

**STATE OF INDIANA**

**Request for Comment 25-80816**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**All State Agencies**

**Draft Scopes of Work For:**

**Language Interpretation and Translation Services**

**Comments Due Date and Time:**

**November 25, 2024 at 5:00 EST**

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Indiana Department of Administration

Procurement Division

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## 1.1 **Introduction and Purpose**

The Indiana Department of Administration (IDOA) requires Statewide Language Interpretation and Translation Services for use by State Agencies. It will be the intent of IDOA to solicit responses to a solicitation in accordance with the Scope of Work contained in this package. However, the purpose of this Request for Comment is to receive comments from potential Respondents on the draft Scope of Work for Language Interpretation and Translation Services. The nature of these comments shall be to provide feedback on the clarity, feasibility, and completeness of the Scope of Work. Respondents are encouraged to suggest improvements or highlight potential issues with the current draft Scope of Work to ensure that the final solicitation aligns with industry standards and meets the needs of the State.

**IDOA is under no obligation to provide responses to Vendor questions or feedback at this time.**

Feedback Forms (Attachment B) must be completed and emailed to [liosborne@idoa.in.gov](mailto:liosborne@idoa.in.gov) by the deadline indicated on page one (1).

## 1.2 **Solicitation Outline**

The outline of this solicitation document is described below:

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| **Section** | **Description** |
| Attachment A | Language Interpretation & Translation Services Scope of Work |
| Attachment B | Feedback Form |

1.3 **Summary Scope of Work**

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The State is looking to select one or more Contractor(s) to provide Language Interpretation and Translation services. The Contractor(s) shall be responsible for a full range of in-person, on-line, and telephonic interpretation services, as well as written translation services. The Contractor(s) shall make these services available to all State agencies in Indiana for the purposes including but not limited to:

* Audio description and captioning
* Educational programs and exhibits
* Meetings
* Case management
* Day-to-day encounters at local agency offices
* Conferences and/or trainings

1.4 **Feedback Form Overview**

Attachment B, Feedback Form, gives potential respondents the ability to provide comments on Attachments A that may be used to inform a future solicitation for Language Interpretation and Translation Services. All comments may be submitted in Attachment B via email to[liosborne@idoa.in.gov](mailto:liosborne@idoa.in.gov) and must be received by the time and date indicated on page one (1).

The subject line of the email submissions must clearly state the following:

“**Language Interpretation and Translation Services Comments – [*INSERT COMPANY NAME*]**”.

1.5 **Registration to do Business**

In order to bid on an eventual RFP, respondents must update their registration to do business with the Secretary of State and Department of Administration, Procurement Division

Secretary of State

Respondents providing the products and/or services required by a future solicitation must be registered to do business within the State by the Indiana Secretary of State. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State at www.in.gov/sos.

Department of Administration, Procurement Division

To complete the on-line Bidder registration, go to 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/. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder’s area(s) of interest, selected during the registration process. Respondents need to be registered to submit a proposal. Completion of the Bidder registration will result in your name being added to the Bidder’s Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division’s Bidder Database.

Respondents may also check their Buy Indiana status in advance of the solicitation.

### Buy Indiana Initiative (Indiana Business Preference) /Indiana Company

It is the Respondent’s responsibility to confirm its Buy Indiana certification is active as of the submission date of the sourcing event. Check status within the Buy IN Designation List at https://www.in.gov/idoa/procurement/supplier-resource-center/programs-and-preferences/buy-indiana/.

If Respondents are not certified but wish to be, follow the Department of Administration, Procurement Division instructions within 1.6 Registration to Do Business. Along with registering, the Respondent can begin the Buy IN certification process.

When applying to Buy IN status, be sure to allow sufficient time to complete this process, at least twenty (20) business days. The Respondent’s Buy Indiana status must be finalized when the solicitation response is submitted to the State.

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).