

REQUEST FOR PROPOSAL 26-86206
MEDICAID FRAUD AND ABUSE DETECTION SYSTEM

INDIANA DEPARTMENT OF ADMINISTRATION
ON BEHALF OF
THE FAMILY AND SOCIAL SERVICES ADMINISTRATION (FSSA)
OFFICE OF MEDICAID POLICY AND PLANNING (OMPP)

PRE-PROPOSAL CONFERENCE

DECEMBER 2, 2025

KEVIN MARCH
IDOA/PROCUREMENT DIVISION



Agenda

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General Information

- Potential Respondents (prime contractors and subcontractors) will be given the opportunity to express interest in this solicitation and to have their company and contact information posted to the solicitation website by submitting the Pre-Proposal Network Opportunities Form (Attachment I) to rfp@idoa.in.gov no later than **3:00 PM ET on December 3, 2025**. This form is optional.
- Potential Respondents to the solicitation are encouraged to submit any questions pertaining to the RFP via the Question/Inquiry process. Please use Attachment G of this RFP for this purpose. Questions regarding the solicitation must be submitted by **3:00 PM ET on December 3, 2025**.
- Proposal submissions are due no later than **3:00 PM ET on January 16, 2026**.



Purpose of the RFP

- The purpose of this solicitation is to select a respondent that can satisfy the State's need for a Medicaid Fraud and Abuse Detection System. It is the intent of FSSA to contract with a respondent that provides a quality Fraud and Abuse Detection System for Medicaid operations.

Scope of Work

- The Contractor selected as a result of this RFP will perform several key maintenance and support services in service of the State's efforts to detect, investigate, measure and deter fraud, waste and abuse in the Medicaid program. The Contractor shall provide systems and technologies capable of provider peer comparisons, case management, and reporting. Contractor duties also include, but are not limited to, audits and investigations, prepayment review, overpayment recoveries, provider education, and managed care plan oversight.
- The Contractor must have at least one (1) year of experience with a minimum of two (2) other state government clients where they currently lead the provision of a comparable solution. The majority of the work under this contract must be proposed and performed by the Respondent as the prime contractor. The Respondent and all subcontractors must not have any conflicts of interest in the performance of this Scope of Work.



Term of Contract

- The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.

Key Dates

Activity	Date
Issue of RFP	November 19, 2025
Deadline to Submit Pre-Proposal Networking Form (Optional)	December 3, 2025 by 3 PM ET
Intent to Respond Form Due (Optional)	December 3, 2025 by 3 PM ET
Deadline to Submit Written Questions	December 3, 2025 by 3 PM ET
Response to Written Questions/RFP Amendments	December 16, 2025
Submission Due Date/Time	January 16, 2026 by 3 PM ET
Submission of Reference Check Forms to the State	January 16, 2026 by 3 PM ET

Proposal Preparation

Executive Summary

At a minimum, your Executive Summary must address the following (also outlined in Section 2.2 of the RFP):

- Summarize your ability and desire to supply the required services.
- Make sure the Executive Summary is signed by an authorized representative
 - Include your primary contact
- State your understanding of the respondent notification
- Indicate status regarding Secretary of State registration
- You may include additional “cover letter” information within, if desired.



Proposal Preparation Attestation Form (Attachment J)

- Please complete and return Attestation Form (Attachment J).
 - Mandatory Submission and Minimum Requirements
 - Confirm Mutual Understanding and Submission
 - Claim Clarification
 - Confidential / Redacted File Information
 - Subcontractors per RFP 2.6.3
 - Respondent additional attachments (Optional)



Proposal Preparation

Confidential Information

■ Confidential Information (Section 1.15)

- All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure.
- In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Attestation Form (Attachment J)**, including describing which specific provision applies to which specific part of their response.
- Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).

DO NOT LABEL YOUR ENTIRE RESPONSE AS CONFIDENTIAL



Proposal Preparation

Indiana Economic Impact (IEI) Form (Attachment C)

- Please complete the template provided for the IEI filling out information on tab Attachment C and tab FTE Details
- Form must be signed on tab Attachment C, electronic signatures are acceptable
- Complete only the yellow shaded cells on tab FTE Details
 - ☐ Definitions of FTE (Full-Time Equivalent)

Examples:

5 employees x 48 months (48 months working solely on this project) x 1 (time spent solely on this project) = 240 months / 48 months (length of contract) = 5 FTEs

3 employees x 48 months x .5 (splitting time equally between 2 projects) = 72 months / 48 months = 1.5 FTEs

2 employees x 6 months (6 months dedicated solely to this project) x 1 (time spent solely on this project) = 12 months / 48 months = .25 FTEs



Proposal Preparation

Business Proposal (Attachment E)

■ Company Financial Information (Section 2.3.3)

- Respondents must provide documents to demonstrate financial stability including, for example, the most recent Dun & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
- If the documents provided by the Respondent are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFP. 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.**



Business Proposal (Attachment E)

■ Contract Terms/Clauses (Section 2.3.5)

- Respondents should review the sample State contract provided in Attachment B. Respondents should note exceptions to State non-mandatory clauses in Attachment E - Business Proposal. Mandatory clauses (as applicable to the relevant Sample Contract) are non-negotiable. It is the state's expectation that the final contract will be substantially similar to the sample contract provided in Attachment B.

■ References (Section 2.3.6)

- Respondents must have three (3) references for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Respondents should include at least two (2) State governments that establish the Respondent meets the minimum qualifications to bid established in Section 1.4 among their references. Respondents should specify in their Business proposal the version or edition of their proposed system used by their references. Respondents must ask each reference to complete Attachment H - Reference Check Form and email it directly to IDOA (idoareferences@idoa.in.gov) by 3:00 PM EST January 16, 2026.



Proposal Preparation

Technical Proposal (Attachment F)

- **The Technical Proposal must be divided into the sections as described in Attachment F**
- Respondents should use Attachment F to complete their Technical Proposal. Requirements in the Scope of Work (Attachment K) should be reviewed carefully as they should inform answers to the questions in Attachment F.
 - Respondents shall describe relevant experience and explain how they propose to perform the work.
 - Make every attempt to preserve the original format of Attachment F.
- Where appropriate, supporting documentation (e.g. diagrams, certificates, graphics, or other exhibits) may be submitted as an attachment and referenced within the relevant answer field.



Proposal Preparation

Cost Proposal (Attachment D)

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells.
- Attachment D (Cost Proposal) must be returned in the original **Excel** format.
- All costs associated with the Scope of Work and Respondent proposal must be included in your Cost Proposal.
- 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:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30$$



Cost Proposal (Attachment D)

■ Cost Proposal Summary Tab

- Other than entering your firm's name at the top of the page, there is no response necessary on this worksheet. The blue cells will populate automatically based on information entered on other worksheets. The costs in this summary tab represent firm, fixed fees; no additional costs are allowed. The Total Bid Amount calculated in cell C38 of this tab represents the total, all-inclusive price of the proposal.



Cost Proposal (Attachment D)

Summary of Cost Proposal

Personnel Costs	Optional Renewal Years					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Design Delivery and Implementation	\$ -	N/A	N/A	N/A	N/A	N/A
Fraud and Abuse Detection System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audits and Investigations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overpayment Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Payment Review	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provider Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCE Plan Oversight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Calculating Return on Investment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Report Generation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Management, Oversight, and Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Software User Licenses & Other Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hosting Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Contractor-Hosted System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change Requests	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Change Request Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Totals	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Performance	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Performance Withhold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bid Amount (Years 1 through 4)	\$ -					

Cost Proposal (Attachment D)

■ Cost Proposal Technology Tab

- Under the section labeled "Technology Costs," please provide the name and description of any specific software user licenses. Under the section labeled, "Other Technology Costs," please list any additional technology costs. Provide in the subsequent cells the TOTAL annual cost for these line items (not total per user). If applicable, under the section labeled, "Contractor Hosting Cost" please provide the TOTAL annual cost to host the solution.



Cost Proposal (Attachment D)

Technology Annual Pricing

Technology Costs	Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Optional Renewal Years	
						Year 5 Cost	Year 6 Cost
< Specify Software User License>							
< Specify Software User License>							
< Specify Software User License>							
< Specify Software User License>							
< Specify Software User License>							
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< Specify Software User License>							

Other Technology Costs	Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	Year 6 Cost
<Specify Technology>							
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Total Technology Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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System Hosting Costs	Contractor Hosting Cost	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	Year 6 Cost



Cost Proposal (Attachment D)

■ Cost Proposal Personnel Tab

- Under the section labeled, “Personnel HOURLY Pricing,” please provide the Position by title of all staff included in the Respondent’s staffing plan. Provide the HOURLY Billing Rate for each position. In row 11, please specify the fixed, blended hourly rate you will invoice for hours used for Change Requests from the State (see Attachment K: Scope of Work). These rates will be used in subsequent tabs to calculate the costs for each Year.



Cost Proposal (Attachment D)

■ Cost Proposal Yearly Cost Tabs

- As described in the Instructions tab, select the position and tasks in the Personnel Costs section and type in the projected annual number of associated hours. The results will be calculated automatically.
- The Total fees for the given year, the change request pool (a dollar amount based on the blended hourly rate and total available person-hours not to be exceeded) and the amount earned via pay-for-performance (10% of that year's fees) will automatically be calculated. The withhold amount will be released for payment in accordance with the Statement of Work.



Cost Proposal (Attachment D)

Personnel Costs		Year 1		
Position	Task	Total HOURLY Cost Per Position	Total Expected Number of Hours for Year 1	Total Cost Per Position for Year 1
EXAMPLE - Business Analyst	Fraud and Abuse Detection System	\$ 35.00	200.00	\$ 7,000.00
		\$ -		\$ -
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		\$ -		\$ -
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		\$ -		\$ -

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
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
Total	100 (103 if bonus awarded)

Minority and Women's Business Enterprises

Mission/Vision

- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises.
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process.

Nondiscrimination and Antidiscrimination Laws

- Pursuant to Indiana Civil Rights Law, specifically IC §22-9-1-10, every state contract shall contain a provision requiring the contractor and subcontractors to not discriminate against any employee or applicant with respect to Protected Characteristics



Minority and Women's Business Enterprises

Contact Information

- Phone: 317-232-3061
- E-mail: mwbecompliance@idoa.in.gov
- Web: www.in.gov/idoa/mwbe

Complete Attachment A, MBE/WBE Form

- Include sub-contractor letter of commitment

Goals for Proposal

- 8% Minority Business Enterprise of the Total Bid Amount
- 11% Women's Business Enterprise of the Total Bid Amount



ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM

Indiana Code 4-13-16.5 and 25 IAC 5 governs the Division of Supplier Diversity program as it relates to the certification, oversight, and responsibilities around the certified Indiana Minority and/or Women Business Enterprises (MWBE). As stated in [Section 1.20](#), there is a commitment expectation for this solicitation. The MWBE Subcontractor Commitment form is Attachment A. If opting to propose a commitment, the MWBE Subcontractor Commitment Form is to be submitted as a part of the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. **The State will not follow up with the Respondent if the subcontracting opportunities are not submitted.**

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template, in cell C38 of the Cost Proposal Summary tab.

Failure to meet these goals will not affect the evaluation of your Proposal. The Department will verify certification information included on the MWBE Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed Subcontractors meet the following criteria:

- Must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, on or before the proposal due date
- Prime Contractor must include with their proposal the subcontractor's M/WBE Certification Letter provided by IDOA, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement (see 25 IAC 5-6-2(d))
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified.
- Must be used to provide the goods or services specific to the contract.
- National Diversity Plans are generally not acceptable

MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT (MWBE)

A signed letter(s), on company letterhead, from the MBE(s) and/or WBE(s) must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The MBE and/or WBE subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. The subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound the rules and requirements of the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

Please carefully review the
information in this box.



Minority and Women's Business Enterprises

Prime contractors should note the following:

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE or WBE or IVOSB (see section 1.22).
- Pursuant to 25 IAC 5-6-2(b)(d), a Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.



Minority and Women's Business Enterprises

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Are listed in the IDOA Directory of Certified Firms, on or before the proposal due date, national diversity plans are generally not accepted. The directory can be found here: <http://www.in.gov/idoa/mwbe/2743.htm>.
- **Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.**
- Provide the goods or services specific to the contract and within the industry area for which it is certified.
- **National Diversity Plans are generally NOT accepted.**



Minority and Women's Business Enterprises

STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#: 26-86206

TOTAL BID AMOUNT:

☐ MBE Firm ☐ WBE Firm

Company Name:

Contact Person:

Address:

E-mail:

Telephone Number:
()

Fax Number:
()

Sub-Contract Amount:

Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.
Include the applicable UNSPSC that applies to this commitment.

Sub-Contract Percentage of Total Bid:

Provide approximate dates when Sub-Contractor will perform on this project:



Minority and Women's Business Enterprises

■ MBE/WBE Scoring Methodology as of August 2014: MBE/WBE scoring is conducted based on 10 points plus a possible 2 bonus points scale

- MBE: Possible 5 points + 1 bonus point
- WBE: Possible 5 points + 1 bonus Point

■ Professional Services Scoring Methodology:

- The points will be awarded on the following schedule:

MBE:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

WBE:

%	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%
Pts.	0.45	0.9	1.35	1.8	2.25	2.7	3.15	3.6	4.05	4.5	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage
- If the respondent's commitment percentage is greater than \$0, but rounded down to 0% for MBE or WBE participation, the respondent will receive 0 points.
- Submissions of \$0/0% participation before rounding will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal ("exceeds" defined as a commitment percentage that is equal to or greater than 9% before rounding for the MBE participation or equal to or greater than 12% before rounding for the WBE participation) will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



Indiana Veteran Owned Small Business

Contact Information

- Phone: 317-232-3061
- E-mail: Indianaveteranspreference@idoa.in.gov
- Web: www.in.gov/idoa/2863.htm

Complete Attachment A1, IVOSB Form

- Include sub-contractor letters of commitment

Goals for Proposal

- 3% Veteran Owned Small Business of the Total Bid Amount



ATTACHMENT A1
INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR
COMMITMENT FORM¹

In accordance with IC 5-22-14 and 25 IAC 9, it has been determined that there is a reasonable expectation of Indiana Veteran Owned Small Business subcontracting opportunities under this solicitation. The IVOSB Subcontractor Commitment Form is to be submitted alongside the Respondent's proposal. The entity must be on the State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>.

If participation is proposed through the use of Subcontractors, the Respondent must provide the scope of work of the products and/or services to be provided by the Subcontractor(s). This must include explanation of whether the products and/or services are to be utilized directly by the Respondent and/or directly by the State, a description of the process through which the products/services will be received and applied to the benefit of the award, the deliverable requirements as agreed upon between the Contractor and Subcontractor, the certified UNSPSC that applies to the award, and the cost of supplies being utilized by the Respondent for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT" should match the amount entered in the Attachment D, Cost Proposal Template, in cell C38 of the Cost Proposal Summary tab.

If the Respondent to the solicitation is an IVOSB certified entity, the Respondent may indicate this on Attachment J, Attestation Form.

The IVOSB respondent must list their company contact information only on the IVOSB Subcontractor Commitment Form.

Failure to address these subcontracting opportunities will not impact the evaluation of your Proposal. The Department will verify certification information included on the IVOSB Subcontractor Commitment Form.

Prime Contractors must ensure that the proposed IVOSB subcontractors meet the following criteria:

- Must be listed on Federal Center for Veterans Business Enterprise VETBIZ at <https://veterans.certify.sba.gov/> under INDIANA, or listed at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>, on or before the proposal due date.
- Prime Contractor must include with their proposal the subcontractor's veteran business Certification Letter provided by either IDOA or Federal Govt. VETBIZ at <https://veterans.certify.sba.gov/>, to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE (see Section 1.21) or IVOSB
- IVOSB must have a Bidder ID (see [Section 2.3.8 - Department of Administration, Procurement Division](#)).
- A Prime Contractor who is an IVOSB can count their own workforce or companies to meet this requirement, (see IAC 25-9-4-1 (c)).
- **Must serve a Valuable Scope Contribution (VSC). The firm must serve a value-added purpose on the engagement, as confirmed by the State.**
- Must provide goods or services only in the industry area for which it is certified as listed in the VETBIZ federal registry, at <https://veterans.certify.sba.gov/> under INDIANA or at State of Indiana Certified M/W/IVOSB list at <https://www.in.gov/idoa/mwbe>. Must be used to provide the goods or services specific to the contract.

¹ The Indiana Veteran Business Program is governed by IC 5-22-14 and 25 IAC 9.

INDIANA VETERAN OWNED SMALL BUSINESS RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVOSB(s) must accompany the IVOSB Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the IVOSB of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. For scoring purposes only, the IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

The State may deny evaluation points if the letter(s) is/are not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount, subcontract amount as a percentage of the "TOTAL BID AMOUNT" and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the rules and requirements of the State's IVOSB Program. Questions involving the regulations governing the IVOSB Subcontractor Commitment Form should be directed to: Division of Supplier Diversity at indianaveteranspreference@idoa.in.gov, (317) 232-3061 or the Supplier Diversity website at <https://www.in.gov/idoa/mwbe>.

Please carefully review the
information in this box.



Indiana Veteran Owned Small Business

Prime contractors should note the following:

- Pursuant to 25 IAC 9-4-1(c), a Prime Contractor who is an IVOSB can use their own workforce to count toward the goal.
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise ([VA OSDBU](#)), must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22).



Indiana Veteran Owned Small Business

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on [VA OSDBU](#) registry or listed on the IDOA Directory of Certified Firms, **on or before** the proposal due date.
- **Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.**
 - ☐ Valuable Scope Contribution – A business function that supports the scope of this solicitation
- Provide the goods or services specific to the contract and only within the industry area for which it is certified.



Indiana Veteran Owned Small Business

STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

➡ RFP#: 26-86206

➡ TOTAL BID AMOUNT:

Company Name:	Contact Person:
Address:	E-mail:
	Telephone Number: () Fax Number: ()
Sub-Contract Amount:	<u>Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract.</u> <u>Include the applicable certified UNSPSC that applies to this commitment.</u>
Sub-Contract Percentage of Total Bid:	
Provide approximate dates when Sub-Contractor will perform on this project:	



Indiana Veteran Owned Small Business

- **New Process** - IVOSB scoring is conducted based on 5 points plus a possible 1 bonus point scale
 - IVOSB: Possible 5 points + 1 bonus point

- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

- Fractional points will be awarded based upon a graduated scale between whole points. (e.g. a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)
 - Submissions of 0% participation will result in a deduction of 1 point in each category
 - The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.



IDO A Subcontractor Scoring

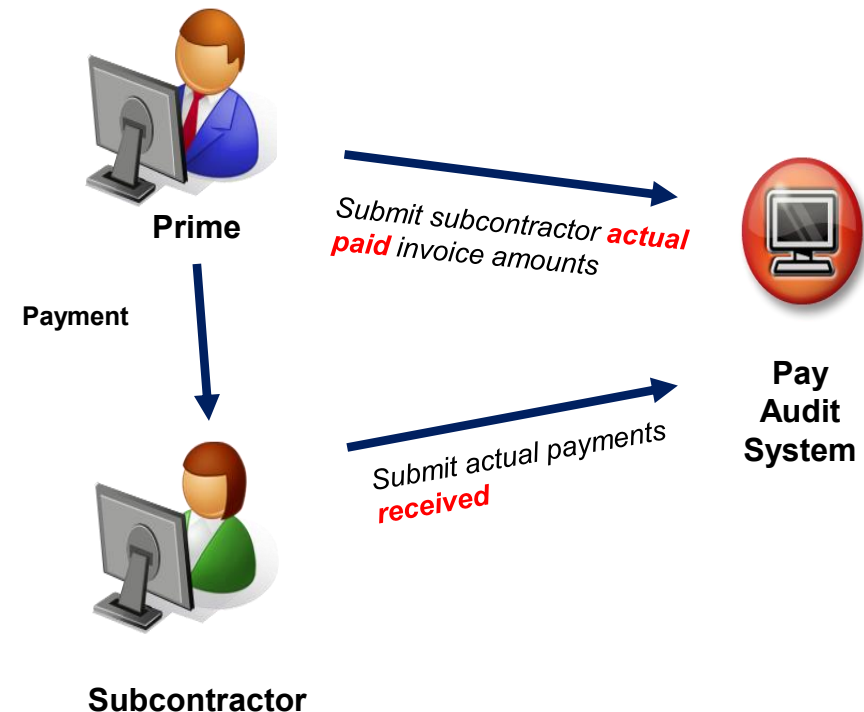
RFP MBE/WBE/IVOSB Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	IVOSB %	Pts.	Total Pts.
Bidder 1	12.0%	5.0	12.0%	6.0	3.5%	6.0	17.00
Bidder 2	6.0%	3.75	5.0%	2.25	1.8%	3.0	9.00
Bidder 3	8.0%	5.0	11.0%	5.0	3.0%	5.0	15.00
Bidder 4	16.0%	6.0	0.2%	0.0	0.6%	1.0	7.00
Bidder 5	0.0%	-1.0	0.0%	-1.0	0.0%	-1.0	-3.00

Subcontractor Compliance

Pay Audit System

- Tool utilized to monitor the state's diversity spend for subcontractors
- Selected primes and subcontractors are required to report payments submitted or received through this web-based tool
- Based on contract terms payments should be reported monthly
- **Questions?** Contact Division of Supplier Diversity
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



Buy Indiana

■ Buy Indiana

- Respondent's Buy Indiana status must be finalized by proposal due date.
- It is the Respondent's responsibility to confirm its Buy Indiana status for this portion of the process.
- Respondent must clearly indicate which preference(s) they intend to claim in **Attachment J**.
- Respondents that wish to claim the Buy Indiana preference must have an email confirmation of their Buy Indiana status provided by buyindianainvest@idoa.in.gov included in the proposal response. The email confirmation must have been provided from within one year prior to the proposal due date.



Submission Requirements

- All submissions must be made through the [Supplier Portal](#). We do not accept alternative submission methods.
- **You must be a registered bidder to submit a proposal.**
 - Please refer to the [Bidder Registration](#) tutorial page for instructions about creating or updating your Bidder Profile.
- If you encounter any technical issues, please visit the [FAQ](#) on the Supplier Portal home page and/or the [Supplier Portal Help Center](#).
- Give yourself plenty of time to submit your proposal via the Supplier Portal. Please note: Registration and/or updating the required email address used to sign in to the Supplier Portal **cannot be done on the same day** as document download or submission.
- **It is your responsibility to ensure that all required documents and forms are submitted prior to the due dates. Failure to complete or submit required documents and forms may result in disqualification or loss of points.**



Optional Submission Forms/Documents

Due Date	Document/Form
12/3/2025	Pre-Proposal Network Opportunities Form (Attachment I)
12/3/2025	Q&A Template (Attachment G)
12/3/2025	Intent to Respond Form (Attachment L)

Submission of these documents is optional and does not impact your ability to submit a proposal.



Required Submission Forms/Documents

Due Date	Document/Form
1/16/2026	Online Submission Form <ul style="list-style-type: none">• Executive Summary• Attestation Form (Attachment J)
1/16/2026	M/WBE and IVOSB Participation Plan Form (Attachment A & A1) <ul style="list-style-type: none">• Letter(s) of Commitment• Certification Documentation
1/16/2026	Indiana Economic Impact Form (Attachment C)
1/16/2026	Cost Proposal Template (Attachment D)
1/16/2026	Business Proposal Template (Attachment E)
1/16/2026	Technical Proposal Template (Attachment F)
1/16/2026	Reference Check Forms (Attachment H) – Must be completed by the reference and emailed directly to the State.

Use the templates provided for all responses and do not alter any templates.

Responses must be submitted per the RFP instructions. See RFP Sections 1.8 and 2.1 for additional details. Late submissions, emailed or hand-delivered submissions will not be accepted.



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<https://www.in.gov/idoa/state-information-center/>

- A. Link to the developing for bidder registry with IDOA and Secretary of State.
<http://www.in.gov/idoa/2464.htm>
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor and Supplier Resource Center:
<http://www.in.gov/idoa/3106.htm>
- D. Minority and Women Owned Business Enterprises:
Link to more information and full listing of IDOA Minority and Women Owned Businesses
<http://www.in.gov/idoa/2352.htm>
- E. RFP posting and updates:
Go to <https://www.in.gov/idoa/procurement/current-business-opportunities/>
Scroll through table until you find desired RFP number on left-hand side and click the link.



Questions

All questions/inquiries should be submitted using the Q&A Template (Attachment G) as outlined in Section 1.7 of the RFP Main Document no later than **3:00 PM ET on December 3, 2025**.

REMINDER (OPTIONAL): If interested, send a Pre-proposal Network Opportunities Form (Attachment I) via email at rfp@idoa.in.gov no later than **3:00 PM ET on December 3, 2025**.



Thank You!

Kevin March

kmarch@idoa.in.gov

Division Of Supplier Diversity

mwbecompliance@idoa.in.gov

www.in.gov/idoa/mwbe/payaudit.htm

