



# **STATE OF INDIANA**

**REQUEST FOR INFORMATION/INNOVATION 26-84333**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**ON BEHALF OF THE  
INDIANA OFFICE OF MANAGEMENT AND BUDGET**

**SOLICITATION FOR:  
ANALYSIS OF INDIANA PROFESSIONAL LICENSING**

**RESPONSE DUE DATE:  
JUNE 2, 2025 @ 3:00PM (ET)**

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## **TABLE OF CONTENTS**

INTRODUCTION .....	3
BACKGROUND AND OBJECTIVE OF THE RFI .....	3
RESPONSE FORMAT AND ATTACHMENTS.....	4
RFI TIMELINE .....	4
QUESTION / INQUIRY PROCESS .....	4
CLARIFICATIONS AND DISCUSSIONS .....	5
CONFIDENTIALITY .....	5
RESPONSE SUBMISSION INSTRUCTIONS.....	6

# REQUEST FOR INFORMATION/INNOVATION 26-84333

## **INTRODUCTION**

This is a Request for Information/Innovation (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Office of Management and Budget (OMB) regarding the analysis of professional licensing regulations.

It is the intent of IDOA to solicit responses to this Request for Information/Innovation in accordance with the specifications contained in this document and associated attachments. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

## **THE STATE MAY ELECT TO LIMIT PARTICIPATION IN ANY FUTURE COMPETITIVE SOLICITATION TO VENDORS THAT RESPOND TO THIS RFI.**

## **BACKGROUND AND OBJECTIVE OF THE RFI**

The goal of this RFI is to gather general functionality and general pricing structures from vendors for the potential development of a potential Request for Proposal (RFP).

OMB is requesting information for analysis and report on professional licensing regulations in certain states, to include a proposal with approach, phases, scope and fees, project team resumes, reporting, and firm or estimated timetables. This request for information may be used in the development of a competitive solicitation process, by allowing respondents the opportunity to provide the office information that should be considered.

**However, OMB reserves the right to award a contract directly from this RFI on the State's contract template. In the event a contract is awarded, the Secretary of OMB, in the exercise of her sole discretion, shall determine which proposal(s) offer the best means of meeting the interests of the agency. The exercise of this discretion will be final.**

## **BACKGROUND**

In 2023, the Indiana General Assembly enacted [Indiana Code Chapter 25-1-16.5](#) on Public Agency Review of Occupational Regulations. This chapter may also be found at [iga.in.gov](http://iga.in.gov) under the "Laws" and "Indiana Code" links. Section 8 of this chapter provides:

Sec. 8. (a) Not later than July 1, 2026, each public agency shall conduct a comprehensive review of all occupational licenses and occupational regulations within the public agency's jurisdiction. In conducting a review under this section, the public agency shall do the following:

\*\*\*

(3) Analyze ... the effects of the occupational license or occupational regulation on the following:

- (A) Opportunities for workers.
- (B) Consumer choices and costs.
- (C) General unemployment.
- (D) Market competition.
- (E) Governmental costs.
- (F) Any other effects identified by the public agency.

(4) Determine if other states have a similar occupational license or occupational regulation and compare how other states regulate the business or profession.

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(c) Not later than October 1, 2026, each public agency shall:

- (1) prepare a report identifying all actions that the public agency has taken to conform with this section; and
- (2) submit the report under subdivision (1) to the legislative council in an electronic format under [IC 5-14-6](#).

## **SCOPE OF WORK**

1. Separately, for each of the professions identified in **Exhibits A and B**, prepare the analysis required by Indiana Code 25-1-16.5-8(3)(A)-(E) and submit a corresponding report.

2. Also, separately for each of the professions identified in the exhibits, analyze and compare the burdens and costs (quantified where possible) imposed by the degree, background check, and training hour requirements in Indiana's professional licensing regulations to those in the following jurisdictions:
  - a. Illinois;
  - b. Kentucky;
  - c. Michigan;
  - d. Nebraska;
  - e. Ohio; and
  - f. Wyoming.
3. Prepare and submit a report detailing by profession the findings and conclusions of the analysis and comparison described in paragraph 2 of this scope of work.
4. The respondent should submit a project start date to indicate the earliest the project can be initiated along with a project schedule.
5. The firm selected will be provided with a primary working point of contact for all work and a committee for reviewing and assessing outcomes.

### **COST/TERMS**

Costs for services must include a fixed and/or range of fees for each specific proposed phase. Additionally, a firm and/or estimated timetable should be submitted for each proposed phase. Fixed fees and firm timetables will be considered and given preference, all other things being equal, in the discretion of the OMB. Regardless of cost structure proposed, when submitting cost proposals and terms, include each role, the hourly rate associated with that role, the government discount offered, and the estimated number of hours.

Any travel or expenses incurred in the execution of services should also be included.

### **RESPONSE FORMAT AND ATTACHMENTS**

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 response according to the sections outlined below to facilitate the State's review of the responses. **THE TOTAL RESPONSE SHOULD NOT BE MORE THAN TEN (10) PAGES IN LENGTH.**

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

### **RFI TIMELINE**

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

#### *Anticipated RFI Dates:*

<b>Activity</b>	<b>Date</b>
Issuance of RFI	<b>May 23, 2025</b>
Deadline to Submit Written Questions (3:00PM Eastern Time)	<b>May 28, 2025</b>
Response to Written Questions/RFI Amendments	<b>May 29, 2025</b>
Due Date for Submissions	<b>June 2, 2025</b>

### **QUESTION / INQUIRY PROCESS**

All questions/inquiries in regards to RFI 26-84333 must be submitted, in writing, via email using **Attachment B**, Questions and Answers Template, by the deadline of **May 28, 2025 by 3:00PM ET** to [rfp@idoa.IN.gov](mailto:rfp@idoa.IN.gov). The email subject line should contain the following phrase:

## **“REQUEST FOR INFORMATION/INNOVATION 26-84333 QUESTION AND INQUIRIES.”**

Following the question/inquiry due date, IDOA will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website as soon as possible. Only answers posted on the IDOA website will be considered official 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.

Please note that Angie Alexander is the State’s single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of IDOA or OMB.** Such action may disqualify respondent from further consideration in this RFI and any subsequent RFP process.

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.

### **CLARIFICATIONS AND DISCUSSIONS**

The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

### **CONFIDENTIALITY**

It is important to note that all information submitted in Respondent’s proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended.

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 award, the entire solicitation file may be viewed and copied by any member of the public, including news agencies and competitors.

Please note citing “Confidential” on an entire section is not sufficient. 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](#)

Respondents claiming a statutory exception to the APRA must indicate so on a separate attachment labeled **“Confidential Documentation Listing”**. That document should include the following information:

- List all documents claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document; and
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

**When claiming confidential information, respondents should submit two versions of their response:**

- 1) A confidential version (for the State’s review and evaluation)
  - a. Confidential Information must be clearly marked in a separate folder.
- 2) A redacted version (for public records requests)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance if the State has doubted the cited exception is applicable.

Prices are **NOT** confidential information.

**RESPONSE SUBMISSION INSTRUCTIONS**

Firms interested in providing information to IDOA should submit responses via email to [rfp@idoa.IN.gov](mailto:rfp@idoa.IN.gov). All responses must be received no later than **June 2, 2025 by 3:00PM ET**. The subject line of the email submission must clearly state the following:

**“RESPONSE TO REQUEST FOR INFORMATION/INNOVATION 26-84333**

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

No more than one proposal 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.