**INDIANA STATE POLICE BRANDED PROMOTIONAL ITEMS**

**SPECS FOR SOURCING EVENT** **RFQ#** 001000000086921

**ITEM NEEDED:** BRANDED PROMOTIONAL ITEMS

**QTY:** SEE LINES FOR QUANTITES

**Note: Please quote your part numbers per item on the Event Details page.**

**DEADLINE FOR BID TO BE RETURNED: MARCH 25, 2026, BY 1:00 PM EDST**

**PURPOSE:** The purpose of this bid is to purchase promotional branded items for future recruiting events. This is a “All or None” bid.

See event detail pages for list of the requested items.

All questions regarding this event are to be sent to Kelsey Webster, Procurement Agent, by email [Kwebster@isp.in.gov](mailto:Kwebster@isp.in.gov), or by phone 317-232-6867.

**Completed bids MUST be submitted by choosing ONE the following methods below:**

1. **Email:** kwebster@isp.in.gov
2. **Fax:** 317-233-6668. Please use Attn: Kelsey Webster.
3. **Mail:**

Attn: Kelsey Webster

100 N Senate Avenue IGCN-N340

Indianapolis, IN 46204

This bid is **NOT** eligible for electronic submission through the supplier portal.

Do **NOT** submit the bid through the supplier portal.

**ALL PAGES** of the sourcing event may not apply, but **ALL PAGES MUST** be returned with your bid. Before sending your packet, please be sure to have the Sourcing Event and the included Event Details packet.

These items will be shipped to:

Roosevelt Williams

Indiana State Police- Headquarters

100 N. Senate Ave, IGCN- N340

Indianapolis, IN 46204

Hours for delivery are between 9AM – 3PM EDST

The dock has a lift if needed.

A completed bid package MUST be submitted by the due date/time. The bid package is available for download through the Bid Documents link in the Event Name column.

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.

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.

**INSTRUCTIONS IF YOU ARE NOT A REGISTERED BIDDER**

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 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/

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.