



STATE OF INDIANA

Request for Proposal/Partnership 26-84944

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

Indiana Department of Transportation and All State Agencies

Solicitation For:

Mobility Vans

Submission Due Date and Time:

December 17, 2025 @ 3:00 PM ET

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Indiana Department of Administration

Procurement Division

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Section One

General Information and Requested Products/Services

1.1 Introduction

In accordance with applicable Indiana Code provisions, Rules and Policies, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Transportation (INDOT), requires Mobility Vans for All State Agencies. It is the intent of IDOA to solicit responses to this solicitation in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This solicitation is being posted to the IDOA Bidding Opportunities website, at <https://www.in.gov/idoa/procurement/current-business-opportunities/> for downloading. Neither this solicitation nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 Definitions and Abbreviations

The following are explanations of terms and abbreviations appearing throughout this solicitation. Other special terms may be used in the solicitation, but they are more localized and defined where they appear, rather than in the following list.

Award Recommendation	IDOA's summary, typically in letter format, of the solicitation and suggestion on respondent selected for the purposes of beginning contract negotiations.
BAFO	Best and Final Offer is an opportunity for short-listed respondents to propose an improved cost for final score consideration.
Contract Award	The acceptance of IDOA's Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation.
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this solicitation for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE
IAC	Indiana Administrative Code

IC	Indiana Code
Installation	The delivery and physical setup of products or services requested in this solicitation
Other Governmental Body	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: <ol style="list-style-type: none"> 1) The judicial branch 2) The legislative branch 3) 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) 4) A State educational institution
Prime Contractor	As used in Attachments A and A1 , refers to the entity responding to the solicitation.
Products	Tangible goods or manufactured items as specified in this solicitation
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18; and any entity or person who does business with the State and is registered as same. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the company who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this solicitation
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "State Agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of State government

Subcontractor	As used in Attachments A and A1 refers to the entity entering into a contract with the Prime Contractor for a portion of the scope of the solicitation.
Total Bid Amount	The amount that the Respondent proposes on Attachment D that represents their total, all-inclusive price.
VSC (Valuable Scope Contribution)	The benefit the proposed certified subcontractors(s) must provide to the project set forth in the solicitation.

1.3 Purpose of the Solicitation

The purpose of this solicitation is to select a respondent that can satisfy the State's need for Mobility Vans. It is the intent of IDOA to contract with a respondent that provides quality Mobility Vans for All State Agencies.

1.4 Summary Scope of Work

1.4.1 Overview

The Contractor shall provide all services necessary to provide new mobility vans to the State of Indiana as set forth in this RFP and attachments, incorporated and made a part of this Contract herein by reference. IDOA, on behalf of All State Agencies, is establishing a quantity purchase agreement (QPA) for these services. The duties of the Contractor are set forth, attached hereto, and fully incorporated herein.

Furthermore, other governmental bodies of the State of Indiana may utilize the QPA negotiated by the State. Although participation of this contract by the other governmental bodies is not mandatory, it is the State's goal to continue to encourage all other governmental bodies of the State of Indiana to use the price agreement(s) resulting from this RFP. Increased utilization by these entities significantly enhances the business opportunity for the winning Respondent without having to participate in additional RFP processes individually with these entities.

The State, however, is not responsible for the transactions between the awarded Respondent and these entities. All other governmental bodies using State contracts and QPAs are expected to follow the contractual terms and conditions specified in those agreements and within local purchasing requirements. The awarded Respondent is required to provide and extend pricing for vehicles to other governmental bodies of the State of Indiana.

The State may award all or part of this RFP based on the best interests of the State.

1.4.2 Background and Recent Purchasing Profile

The Indiana Department of Administration (IDOA) is soliciting bids on behalf of the Indiana Department of Transportation (INDOT) to purchase mobility vans for use primarily by the INDOT federal Section 5310 (specialized) and 5311/5339 (rural public transit) subrecipients. INDOT currently has 44 Section 5310 subrecipients and 46 Section 5311/5339 subrecipients throughout Indiana.

The Section 5310 program provides formula funding to states and designated recipients to meet the transportation needs of older adults and people with disabilities. Formula funds are apportioned to direct recipients; for rural and small urban areas, this is the Indiana Department of Transportation. In large urban areas with over 200,000 population, a designated recipient is chosen by the governor. The designated recipient (state and large urban areas) in turn award funds for local projects to “subrecipients,” which can include local governments and private nonprofit organizations that provide specialized transportation to older adults and individuals with disabilities.

The Section 5339(a) rural bus program provides funding to states through a statutory formula to replace, rehabilitate and purchase buses and related equipment. States in turn award funds for local projects to “subrecipients,” to rural areas under 50,000 population such as local governments and private nonprofit organizations that provide rural public transportation using federal Section 5311 rural transit operating assistance.

Both programs provide at least an 80% federal share for the purchase of mobility vans. In recent years, INDOT has increased the federal share to 85% to assist subrecipients with the remaining local cash balance.

To meet the various operating characteristics of subrecipients, INDOT has utilized low floor minivans along with body-on-van chassis vehicles (cutaway) in the past. While there are other suitable vehicles, the aforementioned mobility vans provide the most cost-effective operating/maintenance characteristics and prices for INDOT subrecipients. To further accommodate subrecipients’ needs, INDOT is also requesting bids for Ford Transit Cutaway Van (8 passenger/2 wheelchair) for this particular contract.

The number and type of vehicles purchased each year is dependent on annual federal allocations, along with subrecipient operating needs and the ability to secure local match. The total number of INDOT subrecipients receiving vehicles each year varies depending on operating needs and the ability to secure local match.

The types of Mobility Vans to be purchased are listed in the table below.

Type	Estimated Quantities	Typical Seating Capacities
Low floor minivan with in-floor ramp	Up to 80 each year	4 ambulatory + 1 wheelchair 3 ambulatory + 2 wheelchairs 5 ambulatory with optional center foldaway seat.
Small Transit Cutaway 138 inch wheelbase	Up to 50 each year	8 ambulatory + 2 wheelchairs
Large Transit Cutaway 176 inch wheelbase	Up to 15 each year	16 ambulatory + 2 wheelchairs
Medium Transit Vehicle 158 inch wheelbase	Up to 40 each year	12 ambulatory + 2 wheelchair
Ford Transit Cutaway 138 inch wheelbase	Up to 10 each year	8 ambulatory + 2 wheelchair

These figures are only an estimate and are not to be construed as an amount to be offered under this RFP. The Medium Transit Vehicle is listed as an optional item in the Cost Proposal Attachment D, as it shares a common chassis with the Large Transit Vehicle. The Ford Transit Cutaway is a new vehicle type sought by INDOT for this bid. It was not requested in previous state mobility vans solicitations.

INDOT Estimated Current spend (CY 2023 and 2024)

Vehicle Category	Two Year Totals
Low Floor Minivan	\$7,706,137
Small Transit Vehicle	\$5,327,263
Medium/Large Transit Vehicle	\$7,463,626
Totals	\$20,497,026

These figures are only an estimate and are not to be construed as an amount to be offered under this RFP. These figures do not include any piggy-backing orders by other Section 5307/5310/5339 grantees located in Indiana.

1.4.3 Delivery Requirements

The State declares that time is of the essence and the delivery of the new vehicle(s) ordered by the projected delivery date is crucial to the Requesting Entity. The Contractor shall use commercially reasonable best efforts to maintain a Fill Rate of 100% delivery of new vehicles within the maximum delivery date range of 180 calendar days from Order Confirmation Date, State-approved documentation from the OEM requiring a separate delivery date, or a delivery date otherwise mutually agreed upon by the Requesting Entity and the Contractor. The Contractor shall use commercially reasonable best efforts to meet the requirements specified by each Requesting Entity and to deliver to all current and potential delivery sites or points of use within the State.

If for any reason the Contractor is unable to meet the maximum delivery date of 180 calendar days or the date that was otherwise mutually agreed upon for a vehicle, the Contractor shall be subject to consequential Invoice Credits and corrective actions as described in Sections 1.4.13 and 1.4.14.

Delivery must be made between the hours of 7:30am and 3:30pm, Monday through Friday, Eastern Time. No deliveries may occur on state holidays. The Contractor shall notify the Requesting Entity 24 hours prior to vehicle delivery. The Contractor will allow the Requesting Entity five (5) business days following vehicle delivery to notify the Contractor of any irregularities. If any deviations from the specifications, damage, or improper dealer preparation exists, the Requesting Entity may not accept the vehicle. If the Requesting Entity does not notify the Contractor within five (5) business days, the Contractor may assume the Requesting Entity has accepted the vehicle.

Delivery shall be made to a secure location within the Indianapolis-Carmel-Greenwood Metropolitan Statistical Area (excluding Brown, Madison and Tipton counties) agreed upon by the State and the successful vendor. The location shall be within 10 miles of a gasoline fuel station.

For Mobility Vans, the delivery fee may be imposed starting at the 1st mile from the agreed delivery location.

1.4.3.1 Pre-Delivery Service Checklist

Prior to delivery of any vehicle, the dealer should make arrangements with the State or an ordering Authorized User for the purpose of scheduling delivery and conducting an inspection of delivered vehicles. The State or an ordering Authorized User reserve the right to inspect each delivered vehicle to establish conformity to specifications prior to acceptance. All delivered vehicles shall be

ready for immediate operation. The Contract shall perform all pre-delivery servicing and adjustments according to the requirements of this RFP, including Attachment J – Pre-Delivery Service Checklist. A completed Attachment J – Pre-Delivery Checklist shall be included with each new vehicle that is delivered.

1.4.4 Report Submission Requirements

The Contractor shall provide IDOA with the reports listed below as well as any reports requested by the State on an ad hoc basis.

1.4.4.1 Monthly Sales Report

The Contractor shall submit to IDOA a monthly sales report on the 15th of each month documenting the sales for the past month. Reports shall include, but are not limited to:

- Requesting Entity Name
- End-user Type (State Agency, School, Local Government, other)
- Purchase Order Number and Date of Order
- Estimated Date of Delivery
- Vehicle model year, make and any other accessories or options purchased
- Price per unit
- Quantity ordered
- Extended Price

1.4.4.2 Quarterly non-QPA Sales Report

The Contractor shall submit to IDOA a quarterly report that documents any sales made to Indiana government customers but not under the auspices of this QPA. For example, the Contractor will include vehicles that are not an approved QPA model in this report. The report will contain the same data points and shall be in the same format as the monthly sales report.

1.4.4.3 Quarterly Performance Report

The Contractor shall submit to IDOA a quarterly performance report on the 15th of each month, documenting the degree to which the Contractor met the performance metrics outlined in Section 1.4.13 over the past month.

1.4.4.4 Annual Other Governmental Bodies Report

The Contractor shall submit to IDOA a quarterly report that documents any sales made to Other Governmental Bodies that falls under the auspices of this QPA.

1.4.4.5 Monthly Order Due Date Report

The Contractor is required to notify the State no fewer than once per 30 days when manufacturers' final order due dates are released. All orders received by the Contractor on, or prior to a manufacturer's final order due date shall guarantee delivery of the vehicle as described on the purchase order at the contract price. If a vehicle that is ordered before the manufacturer's order due date (as last communicated in writing to IDOA) is out of stock or out of production, the Contractor must honor the originally ordered vehicle's pricing on the newer year model or a functionally equivalent vehicle that is acceptable to the Requesting Entity.

1.4.4.6 Close-out Report

The Contractor shall submit to IDOA a close-out report within one hundred twenty (120) days after the expiration of the contract. The close-out report must cover all sales now shown on the final monthly report and reconcile all errors and credits. If the Contractor reporting all sales and reconciled all errors and credits on the monthly sales report, then the Contractor should show zero (0) sales in the close-out report. The report will contain the same information and shall be in the same format as the monthly sales report.

All reports must be submitted in a Microsoft Excel template provided by IDOA at the start of the contract term.

1.4.5 Audit

The State reserves the right to audit at any time the Contractor's dealer invoices, factory invoices, evidence of holdbacks and dealer incentives, customer incentives, published price lists, or any other evidence establishing the Contractor's net cost, upon request.

1.4.6 Vehicle Requirements

IDOA is soliciting the vehicle types listed in Attachment D – Cost Proposal Template. ~~In that attachment, please refer to "Tab A. Vehicle Minimum Specifications" to review the minimum specifications of each vehicle type.~~

1.4.6.1 Vehicle Drivable Upon Delivery

All vehicles sold under this contract must be fully serviced as per the manufacturer's pre-delivery recommendations and all equipment accessories and options are to be installed with the adjustments made that are required to prepare the vehicle for immediate and continuous operation. All necessary fluids must be filled to the maximum level. The gasoline tank must contain at least three (3) gallons of fuel when delivered.

1.4.6.2 Advertisements on Vehicle

All vehicles sold under this contract must not have any advertisement or dealer logo of any kind affixed to the vehicle. Only information required by law shall be affixed to the vehicle.

1.4.6.3 Odometer Limit

All Mobility Vans sold under this contract must be delivered or picked up with less than 1,000 miles on the odometer. If the Contractor believes that a vehicle will have 1,000 miles or more for Mobility Vans, the Contractor must seek the written approval of the Requesting Entity and IDOA. The Requesting Entity and IDOA has the authority to reject any Mobility Van that has 1,000 miles or more on the odometer if the Requesting Entity and IDOA did not already agree to such mileage in writing.

1.4.7 Price Decrease Reciprocation

If, during the contract term, the Contractor's costs from the manufacturer for a vehicle, accessory, option or any other equipment or product sold under this contract decrease, the Contractor shall notify the State of such decrease pass along any cost savings to the State. In addition, the State shall receive any other incentives offered at the time of sale of each vehicle in addition to the guaranteed Incentives. Please see Section 2.5 (Cost Proposal) for additional information.

1.4.8 Customer Service

Single Point of Contact: The Contractor shall be the single point of contact for the State or Requesting Entity regarding all contract use issues such as ordering, invoicing, delivery, and payment.

Timely Response to Inquiry: The Contractor shall respond to comments or questions from the State or any Requesting Entity within one (1) business day. For all unresolved questions older than two (2) business days, the Contractor shall contact the questioner and provide an estimated date of when the answer will be communicated.

1.4.9 Timely Response to Inquiry

The Contractor shall respond to comments or questions from the State or any Requesting Entity within one (1) business day. For all unresolved questions older than two (2) business days, the Contractor shall contact the questioner and provide an estimated date of when the answer will be communicated. If the Contractor fails to meet this requirement, the Contractor will be subject to all applicable corrective actions in Section 1.4.12.

1.4.10 Order Due Date Notifications and Guarantee

In addition to the Monthly Order Due Date Report, the Contractor is required to notify the State immediately when manufacturers' final order due dates are released. All

orders received by the Contractor on, or prior to a manufacturer's final order due date shall guarantee delivery of the vehicle as described on the purchase order at the contract price. If a vehicle that is ordered before the manufacturer's order due date (as last communicated in writing to IDOA) is out of stock or out of production, the Contractor must honor the originally ordered vehicle's pricing on the newer year model or a functionally equivalent vehicle that is acceptable to the Requesting Entity.

If the Contractor provides a replacement vehicle that is acceptable to and approved by the Requesting Entity, but after the original delivery date or a revised date approved by the Requesting Entity, the Contractor will be subject to the Delivery and Pick Up Timeliness Metric's Invoice Credit calculation as detailed in Section 1.4.14.

If the Contractor and the Requesting Entity cannot come to an agreement on a replacement vehicle that is acceptable to the Requesting Entity within five (5) business days, the Requesting Entity may cancel the order at no cost. The Contractor will also be subject to the Order Fill Rate Metric's Invoice Credit calculation as detailed in Section 1.4.12.

1.4.11 Standard Color

As noted in the vehicle specifications, all mobility vans have an exterior color of white or off-white.

1.4.12 Performance Metrics and Invoice Credits

The State has developed a set of performance metrics and targets, defined below, that the Respondent must meet or exceed in order to be in good standing on the contract. All pricing submitted through Attachment D – Cost Proposal Template will need to reflect these performance metrics and targets. The Respondent will be scored on their ability to commit to meeting and exceeding these performance metrics and targets. The Contractor's performance for these metrics and the invoice credits will be reviewed quarterly by the State contract manager.

1.4.12.1 Metric 1: Delivery and Pick Up Timelines

Goal: (a) The Contractor delivers the ordered vehicle/accessories/options by the scheduled delivery date and, (b) for orders where the Requesting Entity plans to pick up the vehicle, the Contractor has the vehicle ready for pick up by scheduled pick up date.

Performance Target: Zero (0) days late on each order

Calculation: Number of days that an order is delivered/available for pick up beyond the originally agreed upon delivery/pick up date

Invoice Credit: If the Contractor fails to meet the service level target, the Contractor will provide fifty dollars (\$50.00) in Invoice Credit on the affected order's invoice per calendar day late beyond the approved delivery/pick up date.

There is, however, a five (5) calendar day grace period after the approved delivery/pick up date. If for any late order, the vehicle is still not delivered/ready for pick up after grace period ends, the Invoice Credit calculation will be triggered and will include the days of the grace period. For example, a vehicle delivered 4 calendar days late will not incur an invoice credit, while a vehicle delivered 6 calendar days late will incur a \$300 invoice credit.

1.4.12.2 Metric 2: Order Accuracy

Goal: Orders are filled correctly. Vehicles meet the order specifications, and all requested accessories and options are included.

Performance Target: 98% or higher

Calculation: Number of orders that are correctly filled monthly divided by total number of orders placed monthly

Invoice Credit: If the Contractor fails to meet the performance target for three (3) consecutive months, the Contractor will be required to provide a future two percent (2%) Invoice Credit based on the value of the affected orders over that three-month period.

1.4.12.3 Metric 3: Order Fill Rate

Goal: The Contractor is able to fill orders for vehicles, options, and accessories placed before the manufacturer's order due date (as last communicated in writing to IDOA).

Performance Target: 100%

Calculation: Total number of orders filled monthly divided by total number of orders placed monthly

Invoice Credit: If the Contractor is unable to fill the order and if then the Contractor and the Requesting Entity cannot come to an agreement on a replacement vehicle/option/accessory that is acceptable to the Requesting Entity in a reasonable time period, then the Contractor must provide the Requesting Entity with a future Invoice Credit in an amount equal to three percent (3%) of the total value of the cancelled order.

Each future Invoice Credit stemming from Metrics 2 and 3 will remain available to the Requesting Entity for up to a year after the contract term ends and applied to the subsequent future orders until the Invoice Credit has been fully depleted.

In addition to the Invoice Credits, the Contractor may be subject to corrective actions in Section 1.4.13.

Per Section 1.4.14, The Contractor shall submit to IDOA a quarterly performance report on the 15th of each month, documenting the degree to which the

Contractor met the performance metrics outlined in Section 1.4.12 over the past month. The Contractor will be allowed a sixty (60) calendar day grace period during the implementation phase of the contract to ramp up services, without scoring on the performance metrics above. After the sixty (60) calendar day grace period, tracking of each of the above performance metrics should begin, and the first report shall be due to the State contract manager one (1) month after the grace period ends. Once a final scorecard, which will include the above performance metrics, has been developed, the State contract manager will calculate a score for the contractor's overall performance.

1.4.13 Corrective Actions for Requirements

1.4.13.1 Non-compliance with General Contract Provisions

The State monitors certain quality and performance standards, and holds the Contractor accountable for delivering the scope of work and being in compliance with contract terms. The State accomplishes this by working collaboratively with the Contractor to maintain and improve programs, and not to impair Contractor stability. The State may enforce any of the remedies listed in this section if the Contractor is non-compliant with the contract.

1.4.13.2 Non-compliance with Reporting Requirements

Reports submitted incorrectly or not delivered complete, on time, and in the correct reporting formats, as defined in Section 1.4.4 of the RFP document, constitute contractual non-compliance and the State may require corrective action(s) as described in this Section. The State may change the frequency of required reports, or may require additional reports, at the State's reasonable discretion.

1.4.13.3 Non-compliance with Service Level Agreements (SLAs)

Reports submitted incorrectly or not delivered complete, on time, and in the correct reporting formats, as defined in Section 1.4.4 of the RFP document, constitute contractual non-compliance and the State may require corrective action(s) as described in this Section. The State may change the frequency of required reports, or may require additional reports, at the State's reasonable discretion.

1.4.13.4 Corrective Actions

In the event that the Contractor fails to meet contract requirements, performance requirements or reporting standards set forth in the Contract, the State will provide the Contractor with a written notice of non-compliance and may require any of the corrective actions or remedies discussed below. The State

will provide written notice of non-compliance to the Contractor within sixty (60) calendar days of the State's discovery of such non-compliance.

If the State elects not to exercise any Corrective Actions in a particular instance, this decision must not be construed as a waiver of the State's right to pursue future assessment of that performance requirement and associated damages, including damages that, under the terms of the RFP or Contract, may be retroactively assessed.

The nature of the corrective action(s) will depend upon the nature, severity and duration of the deficiency and repeated nature of the non-compliance. The written notice of non-compliance corrective actions may be instituted in any sequence and include, but are not limited to, any of the following:

- Written Warning: The State may issue a written warning and solicit a response regarding the Contractor's corrective action.
- Formal Corrective Action Plan: The State may require the Contractor to develop a formal corrective action plan (CAP) detailing the actionable cure for remedying the issue or issues of each performance metric in need of correction. The CAP must be submitted under the signature of the Contractor's chief executive (5) business days. Upon receipt of the CAP, the State shall review and advise of any questions. If the State has no objections to the plan, the plan shall be implemented within (24) hours. From that point, the Contractor has the agreed upon timeline to cure the issues. The timeline shall be determined by the State. If the CAP is not acceptable, the State may provide suggestions and direction to bring the Contractor into compliance.

If the Contractor still has any issue associated with the Corrective Action Plan purpose, by the end of the timeline, the State shall obtain a credit of \$2,500 from the Contractor in the form of a check with the supportive reporting model, unless the credit is waived by the State contract administrator.

- Contract Termination: The State reserves the right to terminate the contract pursuant to the contract termination clauses in the contract resulting from this RFP.

1.4.14 Quarterly Meeting

A quarterly meeting will take place among the Account Managers, State Agency Representatives, and the State Contract Manager to review the quality of service provided to the State by the Contractor. It is at this time that the State will score the Contractor on a variety of performance criteria, including, but not limited to, the performance metrics described in Section 1.4.14. The Contractor will also have the

opportunity to provide the State with suggestions on how to improve its own processes relating to vehicles.

Technology Security Standards

The State has robust and comprehensive security standards that permeate all levels of the organization. The Indiana Office of Technology (IOT) has been tasked with establishing and maintaining these security standards. The security standards include assessing security risks, developing, and implementing effective security procedures, and monitoring the effectiveness of those procedures. If the proposed solution involves information technology-related products or services, all such products or services are to be compatible with any of the technology standards found in [Information Security Framework \(https://www.in.gov/iot/iot-vendor-engagement/\)](https://www.in.gov/iot/iot-vendor-engagement/) that are applicable, including the assistive technology standard. Respondents will be required to sign a Non-Disclosure Agreement (NDA) to access the IOT Information Security Framework; Respondent's should review the IOT Information Security Framework, and ensure their proposed solution meets all standards therein.

1.5 Solicitation Outline

The outline of this solicitation document is described below:

Section	Description
Section One – General Information and Requested Products or Services	This section provides an overview of the solicitation, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this solicitation
Section Two – Proposal Preparation Instruction	This section provides instructions on the format and content of the solicitation including an Executive Summary, Business Proposal, Technical Proposal, and a Cost Proposal
Section Three – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate Respondents' proposals
Attachment A	M/WBE Participation Plan Form [RESERVED]
Attachment A1	IVOSB Participation Plan Form [RESERVED]
Attachment B	Sample Contract
Attachment C	Indiana Economic Impact Form [RESERVED]
Attachment D	Cost Proposal Template

Attachment E	Business Proposal Template
Attachment F	Technical Proposal Template
Attachment G	Q&A Template
Attachment H	Reference Check Form
Attachment I	Pre-proposal Network Opportunities Form
Attachment J	Attestation Form
Attachment K	Artificial Intelligence
Attachment L	Infrastructure Overview
Attachment M	Mobility Van Specifications, Terms, and Conditions
Attachment N	FTA Transit Vehicle Manufacturer List

1.6 Pre-Proposal Conference

A pre-proposal conference will be held at the date, time and location specified in [Section 1.24](#). At this conference, potential respondents may ask questions about the solicitation and the solicitation process. Respondents are reminded that no answers issued verbally at the conference are binding on the State and any information provided at the conference, unless it is later issued in writing, also is not binding on the State.

The pre-proposal conference provides an opportunity for potential Prime Contractors and potential Subcontractors to connect. The State strongly encourages potential Prime Contractors and potential Subcontractors to complete and submit **Attachment I** directly to rfp@idoa.in.gov no later than the time and date outlined in [Section 1.24](#). Compiled company contact information will be posted to the solicitation website to allow networking to take place among the vendor community. Though **Attachment I** is not required, the State encourages its use.

1.7 Question/Inquiry Process

All questions/inquiries regarding this solicitation must be submitted by the date and time outlined in [Section 1.24](#). Questions/Inquiries may be submitted in **Attachment G**, Q&A Template, via email to rfp@idoa.IN.gov and must be received by the time and date indicated in [Section 1.24](#).

The subject line of the email submissions must clearly state the following:
“RFP 26-84944 Questions/Inquiries – [INSERT COMPANY NAME]”.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents, redacting the name of the company who

submitted the question. The responses will be posted to the IDOA website according to the timetable established in [Section 1.24](#). Only answers posted on the IDOA website will be considered binding 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.

If it becomes necessary to revise any part of this solicitation, or if additional information is necessary for a clearer interpretation of provisions of this solicitation prior to the due date for proposals, an Addendum will be posted on the IDOA website. If such Addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.8 Due Date for Proposals

All proposals must be received through the Supplier Portal at the link below by the Procurement Division no later than the date and time outlined in [Section 1.24](#) Summary of Milestones. The proposal will be considered the official response in evaluating responses for scoring and protest resolution and may be posted on the IDOA website, <https://www.in.gov/idoa/procurement/award-recommendations/> if recommended for selection. The proposal must follow the format indicated in [Section Two](#) of this document. No other method of submission will be accepted. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired.

Multi-Factor Authentication:

<https://www.in.gov/iot/customer-service/myshareingov/multi-factor-authentication/>

Supplier Portal:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

Instructions on to submit an electronic bid:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/manage-my-bidder-profile/submitting-a-bid/>

Important notes:

Remember that you cannot update the primary contact's email address and use it to sign into the Supplier Portal on the same day.

No more than one proposal per Respondent may be submitted.

Responses may no longer be sent in on flash drives.

The State encourages Respondents to break down their proposals into small file sizes and use compressed zip files, where possible. Uploading large files may lengthen the time to successfully submit your proposal. Checking file sizes of the proposal documents by viewing file properties is also recommended to reduce risks when uploading files.

A bidder ID and password are required to submit a response. For more information on that process, visit: <https://www.in.gov/idoa/wbt/SupplierPortal/index.html>. Bidder ID and password issues are handled by submitting a request for assistance to the State of Indiana Office of Technology and are handled in the order in which they are received. IDOA is not able to assist with these types of issues and they are not justification to miss the submission deadline.

The State strongly encourages Respondents to allow plenty of time when electronically submitting their proposals. Waiting until the last day is not recommended. The Supplier Portal allows documents to be edited until the proposal due date. Therefore, documents could be loaded over several days. The Supplier Portal will not accept proposals once the proposal due date and time has expired, even if a Respondent has already begun uploading bid documents.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

1.9 Modification or Withdrawal of Offers¹

Responses may be modified by Respondents until the time and date the response is due. The Respondent's authorized representative may withdraw the proposal prior to the due date by sending notice to the address listed above in Section 1.8.

1.10 Pricing

Pricing on this solicitation must be firm and remain open for a period of not less than one hundred eighty (180 days) from the date of award issuance. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk of being removed from consideration.²

Please refer to the Cost Proposal sub-section under [Section Two](#) for a detailed discussion of the proposal pricing format and requirements.

1.11 Proposal Clarifications

The State may request clarifications, in writing, on proposals submitted. These clarifications could include, but are not limited to, request for additional information, or request for Cost or Technical proposal revision. Additionally, in conducting clarifications, the State may use information derived from proposals submitted by competing Respondents only if the identity of

¹ Please note if the State elects to cancel the solicitation, all submitted responses would remain confidential, until the replacement solicitation is concluded, and an Award Recommendation made.

² Making modifications to the Cost Proposal could result in the proposal being removed from consideration.

the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for clarifications.

A sample contract is provided in **Attachment B**. Any requested changes to the sample contract must be submitted with your response (See [Section 2.3.6](#) for details). The State may reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.12 Best and Final Offer (BAFO)

Each proposal should contain the Respondents' best terms from a price and technical perspective.

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract based on initial proposals received.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offer(s) that are most advantageous to the State.

1.13 Reference Site Visits

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

1.14 Type and Term of Contract

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this solicitation.

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be three (3) one-year renewals for a total of five (5) years at the State's option.

1.15 Confidential Information

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire solicitation file will be posted on the IDOA website and may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be "public records" unless a specific provision of IC 5-14-3 protects it from disclosure.

Respondents claiming a statutory exception to the APRA **must indicate so per Attachment J** which specific provision applies to which specific part of the response.

Please note citing “Confidential” on an entire section is not sufficient or acceptable.

The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also may seek the opinion of the PAC for guidance.

1.16 Taxes

Proposals should not include any tax from which the State is exempt.

1.17 Procurement Division Registration

In order to submit a proposal per [Section 1.8](#), Respondents must be registered as a bidder with the Department of Administration, Procurement Division.

At Bidder Profile Registration, <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/> the following may be completed.

- To register, follow instructions provided in Section 2.3.8.
- If registered, a Bidder ID # list is available to complete the Submission Form per Section 2.1.

1.18 Secretary of State Registration

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.19 Compliance Certification

Responses to this solicitation serve as a representation that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory, or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.20 Equal Opportunity Commitment

[RESERVED]

1.21 Minority & Women Business Enterprises Subcontractor Commitment (MWBE)

[RESERVED]

1.22 Indiana Veteran Owned Small Business Subcontractor Commitment (IVOSB)

[RESERVED]

1.23 Americans with Disabilities Act

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.24 Summary of Milestones

The following timeline is only an illustration of the solicitation process. Not all the dates below are binding.³ Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key Dates	
Activity	Date
Issue of solicitation	October 15, 2025

³ Submission dates for Proposals, and Reference Check Forms to State ARE binding and not subject to change.

Pre-Proposal Conference	October 29, 2025 10:00-10:30am Teams link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODNhYjQ5ODMtNzFjZC00ZDNjLTg1ZTAaNjY2ODQ5YjZiZiFm%40thread.v2/0?context=%7b%22Tid%22%3a%222199bfba-a409-4f13-b0c4-18b45933d88d%22%2c%22Oid%22%3a%22bd014e98-1cb3-437e-b38f-954fb044aa68%22%7d
Deadline to Submit Written Questions	November 12, 2025 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	November 26, 2025
Submission Due Date/Time	December 17, 2025 by 3:00 PM Eastern Time
Submission of Reference Check Forms to State	December 17, 2025 by 3:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
Award Recommendation	March 2026

1.25 Evidence of Financial Responsibility (25 IAC 1.1-1-5)

If the contract is greater than One Million Dollars (\$1,000,000.00), financial surety or protection may be required. This will require the successful bidder to submit evidence of financial responsibility prior to submission of a fully executed contract. The evidence of financial responsibility shall not exceed 10% of the contract price. If the section is deleted for more an \$1,000,000 resulting contract, the agency must provide documentation to IDOA of their desire to remove it. This should include the reasoning behind that decision.

Indiana Department of Transportation
Office of Transit
100 N Senate Ave, #758 MM
Indianapolis, IN 46204

1.26 Conflict of Interest

Any person, firm or entity that assisted with and/or participated in the preparation of this solicitation document is prohibited from submitting a proposal to this specific solicitation. For the purposes of this solicitation, a “person” means a State officer, employee, special State appointee, or any individual or entity working with or advising the State or involved in the preparation of this solicitation proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this solicitation, a person that assisted with and/or participated in the preparation of this solicitation.

1.27 Procurement Protest Policy

The State’s procurement protest policy can be found at <https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>. Per the policy, there are two periods of protest allowable for the solicitation:

- Specifications Protest - written letter of protest regarding inadequate, unduly restrictive, or ambiguous requirements or specifications must be received by IDOA by the close of business not less than ten (10) business days (as defined by the State work calendar) prior to the proposal due date.
- Award Recommendation Letter Protest - written letter of protest regarding the procurement methods and/or procedures used during the procurement process must be received by IDOA by the close of business within five (5) business days (as defined by the State work calendar) after the date of the Award Recommendation Letter.

Additional details as to the required content in the letter and the steps involved in a protest can be found in the State’s Procurement Protest Policy at <https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>.

Section Two

Proposal Preparation Instructions

2.1 General

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Proposals will be disqualified if received after 1.24 Summary of Milestones, Due Date.
- Each item must be addressed in the Respondent's proposal.
- The Executive Summary must be in the form of a letter.
- Each item, Executive Summary, and attachments must be separate standalone electronic files. Please do not submit your proposal as one large file.
- A Bidder ID is required. See 1.8 Due Date for Bid Responses.
- Please submit all attachments in their original format. Any attempt to manipulate the format of the documents that deviates from the current format will put your proposal at risk of disqualification.
- Confidential Information must also be clearly indicated in Attachment J, Attestation Form and a redacted file provided (See 1.15 Confidential Information).

2.2 Executive Summary

The Executive Summary must address the following topics except those specifically identified as "optional." The Executive Summary is to be attached to the Submission Form by the response due date and Eastern time.

2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section One of this solicitation.

2.2.2 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in [Section 2.3.4](#), must sign the Executive Summary. **In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone, and e-mail address, if that contact is different than the individual authorized for signature.**

2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor, contractor or respondent addresses.

2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 Business Proposal

The Business Proposal must address the following topics except those specifically identified as "optional." **The Business Proposal Template is Attachment E.**

Any attempt to manipulate the format of the document that deviates from the current format will put your proposal at risk for disqualification.

2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this solicitation.

2.3.2 Respondent's Company Structure

The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include documents to demonstrate the Respondent's financial stability. Examples of acceptable documents include most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this solicitation. That additional information **should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this solicitation.**

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

2.3.5 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment B**. This contract contains mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are substantively required. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in **Attachment B**.

Please review the contract and indicate per **Attachment J**, your acceptance of mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause in **Attachment E**. If you require additional contract terms, please include them in this section. To reiterate it's the State's strong desire to not

deviate from the contract provided in the attachment and as such the State may reject all requested changes.

The mandatory contract terms are as follows:

- Agreement to Use Electronic Signatures
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Certification
- Employment Eligibility Verification (E-Verify)
- Funding Cancellation
- Governing Law
- Indemnification
- Information Technology Enterprise Architecture Requirements
- Nondiscrimination Clause
- Penalties/Interest/Attorney's Fees
- Renewal Option
- Termination for Convenience
- Non-Collusion and Acceptance

The substantively required terms are as follows:

- Duties of Contractor, Consideration, and Term of Contract
- Ownership of Documents and Materials
- Payments

This solicitation and all portions of the Respondent's response will be incorporated as part of the final contract.⁴

2.3.6 References

Reference information is captured on **Attachment H**. Respondent should complete the reference information portion of the **Attachment H** which includes the name, address, and telephone number of the client facility and the name, title, and phone number or email of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment H** should be completed by the reference and emailed by the reference DIRECTLY to the State. The State should receive three (3) **Attachment Hs** from clients for whom

⁴ The contracting agency will make the determination during contract negotiations whether proposed alternative language is acceptable. Proposed alternative language is not automatically accepted. The agency has the option to decline proposed language. Inability for the agency and the awardee(s) to agree to terms could jeopardize the contract and end the negotiations.

the Respondent has provided products and/or services that are the same, or similar, to those products and/or services requested in this solicitation.

- **Attachment H** should be submitted to <mailto:idoareferences@idoa.in.gov>.
- **Attachment H** should be submitted by the due date listed in [Section 1.24](#) of the solicitation. Please provide the customer information for each reference.

2.3.7 Registration to do Business

Secretary of State

Respondents providing the products and/or services required by this 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. The Respondent must indicate the status of registration, in the Executive Summary.

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.

2.3.8 Authorizing Document

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the bid response meets all general conditions must sign the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone number, and e-mail address, if that contact is different than the individual authorized for signature. Additionally, the Company's Bidder ID #, FEIN, Type of Business (i.e., Corporation, Sole Proprietor, LLC, etc.), and North American Industry Classification System (NAICS) Code should all be included in the Executive Summary with the contact information.

2.3.9 Diversity Subcontractor Agreements

[RESERVED]

2.3.10 Evidence of Financial Responsibility

This section will indicate the ability to provide the mandatory evidence of financial responsibility. See Section 1.25 for details.

Notwithstanding any other provisions relating to the beginning of the term, any contract will not become effective until the evidence of financial responsibility is delivered in the correct form and amount to the address indicated in Section 1.25.

2.3.11 General Information

Each Respondent must enter your company's general information including contact information.

- a.** Does your Company have a formal business continuity and/or disaster recovery plan? Please provide a yes/no response. If not, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.
- b.** What is your company's technology and process for securing any State information that is maintained within your company?

2.3.12 Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or other governmental bodies.

2.3.13 Experience Serving Similar Clients

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

2.3.14 Payment

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.

2.3.15 Extending Pricing to Other Governmental Bodies

The Respondent must indicate within its Executive Summary if 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:
 1. The judicial branch
 2. The legislative branch
 3. 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)
 4. 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.

2.3.16 Cloud Terms and Conditions

Removed at the request of the agency.

2.4 Technical Proposal

The Technical Proposal must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the Technical Proposal must contain a meaningful summary of the referenced material. **The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked.** If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. **The Technical Proposal Template is Attachment F.**

Any attempt to manipulate the format of the document that deviates from the current format will put your proposal at risk of disqualification.

2.5 Cost Proposal

The Cost Proposal Template is Attachment D.

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.

Cost Proposal Narrative

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 *Maintenance and Support* to correspond to *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".**

Cost Assumptions, Conditions and Constraints

The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules. It is of particular importance to describe any assumptions made by the Respondent in the development of the Respondent's Technical Proposal that have a material impact on price. It is in the best interest of the Respondent to make explicit the assumptions, conditions, and/or constraints that underlie the values presented on the Cost Schedules. Assumptions, conditions, or constraints that conflict with the solicitation requirements is not acceptable. **Please compose and return this document in a PDF format, labeled as "Cost Assumptions, Conditions and Constraints".**

2.6 Attestation Form

The Attestation Form is **Attachment J**. This is the formal declaration of responses to the following as well as to the additional areas cited within **Attachment J** as it relates to this solicitation. **Attachment J**, Attestation Form is to be attached to the Submission Form due on the Submission Form due date and Eastern time.

2.6.1 Indiana Economic Impact

[RESERVED]

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

[RESERVED]

2.6.3 Subcontractors

[RESERVED]

Section Three Proposal Evaluation

3.1 Proposal Evaluation Procedure

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with solicitation requirements. All evaluation personnel will use the evaluation criteria stated in [Section 3.2](#).

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to mandatory requirements, per Section 3.2, Step 1, on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration. Further any proposals not meeting the Mandatory Requirements listed in [Section 3.2](#), Step 1 and noted in **Attachment J** will be disqualified.
- 3.1.2 Each proposal will be evaluated based on the categories included in [Section 3.2](#). A point score has been established for each category.
- 3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State may be selected by IDOA and INDOT for further action, such as contract negotiations. If, however, IDOA and INDOT decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the State may begin contract preparation with another Respondent or determine that no such alternate proposal exists.

3.2 Evaluation Criteria

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the solicitation in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 80).

If any one or more of the listed criteria on which the responses to this solicitation will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded, and the responses will be evaluated and scored without considering such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 available points
3. Cost (Cost Proposal)	30 available points
Total	80 available points

*Federal funding dictates that Mobility Vans are not subject to preferences. As a result, evaluations will not include Buy Indiana, Minority Business Enterprise Subcontractor Commitment, Women Business Enterprise Subcontractor Commitment, or Indiana Veteran Owned Small Business Commitment scoring.

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. The Mandatory Requirements are:

- **Executive Summary** and required content
- **Attachment D** Cost Proposal, **Attachment E** Business Proposal, **Attachment F** Technical Proposal, unaltered and complete with all requested supporting documents.
- **Attachment J** Attestation Form, complete with all requested supporting documents
- The respondent must be on the Federal Transit Administration's (FTA) Transit Vehicle Manufacturer (TVM) list. (see **Attachment N**)
- The respondent must meet FTA bus testing requirements. (see page 89 of **Attachment M**)
- Respondents must be able to certify that vehicles included in their proposal meet the FTA's Buy America requirements (domestic content of 70% or more) prior to receiving a bid award. (see page 90 of **Attachment M**)
- Respondents must sign the certifications provided on Attachment M (TVM, Bus Testing, Buy America, Lobbying, and Debarment/Suspension) and include them with their proposal. If a vendor is unable/unwilling to sign these certifications, their proposal will be considered non-responsive. (see pages 85-91 of **Attachment M**)

Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that fulfill the Step 1 Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. All proposals will be ranked based on their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be further evaluated.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, and/or demonstrations focused on cost and other proposal elements. Step 2 may include additional “short lists” at the State’s sole discretion.

Step 3

The short-listed proposals will then be evaluated based on the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

- 3.2.1 Adherence to Requirements – Pass/Fail**
Respondents passing this category move to Phase 2

The following 2 categories cannot exceed 80 points.

- 3.2.2 Management Assessment/Quality**
50 available points

- 3.2.3 Price**
30 available points

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 30 points. The normalization formula is as follows:

- *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

- 3.2.4 Buy Indiana Initiative**

[RESERVED]

3.2.5 Minority Business Subcontractor Commitment

[RESERVED]

3.2.6 Women Business Subcontractor Commitment

[RESERVED]

3.2.7 Indiana Veteran Owned Small Business Subcontractor Commitment

[RESERVED]

3.2.8 Qualified State Agency Preference Scoring

[RESERVED]