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**STATE OF INDIANA**

**Request for Proposal 25-82958**

**Addendum #1**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**All State Agencies**

**Solicitation For:**

**American Sign Language (ASL) Interpretation Services**

**Submission Due Date and Time:**

**March 31, 2025 - 3:00 PM ET**

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Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

**Summary of Changes**

Deletions are indicated via strikethrough and additions have been made in red font in the corresponding documents.

1. **RFP 25-82958 Boilerplate:**
   1. Section 1.5 - Solicitation Outline

|  |  |
| --- | --- |
| **Section** | **Description** |
| Attachment G | Round One Q&A Template |
| Attachment G1 | Round Two Q&A Template |

* 1. Section 1.7 - Question/Inquiry Process

The State will provide Respondents with the opportunity to issue two rounds of questions as part of this solicitation. All questions/inquiries regarding this solicitation must be submitted by the dates and times outlined in Section 1.24. Questions/Inquiries may be submitted in **Attachments G and G1**, Q&A Template, via email to rfp@idoa.IN.gov and must be received by the time and date indicated in Section 1.24.

* 1. Section 1.24 - Summary of Milestones

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Response to Round One Written Questions | February ~~24~~17, 2025 |
| Deadline to Submit Round Two Written Questions | February 24, 2025 by 3:00 PM ET |
| Response to Round Two Written Questions | March 3, 2025 |

* 1. Section 2.3.3 - Respondent’s Diversity, Equity, and Inclusion information.

Removed this section pursuant to Executive Order 25-14. ~~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 compositions of Respondents’ Executive Staff and Board Members, if applicable.~~

* 1. Section 2.3.15 - Payment.

Removed at the request of the agency. ~~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.~~

* 1. Section 2.3.16 - Extending Pricing to Other Governmental Bodies.

The Respondent must ~~indicate~~ confirm within its Executive Summary that it agrees to extend the prices of awarded products and/or services to other governmental bodies. The Respondent should note the following:

* Other Governmental Bodies are defined as 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:
  + The judicial branch
  + The legislative branch
  + 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)
  + A State educational institution
* The State DOES NOT accept any responsibility for purchase orders issued by other governmental bodies.
* All other governmental bodies must be willing to accept items as described in the specifications without any changes once the solicitation is awarded.
  1. Section 2.5 - Cost Proposal

Cost proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the solicitation in a cost-effective manner. For the Summary tab, the total bid amount will be auto populated. For the ASL Services tab, provide the hourly rate information for item numbers A1-A5 and B1-B2. For Value-Added Offerings, the State encourages Respondents to ~~provide the annual cost for any~~ propose~~d~~ value-added offerings such as discounts or services provided at no cost.

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

The Respondent should provide a brief narrative (not longer than two pages) in support of each Cost Proposal item. The narrative should be focused on clarifying how the proposed prices correspond directly to the Respondent's Technical Proposal. For example, evaluators will expect detailed explanation of Value Added Offerings ~~Maintenance and Support~~ to correspond to Value Added Offering ~~Maintenance and Support~~ items if described in the Technical Proposal. Please compose and return this document in a PDF format, labeled as “Cost Proposal Narrative”.

1. **RFP 25-82958 Attachment D - Cost Proposal:**
   1. Tab II. ASL Services

Note: The State will not accept any additional fees not stated in the Cost Proposal. Hourly rates must be inclusive of all fees and services associated with an item.

* 1. Tab III. Logistical Costs. (Removed).

|  |  |  |  |
| --- | --- | --- | --- |
| **~~Item~~** | **~~Item Description~~** | **~~Additional Item Detail, If Available~~** | **~~Four Year Contract Cost~~** |
| ~~C1~~ | ~~Customer Service~~ | ~~Tools that are capable of managing real-time appointment scheduling, modifications, and customer inquiries, toll-free technical support help desk.~~ | **~~$~~** |

* 1. Tab IV. Value Added Offerings (renamed to “Tab III. Value Added Offerings”). Table 1.

|  |  |  |
| --- | --- | --- |
| 1. Please describe any value added offerings which could result in higher value or savings to the State ~~IDOA~~. These offerings should provide measurable benefits, such as increased efficiency, improved service delivery, or cost reductions (such as discounts or services provided at no cost), without proposing additional charges beyond those outlined in the ASL Services Tab.~~Provide pricing methodology details and rationale for value and savings to IDOA and separately distinguish alternative pricing models for different interpretation and translation services. Include details for how the value added offering(s) will support IDOA's goal for pricing and invoicing transparency.~~ | | |
| **Value Added Offering or Savings Offering** | **Offering Description** | |
| **~~Item~~** | **~~Item Description~~** | **~~Annual Cost~~** |
|  |  |  |
| **~~Total~~** | | **~~$~~** |

* 1. Tab IV. Value Added Offerings (renamed to “Tab III. Value Added Offerings”). Table 2 (Removed).

|  |  |  |
| --- | --- | --- |
| ~~2. Please provide pricing methodology for any emerging technologies and trends in the interpretation and translation space described in response to question 2.7.1 of the Technical Proposal response.~~ | | |
| **~~Item~~** | **~~Item Description~~** | **~~Annual Cost~~** |
|  |  |  |
| **~~Total~~** | | **~~$~~** |

* 1. Tab IV. Value Added Offerings (renamed to “Tab III. Value Added Offerings”). Table 3 (Removed).

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| --- | --- | --- |
| ~~3. Please provide pricing methodology for any additional interpreter certifications or credentials as described in your response to question 1.1.3 of the Technical Proposal response.~~ | | |
| **~~Item~~** | **~~Item Description~~** | **~~Annual Cost~~** |
|  |  |  |
| **~~Total~~** | | **~~$~~** |

1. **RFP 25-82958 Attachment E - Business Proposal:** 
   1. Section 2.3.3 Respondent’s Diversity, Equity, and Inclusion Information.

**2.3.3 Respondent’s Diversity, Equity, and Inclusion Information** – Removed this section pursuant to Executive Order 25-14.~~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 are the demographic compositions of Respondents’ Executive Staff and Board Members, if applicable?~~

* 1. Section 2.3.11 - Evidence of Financial Responsibility

**2.3.11 Evidence of Financial Responsibility** – Removed at the request of the agency. ~~This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 of RFP for details.~~

* 1. Section 2.3.16 - Extending Pricing to Other Governmental Bodies.

**2.3.16 Extending Pricing to Other Governmental Bodies** – See Attachment F1, minimum requirement #8 for Respondent requirement to extend pricing to Other Governmental Bodies. ~~Indicate your willingness to extend prices of awarded products and/or services to other governmental bodies per RFP section 2.3.17.~~

1. **RFP 25-82958 Attachment F - Technical Proposal Template**

Section number references updated throughout the document.

1. Question 1.2.11

1.2.11 Describe any alternative certifications or credentials interpreters can receive, and explain how they meet or exceed the interpreter standards as described in the Scope of Work. ~~Provide any alternative cost information associated with the certifications or credentials in the Value Added Offerings tab of Attachment D Cost Proposal.~~

1. **RFP 25-82958 Attachment G1 - Q&A Template**

The State is providing Respondents with a second opportunity to issue questions in response to RFP 25-82958. Please submit your questions in Attachment G1 in accordance with the deadline set in RFP Section 1.24.

1. **RFP 25-82958 Attachment K - Scope of Work:**
   1. Section 2.2 - Billing.

The State will not accept any additional fees not stated in the Cost Proposal. Hourly Rates must be inclusive of all fees and services associated with an item.

1. **RFP 25-82958 Attachment M - Sub-Agreement Scope of Work:**

Document Purpose: This document is identified as the template referenced in the RFP Boilerplate (page 9)~~Exhibit X~~, as the sub-agreement template to be utilized for adding additional scopes of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.