



INDIANA COMMISSION *for*  
HIGHER EDUCATION

## REQUEST FOR INFORMATION: 19-004

Solicitation For: **Re-architecture and Evolution of Data Submission System**

**9/24/2018**

Response Due Date: **10/22/2018**

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Indiana Commission for Higher Education  
101 W. Ohio St. Ste. 300  
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**SECTION ONE  
GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES**

**1.1 INTRODUCTION**

It is the intent of the Indiana Commission for Higher Education to solicit responses to this Request for Information (RFI) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFI is being posted to the Commission's website (<http://www.in.gov/che/3171.htm>). Neither this RFI nor any response (proposal) submitted hereto are to be construed as a legal offer.

**1.2 DEFINITIONS AND ABBREVIATIONS**

The following are explanations of terms and abbreviations that may appear throughout this RFI.

IAC	Indiana Administrative Code
IC	Indiana Code
Commission	Indiana Commission for Higher Education
Contract Award	The acceptance of the Commission's Award Recommendation
CUF	Commercially Useful Function – A business function that supports the scope of this solicitation
Implementation	The successful implementation of the specific service at the Indiana Government Center as specified in the contract resulting from this RFI
Products	Tangible good or manufactured items as specified in this RFI
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the respondent who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this RFI
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government
Total Bid Amount	The amount that the respondent proposes in the Cost Proposal that represents their total, all-inclusive price

Vendor Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFI

### 1.3 PURPOSE OF THE RFI

CHEDSS is the Indiana Commission for Higher Education's Data Submission System. CHEDSS is a mission-critical application that supports many agency stakeholders and objectives. As a high-level summary, CHEDSS is the system through which CHE collects data about institutions and uses that data to approve new programs and make recommendations to the legislature about appropriations. It also acts as a portal for users at higher education institutions to submit and review data that our agency and legislators use in making funding determinations and for assessing the state of the institutions. While these functions are intrinsically linked, the current CHEDSS architecture has over-coupled them to the point that we cannot make improvements to any part of the system without endangering the others.

### 1.4 BACKGROUND

The key elements of the CHEDSS stack are a thin C# web application acting as a front end for a Microsoft SQL Server database. As of this time (late September 2018), the SQL databases are running in SQL Server 2008 although we hope to have migrated by the beginning of 2019. The Web UI sits as a thin layer over the main database with web forms directly writing to the database. A second database, which is our data warehouse, sits on the same server. The warehousing process consists entirely of stored procedures performing cross-database joins.

A single Data Analyst / Developer developed the system over years with limited resources and even more limited time frames. That Data Analyst left the agency a little more than a year ago at which point the responsibility of maintaining and updating CHEDSS divided between our internal IT team and our Policy and Research (Data) team. The intent was that the IT team would be responsible for maintaining the C# front end, and the Data Team would take care of the SQL databases. In short order, both teams realized that the front end and the databases are deeply integrated, and any non-trivial development slows down due to the need to account for the changes throughout the system.

We are not planning on keeping any components of CHEDSS as it stands now (other than the Data Warehouse) so long as there are plans to deprecate and deactivate the system without any loss of information or functionality. We are not committed to any particular architecture or software stack. Our agency uses hardware provided by the Indiana State Office of Technology, which may impose limitations, but these tend to be flexible, if justified.

There are three distinct divisions within CHE that directly utilize CHEDSS, although all CHE divisions are stakeholders in the system. Those divisions are **Policy and Research**, **Academic Affairs**, and **Finance**.

The services sought in this RFI are to support the Commission with its obligations under this project and this law, including the direct outreach, triage of responses and the reporting of data to the General Assembly.

## 1.5 SUMMARY SCOPE OF WORK

### 1.5.1 Policy & Research

As suggested by its name, CHEDSS originally began as CHE's Data Submission System. CHE collects data from institutions in two waves each year. The first is a summary of the census at the start of fall term to offer information about the upcoming academic year. The larger and more daunting collection happens each fall, starting near the end of October and closing near the end of November. Each institution submits 4 separate files (that may contain new information from one year to the next) detailing student profiles, enrollment information, degrees awarded, and financial aid. The system links students to any existing records in our database by our own matching algorithm, which allows us to track students across schools. Once CHE users verify the data as valid, they load it into the data warehouse.

The data submission process is difficult for college users in its current form. Most of our users are non-technical users, and the formatting requirements that are hard-coded into the system are overly stringent (.csv file with leading zeroes intact, is the most common issue). Making the experience worse, our current system only notifies users of the first 1000 errors in each file (with each record presenting a unique error).

These overly stringent rules exist in hope that forcing users to think about their formatting will also force them to think about the actual content of the data they are submitting. Data quality and integrity is the most important aspect of the entirety of CHEDSS. Recent experience has taught us that forcing users to spend their time formatting the files does not improve data quality.

#### 1.5.1.1 Required Deliverables for Policy & Research

- Accept well-defined, but flexible files
- Offer a mechanism for validating data, both by the user and CHE Staff
- Return useful error summaries to users on invalid file
- Check submissions against current version of the Academic Program Inventory (see the Academic Affairs Section)
- Ability to link student records between different institutions' data submissions

#### 1.5.1.2 Future Wishlist for Policy & Research

- Submission workflows, with built-in communications between users and CHE
  - Enforce sign-offs from more than one user at each institution
- Tools to define new automated validations
  - Language agnostic
- Configuration manager for each year's file layouts

- Ability for the Data Team to open collection without IT support
- Allow CHE users to step through errors and "debug" a file submission
- Compare newly submitted data to historical trends as part of the submission process
- Improve student matching algorithm
- Access to historical versions of Academic Program Inventory
- Ability to apply administrative override to user submissions
- Accept different file formats (Excel, CSV, Zip)
- Automatically clean minor errors (missing leading zeroes, for example)
- Users receive notification of complete processing within 5 minutes of submitting file
- Tools for data sharing for both restricted and non-restricted data
- Allow non-school users to match student records
  - Community partners and organizations offering financial aid
  - Return summary, not record level data
- Configuration on which schools can upload files, and when
- Ability at merge or split institutions
- Idempotent submissions
- Platform for posting analyses and dashboards
- Connection to other CHE Systems
- User Impersonations
- Interface for warehousing process
- Interface for ingesting external datasets

### 1.5.2 Academic Affairs

The Academic Affairs arm of CHEDSS focuses on the Academic Program Inventory, known as **The API**. At its core, this is a listing of degrees that each institution can award to its students. CHE maintains this list for schools in Indiana and approves additions, deletions, and alterations.

**The API**, as a list of permissible degrees, also effectively acts as a list of courses of study that each institution. As part of this task, **The API** includes information about the program, such as the required credit hours, which gives context around the degree. Beyond recording the current state of degrees offered, **The API** must also act as a historical record of the changes to programs since its creation. This allows CHE to analyze the changing landscape of higher education. Further, **The API** allows researchers and business leaders to understand what programs are on offer in Indiana, such as when considering relocating their headquarters here.

#### 1.5.2.1 Required Deliverables for Academic Affairs

- Access to Academic Program Inventory (**The API**)
  - Access to historical versions of **The API**
- Tools to manage **The API**
- Data structures which can handle non-uniform hierarchies

- Ability to expose information about the current and historical states of **The API** to other parts of the system

#### 1.5.2.2 Future Wishlist for Academic Affairs

- Ability to add new reports or report generators
  - Non-language dependent
- Workflows to guide institutions through program approval
  - Built-in communications between CHE and institutions
- Ability to launch experimental or limited data collections
  - Research database and datasets
- Integration with outside agencies (Credential Engine)
- Ability to publish information from database (TransferIN)
  - Link programs together through Articulation Pathways (2 + 2 Associate & Bachelor's)

#### 1.5.3 Finance

The Finance department uses CHEDSS to prepare budget recommendations to the Indiana General Assembly every 2 years. CHEDSS needs to allow Finance users to define a set of criteria and export a draft of a budget recommendation. CHE provides multiple drafts over the course of a budget cycle modifying parameters of the budget draft and providing the output of the budget to the requestor. These requestors include internal CHE staff, the House, the Senate, and the Governor's Office.

The Budget process begins with a limited Finance data collection, through web forms, where each institution enters their budget information for the past 3 years, as well as their proposed budget for the next 2 years. Some of these fields are pre-populated with data calculated from the schools' submissions as part of Data Collection (above).

Once the initial collections have closed, CHE users make draft budget recommendations, which must include fields which are uniformly collected across institutions, and other fields, such as line items and capital projects, which are optional for an institution to submit for approval. Furthermore, Performance Funding, which calculates metrics based on data from the Fall Submission, and allocates a part of the budget to institutions based on their ability to deliver on CHE's stated goals. The budget recommendations must export as a pre-defined Excel file.

Between budget years, the Finance department is also responsible for reviewing and approving Capital Projects, which are large improvements that schools make, such as building construction. Schools continuously submit these at the rate of 2-5 each month.

##### 1.5.3.1 Required Deliverables for Finance

- Ability to create budget recommendations

- Export to Excel
- Collect school budget information and projections
- Ability for Schools to submit Budget Line Items
- Review historical budget recommendations
- Ability to submit Capital Project Reviews for CHE Approval
- Ability to submit Capital Projects for Budgetary Consideration
  - Ability to insert an existing Capital Project into the Capital Project Review process
- Ability to review/audit data
- View past/historical documents
- Offer transparency into how Fall Submission data factor in to calculating performance metrics

#### 1.5.3.2 Future Wishlist for Finance

- Workflows for Finance collections and submissions
  - Notification for Capital Projects submissions
  - Allow users and CHE users to audit performance funding data
  - Communications built in
- Configuration manager for Finance users to define finance collections
- Administer limited collections and surveys, summarize the data
- Collect financial information annually, rather than biennially
- Allow institution users to see their own historical data
- Allow custom configuration of performance metrics
- Build in stronger reporting mechanisms and allow for automated reports

### 1.6 RFI OUTLINE

The outline of this RFI document is described below:

Section	Description
Section 1 - General Information and Requested Products or Services	This section provides an overview of the RFI, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFI.
Section 2 - Proposal Preparation Instructions	This section provides instructions on the format and content of the RFI.
Attachment A	M/WBE Participation Plan Form
Attachment A1	IVOSB Participation Plan Form
Attachment B	Q&A

### 1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFI must be submitted in writing by the deadline of **October 8, 2018 at 5pm Eastern Time**. Questions/inquiries must be submitted in Attachment B, Q&A Template, via email to [mhawryluk@che.in.gov](mailto:mhawryluk@che.in.gov) and must be received by the time and date indicated above.

Following the question/inquiry due date, the Q&A document will be posted to the Commission’s website. If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for proposals, an addendum will be posted to the website as well. The Commission may extend the due date and time of proposals to accommodate such additional information requirements, if required.

**1.8 DUE DATE FOR PROPOSALS**

All proposals must be received at the email address in section 1.9 below no later than the Response Due Date listed above. Responses are limited to no more than 15 pages, excluding appendices, and must include description of the entity interested in providing the services, including:

- Cover Letter
- Business Proposal
- Similar Projects and their Costs
- Appendices (if necessary)

The following timeline is only an illustration of the RFI process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

***Key RFI Dates***

Activity	Date
Issue of RFI	September 24, 2018
Deadline to Submit Written Questions	October 8, 2018
Deadline to Submit Intent to Respond	October 8, 2018
Response to Written Questions/RFI Amendments	October 15, 2018
Submission of Proposals	October 22, 2018



Request for Proposal (RFP) Issued	November 2018
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No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

#### 1.9 COMMUNICATION WITH THE COMMISSION

All communication, including responses, questions concerning the services being sought, or the response requirements, should be directed to:

[mhawryluk@che.in.gov](mailto:mhawryluk@che.in.gov)  
317-232-2797

#### 1.10 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFI file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must indicate so in the Cover Letter. Confidential Information must also be clearly marked. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

There are certain public records which are excepted from the Access to Public Records Act. A list of these items can be found at IC 5-14-3-4.

#### 1.11 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State (IC 5-22-16-4). The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit organizations, and limited liability companies. Information concerning registration with the 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

#### 1.12 COMPLIANCE CERTIFICATION

Responses to this RFI serve as a representation that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, 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. 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 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 such as payment to the State.

#### 1.13 CONFLICT OF INTEREST

Any person, firm or entity that assisted with and/or participated in the preparation of this RFI document is prohibited from submitting a proposal to this specific RFI. For the purposes of this RFI “person” means a state officer, employee, special state appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFI proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFI, a person that assisted with and/or participated in the preparation of this RFI.

#### 1.14 EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of minority, woman, and Indiana veteran business enterprises subcontracting opportunities on a contract awarded under this RFI. Therefore, a contract goal for Minority Business Enterprises, Woman Business Enterprises, and Veteran Business Enterprises have been established and all respondents submitting a MWBE or IVOSB Subcontractor Commitment Form will be expected to comply with the regulation set forth in 25 IAC 5, Executive Order 13-04 and IC 22-14-3.5.

Failure to address these requirements may impact the evaluation of your proposal.

#### 1.15 MINORITY & WOMEN’S BUSINESS ENTERPRISES RFI SUBCONTRACTOR COMMITMENT (MWBE)

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women’s Business Enterprises RFI Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE) listed in the Minority and Women’s Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>.

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety.

Failure to meet these goals will affect the evaluation of your Proposal. The Commission reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

**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.
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.18).
- 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.
- **Must serve a Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable.

**MINORITY & WOMEN'S BUSINESS ENTERPRISES RFI SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)**

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE 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.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.

**1.16 INDIANA VETERAN OWNED SMALL BUSINESS SUBCONTRACTOR COMMITMENT (IVOSB)**

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities on a contract awarded under this RFI. The IVOSB Subcontractor Commitment Form is to be submitted alongside the

Respondent's proposal. The Form must show that they are participating in the proposed contract and IVOSB firms that meet the requirements listed at the Veteran's Business Program website (<http://www.in.gov/idoa/2862.htm>).

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all 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 ([VA OSDDBU](#)) registry or listed on the IDOA Directory of Certified Firms, **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. (VA OSDDBU), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.17) or IVOSB.
- IVOSB must be registered with the Secretary of State (see section 2.3.2).
- A Prime Contractor who is an IVOSB must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- **Must serve a Commercially Useful Function (CUF). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or service only in the industry area for which it is certified as listed in the [VA OSDDBU](#) or IDOA Certified Firm directories <http://www.in.gov/idoa/2352.htm>.
- Must be used to provide the goods or services specific to the contract.

#### **INDIANA VETERAN OWNED SMALL BUSINESS RFI SUBCONTRACTOR LETTER OF COMMITMENT**

A signed letter(s), on company letterhead, from the IVOSB 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. The State reserves the right to deny evaluation points if the letter(s) is not attached.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the policies and processes involving the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: [indianaveteranspreference@idoa.in.gov](mailto:indianaveteranspreference@idoa.in.gov).

#### **1.17 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

## SECTION TWO RESPONSE PREPARATION INSTRUCTIONS

### 2.1 GENERAL

To facilitate timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All respondents are required to format their proposals in a manner consistent with the guidelines described below.

- Each item must be addressed in the Respondent's proposal.
- The Cover Letter must be in the form of a letter. The Business Proposal must be organized under the specific section titles as listed below.
- The electronic copies of the proposal should be organized to mirror the sections below and the attachments.
- Please submit all attachments in pdf format.
- Confidential information must also be clearly marked in a separate folder/file.

### 2.2 COVER LETTER

The Cover Letter must address the following topics.

#### 2.2.1 Agreement with Requirement listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

#### 2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Cover Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFI. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFI including, but not limited to, the State's mandatory contract clauses.

#### 2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.2, must sign the Cover Letter. **In the Cover Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

#### 2.2.4 Respondent Notification

Unless otherwise indicated in the Cover Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Commission of any changes in any address that may have occurred since the origination of this solicitation. The Commission will not be held responsible for incorrect vendor/contractor addresses.

#### 2.2.5 Confidential Information

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.* (see section 1.10).

Provide the following information:

- List all documents where claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

### 2.3 BUSINESS PROPOSAL

#### 2.3.1 Terms

Funding for this project will come from state funds. Vendors must be able to agree to the terms and conditions of the Commission's standard Professional Services Agreement. All payments will be 35 days in arrears and via ACH/electronic deposit from the Indiana Auditor of State's Office. Invoices must detail expenses and charges in accordance with any purchase orders issued; total payment shall not exceed the accepted bid amount. Any and all travel reimbursed via this contract will be subject to the reimbursement rates in the State Travel Policy (vendors should review it on the following website <http://www.in.gov/idoa/2459.htm>).

#### 2.3.2 Registration to do Business

Vendors must be registered, and be in good standing, with the Indiana Secretary of State (IC 5-22-16-4). Vendors may do so at <http://www.in.gov/sos/business/3648.htm>.

#### 2.3.3 References

The Respondent must include a list of at least 3 clients for whom the Respondent has provided products and/or services requested in this RFI. Information provided should include the name,

address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

#### 2.3.4 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFI, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the Business Proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFI or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women, or Veteran Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Sections 1.17, 1.18 and Attachments A/A1 for Minority, Women, and Veteran Business Information.

#### 2.3.5 Contact Information

Provide company's contact information and any other general information necessary.

#### 2.3.6 Similar Work Experience



Please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

### 2.3.7 Company's Technical Information

Please provide any information about your company that will allow the Commission to evaluate the technical aspects proposed by your company as it relates to fulfilling the Scope of Work (Section 1.5) for the service(s) needed by the agency. Please also provide any certifications or qualifications that are required per Section 1.

## 2.4 PROPOSAL & COMPARABLE PROJECTS

The Proposal must contain the following elements:

1. Overall Architecture including Languages and Frameworks
  - a. Provide a high-level description of how you would architect a solution
  - b. Include any languages (e.g. C#, Ruby, etc.) and Frameworks (e.g. Razor, React, etc.) that you would leverage as part of the solution
2. Testing Strategy
  - a. What automated and/or manual testing is provided as part of your proposed solution? Specifically, will it include Unit Testing, Integration/System Testing, Front-end Testing, or End-to-end Testing?
3. Pricing
  - a. Please provide pricing for similar engagements/projects that you have successfully completed. Include the following:
    - i. State Agency or type of organization
    - ii. High-level scope of work
    - iii. Total and service specific costs
    - iv. Timeline of completion
      1. We anticipate kicking-off the project in July 2019 so that the Budget Recommendation Process can occur within the new system starting July 2020
4. Delivery Model
  - a. On what frequency and manner will deliverables be given?
  - b. Other than the code, what else is provided as part of the deliverable? (e.g. Documentation)
5. Stakeholder Engagement Strategy
  - a. How do you plan to solicit needs and requirements from internal and external stakeholders?
  - b. What resources will be needed to do so?

*-- End of Request for Proposal --*