

State of Indiana Bid Contact:

Stephanie Nelson
Procurement Consultant
Indiana Department of
Administration
SteNelson@idoa.IN.gov
Phone: (317) 234-0963

BID INFORMATION COVER SHEET
ASA-23-73681
for
Forensic Laboratory Supplies for All State Agencies

Response Due Date:

Part One, Submission Form Due Date and Time:

November 14, 2022 @ 3:00 PM ET

Part Two, Submission via Flash Drive Due Date and Time:

November 17, 2022 @ 3:00 PM ET

INSTRUCTIONS: Please provide the information requested below and submit this bid information cover sheet with your bid response.

Please note: The process to submit bids have changed. Please thoroughly review submission instructions outlined in the Bid Package document.

BIDDER CONTACT INFORMATION

Company Name	Sirchie Acquisition Company, LLC
Company Bidder ID#	0000024524
Contact Name/Title	PAN O'NEIL / Bid SPECIALIST
Contact Phone/Email	800-356-7311 / BIDS@SIRCHIE.COM

PLEASE IDENTIFY IF THE FOLLOWING PREFERENCES ARE CLAIMED IN THIS COMPLETED BID PACKAGE:

<input checked="" type="checkbox"/> U.S. Manufactured Preference (USMP)
<input type="checkbox"/> Indiana Manufacturing Preference (IMP)

Please be advised only one of the pricing preferences listed below may be claimed.

<input type="checkbox"/> Indiana Business Preference (IBP) (also called Buy Indiana)	<input type="checkbox"/> Indiana Small Business Preference (ISBP)
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BELOW IS A CHECKLIST OF ITEMS TO BE INCLUDED IN THE BID SUBMISSION. FAILURE TO COMPLETE ALL REQUESTED ITEMS MAY RESULT IN REJECTION OF THE BID.

<input checked="" type="checkbox"/> Completed Attestation Form (Bid Information Cover Sheet) <input checked="" type="checkbox"/> Completed Executive Summary	<input checked="" type="checkbox"/> Completed Bid List in original EXCEL format (NO PDFs) <input checked="" type="checkbox"/> Quote and Specifications on Company Letterhead
<input checked="" type="checkbox"/> Completed Bid Package, containing the following: <ul style="list-style-type: none"> Identification of any Purchasing Preferences Claimed (Page 7 - 8) Completion of <i>Minority and Women's Business Enterprises Subcontractor Form</i> (Pages 9-10) 	<input checked="" type="checkbox"/> Completed Indiana Economic Impact Form

- o Completion of *Indiana Veteran Owned Small Business Subcontractor Form* (Pages 11-12)
- o Completion of *Invoice Automation Program* and *ONE Indiana Questions* (Page 14-16)
- o Identification of Emergency Information (Page 16)
- o Identification of Requested Exceptions to Outlined Specifications (Page 17)
- o Company Information with Authorized Signature (Page 20)

☐ Proposal submitted via one (1) Flash Drive containing electronic version of all completed bid documents.

PLEASE USE THE FIELD BELOW TO PROVIDE ANY ADDITIONAL COMMENTS RELEVANT TO THE BID SUBMISSION

Purpose

The State intends to establish a statewide **Quantity Purchase Agreement** for Forensic Laboratory Supplies for All State Agencies to begin by February 1, 2023. A Quantity Purchase Agreement is a contract between the State and vendor, in which commodities are supplied to Indiana state agencies on an ongoing, as-needed basis. It is anticipated that the initial term of the resulting QPA will be one (1) year, with three (3) one-year renewal options, under the same terms and conditions. Total term of this agreement including all renewals, shall not exceed four (4) years.

The contractor will be responsible for supplying forensic laboratory supplies for State agency customers. It is important to note that State agency customers are located throughout the State of Indiana. As such, the contractor must have capacity to supply the requested items to all parts of the State.

The contract is expected to include fixed pricing for frequently purchased items. Item pricing will be all-inclusive, with all costs factored in. In addition, it is anticipated that the contract will also provide discounts off the vendor's catalog/list pricing for purchases of non-market basket items as well. Shipping for purchases under this contract will be FOB Destination.

Since October 2021, the State has spent approximately \$150,000.00 on forensic laboratory supplies.

Current State of Indiana contract information, including the incumbent vendor's name, contract pricing, etc. for forensic laboratory supplies may be viewed at the following web address: <https://www.in.gov/idoa/proc/QPA/30206.pdf>.

Key Bid Dates

The following timeline has been provided as an illustration of the bid 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 tentative and subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Activity	Date
Issue of Bid	October 19, 2022
Deadline to Submit Written Questions	October 26, 2022 by 3:00PM EST
Response to Written Questions	November 2, 2022 by EOD
Submission Process Part One: Submission Form and Required Attachments	November 14, 2022 by 3:00PM EST
Submission Process Part Two: Submission of Bid on Flash Drive	November 17, 2022 by 3:00PM EST
Award Recommendation	December 2022

Question and Answer Period

All questions pertaining to this bid are due by **3:00PM EST on Wednesday, October 26, 2022**. Questions should be emailed to BaaRFP@idoa.IN.gov using the Microsoft Excel sheet labeled "ASA-23-73681 Q&A Template." The State will upload responses to questions received by EOD on **November 2, 2022** to the solicitation webpage for BID ASA-23-73681 <https://www.in.gov/idoa/procurement/current-business-opportunities/>. Interested parties will need to view responses on the solicitation webpage, as responses will not be returned individually via email. Only answers posted to the IDOA website will be considered official and valid by the state. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any state employee.

Inquiries are not to be directed to any other state staff members or any other participating agency. Such action may disqualify Respondent from further consideration.

Bid List Instructions

Please use the Bid List (an Excel document) to enter prices and use the Bid List and Specifications Requirements documents to confirm your proposed products meet the required specifications. The proposed unit prices shall be the purchase price of the product(s) offered to the State. Pricing must be all inclusive, which includes all shipping, packaging, delivery, and all administrative costs. **Additional charges will not be accepted.**

Listed specifications must be met or exceeded for your proposal to be considered for award. Failure to include any information requested in the worksheet may result in the removal of your proposal from consideration. The Bid List must be submitted in the original Excel format. Any attempt to manipulate the format of the Bid List document will put your proposal at risk of disqualification.

Victim Sexual Assault Kit Prototype (Sample)

During the competitive bid process, the State may request a prototype kit (sample) to ensure specifications are met. Bidder must provide samples when requested by the State within seven (7) working days. These samples will be used for determining the bidder's ability to meet specifications. Failure to provide the State with the requested sample may result

in the bidder's proposal being withdrawn. Bidder's will be notified by the State when samples are desired; samples are not to be included when submitting your proposal by the proposal due date. If requested, the prototype kit must be mailed to the State at the bidder's expense and will not be returned to the bidder.

Payments

For transactions with State agencies, IC 4-13-2-14.8 requires:

Notwithstanding any other law, rule, or custom, a person or company who has a contract with the State or submits invoices to the state for payment shall authorize in writing the direct deposit by electronic funds transfer of all payments by the State to the person or company. The written authorization must designate a financial institution and an account number to which all payments are to be credited.

U.S. Manufactured Preference

If claiming the U.S. Manufactured preference, Respondents must clearly specify the items qualified for the preference, at the individual line level, under subsection 1 in the "Claiming Purchasing Preferences" section of the Bid Package document. 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.) This preference can only be applied to the items the State is actually purchasing.

Additionally, Respondents must include a letter on **company (manufacturer) letterhead** confirming the cost of the product or its components exceed 50% of the cost of all components.

If claiming this preference, the bidder is certifying under penalties of perjury that each of the bidder's end products claimed is a U.S. Manufactured Product as described in IC 5-22-15-21. **Failure to indicate individual line items claimed under this preference or failing to include a letter may affect the evaluation of the bid.**

Bidder Registration

In order to participate in many State of Indiana procurement processes, businesses are required to have a Bidder Profile with the Indiana Department of Administration. Bidders should go to www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/ and click on Bidder Registration Form to register. The system will send an acknowledgement of receipt of the registration request. The request will be processed and a Bidder ID generated. Please allow ten (10) business days for registration to be completed. Only the Primary Contact will receive notification via email.

Buy Indiana also known as Indiana Business Preference

Prior to the Submission of Proposals Due Date, your business must also certify your company at <https://www.in.gov/idoa/2464.htm>, if claiming the Buy Indiana preference. It is the Respondents responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA and wishes to be certified as a Buy Indiana entity, go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm>

Respondents not previously registered with IDOA must go to the Buy Indiana website at <https://www.in.gov/idoa/2467.htm> and follow the steps outlined in the paragraph above to certify your business' status. The Respondents Buy Indiana status must be finalized when the solicitation response is submitted to the State.

When applying to Buy Indiana status, be sure to allow sufficient time to complete this process, at least twenty (20) business days.

Buy Indiana must be affirmatively claimed and documentation submitted with your bid response. The State will not look up status of each Respondent in a search to determine eligibility of potential points or preferences provided.

Defining an Indiana Business:

“Indiana business” refers to any of the following:

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

Substantial Capital Investment:

Any company that can demonstrate a minimum capital investment in Indiana of \$5 million or more in plant and/or equipment or annual lease payments in Indiana of \$2.5 million or more shall qualify as an Indiana business under I.C.5-22-15-20.5 (b)(4).

Substantial Indiana Economic Impact:

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); it shall qualify as an Indiana business under I.C. 5-22-15-20.5 (b)(5).

Indiana Economic Impact

All companies desiring to do business with State Agencies must complete an “Indiana Economic Impact” form (State Form #51778). The form is an Excel document and contains two tabs: Attachment C and FTE Details. Both sections must be completed. The form asks for, among other information:

- a. The amount of the contract that is being allocated for payroll and benefits to Indiana residents.
- b. The amount that is being awarded to Indiana subcontractors and suppliers.
- c. The amount that is being subcontracted to Indiana certified minority and women-owned businesses.

The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

Pricing

Pricing on this solicitation must be firm and remain open for a period of not less than 180 days from the award date. Any attempt to manipulate the format of the files may put your proposal at risk. Please note also, the State accepts no obligations for costs incurred by Respondents in anticipation of being awarded.

Pricing must be all inclusive, which includes all shipping, freight, delivery, or destinations fees. Additional charges will not be accepted.

Type of Award

This award will result in a statewide Quantity Purchase Agreement (QPA).

Submission Requirements

The process to submit bids have changed. Please submit your response according to the instructions outlined in the Bid Package document.