



STATE OF INDIANA

Request for Information 25-82749

Indiana Department of Administration

**On Behalf of the
Indiana Utility Regulatory Commission**

**Request for Information For:
Performing Pipeline Damage Prevention Training as ordered by the IURC**

Response Due Date and Time:

March 10, 2025 at 3:00 PM ET

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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 Indiana Utility Regulatory Commission, requires information with regard to conducting damage prevention training of excavators after a violation of the Indiana 811 law, IC 8-1-26.

1.2 Definitions and Abbreviations

Following are explanations of terms and abbreviations appearing throughout this RFI. 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.

IC	Indiana Code
Installation	The delivery and physical setup of products or services.
Prime Contractor	Refers to the entity responding to the solicitation.
Products	Tangible goods or manufactured items as specified in this solicitation
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 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

1.3 Purpose of the Request for Information (RFI)

The purpose of this RFI is to gather feedback and information for conducting damage prevention training of excavators due to violations of the Indiana 811 law, IC 8-1-26. Responses to this RFI will provide important input for the State's implementation of excavator training when training is a recommended penalty by the Underground Plant Protection Advisory Committee and approved by the Indiana Utility Regulatory Commission. The feedback and information gained from this RFI may be used in the development of a future competitive solicitation process, leading to the designation of a provider(s) best suited to meet the State's needs. The State may elect to limit participation in any future competitive solicitation to vendors that respond to this RFI.

1.4 Background

The goal of this RFI is to obtain information on what training options are available for training excavators who violate the Indiana 811 law, Indiana Code chapter 8-1-26.

IURC is requesting information to formalize the scope of work for a potential RFP by allowing the public to apprise the IURC on possibilities that should be considered as part of the scope of work.

Current Training Program

The current trainer contracts with the IURC to conduct training sessions in the State of Indiana for excavators who have been found to have violated the Indiana 811 law, and subsequently, where the Underground Plant Protection Advisory Committee (UPPAC) has made a penalty recommendation that includes training (and where the IURC has issued a corresponding order approving the finding of violation and the penalty recommendation). The trainer's contract with the IURC is non-exclusive. Approximately 50 trainings per month are performed. Training sessions are currently at one-and-a-half (1.5) hours to two-and-a-half (2.5) hours in duration but could be made longer if materials or rules change. The current trainer presents an IURC owned 50+ slide presentation that illustrates the 811 locate request process, damage prevention measures, and protocols once damages occur. The trainer administers a pass/fail test at the end of the training.

The current vendor provides training progress reports to the IURC no less frequently than bi-weekly. For those excavators that have paid the training fee and passed the test, the progress reports detail the case number, the name of the trainee company, the date the training was completed, the number of attendees from the company that trained, whether the trainee company attended the training in-person or virtually, and the name of the instructor who performed the training.

The current trainer charges \$700 per training for up to 5 individuals from one company. For each individual attending over 5 from that one company, the charge increases by \$100 up to the maximum cap of \$1500 for an unlimited number of attendees from that company. The current trainer collects and retains all proceeds from the trainings. Trainings may be held in person at a venue procured by the trainer or virtually through software procured by the vendor.

The trainer is responsible for securing and, if necessary, paying for facilities in which to hold the training sessions. The trainer is responsible for obtaining audio visual equipment sufficient to project a PowerPoint presentation during trainings, if necessary. The trainer is not reimbursed for travel, including but not limited to mileage, per diem, and the trainer's meals.

1.5 Goals

The Indiana Utility Regulatory Commission seeks to continue and possibly expand their training program for excavators when those excavators violate the Indiana 811 law. The Indiana 811 law is found at Indiana Code chapter 8-1-26 and 170 Indiana Administrative Code 5-5, which generally requires an excavator to notify Indiana 811 of excavation activity at least two full working days before performing the excavation activity so the utility facility owner can mark its underground facilities. The training program should be cost effective and provide expert level training relevant to avoiding damage to underground utility structures. Ultimately the training program should lead to a reduction in damages to utility facilities.

1.6 RFI Outline

Attachment	Description
Attachment A	Response Template
Attachment B	Q&A Template

Respondents should submit responses to the RFI, utilizing **Attachment A**, describing how they will meet the specific requirements of this RFI, and the deliverables included within. All narrative responses must be provided to the State in Microsoft Word format. Respondents must structure their responses according to the sections outlined below to facilitate the State's review of the responses. **THE TOTAL RESPONSE SHOULD NOT BE MORE THAN TWENTY PAGES IN LENGTH.**

If you would like to provide response/feedback to this RFI for a potential solicitation for IURC, you must provide your response to State as shown in the RFI Timeline and Response Submission section below.

1.7 Summary of Milestones

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

Key Dates

Activity	Date
Issuance of RFI	February 3, 2025
Deadline to Submit Written Questions (3:00 PM Eastern Time)	February 12, 2025
Response to Written Questions/RFI Amendments	February 19, 2025
Due Date for Submissions (3:00 PM Eastern Time)	March 10, 2025
Demonstrations/Oral Presentations (if requested)	March 17, 2025

1.8 Question/Inquiry Process

All questions/inquiries regarding this RFI must be submitted by the date and time outlined in Section 1.7. Questions/Inquiries may be submitted in **Attachment B**, Q&A Template, via email to Liosborne@idoa.IN.gov no later than 3 pm ET on the date listed in section 1.7.

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

“RFI 25-82749 Questions/Inquiries – [INSERT COMPANY NAME]”

Following the question/inquiry due date, Procurement Division 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 1.5. 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 RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, 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 submissions to accommodate such additional information requirements, if required

1.9 RFI Clarifications and Discussions

The State may request written responses from and/or remote meetings with Respondents of this RFI. These could include but are not limited to, requests for additional information or clarification on the information provided. Invitations may be extended to Respondents of this RFI subsequent to the receipt of responses, including but not limited to demonstrations of proposed solutions.

1.10 Confidential Information

Subject to State law, all information submitted in Respondents’ responses to this RFI 23-XXX are deemed deliberative. If a competitive solicitation results from this RFI, the information contained in the RFI response will be deemed a public record once the resulting solicitation has been awarded and the protest period has ended.

However, proprietary information may be kept confidential if requested and marked clearly in your response submission as “CONFIDENTIAL MATERIAL.” It is the responsibility of the Respondent to ensure that all confidential information is easily identifiable as confidential.

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 Procurement Division will not consider the submission confidential. The State also may seek the opinion of the PAC for guidance at the States discretion.

1.11 Due Date for Submissions

Respondents interested in providing information to IDOA should submit responses via email to Liosborne@idoa.in.gov. All responses must be received no later than March 10, 2025 3PM Eastern Time. The subject line of the email submission must clearly state the following:

“RESPONSE TO REQUEST FOR INFORMATION 25-82749 REGARDING THE IURC'S PIPELINE DAMAGE PREVENTION TRAINING”

Any information received after the due date and time may not be considered.

No more than one RFI response per Respondent may be submitted.

Templates outlined in this document should be returned in their native file format.

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

Section Two

Response Preparation Instructions

2.1 Respondent Requirements

In order to respond to this RFI, the respondent must have knowledge and/or experience regarding the questions being asked by the Indiana Utility Regulatory Commission.

2.2 Response Instructions

Responses should follow the outline provided below. Responses must be kept to a limit of twenty pages. Any attachments, appendices, graphics, or timelines not contained in the main body of the document will count towards this page limit.

A. General Information

1. Please provide the following information about your organization:
 - a. Legal Name of Organization
 - b. Contact Name/Title
 - c. Contact E-mail Address
 - d. Organization Web Site
 - e. Years of Experience Providing Similar Services/Systems

B. Experience

1. Please describe any current or past solutions your organization has designed, implemented, and/or operated that are relevant or similar in nature to the requirements outlined in this RFI, especially in a government environment. Provide specific examples where possible and how much of the solutions were custom vs. out of the box.

C. Proposed Solution Overview

Please describe your organization's proposed answers based upon the questions described in this RFI. Respondents should submit an explanation, including associated materials as part of their explanation, of how they would administer pipeline damage prevention training to excavators, ensure participation, and reduce further violations by excavators. Respondents should consider and may respond to the following inquiries but can present further options in addition to those listed here. Please outline the following (referencing experience where applicable):

1. What does the respondent propose for the location of the training? Does the respondent propose virtual training with a remote instructor, in-person training, or both? If in-person training is proposed, what venue does the respondent propose? Would the trainer be willing to host throughout the state, or would they only have one venue in mind? What would be the method or software program used to hold virtual training? Would the respondent travel to the location of the excavator within the State of Indiana? If the respondent proposes virtual training, what would the respondent propose as a method of verifying engagement and participation by remote attendees? If the respondent would make in-person and virtual training available, how would the respondent determine which type of training the excavator would attend?
2. What does the respondent propose for the availability of training? Would the training be conducted during the workday only or be inclusive of nights and weekends?

3. What individuals would perform the training? What are the individuals' qualifications, knowledge or experience with the Indiana 811 laws, locating practices, and excavation practices?
4. What do respondents propose for the process of collecting payment for trainings? Would respondent accept multiple payment forms? Would the respondent propose receiving direct payment from the trainee, a per training fee paid by the IURC, or an hourly fee?
5. What would respondents propose for the cost of the training? Would there be a sliding scale and if so, what would the scale be based on?
6. Do respondents have a proposal for the content of the training? Would the respondent propose using the IURC provided slides, or would the respondent develop training content? Does the respondent propose different types or levels of training and if so, explain the different types or levels of training and what entities those differing types or levels of training would apply to. Note: training content will need IURC staff approval before use.
7. What level of UPPAC meeting attendance should be expected from the respondents? Would respondents attend other meetings at the request of the IURC?
8. What, if any, contingencies would respondents put in place to cover if the proposed instructor is unable to continue training?
9. What would respondents propose for proactively communicating with excavators to remind them of the deadline to complete training and how to schedule the training?
10. Other Potential Options
 - a. Describe any other potential options you propose.

D. Staffing Structure

1. Please outline the key staff positions, number of staff, and proposed education levels that would be required to provide your proposed answers for the Indiana Utility Regulatory Commission.