

# REQUEST FOR PARTNERSHIP/PROPOSAL

RFP 26-86283 DMHA Medical Director

INDIANA DEPARTMENT OF ADMINISTRATION

ON BEHALF OF

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION,  
DIVISION OF MENTAL HEALTH AND ADDICTION

PRE-PROPOSAL CONFERENCE

JANUARY 7<sup>TH</sup>, 2026

MIKE HUTH  
IDOA/PROCUREMENT DIVISION



# General Information

- 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 January 14, 2026.**
- Submissions are due no later than **3:00 PM ET on January 28, 2026.**

# Key Dates

Activity	Date
Issue of RFP	December 17, 2025
Deadline to Submit Written Questions	January 14, 2026 by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	January 21, 2026
Submission Due Date/Time	January 28, 2026 by 3:00 PM Eastern Time
Submission of Reference Check Forms to the State	January 28, 2026 by 3:00 PM Eastern Time
RFP Award Recommendation	March 2026

# 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 the Executive Summary if desired.



# Proposal Preparation Attestation Form (Attachment J)

- Please complete and return Attestation Form (Attachment J).
  - Mandatory Submission and Requirements
  - Confirm Mutual Understanding and Submission
  - Claim Clarification (Buy Indiana), if applicable
  - Confidential / Redacted File Information
  - Subcontractors per RFP 2.3.10 and 2.6.4
  - Respondent additional attachments (Optional)



# 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 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 12 months (12 months dedicated solely to this project) x 1 (time spent solely on this project) = 24 months / 48 months = .5 FTEs



# Proposal Preparation

## Business Proposal (Attachment E)

### ■ Company Financial Information (Section 2.3.4)

- Respondents must provide documents to demonstrate financial stability including, for example, the 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, 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.

### ■ Contract Terms (Section 2.3.6)

- Respondents should review the sample State contract (Attachment B) and note exceptions to State non-mandatory clauses in Attachment E - Business Proposal. Mandatory clauses are non-negotiable.

### ■ References (Section 2.3.7)

- Respondents must have at least 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 must ask each reference to complete Attachment H - Reference Check Form and email it directly to IDOA ([idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov)) by 3:00 PM EST January 15, 2024.





# 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 (SOW) should be reviewed carefully as they should inform answers to the questions in Attachment F. Use the yellow shaded fields to answer the questions in Attachment F.
  - Respondents shall describe relevant experience and explain how they propose to perform the work.
  - Insert text in the provided yellow fields. Yellow fields will expand to accommodate content.
  - 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.
- 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:

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

- 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. The Respondent should return this document in a PDF format, labeled as “Cost Assumptions, Conditions and Constraints”.



# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 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 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
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](mailto:mwbecompliance@idoa.in.gov)
- Web: [www.in.gov/idoa/mwbe](http://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



Please carefully review the information in this box.



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

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a Minority & Women's Business Enterprises RFP Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBE) directory of certified firms located at <https://www.in.gov/idoa/mwbe/>.

If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety. The amount entered in "TOTAL BID AMOUNT FOR SUPPLIE DIVERSITY PURPOSES" should match the amount entered in the Attachment D, Cost Proposal Template.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

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

- Must be listed on the IDOA Directory of Certified Firms, **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.
- **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 service only in the industry area for which it is certified as listed in the directory at <https://www.in.gov/idoa/mwbe/>.
- 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 and/or WBE 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 only based on the initial term of the contract, unless the products and/or services are needed beyond the initial term. Any products and/or services desired after the initial term will require separate negotiations between the prime contractor and subcontractor. The State may deny evaluation points if the letter(s) is 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 FOR SUPPLIER DIVERSITY PURPOSES" 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 regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <https://www.in.gov/idoa/mwbe/>.



# 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 NOT accepted.**



# 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 (see section 1.21)
- 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

## STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#:

TOTAL BID AMOUNT:

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
		Telephone Number: (   )	Fax Number: (   )
Sub-Contract Amount:		Describe service/product to be provided and <u>how this is a Valuable Scope Contribution of the Contract:</u>	
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.	.45	.9	1.35	1.8	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 rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
- Submissions of 0% participation 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](mailto:Indianaveteranspreference@idoa.in.gov)
- Web: [www.in.gov/idoa/2863.htm](http://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 FORM<sup>1</sup>**

If participation is met through use of respondents who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies 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 Cost Proposal Template, Cost Proposal Summary Tab, cell C8. The IVOSB subcontractor amount and subcontractor percentage is based on the initial term of the contract for scoring purposes only. However, the subcontractor commitment shall apply to the life of the contract including any time after the initial term.

If the Respondent to the solicitation is an IVOSB certified entity, the letter confirming same should be submitted with their response. Therefore, the Respondent has the responsibility to alert IDOA of their certification. The IVOSB Respondent will receive the total points for the IVOSB evaluation criteria per section 3.2.7. Additional ISVOB subcontractors must be included if the IVOSB Respondent is seeking the additional bonus point.

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

Failure to address these goals may impact the evaluation of your Proposal. The Department will verify all 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 registry, [VETBIZ](#) under INDIANA, or listed at [Certified M/W/IVOSB list](#), **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](#), 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 2.3.7 - [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, under INDIANA or at [Certified M/W/IVOSB list](#).
- Must be used to provide the goods or services specific to the contract.

**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.

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 within the industry area for which it is certified.



# Indiana Veteran Owned Small Business

## STATE OF INDIANA IVOSB SUBCONTRACTOR COMMITMENT FORM

RFP#:

TOTAL BID AMOUNT:

Company Name:

Address:

Sub-Contract Amount:

Sub-Contract Percentage of Total Bid:

Contact Person:

E-mail:

Telephone Number:

( )

Fax Number:

( )

Describe service/product to be provided and how this is a Valuable Scope Contribution of the Contract:

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

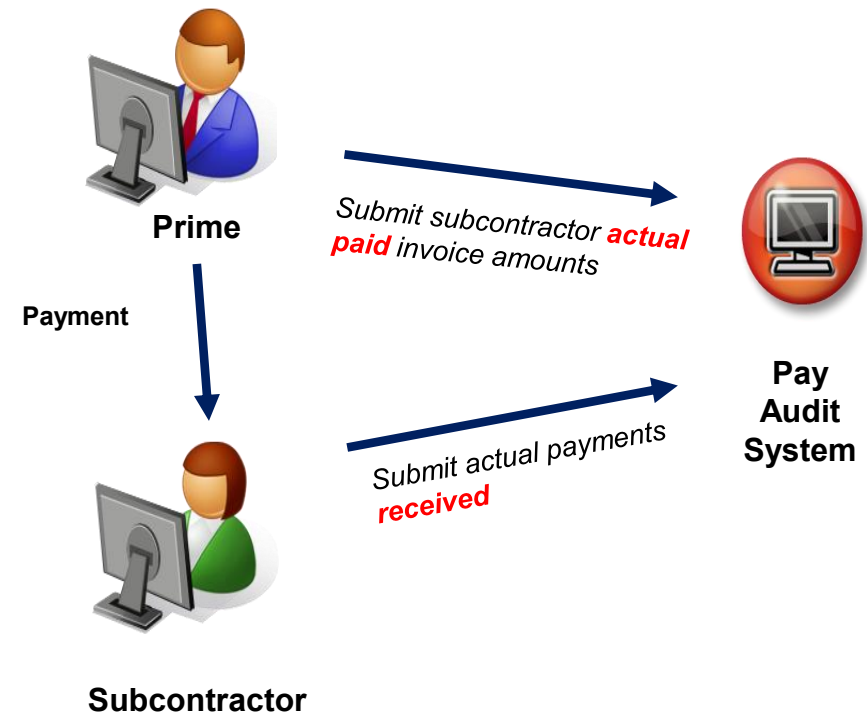
## RFP MBE/WBE/IVOSB Scoring Example

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 or quarterly
- **Questions?** Contact Division of Supplier Diversity
  - [mwbecompliance@idoa.in.gov](mailto:mwbecompliance@idoa.in.gov)
  - [www.in.gov/idoa/mwbe/payaudit.htm](http://www.in.gov/idoa/mwbe/payaudit.htm)



# 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](mailto: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
1/14/26	Pre-Proposal Network Opportunities Form (Attachment I)
1/14/26	Questions and Answers Form (Attachment G)

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

# Required Submission Forms/Documents

Due Date	Document/Form
1/28/26	Online Submission Form <ul style="list-style-type: none"><li>• Executive Summary</li><li>• Attestation Form (Attachment J)</li></ul>
1/28/26	MWBE and IVOSB Participation Plan Form (Attachment A & A1) <ul style="list-style-type: none"><li>• Letter(s) of Commitment</li><li>• Certification Documentation</li></ul>
1/28/26	Indiana Economic Impact Form (Attachment C)
1/28/26	Cost Proposal Template (Attachment D)
1/28/26	Business Proposal Template (Attachment E)
1/28/26	Technical Proposal Template (Attachment F)
1/28/26	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

<http://www.in.gov/idoa/2354.htm>

- 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](http://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?

