



Welcome

**Pre-proposal Meeting
February 25th, 2026**

State of Indiana Bidder Profile

- A bidder profile with IDOA is required to access the Indiana Supplier Portal and to submit bid responses.
- Scan the QR Code to access Supplier Portal Information.
- Before an award may be granted, the bidder must be registered with the Secretary of State



Pre-Proposal Breakout Meeting Information

- Topics for event-specific sessions:
 - Key Dates
 - Term of Contract
 - Purpose of RFP
 - Scope of Work
 - Q&A

The specific location(s) and Time(s) of each Breakout meeting will be listed on the last slide.

Pre-Proposal Main Meeting Information

- General Information
- Proposal Preparation
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business Enterprises (IVOSB)
- Submission Requirements
 - Optional Forms/Documents
 - Required Forms/Documents
- Additional Information
- Questions ([Attachment G](#))

General Information

- Potential Respondents are typically given the opportunity to express interest in a solicitation and to have their company and contact information posted to the solicitation website by submitting the Pre-Proposal Network Opportunities Form (Attachment I).
 - The form is optional but must be submitted to rfp@idoa.in.gov by the date and time specified in the documents for each solicitation.
- Potential Respondents are encouraged to submit any questions pertaining to a solicitation via the Question/Inquiry process, using Attachment G.
- Specific deadlines for each event are listed in the published solicitation document(s) (RFx Main Document).

Submission Forms/Documents

- Additional forms may also be required depending on the event.
- **Use the templates** provided for all responses and do not alter any templates.
- Responses must be submitted per the RFP instructions. See RFP Sections 1.8 and 2.1 for additional details. Late submissions, emailed or hand-delivered submissions will not be accepted.

Please see the Key Dates section (RFP Main Document) of each solicitation to confirm due dates for these items.

Required Submission Forms/Documents

- Attachment A – MWBE Participation Plan Form
 - Letters of Commitment
 - Certification Documentation
- Attachment C – Indiana Economic Impact Form
- Attachment D – Cost Proposal Template
- Attachment E – Business Proposal Template
- Attachment F – Technical Proposal Template
- Attachment H – Reference Check Forms
 - Must be completed by the reference and emailed directly to the State
- Attachment J – Attestation Form

Executive Summary

The Executive Summary must be completed and submitted via the online submission process. At a minimum, your Executive Summary must address the following (also outlined in Section 2.2 of the RFP):

- Summarize your ability and desire to supply the required services;
- Make sure the Executive Summary is signed by an authorized representative;
 - **Include your primary contact**
- State your understanding of the respondent notification; and
- Indicate status regarding Secretary of State registration.

You may include additional “cover letter” information within the Executive Summary if desired.

Attestation Form

The Attestation Form (Attachment J) must be completed.

- Mandatory Submission and Requirements
- Confirm Mutual Understanding and Submission
- Claim Clarification (Buy Indiana), if applicable
- Subcontractors per RFP 2.3.10
- Confidential / Redacted File Information

Confidential Information

Confidential Information (RFP Main Document - Section 1.15)

- All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects parts of the response from disclosure.
- In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Attestation Form (Attachment J)**, including a description of which specific provision applies to any specific part of their response.
- Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).
- A redacted version must be submitted along with the Confidential copy.
- **DO NOT LABEL YOUR ENTIRE RESPONSE AS CONFIDENTIAL.**

Indiana Economic Impact Form (IEI)

Attachment C

- Respondents must submit this completed attachment, but it will not be used for evaluation purposes.
- Definitions of FTE (Full-Time Equivalent)
- Example: If a Respondent has five (5) full time employees, is bidding on its 5th contract, and all contracts get an equal amount of commitment from the employees, then each employee commits 20% of his/her time to the new contract:
 - 0.2×5 employees – 1 FTE

Cost Proposal

Attachment D

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells. The Total Cost will populate automatically. The Cost Proposal must be returned in the original **Excel** format. (No PDFs.)
- Cost Proposals are scored based on the Total Cost for the initial term. Using an estimated 30 point score for the Cost, the lowest cost proposal receives a total of 30 points. The normalization formula is as follows:
 - *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

Cost Proposal

- The Respondent should provide a brief narrative (not longer than two pages) in support of each Cost Proposal item and return this document in a PDF format, labeled as “Cost Proposal Narrative.”
- The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules. The Respondent should return this document in a PDF format, labeled as “Cost Assumptions, Conditions and Constraints”.

Business Proposal

Attachment E

- **Company Financial Information (Section 2.3.4)**
 - Respondents must provide documents to demonstrate financial stability including, for example, the most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
 - If the documents are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFP.

Business Proposal

- **Contract Terms (Section 2.3.6)**
 - Respondents should review sample State contract and note exceptions to State non-mandatory clauses in Business Proposal and Executive Summary.
 - The State may refuse to consider any redlines requested in negotiation of a contract that were not specifically identified and included in a vendor's response.
- Mandatory clauses are non-negotiable.

Business Proposal

References (Section 2.3.7)

- Often, Respondents must have at least three (3) references who:
 - Can speak to the Respondent's experience in providing products and/or services that are the same, or similar, to those products and/or services requested in this solicitation
 - Can speak to the Respondent's performance on contracts of **similar scope for government clients**
- Respondents must ask each reference to complete Attachment H (Reference Check Form) and email it directly to IDOA (idoareferences@idoa.in.gov) by the date specified in the solicitation.

Technical Proposal

Attachment F

- Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the Technical Proposal must contain a meaningful summary of the referenced material.
 - **The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked.**
 - If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

Optional Submission Forms/Documents

Submission of these documents is optional and does not impact your ability to submit a proposal.

- Attachment I - Pre-Proposal Networking Opportunity Form
- Attachment G - Questions and Answers Form

Please see the Key Dates section (RFx Main Document) of each solicitation to confirm due dates for these items.

Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

Minority and Women's Business Enterprises

- **Mission/Vision**

- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises.
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process.

- **Nondiscrimination and Antidiscrimination Laws**

- Pursuant to Indiana Civil Rights Law, specifically IC §22-9-1-10, every state contract shall contain a provision requiring the contractor and subcontractors to not discriminate against any employee or applicant with respect to Protected Characteristics

Minority and Women's Business Enterprises

- **Contact Information**

- Phone: 317-232-3061
- Email: mwbecompliance@idoa.in.gov
- Web: www.in.gov/idoa/mwbe

- **Complete Attachment A, MBE/WBE Form**

- Include sub-contractor letter of commitment

- **Goals for Proposal**

- 8% Minority Business Enterprise of Total Bid Amount
- 11% Women's Business Enterprise of Total Bid Amount

Minority and Women's Business Enterprises

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Are listed in the IDOA Directory of Certified Firms, on or before the proposal due date, national diversity plans are generally not accepted. The directory can be found here: <http://www.in.gov/idoa/mwbe/2743.htm>.
- Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.
- Provide the goods or services specific to the contract and within the industry area for which it is certified.
- National Diversity Plans are generally not acceptable.

Minority and Women's Business Enterprises

Prime contractors should note the following:

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE or WBE (see section 1.22)
- Pursuant to 25 IAC 5-6-2(b)(d), a Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.

Minority and Women's Business Enterprises

Professional Services Scoring Methodology.

Points will be awarded on the following schedule:

- MBE:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.45	.9	1.35	1.8	3.125	3.75	4.375	5.0

- WBE:

%	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%
Pts.	0.45	0.9	1.35	1.8	2.25	2.7	3.15	3.6	4.05	4.5	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage.
- If the respondent's commitment percentage is rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
- Submissions of 0% participation will result in a deduction of 1 point in each category.
- The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.
 - For MBE participation, "exceeds" is defined as a commitment percentage that is equal to or greater than 9% before rounding.
 - For WBE participation, "exceeds" is defined as a commitment percentage that is equal to or greater than 12% before rounding.

Indiana Veteran Owned Small Business

- **Contact Information**

- Phone: 317-232-3061
- E-mail: Indianaveteranspreference@idoa.in.gov
- Web: www.in.gov/idoa/2862.htm

- **Complete Attachment A1, IVOSB Form**

- Include sub-contractor letters of commitment

- **Goals for Proposal**

- 3% Veteran Owned Small Business of Total Bid Amount

Indiana Veteran Owned Small Business

Prime contractors should note the following:

- Pursuant to 25 IAC 9-4-1(c), a Prime Contractor who is an IVOSB can use their own workforce to count toward the goal.
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise (VA OSDBU), must accompany the proposal to show the current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22).

Indiana Veteran Owned Small Business

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- Serve a Valuable Scope Contribution (VSC) on the engagement, **as confirmed by the State.**
 - Valuable Scope Contribution – A business function that supports the scope of this solicitation.
- Provide the goods or services specific to the contract and within the industry area for which it is certified.

Indiana Veteran Owned Small Business

- **Process.** IVOSB scoring is conducted based on 5 points plus a possible 1 bonus point scale.
 - IVOSB: Possible 5 points + 1 bonus point
- **Professional Services Scoring Methodology.** The points will be awarded on the following schedule:

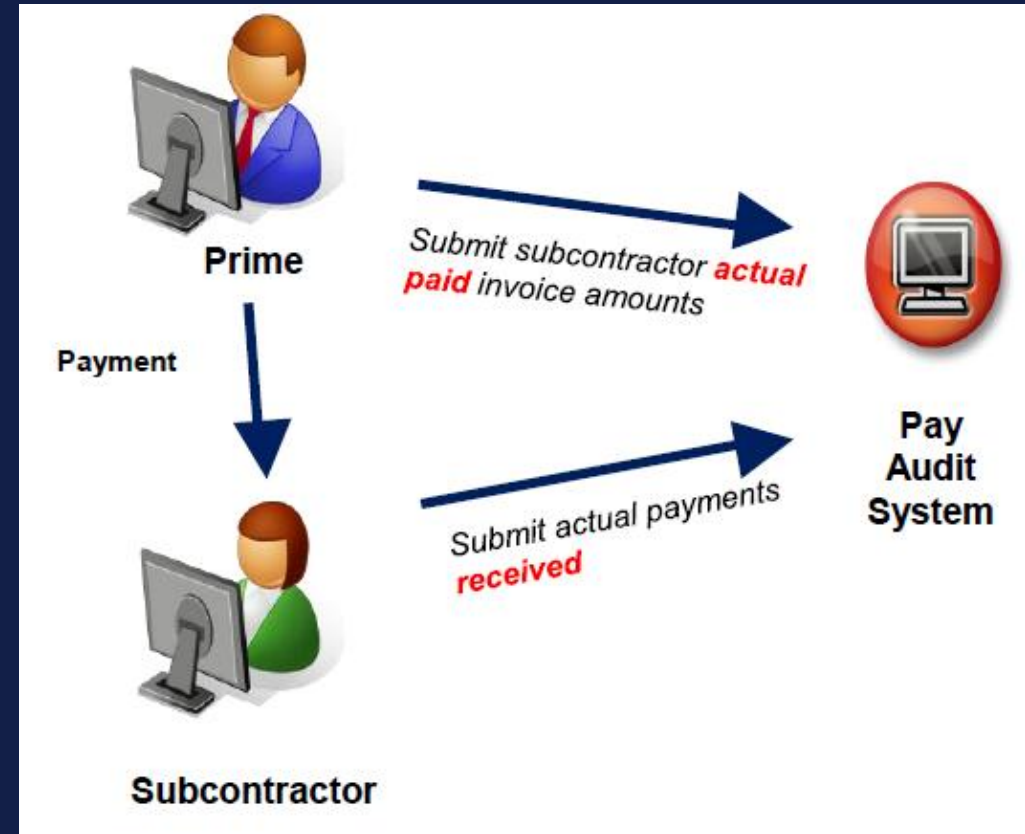
%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

- Fractional points will be awarded based upon a graduated scale between whole points. (e.g., a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)
- Submissions of 0% participation will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.

Subcontractor Compliance

Pay Audit System

- Tool utilized to monitor the state's diversity spend for subcontractors
- Selected primes and subcontractors are required to report payments submitted or received through this web-based tool
- Based on contract terms payments should be reported monthly or quarterly
- **Questions?** Contact the Division of Supplier Diversity
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



Submission Requirements

- You must be a registered bidder to submit a proposal.
 - Please refer to section 1.8 of the RFP document for instructions regarding the online submission process using the Supplier Portal.
- It is your responsibility to ensure that all required documents and forms are submitted prior to the due dates. **Failure to complete or submit required documents and forms may result in disqualification or loss of points.**

Additional Resources for Bidders

- Link to the bidder registry with IDOA and Secretary of State
 - <http://www.in.gov/idoa/2464.htm>
- Secretary of State of Indiana
 - Can be reached at (317) 232-6576 for registration assistance.
 - www.in.gov/sos
- IDOA Vendor and Supplier Resource Center
 - <http://www.in.gov/idoa/3106.htm>
- Minority and Women Owned Business Enterprises
 - For more information and full listing of IDOA Minority and Women Owned Businesses
 - <http://www.in.gov/idoa/2352.htm>

REQUEST FOR INFORMATION 26-86786

DCS Healthy Families Indiana (HFI)

Mike Huth

Purpose of the RFI

This is a Request for Information/Innovation (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Department of Child Services (DCS) regarding the Healthy Families Indiana (HFI) program.

Information Requested

- DCS is seeking input from current HFI providers and/or providers interested in providing HFI services. Respondents shall answer the following:
 - Please provide a brief summary of your experience, whether you are current or previous HFI provider, and if current, which counties do you currently serve.
 - Please provide your thoughts on the current cost reporting process and payment structure.
 - If applicable, detail your current use and experience with translation services.
 - Please provide your thoughts around a statewide unified assessment rate and a statewide unified home visiting rate. In your response, detail any factors the State should consider in developing statewide unified rates. In addition, explain if/how such rates would impact your ability to deliver HFI services and/or your interest in continuing to or beginning to provide HFI services.
 - Please explain what you think the assessment and home visiting rates should be, including calculations and a justification for each.
 - If you are a current HFI provider, please provide your current and projected cost reports via the attached Cost Reporting Template (**Attachment E**). If you are not a current HFI provider, please provide projected cost reports via the attached Cost Reporting Template (**Attachment E**). If you provide services in more than one county, please provide a separate Cost Reporting Template (**Attachment E**) for each county. In addition, please provide any additional cost information you deem relevant for the development of statewide rates. DCS may utilize past cost data, information received via this RFI, and other data to calculate new rates.

Format

- Respondents should submit responses to this RFI, utilizing **Attachment A**, answering the questions in the "INFORMATION REQUESTED" section of this RFI. 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 5 pages in length, excluding the Cost Reporting Template (**Attachment E**).

Key Dates

Activity	Date
Issuance of RFI	February 11, 2026
RFI Pre-Response Conference	February 25, 2026 9:30 AM Eastern Time
Deadline to Submit Written Questions (3:00PM Eastern Time)	February 26, 2026
Response to Written Questions/RFI Amendments	March 4, 2026
Due Date for Submissions (3:00PM Eastern Time)	March 11, 2026

Questions?

REQUEST FOR INFORMATION 26-85524

BDS Comprehensive Rehabilitative Management Needs Facility (CRMNF)

Mike Huth

Purpose of the RFI

This is a Request for Information/Innovation (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Indiana Family and Social Services Administration, Division of Disability, Aging, and Rehabilitative Services regarding the Comprehensive Rehabilitative Management Needs Facility.

Information Requested

The goal of this RFI is to solicit innovative ideas regarding the concepts captured in this document, and gather general functionality and general pricing structures from vendors for the development of a potential Request for Proposal (RFP). To that end, please provide the following information in your response:

1. Identify yourself, your organization, and your knowledge of the subject area.
2. Please explain your proposed solution.
3. Assume that the State does not currently have the staff capacity to implement a new initiative without additional resources or funding. Explain the costs to the State in implementing, overseeing, and maintaining the proposed idea. Estimate the amount of time it would take the State to implement the proposed solution.
4. Identify any programmatic needs you believe are necessary in order to implement and maintain your proposed solution.
5. Identify states or government entities that have implemented your proposed idea. Explain the results those governments have experienced with the solution.
6. Have you implemented your proposed solution with another state? If so, identify the states you partnered with to implement the idea.
7. Provide other relevant information that does not fit into one of the categories above.

Format

- 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 PAGES IN LENGTH.**

Key Dates

Activity	Date
Issuance of RFI	February 11, 2026
Pre-Proposal Conference	February 25, 2026
Deadline to Submit Written Questions (3:00PM Eastern Time)	March 13, 2026
Response to Written Questions/RFI Amendments	March 20, 2026
Due Date for Submissions	April 5, 2026

Questions?

REQUEST FOR PROPOSAL 26-85531

OECOSL Technical Systems Maintenance, Operations, and Support

Mike Huth

Purpose of the RFP

The Indiana Family and Social Services Administration (FSSA) Office of Early Childhood and Out-of-School Learning (OECOSL), requires the Contractor to provide maintenance and operation (M&O) services for key OECOSL IT systems, including the Automated Intake System (AIS), Child Care Information System (CCIS), Provider Case File System (PCFS), Early Ed Connect (EEC), Parent and Provider Portal (PPP), and Tableau, and to provide the associated help desk, enhancement, and related support services.

Scope of Work

1. Overview of Required Services

At a high-level Contractor shall perform the following functions:

- Provide maintenance and technical support for the Automated Intake System (AIS), Early Ed Connect (EEC), the Parent and Provider Portal (PPP), Wireless Webforms, Provider Case File System (PCFS), and the Child Care Information System (CCIS).
- Provide hosting support for the above web-based systems, and maintain required servers and equipment for above systems, on the State's Azure tenant.
- Maintain and support the production and non-production environments for the above systems including development, System Test, User Acceptance Testing (UAT) and Training environments, on the State's Azure tenant.
- Provide help desk support and ticketing system for tracking help desk requests for the above systems.
- Perform defect resolution of all defects discovered
- Maintain and support interfaces between the above systems and external systems. Please see Section 2.E.i for additional information.
- Provide technical assistance to field staff.

Scope of Work

1. Overview of Required Services

At a high-level Contractor shall perform the following functions:

- Support OECOSL by performing quality control functions.
- Monitor data for quality assurance purposes.
- Support updates to the State's Child Care Finder website, which is managed by Tyler Technologies but pulls information from the CCIS.
- Produce regular and ad hoc reports as needed for a variety of audiences. OECOSL has a large data need and requests for data pulls and new reporting is very frequent. Each system also sends reports out via email daily to OECOSL recipients. Reports are also refreshed daily, weekly, and monthly in Tableau.
- Assist the State with Federal reporting requirements.
- Maintain and support replicated data in the State's data warehouse environment
- Maintain a Professional Development Registry
- Complete enhancements to the systems as needed to respond to legislative or policy mandates and to better serve clients and providers. The vendor should also support OECOSL's testing vendor to validate and perform User Acceptance Testing (UAT) on all system changes.

Term

- The term of contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.

Key Dates

Activity	Date
Issue of solicitation	February 11, 2026
Pre-Proposal Conference	February 25, 2026 at 9:30 AM Eastern Time See Section 1.6
Deadline to Submit Written Questions	March 13, 2026 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	March 20, 2026
Submission Due Date/Time	April 5, 2026 by 3:00 PM Eastern Time
Submission of Reference Check Forms to State	April 5, 2026 by 3:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	April 15, 2026
Proposal Discussions/Clarifications (if necessary)	April 16, 2026
Oral Presentations (if necessary)	April 23, 2026
Best and Final Offers (if necessary)	April 24, 2026
Award Recommendation	May 2026

Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

Questions?