inside and outside of the simulation trailer with dimensions noted including location of all electrical and lighting features.

The bid shall include a cost break-down with the final cost of the entire project. The bid should be inclusive in that it addresses the specifications included in the bid package. Should a vendor wish to bid but cannot meet any of the specifications or modify from the specification, then the vendor should note that in the bid. Any specifications which are significantly modified or cannot be met will be a factor in bid review.

The bid shall include a timeline for production and shall not exceed 12 months for delivery of the finished trailer. Delivery and training requirements for staff is listed in the specifications.

Trailer Specifications:

- steel or aluminum construction
- Length 24'
- Width 8.5'
- Height 7.5'

- FRAME
 - AXLES, 7000# TORSION, EZ LUBE,
 - Eclectic brakes on all wheels
 - T235/85R16/LRG RADIAL TIRE
 - 16" O/C FLOOR CROSSMEMBERS
 - 16" O/C ROOF CROSSMEMBERS - 1" x 3" min.
 - 16" O/C WALL SUPPORTS
 - Electric jack with capacity to support loaded trailer weight.
 - 7-WAY RV plug
 - ALL TUBE CONSTRUCTION
 - COUPLER - 2-5/16"
 - FLOOR DESIGN – FLAT
 - FRONT DESIGN – FLAT
 - FULL PERIMETER ALUMINUM FRAME
 - SPREAD AXLE DESIGN WITH FENDERETTES

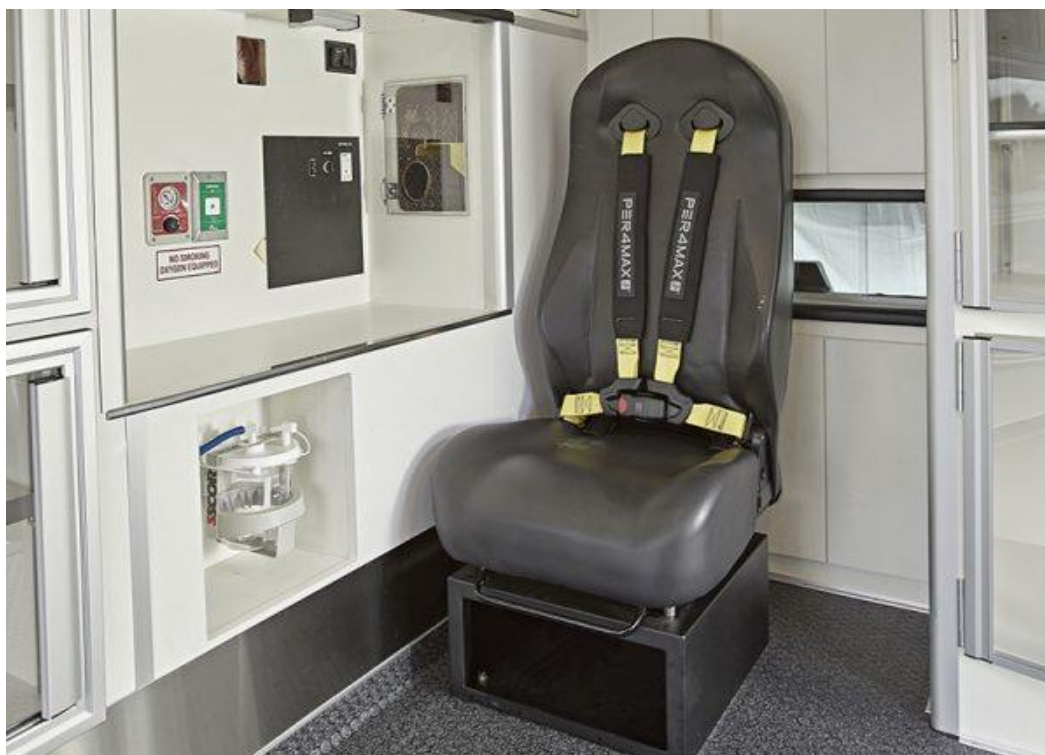
- INTERIOR
 - 3/8" PLYWOOD WALLS
 - FLOORING - ADVANTECH - 3/4"
 - OPEN STUD CEILING

- SMOOTH ALUM. RADIUS WHEEL BOXES
- Isolated Ceiling and Walls
- EXTERIOR
 - Min. .030 ALUMINUM sheeting
 - 24" ATP STONEGUARD WITH J-RAIL
 - 3" LOWER RUB RAIL TRIM
 - 3" UPPER RUB RAIL TRIM
 - Royal Blue or similar exterior color
 - Heavy DOUBLE REAR CARGO DOORS
 - 2 - 32" Side Door - FLUSH LOCK LATCH (Curb Side)
 - 1 for training area
 - 1 for storage and control room
 - All LED Exterior lighting
 - ONE PIECE ALUMINUM ROOF
 - LED lighting above all doors
- Additional Options:
 - 1 FOUR POST AUTOMATIC HYDRAULIC LEVELING SYSTEM
 - INCLUDES 12V BATTERY (OPTIMA YELLOW TOP) & BATTERY BOX (WIRED)
 - INCLUDES MANUAL OVERRIDE
 - SPARE ST235/85R16/LRG ON GRAY WHEEL (7K AXLES)
 - 1 48" x 36" TOP HINGED GENERATOR DOOR Vented
 - 2 ALUMINUM SLIDE-IN/OUT STEP - 36" WIDE (each entry door)
 - Battery charging system.
 - 1 dual head mini split AC unit
 - Head in control room
 - Head in training area
 - 1 Diesel generator to power trailer
 - Onboard fuel tank w. gauge and controls in storage room
 - shoreline connections w. transfer switch
 - 25' main cord
 - 25' extension cord
 - 30amp connections preferred (50amp would be accepted)
 - wall separating control room and training area.
 - 24x36 viewing window (mirrored tent with clear to control room)
 - Camera system in training compartment
 - With microphones
 - viewing in control room
 - HDMI connections outside for portable TV
 - 120v outlet for tv near HDMI
 - 48" tv and stand to be included
 - Control area
 - shelving with netting
 - workstation for operator

- bench seat
 - 3 120v outlets
 - Cardiac monitor mount and charger installed on shelving.
- Back up camera system on trailer
 - Back up camera to have portable wireless monitor.
- Graphics to be installed by awarded vendor.
 - Logos to provided.
 - IDHS shall proof and approve final layout.
- Delivery to Indianapolis
- 2 days of training/overview for IDHS staff 1 offering each day
- Cradlepoint modem with external antenna
 - Verizon service
 - 3 Ethernet ports
 - 1 outside near HDMI and tv
 - 1 in training area at countertop.
 - 1 in control area at work desk
- Training area to simulate ambulance (see pictures)
 - Floor height similar to actual ambulance ride height
 - Rear doors similar to actual ambulance doors
 - Allowing for trailer doors to close for travel.
 - Vinyl non-slip flooring
 - Simulated cot bed with storage under cot.
 - Cot frame to be provided by IDHS to awarded vendor to be mounted to the box underlay that allow storage.
 - The cot frame should have a hinged lid that opens to allow the storage underneath (similar to a “coffin” for a mannequin storage).
 - Shelving and compartment storages consistent with those pictured.
 - 2 bench seats
 - Under seat storage
 - 1 airway seat
 - Countertop on right side near airway seat
 - Mount for cardiac monitor shall be mounted and wired.
 - 5' center grab handle
 - IV hooks in ceiling
 - Onboard Simulated O2 system
 - Should be powered with compressed air.
 - Compressor should be small pancake style with 110v power.
 - On/Off switch at switch panel in training compartment
 - Adjustable regulator at compressor
 - Discharge and 0 – 15lpm flow meter at Airway seat
 - Discharge and 0 – 15lpm flow meter Centered overhead
 - 3 - 120v outlets
 - Ceiling lights 12V and 120V
 - Control panel to right of airway seat
 - Lights
 - Heat/air
 - Ventilation fan

- Warranty
 - 5-year trailer and workmanship
 - 2-year electronics





These figures are only an estimate and are not to be construed as an amount to be offered under this Negotiated Bid. **However, when the Indiana Economic Impact Form (Attachment C) please use the total bid amount from the Bid Cost (Attachment D).**

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	M/WBE Subcontractor Form

Attachment A1	IVOSB Participation Plan Form
Attachment B	PO Terms and Conditions
Attachment C	Indiana Economic Impact (IEI) Form
Attachment D	Bid Cost
Attachment E	Q&A Template
Attachment F	Attestation Form
Attachment G	Claiming Purchasing Preference Form
Exhibit A	Trailer Specification

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 385-25-78964 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

All proposals must be received through the Supplier Portal at the link below by the Procurement Division no later than the date and time outlined in 1.22 Summary of

Milestones. The proposal will be considered the official response in evaluating responses for scoring and protest resolution and may be posted on the IDOA website, <https://www.in.gov/idoa/procurement/award-recommendations/> if recommended for selection. The proposal must follow the format indicated in Section Two 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.

Multi-Factor Authentication:

<https://www.in.gov/iot/customer-service/myshareingov/multi-factor-authentication/>

Supplier Portal:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

Instructions on how to submit an electronic bid:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/manage-my-bidder-profile/subsubmitting-a-bid/>

Important notes:

Remember that you cannot update the primary contact's email address and use it to sign into the Supplier Portal on the same day.

No more than one proposal per Respondent may be submitted.

Responses may no longer be sent in on flash drives.

The State encourages Respondents to break down their proposals into small file sizes and use compressed zip files, where possible. Uploading large files may lengthen the time to successfully submit your proposal. Checking file sizes of the proposal documents by viewing file properties is also recommended to reduce risks when uploading files.

A bidder ID and password are required to submit a response. For more information on that process, visit: <https://www.in.gov/idoa/wbt/SupplierPortal/index.html>. Bidder ID and password issues are handled by submitting a request for assistance to the State of Indiana Office of Technology and are handled in the order in which they are received. IDOA is not able to assist with these types of issues and they are not justification to miss the submission deadline.

The State strongly encourages Respondents to allow plenty of time when electronically submitting their proposals. Waiting until the last day is not recommended. The Supplier Portal allows documents to be edited until the proposal due date. Therefore, documents could be loaded over several days. The Supplier Portal will not accept proposals once the proposal due date and time has expired, even if a Respondent has already begun uploading bid documents.

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

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.

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 Two 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 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.

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 Commitment¹

It has been determined that there is a reasonable expectation of minority, woman, and Indiana veteran business enterprises subcontracting opportunities on an award under this solicitation. Therefore, a contract goal of 8% for Minority Business Enterprises, 11% for Woman Business Enterprises, and 3% for Indiana Veteran Owned Small Businesses have been established.

Failure to address these subcontracting opportunities will not impact the evaluation of your bid response. Evaluation points are not associated with Minority Enterprises, Women Enterprises and Indiana Veteran Owned Small Businesses.

1.19 Minority & Women's Business Enterprises Subcontractor Commitment (MWBE)

Removed at the request of the agency.

1.20 Indiana Veteran Owned Small Business Subcontractor Commitment (IVOSB)

Removed at the request of the agency.

¹ Points do not apply in a Negotiated Bid

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.² 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	February 21, 2024
Deadline to Submit Written Questions	March 6, 2024 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	March 20, 2024
Submission Due Date/Time	April 3, 2024 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	TBD

1.23 Evidence of Financial Responsibility (25 IAC 1.1-1-5)

Removed at the request of the agency.

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

² [1] Submission dates for Proposals, and Reference Check Forms to State ARE binding and not subject to change .

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

The State requires all bids to be submitted based on F.O.B. destination. Refusal to do so may lead to disqualification.

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

Patents: The Contractor agrees to defend, at its own expense, the State of Indiana and the Using Agency and to hold it harmless with respect to any claims that the equipment furnished by the Contractor under this agreement infringes or allegedly infringes any patents of the United States and with respect to any and all suits, controversies, demands, and liabilities arising out of such claim; provided that the foregoing shall not apply to infringement resulting from Contractor's use of a patented invention required to comply with the written instructions of the State, if such patented invention is not normally utilized by the Contractor, and provided that the State:

- A. Gives the Contractor a prompt written notice of any claim; and
- B. Allows the Contractor to control and fully cooperates with the Contractor in the defense and all related settlement negotiations.

Obligation: Contractor's obligation under the Patents Section is further conditioned on the State's agreement that if the operation of the equipment becomes or, in the Contractor's opinion, is likely to become the subject of such a claim, the State will permit Contractor, at its option and expense, either to procure the right for the State to continue using the equipment or to replace or modify it so that it becomes non-infringing. However, if neither of the foregoing alternatives is reasonably available, the State will return the equipment upon written request by the Contractor. The Contractor agrees to grant the State credit for returned equipment as depreciated. The depreciation shall be an equal amount per year over the life of the equipment established by mutual agreement of the State of Indiana and the Contractor.

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. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Proposals will be disqualified if received after 1.22 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 a required. See 1.7 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 F, Attestation Form and a redacted file provided (See 1.13 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 supply the requested products and/or services that meet the requirements defined in Section One of this solicitation.

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, 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 State of any changes in any address that may have occurred since the origination of this solicitation. The State 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 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.2.6 PO Terms and Conditions

A sample PO Terms and Conditions that the State expects to execute with the successful Respondent(s) is provided in **Attachment B**. These are mandatory terms and are non-negotiable.

This solicitation and all portions of the Respondent's response will be incorporated as part of the final award.

2.2.7 Registration to do Business

Secretary of State

Respondents providing the products and/or services required by this solicitation must be registered to do business within the State by the Indiana Secretary of State. This process must be concluded prior to 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. 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 solicitation 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.

2.2.8 Authorizing 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 Executive Summary, 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 in the Executive Summary.

2.2.9 Diversity Subcontractor Agreements

- a. Per Section 1.19, Minority & Women's Business Enterprises (MBE/WBE), and 1.20 Indiana Veteran Owned Small Business Subcontractor (IVOSB), explain process followed to engage with potential MBE, WBE and IVOSB owned, Indiana certified businesses listed on Division of Supplier Diversity site. List the businesses invited to discuss the opportunity for potential partnership.
- b. If not proposing each MBE, WBE or IVOSB subcontractor partnership, explain the rationale for declining to do so. Complete this for each category not proposed.

2.2.10 Evidence of Financial Responsibility

Removed at the request of the agency.

2.2.11 General Information

Each Respondent must enter your company's general information including contact information.

- a. 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.
- b. What is your company's technology and process for securing any State information that is maintained within your company?

2.2.12 Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or other governmental bodies.

2.2.13 Experience Serving Similar Clients

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

2.2.14 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. Please demonstrate how your company will meet this requirement of accepting payment by credit card as the only form of payment if the State chooses to implement this policy.

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 extended, and the total price of the bid must be shown. Unit prices are to be bid based on the unit specified. If there is an error between the unit price and total price, the unit price shall prevail. ***Awarded Prices: Prices listed for each item are firm and cannot be changed.***

2.4 Attestation Form

The Attestation Form is **Attachment F**. This is the formal declaration of responses to the following as well as to the additional areas cited within **Attachment F** as it relates to this solicitation. **Attachment F**, Attestation Form is to be attached to the Submission Form due on the Submission Form due date and Eastern time.

2.4.1 Indiana Economic Impact

All companies desiring to do business with State Agencies must complete an "Indiana Economic Impact" form (**Attachment C**). This is not a separate evaluation item as set forth in Section 3.2 but still a required form. The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the State. The amount entered in Line 16 "Total amount of this proposal, bid, or current award" should match the amount entered in **Attachment D**.

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

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.

Respondent must clearly indicate whether they intend to claim in **Attachment F**.

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

Buy Indiana must be affirmatively claimed in the Attestation Form, **Attachment F**.

2.4.3 Indiana Preferences

Removed at the request of the agency.

2.4.4 Subcontractors

Removed at the request of the agency.

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. Further, any proposals not meeting the Mandatory Requirements listed in Section 3.2 and Step 1 and noted in **Attachment F** may be disqualified.
- 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 "unit price" for each line item in **Attachment D**. However, the State

reserves the right to award based on the “Total Annual Estimated Cost” calculated in **Attachment D**, if it is determined that a single vendor would offer the best means of serving the State.

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

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the solicitation in a cost-effective manner. 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:

- Executive Summary
- **Attachment C** Indiana Economic Impact Form, completed
- **Attachment D** Bid Cost
- **Attachment F** Attestation Form

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.