

Request for Proposal 19-062

Local Child Care Resource and Referral (CCR&R) Services

Indiana Department of Administration

On Behalf Of

The Indiana Family and Social Services Administration

Pre-Proposal Conference

January 3, 2019

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IDOA/Procurement Division

Indiana Department of Administration



Agenda

- General Information
- Purpose of RFP
- Term of Contract
- Key Dates
- Background
- Scope of Work
- Business Proposal
- Technical Proposal
- Cost Proposal
- Proposal Preparation
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business (IVOSB)
- Additional Information
- Question and Answer Session

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General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on IDOA's Solicitation Website
- Hold questions until the end of the presentation
 - *Any verbal response is not considered binding; respondents are encouraged to submit any questions formally, in writing, if it affects the proposal that will be submitted to the state.*



Purpose of the RFP

- The purpose of this RFP is to select one or more vendors that can satisfy the State's need for local Child Care Resource and Referral (CCR&R) services in three core areas:
 - Parent education and referral support;
 - Program services; and
 - Public awareness and engagement.
- It is the intent of FSSA to contract with one or more vendors that provide quality local CCR&R services for the Indiana CCR&R Program in each of the five new Service Delivery Areas (SDAs).



Term of Contract

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



Key Dates

Activity	Date
Issue of RFP	December 17, 2018
Pre-Proposal Conference	January 3, 2019 1:00 PM EST – Conference Center Room 14 Indiana Government Center - South Building
Deadline to Submit Written Questions	January 4, 2019
Deadline to Submit Intent to Respond Form (optional)	January 4, 2019
Response to Written Questions/RFP Amendments	January 16, 2019
Submission of Proposals	January 30, 2019
The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.	
Proposal Evaluation	February/March 2019
Proposal Discussions/Clarifications (if necessary)	March 2019
Oral Presentations (if necessary)	March 2019
Best and Final Offers (if necessary)	March 2019
RFP Award Recommendation	April 2019

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Background

- Workforce Development
- Enhancements to;
 - Educator skills
 - Educator Competencies
 - Educator qualifications
- CDA Project
- Accreditation Project



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Background (continued)

The overall function of each local CCR&R agency is to provide family and community outreach and quality improvement activities. Indiana has been newly divided into five local CCR&R SDAs, and will require services to be provided in each of these SDAs by eligible and qualified organizations experienced in providing relevant CCR&R services. Each chosen vendor will provide the local CCR&R services in their specified SDA while participating as part of a Coordinating Network of CCR&Rs in the State. Early Learning Indiana (ELI) will be the governing body of this Coordinating Network, helping to ensure that all local CCR&R agencies are fulfilling the goals and requirements of the State.

Interested vendors may bid on any of the five SDAs and are encouraged to bid on as many SDAs as they are able to staff and manage effectively.

Please see Scope of Work (Attachment H) for additional information.

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Scope of Work

The chosen vendor(s) will administer the local CCR&R services for the State of Indiana. These activities include:

- **Core Service #1: Parent Education and Referral Support**
 - Conducting consumer education activities, including family referrals
- **Core Service #2: Program Services**
 - Providing resources to programs that wish to access technical assistance supports around caring for and teaching infants and toddlers, school age children, children with special needs, and children whose primary language is not English
- **Core Service #3: Public Awareness and Engagement**
 - Building community based collaborative partnerships that support the State's vision and priority areas, including community based outreach
- **Data Collection and Assessment**
 - Collecting data pertinent to Early Childhood Education (ECE) and Out-of-School Time (OST) programs in Indiana

Please see Scope of Work (Attachment H) for additional information.

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Business Proposal

(Attachment E)

- **Company Financial Information (Section 2.3.3)**
 - Confidential information must be kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).
- **Contract Terms (Section 2.3.5)**
 - Respondents should review sample State contract and note exceptions to State mandatory and non-mandatory clauses in Business Proposal and Transmittal Letter.
- **References (2.3.6)**
 - Respondents must have at least three (3) references for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP.

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Technical Proposal

(Attachment F)

- Respondents should use Attachment F to complete their Technical Proposal. Use the yellow shaded fields to answer the questions in Attachment F.
 - Yellow fields will expand to accommodate content.
 - Make every attempt to preserve the original format of Attachment F.
- Where appropriate, supporting documentation (e.g. diagrams, certificates, graphics, or other exhibits) may be submitted as an attachment and referenced within the relevant answer field.

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Technical Proposal

(Attachment F)

- Respondents should note that the first ten questions apply to local CCR&R services across all proposed SDAs and responses are required regardless of the number of SDAs they choose to bid on. The final question (number 11) is SDA specific and asks Respondents to apply any and all relevant portions of the first ten questions to the SDA(s) that they choose to submit a proposal for.
 - The information included in the SDA specific responses should not simply repeat the answers provided in questions 1-10.
 - Respondents should refrain from providing the same response for each SDA in question 11, and instead tailor each response to that particular SDA.
- Respondents' proposals will be scored separately based on each SDA(s) that they choose to submit a proposal for.

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Cost Proposal

(Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- There are five sets of tabs for Staffing and Non-Staffing Costs for each of the five SDAs, and Respondents may fill in as many or as few as they choose, depending on which SDAs they submit a proposal for.
- Cost scores will then be normalized to one another, based on the cost proposal with the Lowest Total Four-Year NTE Base Contract Cost. The cost proposal with the Lowest Total Four-Year NTE Base Contract Cost receives a total of 20 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 20$$

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Cost Proposal (Cont.)

(Attachment D)

- For the “Non-Staffing Costs” tabs for each SDA a Respondent chooses to submit a proposal for, Respondents must fill in the yellow cells for any additional non-staffing costs or training costs, as well as select which Contract Year the Respondent will request computer reimbursement (if any), in the appropriate tables.
- The computer reimbursement formula used in these tabs is based on the number of FTEs a Respondent proposes in the “Staffing Costs” tabs. Per OECOSL policy, the Respondent may be provided one computer per FTE, then will be reserved an additional computer per every fourth FTE, for the Respondent to request should they need them.
- Additionally, the Respondent will write a narrative elaborating on any non-staffing costs, training costs, and computer equipment in the appropriate yellow boxes.
- Together, the Monthly Staffing and Non-Staffing Costs must factor in all overhead costs.



Cost Proposal (Cont.)

(Attachment D)

Submitting a Proposal for SDA 1? (select yes/no)

Table 1: Non-Staffing Costs

Item	Detailed Description	Monthly Cost
Total Monthly Non-Staffing Costs		\$ -

Table 2: Training Costs

Item	Detailed Description	Monthly Cost
Total Monthly Training Costs		\$ -
Total Non-Staffing and Training Monthly Costs (Excluding the Cost of Computers)		\$ -



Cost Proposal (Cont.)

(Attachment D)

Table 3: Non-Staffing Costs Narrative

Table 4: FTE Assumptions (For Optional State Computer Reimbursement)

Total Monthly Staffing Hours	Total Annual Work Hours
0.00	2080

Table 5: Optional State Computer Reimbursement

In which Contract Year, if any, will the Respondent request computer reimbursement? (select)	Number of FTEs	Amount provided per FTE	Total Provided Computers Contract Cost	Total Reserved Computers Contract Cost
	0.00	\$ 1,200.00	\$ -	\$ -

Table 6: Optional State Computer Reimbursement Narrative



Cost Proposal (Cont.)

(Attachment D)

- The “Cost Proposal Summary” tab will pull Respondent’s information from the “Staffing Costs” and “Non-Staffing Costs” tabs for each SDA that they choose to submit a proposal for. Other than inserting the Respondent’s name, no response is necessary on this tab.

Number of Years in Base Contract	4
----------------------------------	---

Summary of All SDAs' Cost Proposals

SDA	Total Contract Budget Maximum	Fixed Monthly Fee* (excluding cost of computers)	Annual Cost (excluding cost of computers)	Four-Year Base Contract Cost (excluding cost of computers)	Optional State Computer Reimbursement (Lifetime of Contract)	Total Four-Year NTE Base Contract Cost
1	\$3,320,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$3,800,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$5,200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$2,680,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$3,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -

*The Fixed Monthly Fee will remain the same across all base Contract years and any extension years.

Summary of SDA 1 Cost Proposal

Total Contract Budget Maximum for SDA 1	Proposed Total Four-Year NTE Base Contract Cost for SDA 1
\$3,320,000.00	\$ -

	Fixed Monthly Fee* (excluding cost of computers)	Annual Cost (excluding cost of computers)	Four-Year Base Contract Cost (excluding cost of computers)	Optional State Computer Reimbursement (Lifetime of Contract)	Total Four-Year NTE Base Contract Cost
Staffing Costs	\$ -	\$ -	\$ -	N/A	\$ -
Non-Staffing Costs (excluding the cost of computers)	\$ -	\$ -	\$ -	N/A	\$ -
Total Provided Computers Contract Cost	N/A	N/A	N/A	\$ -	\$ -
Total Reserved Computers Contract Cost	N/A	N/A	N/A	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -



Proposal Preparation

- **Buy Indiana, Business Proposal (2.3.14)**
 - Status shall be finalized by proposal due date
 - Five (5) definitions, details provided in the RFP
- **Indiana Economic Impact, Attachment C**
 - Definitions of FTE (Full-Time Equivalent)
 - Example: If a Respondent has five (5) full time employees, is bidding on its 5th contract, and all contracts get an equal amount of commitment from the employees, then each employee commits 20% of his/her time to the new contract:
 - 0.2×5 employees – 1 FTE



Proposal Preparation

- When submitting your response, please create a separate electronic folder for each component to which you are responding. This folder should contain all of the pertinent files for only that component, i.e., MWBE forms, IVOSB forms, IEI form, Transmittal Letter, Business Proposal, etc. Your proposal may be deemed as non-responsive if these instructions are not followed.



Proposal Preparation

- Attachment D (Cost Proposal) must be returned in the original Excel format (No PDFs)
- Use the templates provided for all responses
- Do not alter any templates
- Submit all questions via email using the Q&A Template (Attachment G)



Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	55 points
3. Cost (Cost Proposal)	20 points
4. Indiana Economic Impact	5 points
5. Buy Indiana	5 points
6. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
8. Indiana Veteran Business Enterprise (IVOSB) Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

Indiana Department of Administration



Minority and Women's Business Enterprises

Mission/Vision

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

Nondiscrimination and Antidiscrimination Laws

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



Minority and Women's Business Enterprises

Contact Information

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

Complete Attachment A, MWBE Form

- Include sub-contractor letter of commitment

Goals for Proposal

- 8% Minority Business Enterprise
- 8% Women's Business Enterprise



**ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (Division) 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. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

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

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 1.22)
- 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 Valuable Scope Contribution (VSC). 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 RFP 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. The MBE and/or WBE subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. The State may deny evaluation points if the letter(s) is 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 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>.



Minority and Women's Business Enterprises

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

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

Indiana Department of Administration



Minority and Women's Business Enterprises

Prime contractors should note the following:

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- Pursuant to 25 IAC 5-6-2(b)(d), a Prime Contractor who is a 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.



STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 19-062

DUE DATE: 1/30/2019

TOTAL BID AMOUNT:

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

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

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	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.



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP# 19-062

DUE DATE: 1/30/2019

TOTAL BID AMOUNT:

MBE Firm WBE Firm

Company Name:

Contact Person:

Address:

E-mail:

Telephone Number:
()

Fax Number:
()

Sub-Contract Amount:

Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:

Sub-Contract Percentage of Total Bid:

Provide approximate dates when Sub-Contractor will perform on this project:



Indiana Department of Administration

Minority and Women's Business Enterprises

- **Effective August, 2014, a new MWBE scoring methodology will be utilized for all RFP's released**
- **New Process** - MWBE scoring is conducted based on 10 points plus a possible 2 bonus points scale
 - MBE: Possible 5 points + 1 bonus point
 - WBE: Possible 5 points + 1 bonus Point
- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

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



Indiana Veteran Owned Small Business

Contact Information

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

Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

Goals for Proposal

- 3% Veteran Business Enterprise



**ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM**

In accordance with Section 1.22 of RFP 19-062, the respondent is expected to submit with its proposal an Indiana Veteran Owned Small Business (IVOSB) RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Indiana Veteran Owned Small Business(es) listed in the [VA OSDBU](http://www.in.gov/idoa/2862.htm) registry, or listed on the IDOA Directory of Certified Firms that conform to the IVOSB rules as laid out at <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. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to address these goals may affect 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 subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise ([VA OSDBU](http://www.in.gov/idoa/2862.htm)) 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 OSDBU](http://www.in.gov/idoa/2862.htm)), to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- 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 Valuable Scope Contribution (VSC). 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 OSDBU](http://www.in.gov/idoa/2352.htm) 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 RFP 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 IVOSB subcontractor amount and subcontractor percentage is only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. The State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is 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 regulatory 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.



Indiana Veteran Owned Small Business

Prime contractors should note the following:

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



Indiana Veteran Owned Small Business

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

- Must be listed on [VA OSDBU](#) registry or listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date.
- **Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.**
- Provide the goods or services specific to the contract and within the industry area for which it is certified.

Indiana Department of Administration



STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-062

DUE DATE: 1/30/2019

TOTAL BID AMOUNT:

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

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

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	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.



Indiana Veteran Business Enterprise

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#: 19-062

DUE DATE: 1/30/2019

TOTAL BID AMOUNT:

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

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Indiana Veteran Owned Small Business

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

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

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



IDOA Subcontractor Scoring

RFP MBE/WBE/IVOSB Scoring Example

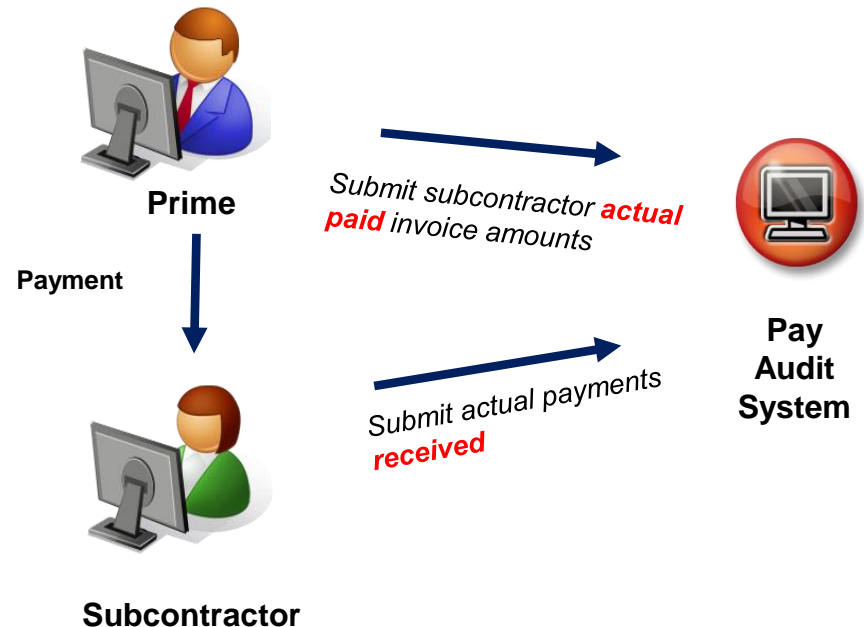
Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	10.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	4.0%	2.5	1.8%	3.0	9.25
Bidder 3	8.0%	5.0	8.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00



Subcontractor Compliance

Pay Audit System

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



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

For Buy Indiana Questions/Registration

<http://www.in.gov/idoa/2467.htm>

- A. Link to the developing for bidder registry with IDOA and Secretary of State.
<http://www.in.gov/idoa/2464.htm>
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor and Supplier Resource Center:
<http://www.in.gov/idoa/3106.htm>
- D. Minority and Women Owned Business Enterprises:
Link to more information and full listing of IDOA Minority and Women Owned Businesses
<http://www.in.gov/idoa/2352.htm>
- E. Indiana Veteran Owned Small Business Program:
Link to more information and full listing of Indiana Veteran Owned Small Businesses:
<http://www.in.gov/idoa/2862.htm>. To search certified IVOSB's: <https://www.vip.vetbiz.gov>
- F. RFP posting and updates:
Go to <http://www.in.gov/idoa/2354.htm> (select "Current Opportunities" link)
Scroll through table until you find desired RFP number on left-hand side and click the link.

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Questions

Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.



Thank You

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