

Request for Quote

INDIANA DEPARTMENT OF EDUCATION

Solicitation For:

**Dispute Resolution: Individuals with Disabilities Education Act
State Mediation & Facilitation RFQ #0000088362**

**Proposal Submission Due Date/Time:
October 7, 2026 @ 2:00 PM ET**

January Sanders, Procurement Specialist
DOEProcurement@doe.in.gov
Indiana Department of Education
100 N Senate Ave., 9th FL
Indianapolis, Indiana 46204

Key Solicitation Dates

Activity	Date
Issue of Solicitation	August 24, 2026
Deadline to Submit Written Questions	September 07, 2026, by 12:00 PM ET
IDOE Respond to Written Questions	September 14, 2026
Proposal Due Date	October 07, 2026, by 2:00 PM ET
Notification of Award	October 2026

Question / Inquiry Process

All questions/inquiries regarding this solicitation must be submitted by the deadline outlined in the Key Solicitation Dates table above.

Questions/Inquiries may be submitted via email to DOEProcurement@doe.in.gov and must be received by the time and date indicated in the Key Solicitation Dates table above.

The subject line of the email must clearly state the following: "[Procurement Name] [RFQ#] Questions/Inquiries – [INSERT COMPANY NAME]".

After the question/inquiry deadline, IDOE will compile a list of the questions/inquiries submitted by all Respondents, redacting the name of the company who submitted the question. The responses will be emailed to all potential Respondents according to the Key Solicitation Dates table above.

Proposal Due Date and Format

All proposals must be submitted via email to DOEProcurement@doe.in.gov and must be received by the deadline indicated in the Key Solicitation Dates table above.

Proposals received after the due date and time **will not** be considered.

Modifications to proposals received after the due date **will not** be considered.

Proposals submitted by mail or fax **will not** be considered.

Proposals must provide a clear, concise description of the vendor's capabilities to meet the requirements of the scope of work (SOW).

The proposal shall provide a detailed technical approach for completing each of the tasks listed within the SOW and the associated deliverables.

Price / Cost: Pricing on this solicitation must be firm and remain valid for a period of not less than one hundred eighty (180 days) from the date of award issuance. Any attempt to manipulate cost, include conditions to pricing, or submit pricing that deviates from the requested deliverables will put your proposal at risk of being removed from consideration.

All costs must be inclusive.

Secretary of State Registration

If awarded the contract, the Respondent will be required to register with, and be in good standing with, the Indiana Secretary of State. The registration requirement applies to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. Information regarding registration with the Indiana Secretary of State may be obtained by contacting:

Secretary of State of Indiana

Corporation Division
 402 West Washington Street, E018
 Indianapolis, IN 46204
 (317) 232-6576
www.in.gov/sos

State of Indiana Bidder Registration

To move forward with a contract award, the Respondent must be registered as a bidder with the Indiana Department of Administration (IDOA), Procurement Division.

To complete the online Bidder registration, visit the Bidder Profile Registration website at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration>

Completion of the Bidder registration will add your name to the IDOA Bidder Database for email notification.

The Bidder registration requires general business information, the types of goods and services you can offer the State of Indiana, and location(s) within the state that you can supply or service.

There is no fee to be included the IDOA Procurement Division's Bidder Database. It is highly recommended that this step be completed BEFORE award as not to slow down contract execution.

Compliance Certification

Responses to this solicitation represent that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are in arrears on taxes, permit fees or other statutory, regulatory, or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to offset such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

Confidential Information

Access to Public Records Act

Respondents are advised that proposal materials are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, may be viewed and copied by any member of the public, including news agencies and competitors. Responses are deemed public records" unless specifically protected from disclosure under IC 5-14-3 protects it from disclosure. It is the Respondent's responsibility to notify IDOE if any part of the proposal is considered confidential under APRA.

Family Educational Rights and Privacy Act

If chosen for award, the Respondent understands that in performing the duties of the contract, it may be required to obtain personally identifiable student information protected under the Family Educational Rights and Privacy Act (FERPA) (20 USC §1232g, 34 CFR Part 99.) The Respondent agrees to fully comply with all requirements of FERPA and the requirements set forth herein.

Contract Terms / Clauses

A sample of the [Professional Service Contract](#) that the State expects to execute with the successful Respondent(s) has been linked for review. This contract contains mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are substantively

required. It is the State's expectation that the final contract will be substantially similar to the sample contract linked above.

Please review the contract and indicate in your proposal your acceptance of mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause by submitting a redline version of the template.

To reiterate it's the State's strong desire not to deviate from the Professional Service Contract Template and as such the State may reject all requested changes.

The mandatory contract terms are as follows:

- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Certification
- Employment Eligibility Verification (E-Verify)
- Funding Cancellation
- Governing Law
- Indemnification
- Information Technology Enterprise Architecture Requirements
- Nondiscrimination Clause
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

The substantively required terms are as follows:

- Duties of Contractor, Consideration, and Term of Contract
- Ownership of Documents and Materials
- Payments

IDEA Dispute Resolution State Mediation and Facilitation Services Scope of Work

Purpose/Background

The [Individuals with Disabilities Education Act \(IDEA\)](#), 20 USC 1400 et seq., as implemented by [34 CFR Part 300](#), and [Article 7 \(511 IAC 7\)](#), requires the Indiana Department of Education (IDOE) to make available a variety of due process procedures to help parties to resolve disputes regarding the provision of special education services to children with disabilities.

IDOE Office of Special Education (IDOE-OSE) seeks to contract with up to ten (10) dispute resolution neutrals to serve as state mediators and individualized education program facilitators (IEP Facilitator) with at least two independent contracts that serve as both a mediator and a facilitator. Contract mediators may elect to serve as a state mediator and an IEP Facilitator for the Indiana Department of Education (IDOE) to support collaborative, early dispute resolution in the development or revision of a student's Individualized Education Program (IEP).

Mediation:

Mediation is one of the required processes, specifically required by [34 CFR §300.506](#) and [511 IAC 7-45-2](#). The Indiana Department of Education (IDOE) through its Office of Special Education (OSE) maintains a current roster of qualified mediators and recruits on an ongoing basis. Mediations must be conducted in accordance with the requirements of IDEA and Article 7. When the parent and public agency (usually the student's school) agree to participate in mediation, the IDOE-OSE assigns a mediator on a rotational basis, and that mediator conducts the session in compliance with established procedures.

IEP Facilitation

Facilitated IEP (FIEP) is not required under the Individuals with Disabilities Education Act (IDEA); however, federal guidance recognizes it as an optional, voluntary, and informal dispute resolution approach that State Educational Agencies may offer to promote effective and timely collaboration between parents and public agencies. This process is permissible under IDEA so long as it remains voluntary and does not delay or replace IDEA mandated procedures, including mediation (34 C.F.R. § 300.506), the resolution process (34 C.F.R. § 300.510), and state complaint procedures (34 C.F.R. §§ 300.151–153).

FIEP aligns with IDEA's overarching purpose at 20 U.S.C. § 1400(d)(1)(B): disputes rights of children with disabilities and their parents are protected and that disputes are resolved efficiently and cooperatively. Facilitations must be conducted in accordance with case conference committee process requirements of IDEA and Article 7. When the parent and public agency (usually the student's school) agree to participate in facilitation, the IDOE-OSE assigns a facilitator on a rotational basis, and that facilitator conducts the session in compliance with established procedures.

Mediation Specific Information

Mediation Assignment Process

IDOE receives eight (8) to ten (10) mediation requests per month. Assignments will be distributed on a rotational basis; however, volume may fluctuate. Mediators are not guaranteed a minimum number of assignments.

Under this contract, IDOE maintains **two mediation rosters**:

1. **Standard Mediation Roster** – includes all approved mediators and is used for all mediations *not* associated with a due process hearing.

2. **Specialized Due Process Hearing Mediation Roster** – include mediators who have demonstrated the knowledge and experience necessary to mediate disputes arising from or related to a due process hearing.

All mediators participate in the **standard mediation roster**. Mediators who meet the expertise requirements may also be placed on the **specialized due process hearing mediation roster** and may receive assignments from both rosters based on need.

Assignment of Standard Mediations

Standard IDEA mediations are assigned to mediators using a **rotational assignment process**.

- When a mediation request is received, IDOE assigns the case to the next mediator in the standard roster rotation.
- If the assigned mediator identifies a conflict of interest or rejects the assignment, the request moves to the next mediator in the rotation, and the declining mediator is skipped.

Assignment of Specialized Due Process Hearing Mediations

Assignments for specialized due process hearing mediations are based on **mediator knowledge and experience** in addition to the standard rotation.

- Only mediators on the specialized roster are eligible for these assignments.
- When a specialized mediation request is received, IDOE selects the next eligible mediator on the specialized roster who possesses the demonstrated expertise required for due process hearing matters.
- If the mediator identifies a conflict of interest or declines the assignment, the request moves to the next qualified mediator on the specialized roster.

Rejection and Conflict Handling

- Mediators may decline up to five (5) standard mediation assignments per year for any reason; conflict-based declines do not count toward this limit.
- When a mediator declines an assignment or identifies a conflict, the case is reassigned to the next mediator in the applicable roster while maintaining the rotation sequence.
- For specialized mediations, only mediators on the specialized roster are considered when reassigning the case.

Voluntary Participation

Mediation proceeds only when both the parent and the public agency agree to participate. If one party withdraws after assignment, the mediator notifies the remaining party, closes the mediation, and may receive partial compensation as applicable.

Contractor Responsibilities/Deliverables (Integrated with Revised Assignment Language)

The Contractor is responsible for conducting mediation sessions in accordance with IDEA, 34 CFR Part 300, and 511 IAC 7-45-2. Under this contract, the Indiana Department of Education (IDOE) maintains **two mediation rosters**:

1. **Standard Mediation Roster** – all approved mediators participate in this roster.
2. **Specialized Due Process Hearing Mediation Roster** – includes mediators who have demonstrated the knowledge and experience required to mediate disputes related to due process hearings.

Mediators who meet the additional expertise requirements may be placed on both rosters.

Standard Mediation Assignments

Mediations not associated with a due process hearing are assigned through a **rotational process**:

- Upon receiving a request for standard mediation, IDOE assigns the case to the next mediator in the standard roster rotation.
- If the assigned mediator identifies a conflict of interest or chooses to decline the assignment, the mediator is skipped and the request moves to the next mediator in rotation.
- Mediators may decline up to five (5) assignments per year for any reason; conflict-based declinations do not count toward this limit.

Specialized Due Process Hearing Mediation Assignments

Assignments for specialized due process hearing mediations are made using a combination of **expertise-based selection and rotation**:

- Only mediators on the specialized roster are eligible for these assignments.
- IDOE assigns specialized mediations to mediators who have demonstrated the knowledge and experience necessary to mediate disputes arising from or related to a due process hearing.
- If a mediator identifies a conflict or declines the assignment, the request moves to the next qualified mediator on the specialized roster.

Voluntary Participation and Withdrawal

Mediation may proceed only when both the parent and the public agency agree to participate. If one party withdraws after the mediator accepts an assignment, the mediator must inform the remaining party, close the mediation, and may receive partial compensation as applicable.

Before the mediation:

- Contact the parent and the public agency by phone within one week of assignment to schedule a mutually agreeable date, time, and location that is convenient to the parties to the dispute.
- Use virtual mediations only when chosen by both parties and the mediator can confirm that a stable and secure virtual platform is available; all parties have the technology needed to participate fully (audio, video, and document-sharing as required); confidentiality can be maintained; and the issues to be discussed do not require an in-person format to ensure meaningful participation.
(Mediations scheduled to resolve a state complaint must be conducted within 20 days of assignment; all other mediations should be conducted within 30 days unless otherwise approved by IDOE.)
- Confirm the mediation date with the parent and the public agency by phone.
- Provide the Special Education Scheduling Letter to both parties by email/mail/Indiana Complaint, Hearing, and Mediation Process (ICHAMP), based on their indication of acceptance of documentation, and 10 the Office of Special Education (OSE) through ICHAMP within ten (10) days of the assignment.
- Maintain communication with the parties as needed to support preparation for the mediation.

During the mediation:

- Call to order the mediation, explain the mediation process, identify the issues to be mediated, and identify the attendees.
- Review and obtain signatures of participants on the Special Education Agreement to Mediate form.
- Conduct the mediation, using caucus or other methods as applicable.
- If the parent and the public agency reach a full or partial agreement, it is the responsibility of the mediator to draft the terms of written agreement using the Special Education Mediation Agreement form (handwritten agreements are not acceptable).
- If no agreement is reached, the mediator will identify that no agreement was reached on the Special Education Mediation Agreement form.
- Ensure that the parent, public agency and mediator sign the Special Education Mediation Agreement form.
- Distribute copies of the signed Agreement to Mediate and Special Education Mediation Agreement to the parent and the public agency.

After the mediation:

- Within twenty-four (24) hours from the conclusion of the mediation session, send a PDF copy of the Special Education Mediation Agreement to the OSE by uploading the document to I-CHAMP. If mediation was used to resolve a complaint, then the mediator is required to contact the Complaint Investigator at the conclusion of the session regarding the outcome.

- Within five (5) business days of the conclusion of the mediation session, send the following original signed forms to the OSE via US Postal Mail:
 - Agreement to Mediate
 - Mediation Agreement.
- Complete the mediator invoice in I-CHAMP, generate the Special Education Mediator Invoice form, then submit the generated invoice form, along with supporting documentation (if applicable), to: DOE's Accounts Payable.

IEP Facilitation Specific Information

Participation and Training Requirement

Contractors opting to provide IEP facilitation services must:

- Attend a mandatory IEP Facilitation Training, provided by IDOE at no cost to the Contractor.
- Successfully complete all required activities associated with this training before accepting facilitation assignments.

Assignment of IEP Facilitations

IEP facilitation assignments will be made by IDOE according to the following criteria:

- Rotational assignment similar to mediation processes;
- Geographic proximity to parties, when feasible;
- Contractor's prior experience or history with the parties, where relevant to ensure neutrality and effectiveness;
- Conflict of interest review, conducted by the Contractor prior to accepting the assignment.

If a conflict of interest exists or a Contractor declines an assignment for another permissible reason, the assignment will be offered to the next eligible Contractor in the rotation.

Format of IEP Facilitation

- Facilitations must be conducted in person unless both parties request virtual participation and the facilitator confirms that a secure and stable platform is available, and confidentiality can be maintained.
- Virtual facilitation must comply with all confidentiality and secure communication requirements applicable to mediation services.

Contractor Responsibilities – IEP Facilitation

Contractors providing IEP facilitation must:

- Support the IEP team in identifying issues, clarifying concerns, and promoting collaborative and student focused decision making.
- Maintain neutrality and avoid influencing team decisions or imposing recommendations.
- Uphold all confidentiality and data protection requirements under IDEA, FERPA, and applicable state laws.
- Facilitate the meeting in a manner that does not delay any required IDEA timelines.
- Document the facilitation in accordance with IDOE procedures, including timely submission of any required forms or notices.

Confidentiality and Security

The Contractor must comply with all confidentiality, data protection, and security requirements, including secure handling of information in accordance with [FERPA, 20 U.S.C. 1232\(g\)](#), and [34 CFR Part 99](#), along with applicable [Indiana Rules of Professional Conduct](#) and [Indiana Alternative Dispute Resolution Rules](#).

Additional Responsibilities:

- Travel statewide as required to conduct mediations and attend training.
- Be able to draft agreements in real time to present to parties at the conclusion of a mediation session.
- Maintain consistent access to technology throughout the mediation process to draft and print mediation agreements during in-person mediation or send securely to parties for review and for electronic signatures during virtual mediations.
- Maintain access to a scanner/all-in-one device to upload documents and billing statements into I-CHAMP online system.
- Commit adequate time to complete the entire mediation process from the assignment submission of final documentation within established timelines.
- Be an Indiana resident and meet all qualifications established by IDOE and applicable law.

Project Meetings

Project Kickoff Meeting: a kickoff meeting is required for project initiation. The purpose of the kickoff meeting is to introduce key stakeholders, points of contact for the project, address Contractor or IDOE questions/concerns, provide an update on the contract status, and discuss next steps for project implementation.

- The contractor shall participate in one project kickoff meeting.
- The kickoff meeting will be virtual; If IDOE and the Contractor agree to an in-person kickoff meeting, meeting will be held at the Indiana Government Center in Indianapolis, IN.
- **Project Status Meetings:** IDOE will monitor the progress of project deliverables and track adherence to mediation and facilitation procedures by conducting quarterly reviews of mediation documentation artifacts (i.e., mediation scheduling letters, agreements to mediate, mediation agreement, facilitation documents, and invoice submission documentation). IDOE will schedule one-on-one mediator status meetings as needed.
- **Annual Training:** November 2026 serves as a group status meeting and training.

Timeline for Project

Task	Deliverable	Anticipated Start	Anticipated Completion
Kickoff Meeting	Participation in kickoff orientation meeting; May be combined with new mediator training	2-6 weeks before contract start	October 1, 2026
Conduct mediation	• Review and accept mediation assignment requests, Schedule, and Conduct assigned mediations. • Submit all required mediation documentation to the Indiana Department of Education – Office of Special Education (OSE), including: – Mediation Scheduling Letter – Agreement to Mediate – Mediation Agreement (including “no agreement” outcomes) – Invoice documentation – Notices of cancellation (if applicable) •	November 1, 2026	September 30, 2027
Training	Attend and participate in new mediator training before receiving the first mediation assignment	Before first assignment TB	November 30, 2026

		D upon vendor selection	
Training	- Attend and participate in IDOE's annual group training for mediators held in November. Training format will be live virtual. - Complete ongoing IDEA, Article 7, or advanced mediation training as needed to maintain required knowledge and mediation skill.	November 2026	Ongoing as needed through September 30, 2027
Conduct IEP facilitations	- Review and accept IEP facilitation assignment requests - Schedule and conduct assigned FIEP - Submit all required FIEP documentation to IDOE-OSE	November 1, 2026	September 30, 2027
Training	Attend and participate in FIEP training before receiving the first FIEP assignment. Training format is live virtual.	Before first assignment TBD upon vendor selection	TBD upon vendor selection

Staff Qualifications

To be eligible to be a Mediator under this contract, an individual must - be trained in effective mediation techniques, including those specific to special education disputes; must have no personal or professional conflict of interest involving the parties; must be impartial; and must possess knowledge of the laws and regulations governing special education and related services.

Required Qualifications. A Mediator must:

- Not be an officer, employee, or agent of the public agency or planning district, the Department of Education, or any other agency that may be involved in the education or care of a student.
- Be a licensed attorney and a member in good standing of the Indiana Bar.
- Be a [registered civil or domestic mediator](#) in good standing with the Indiana Supreme Court Commission for Continuing Legal Education.
- Provide documentation verifying active attorney licensure in the State of Indiana.
- Provide documentation verifying current registration as a civil or domestic mediator with the Indiana Supreme Court's Commission for Continuing Legal Education.

Required Skill Set

(Must submit resume)

Required Qualifications. A Mediator must:

- Be trained in effective mediation techniques
- Have knowledge of the IDEA, federal and state regulations related to the IDEA, legal interpretations of IDEA, and Article 7.
- Have the ability to conduct mediations and draft mediation agreements in accordance with standard legal practice.
- Demonstrate excellent oral, listening, and writing skills.
- Exhibit strong interpersonal skills and maintain patience, dignity, and courtesy when working with parties, attorneys, and advocates.

Required Qualifications. A Facilitator must:

- Not be an officer, employee, or agent of the public agency or planning district, the Department of Education, or any other agency that may be involved in the education or care of a student.

- Mediator qualifications are preferred but not required.
- Provide documentation verifying any relevant professional certifications related to facilitation, conflict resolution, or special education processes.
- Provide documentation of experience serving as an IEP facilitator or in similar facilitation roles (e.g., CCC facilitation, dispute resolution facilitation, collaborative planning facilitation).

Detailed Quote/Proposal Requirements

Contractor's quote/proposal must include the following:

1. Contractor Background and Experience:
 - A description of Contractor's background and experience with similar projects.
2. Ability to Meet Contractor Responsibilities/Deliverables
 - Description of Contractor's ability to meet all the requirements detailed in the "Contractor Responsibilities/Deliverables" section of this Scope of Work. Each task and deliverable must be addressed individually.
3. Ability to Meet Project Meeting Requirements
 - Description of Contractor's ability to meet all of the requirements detailed in the "Project Meetings" section of this Scope of Work. Each type of meeting and its related requirements must be included in the description.
4. Ability to Meet Project Timeline Requirements
 - Description of Contractor's ability to meet all of the requirements detailed in the "Timeline for Project" section of this Scope of Work. Each task/deliverable and its related deadline must be included in the description.
5. Staff Qualifications
 - Description of Contractor's qualifications based on IDOE staff qualification requirements (i.e., education background and related work experience relevant to this project). Contractor must include resumes highlighting key qualifications of all staff that will be involved in this project.
6. Detailed & Itemized Cost Summary
 - Ensure costs for all logistics (meetings, work time, etc.) are included in Contractor's detailed cost summary.
 - Must include line-item costs as well as the total cost for work related to this project.
7. Compensation and Contract Maximum
 - The Contractor's cost proposal must include per unit pricing for each type of mediation service, including (1) standard mediations (mediations not associated with a due process hearing), (2) specialized due process hearing mediations, (3) cancelled mediations, and (4) individualized IDEA, Article 7, or advanced mediation training (with prior DOE approval). IDOE may establish a maximum total allowable compensation per mediator for the contract period. Proposed per mediation rates must fit within this maximum compensation limit. Note: Assignment for specialized due process hearing mediation roster is based on the mediator's demonstrated knowledge and experience relevant to due process hearings in addition to the standard assignment process.
 - The Contractor's cost proposal must include per unit pricing for facilitation service, including FIEP completed and cancelled FIEP.
 - Maximum Compensation Limit: Mediators may bill up to \$20,000 for mediation services. If also providing FIEP facilitation services, the total combined compensation shall not exceed \$26,000. Contractors providing facilitation only services (no mediation assignments) may bill up to a maximum of \$6,000 for facilitation services during the contract period.

Sample Mediation Compensation Schedule with per-unit rates (2025-2026 Old contract schedule)- Presented as a sample for information only. Bidders must propose their own rates within the maximum compensation limit.

Service	Billing Unit	Rate
Completed Mediation	Per Standard Mediation (Mediation conducted that is not related to a due process hearing)	\$500.00
Completed Mediation	Per Specialized Due Process Hearing Mediation (Mediation conducted to resolve disputes in an active due process hearing)	\$750.00
Cancelled/No Show Mediation	Per Mediation	\$500.00
Individualized IDEA, Article 7, or Advanced Mediation Training	Contractor identified training needs. DOE approval is needed prior to the event.	\$1500/year

IDOE will reimburse Mediator, at cost, for travel related to conducting mediations and facilitations and attending in-person DOE sponsored training in accordance with [State of Indiana Travel policies](#).

Current lodging rates effective October 1, 2024

Location	Rate
Standard Rate	\$110.00
Indianapolis/Carmel	\$133.00
Lafayette/West Lafayette	\$123.00

In-State Meal Per Diem (*Inside Indiana*): Maximum allowance \$41.00

As of June 2022, Mileage rate is \$.49 per mile

Interpreters/translator: IDOE will cover the costs for a foreign language interpreter, translator, or ADA accommodation, including securing a sign language interpreter—when such services are requested by a participant for mediation or IEP facilitation. These costs are paid by IDOE outside of the contractor's compensation under the solicitation.

Definitions:

Standard Mediation refers to a mediation conducted to assist parties in resolving disputes related to the identification, evaluation, educational placement, or provision of special education and related services under the Individuals with Disabilities Education Act (IDEA). These mediations are not connected to, or triggered by, due process hearing. Standard mediations may address any disagreement between a parent and a public agency concerning special education services and are assigned to mediators on the standard mediation roster in accordance with rotational assignment procedures.

Specialized Due Process Hearing Mediation refers to a mediation conducted to assist parties in resolving disputes that are directly related to, or arise during, a due process hearing under the Individuals with Disabilities Education Act (IDEA). These mediations require a mediator with demonstrated knowledge and experience in due process hearings, including familiarity with IDEA procedural safeguards, hearing processes, and the legal standards applicable to special education

disputes. Under this contract, only mediators who meet this expertise requirements may serve on the specialized due process hearing mediation roster and receive assignments for these mediations.

Facilitated IEP (FIEP) refers to a voluntary, informal dispute resolution approach in which a trained, neutral facilitator assists the IEP Team in communicating effectively, identifying issues, and working collaboratively to develop or revise a student's Individualized Education Program (IEP). This process is optional and must not delay or replace IDEA required dispute resolution procedures

The following pages must be completed and returned with your proposal.

(rev08/26)

STATE OF INDIANA

REQUEST FOR QUOTATION

SOLICITATION NUMBER: 0000088362

REQUEST FOR: RFQ

REQUESTED BY: Indiana Department of Education

REQUESTOR: January Sanders IDOE Procurement Specialist

YOUR RESPONSE MUST BE RECEIVED BY: October 7, 2027, by 2:00pm EST

GENERAL INFORMATION

The information below is provided to assist you in completing this request. Please note that these instructions may not contain all applicable requirements. Careful reading of this request is imperative. Failure to follow these instructions or those printed throughout this package could lead to rejection of your quotation. It is not necessary to return this page with your response.

- Type or print legibly in black ink all requested information, including prices and extensions, as well as accurate vendor information.
- Manually sign the Signature Page and Contract if applicable.
- Submit your response to the Requestor listed above.
(IF THE RESPONSE IS GREATER THAN \$75,000, A MANUAL SIGNATURE IS REQUIRED, THEREFORE A FAX IS NOT ACCEPTABLE) AGENCY PERSONNEL ARE ONLY AUTHORIZED TO CONDUCT PURCHASES OF THIS DOLLAR AMOUNT ON MAINTENANCE AGREEMENTS AND SOFTWARE LICENSES.
- Do not add any contractual or payment terms and conditions. Terms and conditions of the award will be those listed in this request package and the resulting Purchase Order only.
- If you are not eligible to claim the Recycled Preference but are offering recycled content products, please list the percentage of content for EACH LINE ITEM and provide manufacturer certification.
- If you are not willing to accept a split award (partial order), your response must include the statement, "Bidding all or none."
- Your response must be received by the requested date and time indicated.

Bidders are not required to be registered with the Procurement Division to respond to a solicitation. If your quotation is recommended for an award, you will be notified of the registration requirements. You will have five (5) days from the date of notification to complete the registration requirements, or the recommended award will be canceled.

To register, visit <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>.

Event Details

State of Indiana Request for Quotation

Event ID	Format	Type	Page
00700-0000088362	Buy	RFx	1
Event Round	Version		
1	1		
Event Name	IDEA Dispute Resolution State Mediation and Facili		
Start Time	Finish Time		
08/24/2026 14:00:00 EDT	10/07/2026 02:00:00 EDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS

Submit To: Education
 Electronic Bids only emailed to:
 doeprocurement@doe.in.gov

Contact: January Sanders - 00700

Email: doeprocurement@doe.in.gov

Event Description

Sourcing event 007000000088362 is for obtaining bids for
 IDEA Dispute Resolution State Mediation and Facilitation Services
 Questions can be emailed to
 January Sanders, Procurement Specialist, DOEProcurement@doe.in.gov

Indiana Department of Education 100 N
 Senate Ave., 9th FL Indianapolis, Indiana
 46204

Completed bids must be emailed to Indiana Department of Education at DOEProcurement@doe.in.gov
 Indiana Department of Education

Attn: IDEA Dispute Resolution State Mediation and Facilitation Services

A completed bid package MUST be submitted by the due October 7, 2026 @ 2:00 PM ET.

The bid package is available for download through the Bid Documents link in the Event Name column. This bid is not eligible for electronic bid through Supplier Portal.

The bid package is available for download through the Bid Documents link in the Event Name column. This bid is not eligible for electronic bid through Supplier Portal.

General Comments

- RFQ

Event Details (cont.)

State of Indiana Request for Quotation

Event ID	Format	Type	Page
00700-0000088362	Buy	RFx	2
Event Round	Version		
1	1		
Event Name			
IDEA Dispute Resolution State Mediation and Facili			
Start Time	Finish Time		
08/24/2026 14:00:00 EDT	10/07/2026 02:00:00 EDT		

Bidder: INTERNAL EVENT DETAILS

Submit To: Education
Electronic Bids only emailed to:
doeprocurement@doe.in.gov

Contact: January Sanders - 00700

Email: doeprocurement@doe.in.gov

Event Currency: US Dollar

Bids allowed in other currency: No

Line Details

No Bid: ☐

Line: 1 Item ID: Line Qty: 1 UOM: Month

Required: No Reserve Price: No

Bid Qty:

1

Description: IDEA State Mediation & Facilitation Services contracts (2026)

Comments: - <<RFQ>>

Question	UOM	Best	Worst	Response
What is your quote/bid price?				
Required: Yes Mandatory Response: No				

Response Comments

Event Details (cont.)

State of Indiana Request for Quotation

Event ID	Format	Type	Page
00700-0000088362	Buy	RFX	3
Event Round	Version		
1	1		
Event Name			
IDEA Dispute Resolution State Mediation and Facili			
Start Time		Finish Time	
08/24/2026 14:00:00 EDT		10/07/2026 02:00:00 EDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: INTERNAL EVENT DETAILS
Submit To: Education
Electronic Bids only emailed to:
doeprocurement@doe.in.gov
Contact: January Sanders - 00700
Email: doeprocurement@doe.in.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

TERMS AND CONDITIONS

1. **ACKNOWLEDGMENT:** This Agreement contains the complete and final Agreement between the State and the Contractor and no other Agreement in any way modifying any of said terms and conditions will be binding upon the State or the Contractor unless made in writing and signed by the State's and the Contractor's authorized representative.
2. **PRICING:** Unit price must be entered and extended, and the total price of the solicitation must be shown. If there is an error between the unit price and total price, the unit price shall prevail. Awarded Prices: Prices listed for each item are firm and cannot be changed. Any revision in price may be rejected at the discretion of the IN Dept. of Administration, and may result in cancellation of the Purchase Order without recourse on the part of the awarded Contractor.
3. **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be affected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to termination effective date, specifying the extent to which performance of services under which such termination becomes effective. The Contractor shall be compensated for performance prior to the notice date of termination but in no case shall total payment made to Contractor exceed the original Agreement price due on Agreement. No price increase shall be allowed on individual line items if canceled only in part.
4. **FUNDING CANCELLATION:** When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, this Agreement shall be canceled. A determination by the Budget Director that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.
5. **INSURANCE:** If this Agreement provides for work to be performed by the Contractor for the State, the Contractor shall be responsible for providing all necessary unemployment and workers' compensation, insurance for the Contractor's employees and liability and property/casualty insurance, as required by the State. Upon request, the Contractor shall furnish a certificate of insurance showing coverage acceptable to the State.
6. **DELIVERY:** Delivery must be made at time agreed upon. If any indicated or actual delays arise, the using agency must be notified immediately, in writing, with the cause for such delay stated. If any goods are not delivered within the time specified on the Purchase Order, or within a reasonable time not exceeding 30 days after receipt of a Purchase Order if no time is specified, the using agency may refuse to accept such goods, and this Agreement may be cancelled. Each package shall be numbered and labeled with the State's Purchase Order number, contents and weight, and shall contain an itemized packing slip and be properly packed for shipment.
7. **QUANTITY:** Goods shipped in excess of quantity designated in the Purchase Order may be returned at the Contractor's expense.
8. **COMPLIANCE WITH SPECIFICATIONS:** The goods and/or services shall conform strictly to the specifications, drawings, or samples specified or furnished in connection with the bid/quote, all of which are incorporated herein. The Contractor warrants all goods and/or services delivered to be free from defects of material or workmanship. This warranty shall survive any inspection, delivery, acceptance, or payment by the State of the goods and/or services. Inspections shall be on the State's premises unless otherwise specified. The State shall have the right to reject and return at the Contractor's expense, or to require at the Contractor's expense, the correction or replacement of materials, workmanship, or services which are defective or do not conform to the requirements of the Purchase Order.
9. **WARRANTY:** The Contractor will furnish all parts and maintenance at no charge for a period of at least 90 days or the manufacturer's standard warranty, whichever is longer, provided that such maintenance and parts are not required because of accident, neglect, misuse, or force majeure event. Contractor shall be responsible for removal and/or disposal of all replaced parts. Prior to the expiration of the warranty period, whenever equipment is shipped for a mechanical replacement purpose, the Contractor shall bear all cost of such shipment including, but not limited to, cost of packing, transportation, rigging drayage, and insurance. All replacements shall be covered by a new warranty.
10. **INTELLECTUAL PROPERTY DEFENSE:** The Contractor shall, at its own expense, defend, indemnify and hold harmless the State with respect to any claims that the goods and/or services furnished under this Agreement violates any third-party intellectual property rights including, but not limited to, patents, copyrights, trademarks and trade secrets

11. PAYMENTS: All payments shall be made in arrears in conformance with State fiscal policies and procedures and, as required by IC4-13-2-14.8, by electronic funds transfer to the financial institution designated by the Contractor in writing unless a specific waiver has been obtained from the Auditor of State. No payments will be made in advance of receipt of the goods or services that are the subject of this Agreement except as permitted by IC 4-13-2-20.

12. COMPLIANCE WITH LAWS: The Contractor agrees to comply with all applicable federal, state, and local laws, rules, regulations, or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this Agreement shall be reviewed by the State and the Contractor to determine whether the provisions of this Agreement require formal modification.

13. COMPLIANCE WITH TELEPHONE SOLICITATIONS ACT: As required by IC 5-22-3-7, the Contractor and any principals for the Contractor certify that (A) the Contractor, except for de minimis and nonsystematic violations, has not violated the terms of (i) IC 24-4.7 [Telephone Solicitation of Consumers], (ii) IC 24-5-12 [Telephone Solicitations], or (iii) IC 24-5-14 [Regulation of Automatic Dialing Machines] in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) the Contractor will not violate the terms of IC 24-4.7 for the duration of the Agreement, even if IC 24-4.7 is preempted by federal law. The Contractor and any principals of the Contractor certify that an affiliate or principal of the Contractor and any agent acting on behalf of the Contractor or on behalf of an affiliate or principal of the Contractor: (A) except for de minimis and nonsystematic violations, has not violated the terms of IC 24-4.7 in the previous three hundred sixty-five (365) days, even if IC 24-4.7 is preempted by federal law; and (B) will not violate the terms of IC 24-4.7 for the duration of the Agreement, even if IC 24-4.7 is preempted by federal law.

14. NONDISCRIMINATION: Pursuant to IC 22-9-1-10 and Civil Rights Act of 1964, the Contractor and its Agents, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, sex, disability, national origin, ancestry or status as a veteran. The Contractor, and its subcontractor(s), if any, shall comply with all applicable affirmative action reporting requirements. Breach of this covenant may be regarded as a material breach of this Agreement. The Contractor shall comply with Section 202 of Executive Order 11246, as amended, 41 CFR 60-250, and 41 CFR 60-741, as amended.

15. DRUG-FREE WORKPLACE CERTIFICATION: As required by Executive Order No. 90-5, the Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in Indiana has been convicted of a criminal drug violation occurring in the Contractor's workplace.

16. TAXES: Prices listed on an invoice submitted by the Contractor for payment is not to include any tax for which the State is exempt. The State will furnish a tax exempt certificate, if requested by the Contractor. The State will not be responsible for any taxes levied on the Contractor as a result of this Agreement.

17. FORCE MAJEURE: In the event that either party is unable to perform any of its obligations under this Agreement, or to enjoy any of its benefits, because of natural disaster or decrees of governmental bodies not the fault of the affected party ("Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

18. GOVERNING LAWS: This Agreement shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

19. INFORMATION TECHNOLOGY ENTERPRISE ARCHITECTURE REQUIREMENTS: If Contractor provides any information technology related products or services to the State, Contractor shall comply with all Indiana Office of Technology (IOT) standards, policies, and guidelines, which are online at <http://iot.in.gov/architecture/>. Contractor specifically agrees that all hardware, software, and services provided to or purchased by the State shall be compatible with the principles and goals contained in the electronic and information technology accessibility standards adopted under Section 508 of the Federal Rehabilitation Act of 1973 (29 U.S.C. 794d) and IC 4-13.1-3. Any deviation from these architecture requirements must be approved in writing by IOT in advance. The State may terminate this Agreement for default if Contractor fails to cure a breach of this provision within a commercially reasonable time.

CLAIMING PURCHASING PREFERENCES

Each bidder should review the various procurement preferences allowed by State statute. A summary of the preferences can be found under Programs and Preferences located at: <https://www.in.gov/idoa/procurement/supplier-resource-center/>.

Each bidder must answer the following questions pertaining to purchasing preferences. No preference will be applied unless these questions have been answered and any required attachments included.

1. Are you claiming the U.S. Manufactured Product Preference (IC 5-22-15-21) Yes ____ No ____

This is per individual line item and should be noted below

Vendor must provide information at the individual line level in regards to this preference...If yes, the bidder is certifying under penalties of perjury that each of the bidder's end products, except those listed under the Exceptions section, is a U.S. Manufactured Product as described in IC 5-22-15-21. A product is manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50% of the cost of all its components. (In determining if a product is manufactured in the United States, only the product and its components shall be considered.)

Please list what line items this preference will apply to:

2. Are you claiming the Preference for Steel Products (IC 5-22-15-25)..... Yes ____ No ____

3. Are you claiming the Preference to Coal Mined in Indiana (IC 5-22-15-22) Yes ____ No ____

4. Are you claiming the Indiana Business Preference (IC 5-22-15-20.5)..... Yes ____ No ____

Indicate under which provision for which you are claiming to qualify as an Indiana business, fully complete the Indiana Economic Impact Form (State Form # 51778, and include it with your bid/proposal. Vendors who wish to claim one of the Buy Indiana preferences below, must register from <https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/>. Click on the Supplier Portal Login link, to register and/or update an existing registration. Indicate interest in learning if the business qualifies for Buy Indiana. Upon answering YES, look for more information via email. Respondents may only select one category as shown below. Indicate your selection by clicking the check box next to the certification paragraph. Supporting documents may be required. They should be uploaded so the certification team can review. Once this is complete, save your selection and exit your account.

Approval will be documented by a system generated notification sent to the point of contact email address provided within the Bidder Registration profile. This is to be attached as a screenshot (copied/pasted) for response evaluation. If this document cannot be provided, affirm Buy IN status in a letter, on company letterhead. Provide sufficient detail so the State can confirm approval of the entity. Buy IN must be affirmatively claimed and documentation submitted per RFQ instructions.

____ **(1)** A business whose principal place of business is located in Indiana.

____ **(2)** A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.

____ **(3)** A business that employs Indiana residents as a majority of its employees.

____ **(4)** A business that makes significant capital investments in Indiana.

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4.

____ **(5)** A business that has a substantial positive economic impact on Indiana.

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); qualifies as an Indiana business under category #5.

5. Are you claiming the Indiana Manufactured Preference (IC 5-22-15-20.5) Yes ___ No ___

This preference may only be claimed by respondents who claim the Indiana Business Preference.

Submit necessary documentation detailing a substantial amount of manufacturing, assembly, or production of the products proposed is in the State of Indiana.

6. Are you claiming the preference for supplies that contain recycled or post-consumer materials (IC 5-22-15-16) Yes ___ No ___

The preference does not apply when the purchase description is limited to a supply that contains recycled materials or post-consumer materials

If yes, a manufacturer's certification must be submitted for each item or group of items for which the offeror is seeking a preference or the preference may not be considered.

7. Are you claiming the preference for soybean oil based ink (IC 5-22-15-18) Yes ___ No ___

8. Are you claiming the preference for soy diesel/bio diesel (IC 5-22-15-19) Yes ___ No ___

9. Are you claiming the Indiana Small Business Preference (IC 5-22-15-23) Yes ___ No ___

If yes, bidder must indicate which category of small business concern applies:

___ Wholesale business with annual sales of four million dollars (\$4,000,000) or less during its last fiscal year. "Wholesale business, means a business that derives its principal source of income (over 50% of gross revenues) from sales to retailers, other merchants, or industrial, institutional or commercial users who will use the goods for resale or business use. This definition distribution activities.

___ Service business with average sales of five hundred thousand dollars (\$500,000) or less for the current and preceding three (3) fiscal years and which employs no more than twenty-five (25) persons. "Service business, " means a business that derives its principal source of income (over 50% of gross revenues) from the sale of useful artistic, educational, intellectual, literary, or scientific labor from which no necessary tangible commodity is derived.

___ Retail business or business selling services with annual sales and receipts of five hundred thousand dollars (\$500,000) or less. "Retail business," means a business that derives its principal source of income (over 50% of gross revenues) from the sale of supplies to the ultimate consumer.

___ Manufacturing business, which employs no more than one hundred (100) persons. "Manufacturing business" means a business that derives its principal source of income (over 50% of gross revenues) from the sale of goods the firm produces at its own facility made from raw, unfinished materials, as distinguished from the final product.

___ A business in any of the following sectors is not a small business if it employees more than one hundred (100) persons or if its annual sales exceed 5 Million dollars (\$5,000,000):

- (A) Information Technology
- (B) Life Sciences
- (C) Transportation
- (D) Logistics

___ A business that has a current verification as a veteran owned small business as defined by IC 5-22-14-3.5(a)(1-3).

10. Are you claiming the preference for Indiana farm products (IC 5-22-15-23.5) Yes ___ No ___

11. Are you claiming the preference for foods/beverages that contain high levels of calcium (IC 5-22-15-24)
..... Yes ____ No ____

12. Are you claiming the preference for Businesses providing specialized employee services (IC 5-22-15-26)?
..... Yes ____ No ____

If yes, submit the completed Affidavit of Eligibility with solicitation response.
<https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/preferences/>

INDIANA VETERAN OWNED SMALL BUSINESS RFQ SUBCONTRACTOR COMMITMENT FORM

In accordance with IC 5-22-14 and 25 IAC 9, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities under this solicitation. The IVOSB Subcontractor Commitment Form is to be submitted alongside the Respondent's proposal. The entity must be on the State of Indiana Certified IVOSB list at <https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/>.

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "**TOTAL BID AMOUNT**" should match the total amount proposed.

The IVOSB respondent must list their **company contact information only** on the IVOSB Subcontractor Commitment Form.

Failure to address these subcontracting opportunities will not impact the evaluation of your Proposal. The Department will verify certification information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://veterans.certify.sba.gov/> under INDIANA, or listed at State of Indiana Certified IVOSB list <https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/>, **on or before** the proposal due date.
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://veterans.certify.sba.gov/>, to show current status of certification.
- IVOSB must have a Bidder ID (see [Section 2.3.8](#) - Department of Administration, Procurement Division).
- A Prime Contractor who is an IVOSB **can** count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c))
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified as listed in the VETBIZ federal registry, at <https://veterans.certify.sba.gov/> under INDIANA or at State of Indiana Certified IVOSB list at <https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/>. Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN OWNED SMALL BUSINESS RFQ SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the **"TOTAL BID AMOUNT"** and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the rules and requirements of the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/indiana-veteran-owned-small-business-program/>.

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFQ#:

TOTAL BID AMOUNT:

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount:	Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract. Include the applicable certified UNSPSC that applies to this commitment.	
Provide approximate dates when Sub-Contractor will perform on this project:		

Company Name:	Contact Person:	
Address:	E-mail:	
Sub-Contract Amount:	Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:	Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:	
Provide approximate dates when Sub-Contractor will perform on this project:		

Respondent Firm

Address

City/State/Zip Code

Representative

Date

Telephone Number

Fax Number

Email Address

Authorizing Signature

Printed Name and Title

☐ Please check if additional forms are attached.

Page _____ of _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.

DRUG-FREE WORKPLACE CERTIFICATION

The Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the State within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the State for up to three (3) years.

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. Pursuant to its delegated authority, the Indiana Department of Administration is requiring the inclusion of this certification in all contracts with and grants from the State of Indiana in excess of \$25,000. No award of a contract or grant shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000, shall be valid unless and until this certification has been fully executed by the Vendor and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions, including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the State for up to three (3) years.

The Contractor/Grantee certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing to all of its employees a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- (b) Establishing a drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Vendor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- (c) Notifying all employees in the statement required by subparagraph (a) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- (d) Notifying in writing the contracting State Agency and the Indiana Department of Administration within ten (10) days after receiving notice from an employee under subdivision(c) (2) above, or otherwise receiving actual notice of such conviction; and
- (e) Within thirty (30) days after receiving notice under subdivision (c) (2) above of conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

SECRETARY OF STATE REGISTRATION

In accordance with IC 5-22-16-4, an offeror or subcontractor desiring to perform any portion of the work described by this bid/quote that is a business required to register with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies.

Information concerning registration with the Secretary of State may be obtained by contacting:

Indiana Secretary of State of Indiana

Corporation Section
302 W. Washington St. Rom E018
Indianapolis, IN 46204
(317) 232-6576

COMPLIANCE CERTIFICATION

Responses to this bid solicitation serve as a warrant that the responding entity has properly registered as required by law with the Secretary of State and that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana, and it agrees that it will immediately notify the State of any such actions. The respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. Any respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

ETHICS OBLIGATIONS

The contractor and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq. and Indiana Code 4.2.7, the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. If the contractor is not familiar with these ethical requirements, the contractor should refer any questions to the Indiana State Ethics Commission, or visit the Indiana State Ethics Commission website at <https://www.in.gov/ig/commission/>. If the contractor or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this contract immediately upon notice to the contractor. In addition, the Contractor may be subject to penalties under Indiana Code § 4-2-6-12 and 4.2.7.

PRICING

Unit price must be entered and extended, and the total price of the bid must be shown. Unit prices are to be bid on the basis of the unit specified. If there is an error between the unit price and total price, the unit price shall prevail. ***Awarded Prices: Prices listed for each item are firm and cannot be changed.***

F.O.B. DESTINATION

The State requires all bids to be submitted on the basis of F.O.B. destination.

OPEN COMPETITION

The specifications are intended to be nonrestrictive. Although at times brand names and model numbers may be used, they are merely intended to be guidelines to establish criteria and quality for competitive bidding. Unless otherwise stated, alternate bids will be evaluated and may be acceptable as long as they can be verified as equal or better than specified as determined by the State. All bidders with alternate products shall submit detailed specifications with their bid.

CREATION OF BINDING AGREEMENT

A binding Agreement will be created only by the issuance of a Purchase Order at any time within the period stated on the Request for Quotation/Invitation to Bid form. The Binding Agreement will be governed by the terms and conditions included in this bid package. The Contractor shall make no deliveries on verbal orders except from the Using Agency on purchases less than \$5,000 and only with written approval on purchases greater than \$5,000 from the Indiana Department of Administration, Procurement Division.

EXCEPTIONS

_____ PLEASE CHECK IF APPLICABLE

Alternative requests must be equal or better than those specified as determined by the Indiana Department of Administration, and bidders deviating from specified items should provide, with his or her request, a listing of all areas in which his or her product deviates and fully explain and justify this alternative.

ANY EXCEPTIONS ARE TO BE NOTED BELOW AND LISTED BY LINE ITEM NUMBER.

EMPLOYMENT ELIGIBILITY VERIFICATION

As required by IC §22-5-1.7, the Contractor swears or affirms under the penalties of perjury that:

1. The Contractor does not knowingly employ an unauthorized alien.
2. The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC §22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.
3. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.
4. The Contractor shall require his/her/its subcontractors who perform work under this Contract to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The State may terminate for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

NON-COLLUSION CERTIFICATION

This is to certify that the Bidder, being duly affirmed under oath says, that he or she is the contracting party; that he or she has not, nor has any other employee of the company represented by him or her, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he or she has not received or paid, any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

SIGNATURE

This is to certify that the bidder or any person on his or her behalf has examined and understands and agrees to the specifications, including General and Special conditions of this document.

BIDDER _____

FEDERAL ID NUMBER _____ (Please circle to indicate if your FIN is a TIN or SSN)

ORDERING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

REMITTANCE ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TYPE OF BUSINESS (i.e. Corporation, Sole Proprietor, LLC, etc.) _____

NORTH AMERICAN INDUSTRY CLASSIFICATION SYTEM (NAICS CODE) _____

TELEPHONE NUMBER (_____) _____

E-Mail address: _____

If awarded a contract, the bidder will provide supplies, equipment, and/or services to the State of Indiana in accordance with the general conditions, specifications, certifications and other documents of this solicitation.

I, _____, the undersigned _____
(Signature) (Print Office Held)

of the above named bidder under penalties of perjury this _____ day of _____, _____, certify that I hold the aforementioned Office in the above bidder and that the representations are true and accurate.