BID INFORMATION FOR SOURCING EVENT 001000000086746

DEADLINE FOR BID TO BE RETURNED: March 3, 2026, BY 11:00am EST

See event detail pages document for list of the requested items and to record your quote.

ALL PAGES of the Sourcing Event pages document may not all apply, but ALL PAGES MUST be returned with your bid along with all pages of the Event Details documents.

Any questions regarding this event are to be sent to Lynne Dutton, Head Procurement Agent, at [ldutton@isp.in.gov](mailto:ldutton@isp.in.gov)

If you are not registered as a bidder, you will need to do so. This is a one-time registration to get your company into our system as a bidder and is good for all Indiana State Agencies to see.

**REGISTER AS A BIDDER WITH THE IND. DEPT. OF ADMINISTRATION (IDOA)**

This is free registration.

Please go to: [https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/](https://protect.checkpoint.com/v2/r01/___https:/www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/___.YzJ1OnN0YXRlb2ZpbmRpYW5hOmM6bzo4Yjg5YmM3Mzc3ZmNhZWY4Y2NlZTgwYTc5OGQ5NzcwMDo3Ojc0ZTY6OGUzZWJkMGE1YTU0OWNkNzQ0MDM0MWViMzkxODYzYzAxN2YwMjcxNTI4NmU2MjE1MTMxMDZmOGJlYTNjYTY1YjpoOlQ6Tg)

Then click on the Complete the Bidder Registration hyperlink in the Indiana Department of Administration (IDOA) block.  Then click the hyperlink Bidder Registration Guide.  The guide will take you step-by-step on how to register as a bidder.

Once you have a bidder number, please include it on the signature page of the Event Detail pages.

For the State to create a purchase order and process payment of invoices from a Supplier, you will need to complete a W9 and the State’s direct deposit form. These forms will be sent out to the low vendor if they are not in our procurement system. The vendor will be given a deadline to get the forms completed and returned. If they miss the deadline, the next low vendor will be contacted.

Your bid is ONLY to be submitted via email to [ldutton@isp.in.gov](mailto:ldutton@isp.in.gov) or faxed to 317-233-6668, Attn.: Lynne before the deadline listed at the top.

Quotes received after the deadline will be deemed late and only used if other quotes are not received before the deadline. They also may be used for determining fair & responsible with quotes from other vendors received before deadline.