Hello,

Please note that RFQ #86533 for Vascular Plant S-Ranks has been posted to IDOA’s procurement site.

The attached contract template is for your review only and does not need to be completed. Please use the following instructions to complete the attached RFQ and send directly to me at

[jreeves@dnr.in.gov](mailto:jreeves@dnr.in.gov) Please contact me with any questions.

**To allow for sufficient processing time in compliance with Indiana State Law, all quoted prices offered to the State under this Solicitation Event must be valid for thirty (30) calendar days after the Response Due Date (aka Finish Time). All questions must be submitted to me no less than 7 days before bidding ends.**

Thank you.

Jen Reeves

[JReeves@dnr.in.gov](mailto:JReeves@dnr.in.gov)

(317) 232-4088

In the Event Details packet, please be sure to fill out:

1. The "Event Detail" RFQ forms – please enter cost per service, sign, date, and complete all areas.

2. "Claiming Purchasing Preferences".  You **must** fill out this form.  Check “yes” or “no” at each question (10 questions).

3. "Indiana Economic Impact” pages –This form must be filled out **if** you choose a preference of **any** type. If not choosing a preference, please enter “N/A” across form and it must be **signed and dated** at the bottom of the page.

4. "State of Indiana MBE/WBE Subcontractor Commit Form" if it applies, fill out, N/A if it does not, sign & date at the bottom of the page**.    It applies ONLY if you Sub-contract to another company that is a registered Minority, or Women owned business.**

5. "Non-Collusion Certification and Signature” page- **sign and date** and **completely** fill out this entire section.

**6.  If you have not previously completed the online Bidder Registration process, you will required to do so prior to an award being made for this contract.  You may complete this registration by going to:** [**https://www.in.gov/idoa/2464.htm**](https://www.in.gov/idoa/2464.htm)**.  If you have any difficulty in completing this task or need assistance, please feel free to contact me.**

**IF A SECTION DOES NOT APPLY TO YOUR BUSINESS, PLEASE WRITE N/A ACROSS IT TO SHOW THAT IT WAS REVIEWED.**