**RFP 26-8944 Mobility Vans**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

* + 1. **Delivery Requirements**

Please describe how you will meet the Delivery Requirements laid out in Section 1.4.3 of the Scope of Work. Clearly describe any limitations you have to meeting any of the requirements.

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* + - 1. Please confirm your understanding and acceptance that a completed Pre-Delivery Service Checklist is to be included with each delivered vehicle. Clearly describe any limitations you have to meeting this requirement.

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* + 1. **Report Submission Requirement**
       1. Please confirm your understanding and acceptance that a Monthly Sales Report is to be submitted to the Indiana Department of Administration (IDOA) on the 15th of each month. Clearly describe any limitations you have to meeting this requirement.

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* + - 1. Please confirm your understanding and acceptance that a Quarterly non-QPA Sales Report is to be submitted to the Indiana Department of Administration (IDOA). Clearly describe any limitations you have to meeting this requirement.

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* + - 1. Please confirm your understanding and acceptance that a Quarterly Performance Report is to be submitted to the Indiana Department of Administration (IDOA). Clearly describe any limitations you have to meeting this requirement.

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* + - 1. Please confirm your understanding and acceptance that an Annual Other Governmental Bodies Report is to be submitted to the Indiana Department of Administration (IDOA). Clearly describe any limitations you have to meeting this requirement.

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* + - 1. Please confirm your understanding and acceptance that a Monthly Order Due Date Report is to be submitted to the Indiana Department of Administration (IDOA) no fewer than every 30 days. Clearly describe any limitations you have to meeting this requirement.

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* + - 1. Please confirm your understanding and acceptance that a Close-out Report is to be submitted to the Indiana Department of Administration (IDOA) within 120 days after the expiration of the contract. Clearly describe any limitations you have to meeting this requirement.

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* + 1. **Audit**

Please confirm your understanding and acceptance that the State reserves the right to audit the materials listed in Section 1.4.5 of the Scope of Work at any time.

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* + 1. **Vehicle Requirements**

1.4.6.1 Please describe how you will meet the requirements in Section 1.4.6.1 of the Scope of Work - “Vehicle Drivable Upon Delivery.” Clearly describe any limitations you have to meeting any of the requirements.

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* + - 1. Please describe how you will meet the requirements in Section 1.4.6.2 of the Scope of Work - “Advertisements on Vehicle.” Clearly describe any limitations you have to meeting any of the requirements.

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1.4.6.3 Please describe how you will meet the requirements in Section 1.4.6.3 of the Scope of Work - “Odometer Limit.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Price Decrease Reciprocation**

Please describe how you will meet the requirements in Section 1.4.7 of the Scope of Work - “Price Decrease Reciprocation.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Customer Service**

Please describe how you will meet the requirements in Section 1.4.8 of the Scope of Work - “Customer Service.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Time Response to Inquiry**

Please describe how you will meet the requirements in Section 1.4.9 of the Scope of Work - “Timely Response to Inquiry.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Order Due Date Notification and Guarantee**

Please describe how you will meet the requirements in Section 1.4.10 of the Scope of Work - “Order Due Date Notification and Guarantee.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Standard Color**

Please describe how you will meet the requirements in Section 1.4.11 of the Scope of Work - “Standard Color.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Performance Metrics and Invoice Credits**

Please describe how you will meet the requirements in Section 1.4.12 of the Scope of Work - “Performance Metrics and Invoice Credits.” Clearly describe any limitations you have to meeting any of the requirements.

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* + 1. **Corrective Actions for Non-Compliance**

Please confirm your understanding and acceptance of the requirements in Section 1.4.13 of the Scope of Work – “Corrective Actions for Non-Compliance.”

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* + 1. **Quarterly Meeting**

Please confirm your understanding and acceptance of the requirements in Section 1.4.14 of the Scope of Work – “Quarterly Meeting.”

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