# STATE OF INDIANA

## REQUEST FOR INFORMATION/INNOVATION 27- 89037

## INDIANA DEPARTMENT OF ADMINISTRATION

## ON BEHALF OF THE
## THE INDIANA GOVERNOR'S COUNCIL FOR PEOPLE WITH DISABILITIES

## SOLICITATION FOR:
## ADULT-SIZE CHANGING TABLES INITIATIVE

## RESPONSE DUE DATE:
## DECEMBER 9, 2026

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# REQUEST FOR INFORMATION/INNOVATION 27-89037

## INTRODUCTION

This is a Request for Information/Innovation (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Governor's Council for People with Disabilities (GCPD) regarding the Adult-size Changing Table Initiative.

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

### Purpose

Indiana Governor's Council for People with Disabilities (GCPD), in collaboration with Indiana Department of Health (IDOH), seeks information and recommendations regarding models for administering a statewide adult-size changing table initiative. IDOH has acquired 30 adult-size changing table equipment and GCPD is exploring approaches that support community inclusion, community readiness, technical assistance, grant administration, and long-term sustainability.

### Problem Statement

Many individuals with disabilities, medical complexities, and age-related support needs face barriers to community participation because appropriate changing facilities are unavailable. Families and caregivers may avoid travel, recreation, and community activities when safe and dignified changing options do not exist. Equipment alone does not address this challenge. Successful implementation requires community readiness, local commitment, technical support, and sustainable stewardship.

### Alignment

This concept aligns with GCPD Goal Area 2, Objective 2.3: Increase community capacity for understanding, inclusion, and belonging. It also supports principles reflected in the DD Act, ADA, and community inclusion frameworks discussed by GCPD.

### Concepts Under Consideration

The Council is interested in feedback regarding whether a future initiative should include: a lead statewide entity serving as fiduciary and project administrator; development of a statewide implementation plan; evaluation and administration of local implementation grants; community readiness and capacity-building activities; technical assistance; public awareness and outreach; evaluation and reporting; and sustainability planning.

### Desired Lead Entity Capacity

The Council is particularly interested in understanding the qualifications of an entity capable of serving as the administrative and fiduciary lead for a statewide initiative. Such an entity may coordinate partners, administer local grants, provide technical assistance, manage project implementation, support community readiness activities, collect outcomes data, and oversee evaluation and reporting.

**Information Requested**

1. What organizational structure would be most effective for administering a statewide adult-size changing table initiative?

2. What qualifications, expertise, and organizational capacity should be expected of a lead entity responsible for project administration and fiscal management?

3. What role should community readiness, education, and stakeholder engagement play in implementation and site selection?

4. How should a local implementation grant program be structured to encourage equitable access, local commitment, and long-term success?

5. What factors are most important for ensuring sustainability and stewardship of installations?

**Who Should Respond**

The Council welcomes input from disability organizations, public-health entities, universities, community organizations, consultants, public agencies, accessibility professionals, grant administrators, and other interested parties.

**Disclaimer**

This RFI is for information-gathering and planning purposes only and does not constitute a procurement solicitation or commitment to issue a future funding opportunity.

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

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

## 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 15-20 PAGES IN LENGTH**.

If you would like to provide a response/feedback to this RFI for a potential RFP for GCPD, 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:*

| Activity | Date |
|---|---|
| Issuance of RFI | November 9, 2026 |

| | |
|---|---|
| Deadline to Submit Written Questions (3:00PM Eastern Time) | November 23, 2026 |
| Response to Written Questions/RFI Amendments | November 30, 2026 |
| Due Date for Submissions | December 9, 2026 |

## QUESTION / INQUIRY PROCESS

All questions/inquiries in regards to RFI 27-89037 must be submitted in writing via email using **Attachment B**, Questions and Answers Template, by the deadline of **November 23, 2026, by 3:00PM ET** to HHScategory@idoa.IN.gov. The email subject line should contain the following phrase:

**"REQUEST FOR INFORMATION/INNOVATION 27-89037 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 Christina Garcia is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of the** GCPD**.** 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 where claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document;
- 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 doubts 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 HHScategory@idoa.IN.gov. All responses must be received no later than **December 9, 2026, by 3:00PM ET.** The subject line of the email submission must clearly state the following:

**"RESPONSE TO REQUEST FOR INFORMATION/INNOVATION 27-89037"**

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.