**RFP 25-83140: Vehicle Parts and Accessories**

**Attachment F1: Minimum Requirements Form**

**Indiana Department of Administration**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to be considered a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Executive Summary and in this attachment. If a Respondent is unable to respond “Yes” to all Minimum Requirements but believes they have an alternative solution, the alternative solution may be provided with an explanation. Alternatives will be reviewed and considered by the State as to whether they satisfy the Minimum Requirements. Failure to satisfy these Minimum Requirements may be considered grounds for disqualification from further consideration.

**Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.**

***Respondent Name:***

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| **Minimum Requirement Number** | **Minimum Requirement Description** | **Respondent Meets Minimum Requirement? (Yes/No)** |
| --- | --- | --- |
|  | The State requires that product pricing includes all delivery, shipping, service, warranty, and administrative costs associated with the product. |  |
|  | The State requires that the Respondent provides all product categories listed in Section 2 of Attachment L - Scope of Work. |  |
|  | The State requires that each Respondent provide pricing for at least 95% of the items in each product category in Attachment D - Cost Proposal. |  |
|  | The State requires that the Respondent extends pricing to all other governmental bodies. |  |
|  | The State requires that product category discounts be held or improved for the life of the contract. |  |
|  | The State requires that products sold under the contract resulting from this solicitation are sold at a price which is the product’s list price (at the time of sale) less the contracted discount. |  |
|  | The State requires that any modification to the contractual discounts is mutually agreed upon by the State and the Respondent and is memorialized through a contract amendment. |  |
|  | The State requires that Respondent does not charge additional fees for samples, returns for defective products, or returns for incorrect orders that are the mistake of the Respondent, and that restocking fees of any kind are not charged for these orders. |  |
|  | The State requires the ability to receive manufacturers’ warranties and requires the Respondent to honor all manufacturers’ warranties and guarantees on the entire catalog of products. |  |
|  | The State requires that the Respondent provides all State agencies access to the data management portal, and that the Indiana Department of Administration is provided a parent account to track real time data. |  |
|  | The State requires that the Respondent accepts State issued credit cards, and pre-assigned billing accounts, and that Respondent accepts any handling fees associated with the use of credit cards. |  |
|  | The State requires that the Respondent produces usage reports in line with the expectations established in Section 13 of Attachment L - Scope of Work. |  |