**Attachment F: Technical Proposal**

**RFP 25-83926: Assessing Soil and Water Conservation District Needs**

**Indiana State Department of Agriculture (ISDA)**

**Instructions:** Request for Proposal (RFP) 25-83926 is a solicitation by the State of Indiana in which organizations are invited to compete for a Contract amongst other Respondents in a formal evaluation process. Please be aware that the evaluation of your organization’s proposal will be completed by a team of State of Indiana staff members and appropriate partners, and your organization’s score will be reflective of that evaluation. Please review the requirements outlined in Attachment K – Scope of Work carefully. For all areas in which subcontractors will be performing a portion of the work, clearly describe their roles and responsibilities, related qualifications and experience, and how you will maintain oversight of the subcontractors’ activities.

Respondents must organize their proposal in the exact order of questions provided in this document followed by their answers. While text boxes have been provided below, the Respondent may respond in the format of their choosing provided their response maintains the order proposed in this template. **A completed Technical Proposal is a requirement for proposal submission. Technical Proposals should not exceed 50 pages, excluding attachments. Failure to complete and submit this form may impact your proposal’s responsiveness.**

The questions below reflect requirements described in Attachment K – Scope of Work.

1. **General Requirements and Definitions**

List any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation.

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Confirm you have carefully reviewed all requirements listed in RFP Section 1.4 and in **Attachment K, Scope of Work.** Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after the award, or during contract finalization and implementation.

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1. **Background and Experience (Attachment K, Section 3.1)**

Provide a brief history of your organization and experience with similar projects.

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Provide a brief description of the qualifications and experience of your team that will be working on this project. Please attach a project team contact sheet and respective resumes.

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Provide a brief narrative to confirm your understanding of the project needs to meet ISDA’s project goals, objectives, and deliverables for assessing capacity development needs for both Soil and Water Conservation District (SWCD) Board Supervisors and SWCD employees.

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1. **Objectives and Deliverables (Attachment K, Section 2.3)**

Describe your proposed plan for gathering information (e.g., survey tools, listening sessions, etc.) to achieve outlined objectives. Outline the support or expected attendance of ISDA or partner staff, if applicable.

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Describe your proposed methods for synthesizing or analyzing gathered information to achieve outlined objectives.

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Describe your proposed plan for sharing initial findings and results to achieve outlined objectives.

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Describe how you may format and present final results as an informative report that serves as a guide for ISDA, and relevant partners, for addressing identified needs SWCD boards and employees encounter with capacity development and operations.

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1. **Information Sharing**

The selected vendor will work closely with a District Capacity Development Workgroup who represent or work with SWCDs on a regular basis. Describe your approach for communicating, interacting, and incorporating feedback and suggestions from this workgroup.

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Provide a brief description of how you will store data from the assessment and share how ISDA can have direct access to raw data. All results and raw data collected from this project will be shared with ISDA for our reference and use.

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1. **Project Management (Attachment K, Section 2.3 and 3.1)**

Explain how you propose to execute the project management.

* 1. Project timeline that includes estimated start and complete dates for project phases and associated objectives and deliverables. Please fill in the table below associated with the timeline of deliverables and include in your technical proposal response either using this table or your own formatting.
  2. Key activities you plan to take your project onboarding and kick off to ensure project success.
  3. Communication plans.
  4. Monitoring progress.
  5. Your company’s escalation process for any issues that may arise.
  6. Project closeout.

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| **Deliverable** | **Description** | **Number of months to complete** |
| Deliverable 1 | Schedule and organize monthly meetings with the District Capacity Development workgroup; notes and next steps to be summarized and emailed to the workgroup after each call |  |
| Deliverable 2 | A draft assessment methodology |  |
| Deliverable 3 | A final assessment methodology which incorporates feedback from the workgroup |  |
| Deliverable 4 | A draft report synthesizing findings and recommendations of the assessment |  |
| Deliverable 5 | A final report synthesizing findings and recommendations of the assessment which incorporates feedback from the workgroup and shares raw data directly with ISDA in an editable and organized format. |  |
| Deliverable 6 | As many as 3 presentations and/or webinars to a variety of audiences including the workgroup, federal and state agency personnel, government officials, and other partners as needed. |  |