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**STATE OF INDIANA**

**Request for Proposal 25-83305**

**Addendum #1**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**All State Agencies**

**Solicitation For:**

**Statewide Language Interpretation and Translation Services**

**Submission Due Date and Time:**

**April 14, 2025 - 3:00 PM ET**

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Indiana Department of Administration

Procurement Division

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**Summary of Changes**

Deletions are indicated via strikethrough and additions have been made in red font in the corresponding documents.

1. **RFP 25-83305 Boilerplate:**
   1. Section 1.7 - Question/Inquiry Process

The subject line of the email submissions must clearly state the following: “RFP 25-83305~~80816~~ Questions/Inquiries – [INSERT COMPANY NAME]”.

* 1. Section 2.3.15 - Payment.

Removed at the request of the agency. ~~Respondent should be able to accept payment by credit card as an optional form of payment but should be able to accept other forms of payment from the State as well. In the Respondent’s proposal, the Respondent should agree to accept any credit card-user handling fees associated with acceptance of the State’s Purchasing Card. Please demonstrate how your company will meet this requirement of accepting payment by credit card as the only form of payment if the State chooses to implement this policy.~~

* 1. Section 2.3.16 - Extending Pricing to Other Governmental Bodies.

The Respondent must ~~indicate~~ confirm within its Executive Summary that it agrees to extend the prices of awarded products and/or services to other governmental bodies. The Respondent should note the following:

* Other Governmental Bodies are defined as an agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following:
  + The judicial branch
  + The legislative branch
  + A political subdivision as defined in IC 5-22-2-22 and IC 36-1-2-13 (includes school corporations, municipal corporations, Legislative body, Taxing district, Town, Township, and Unit)
  + A State educational institution
* The State DOES NOT accept any responsibility for purchase orders issued by other governmental bodies.
* All other governmental bodies must be willing to accept items as described in the specifications without any changes once the solicitation is awarded.
  1. Section 2.5 - Cost Proposal.

Cost proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the solicitation in a cost-effective manner. For the Summary tab, the total bid amount will be auto populated. For the In-Person tab, provide the hourly rate information for item numbers A1-A11 and A12-A22. For the Telephonic tab, provide the per minute rate for item numbers B1-B11 and B12-B22. For the Document tab, provide the per word rate for item numbers C1-C11, and C12-C22. For the Virtual tab, provide the hourly rate for item numbers D1-D11 and D12-D22. ~~For the Logistical Costs tab, provide the annual cost.~~ For Value-Added Offerings, the State encourages Respondents to ~~provide the annual cost for any~~ propose~~d~~ value-added offerings such as discounts or services provided at no cost.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk of disqualification.

The Respondent should provide a brief narrative (not longer than two pages) in support of each Cost Proposal item. The narrative should be focused on clarifying how the proposed prices correspond directly to the Respondent's Technical Proposal. For example, evaluators will expect detailed explanation of Value Added Offerings ~~Maintenance and Support~~ to correspond to Value Added Offering ~~Maintenance and Support~~ items if described in the Technical Proposal. Please compose and return this document in a PDF format, labeled as “Cost Proposal Narrative”.

1. **RFP 25-83305 Attachment D - Cost Proposal:** 
   1. Tab II. In-Person, Tab III. Telephonic, Tab IV. Document, and Tab V. Virtual.

Note: The State will not accept any additional fees not stated in the Cost Proposal. Hourly rates must be inclusive of all fees and services associated with an item.

* 1. Tab VI. Value Added Offerings. Table 1.

|  |  |  |
| --- | --- | --- |
| **Value Added Offering or Savings Offering** | **Offering Description** | |
| **~~Item~~** | **~~Item Description~~** | **~~Annual Cost~~** |
|  |  |  |
| **~~Total~~** | | **~~$~~** |

* 1. Tab VI. Value Added Offerings. Table 2 (Removed).

|  |  |  |
| --- | --- | --- |
| ~~2. Please provide pricing methodology for any emerging technologies and trends in the interpretation and translation space described in response to question 6.7.1 of the Technical Proposal response.~~ | | |
| **~~Item~~** | **~~Item Description~~** | **~~Annual Cost~~** |
|  |  |  |
| **~~Total~~** | | **~~$~~** |

1. **RFP 25-83305 Attachment E - Business Proposal:** 
   1. Section 2.3.3 Respondent’s Diversity, Equity, and Inclusion Information.

**2.3.3 Respondent’s Diversity, Equity, and Inclusion Information** – Removed this section pursuant to Executive Order 25-14.~~With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what are the demographic compositions of Respondents’ Executive Staff and Board Members, if applicable?~~

2. Section 2.3.16 - Extending Pricing to Other Governmental Bodies.

**2.3.16 Extending Pricing to Other Governmental Bodies** – See Attachment F1, minimum requirement #6 for Respondent requirement to extend pricing to Other Governmental Bodies. ~~Removed at the request of the agency.~~

1. **RFP 25-83305 Attachment F - Technical Proposal**

Section number references updated throughout the document.

1. **RFP 25-83305 Attachment K - Scope of Work:** 
   1. Section 5.2 - Billing.

The State will not accept any additional fees not stated in the Cost Proposal. Hourly Rates must be inclusive of all fees and services associated with an item.

* 1. Section 5.9 - Sub-Agreements.

The Contractor(s) shall review the Scope of Work, and in response prepare a proposal outlining what resources will be utilized to meet the Government Entity’s needs and including a budget quote, that is aligned with the Pricing detailed in Attachment ~~X - Pricing~~ D - Cost Proposal.

* If a Contractor(s) is not able to meet the Government Entity’s request, then the Contractor(s) shall provide a response outlining why they cannot meet the Agency’s needs in this case

If the Government Entity agrees to the Contractor(s) proposal response, then the Government Entity shall develop a sub-agreement Scope of Work based on the approved response.

* This sub-agreement Scope of Work must utilize the template provided in Attachment M - Sub-Agreement Template

All services and fees provided under a sub-agreement shall follow the standards and guidelines set within this Scope of Work and Attachment ~~X - Pricing~~ D - Cost Proposal.

1. **RFP 25-83305 Attachment M- Sub-Agreement Scope of Work:**

Document Purpose: This document is identified as the template referenced in the RFP Boilerplate (page 9)~~Exhibit X~~, as the sub-agreement template to be utilized for adding additional scopes of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.