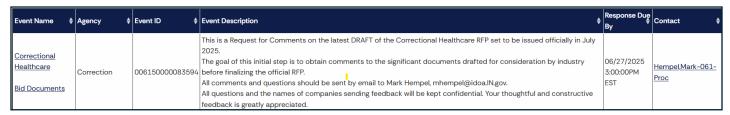# Posting RFQs Online

Introduction

Per Senate Enrollment Act 5, agency RFQs must be posted on the IDOA Current Business Opportunities website (https://www.in.gov/idoa/procurement/current-business-opportunities/) for a minimum of 30 calendar days. This requirement is effective July 1, 2025. Additionally, the sourcing event bid documents must be available for download from the website.

About the Current Business Opportunities Table

To satisfy this requirement, a PeopleSoft sourcing event must be created for each RFQ. The Current Business Opportunities website displays a table containing information about the RFQ, which is drawn directly from the PeopleSoft sourcing event. The Event Name column also displays a Bid Documents link which allows a potential bidder to download the RFQ documents.

Event Name	Agency	Event ID	Event Description	Response Due By	Contact
Correctional Healthcare Bid Documents	Correction	006150000083594	This is a Request for Comments on the latest DRAFT of the Correctional Healthcare RFP set to be issued officially in July 2025. The goal of this initial step is to obtain comments to the significant documents drafted for consideration by industry before finalizing the official RFP. All comments and questions should be sent by email to Mark Hempel, mhempel@idoa.IN.gov. All questions and the names of companies sending feedback will be kept confidential. Your thoughtful and constructive feedback is greatly appreciated.	06/27/2025 3:00:00PM EST	Hempel,Mark-061-Proc

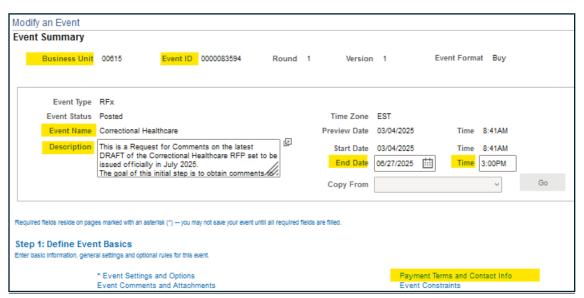**Event Name**: From the Event Name field on the PeopleSoft sourcing event.
Agency: From the business unit number displayed at the top of the sourcing event.
Event ID: Will appear as the 5-digit Business Unit number + the Event ID number.
Event Description: From the Description field on the sourcing event. Use this field to communicate the RFQ number, the purpose of the RFQ, time sensitive action items, and submission instructions.
Response Due By: From the End Date and Time entered on the sourcing event. The End Date and Time entered must at least 30 calendar days from the Start Date.
Contact: From the Contact Name field on the Payment Terms and Contact Info screen. Be sure your state-issued email address is entered in the Email ID field.
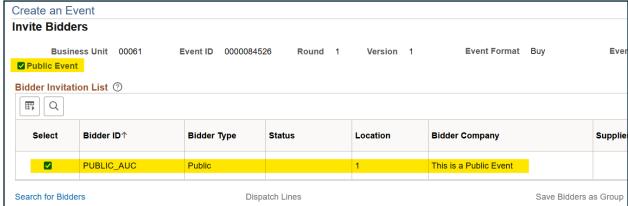
Preparing the sourcing event

To post the sourcing event to the website, check the Public Event checkbox on the Bidder Invitations page. Complete the rest of the sourcing event and click the Post button. The event will be posted on the website in approximately 15 minutes.
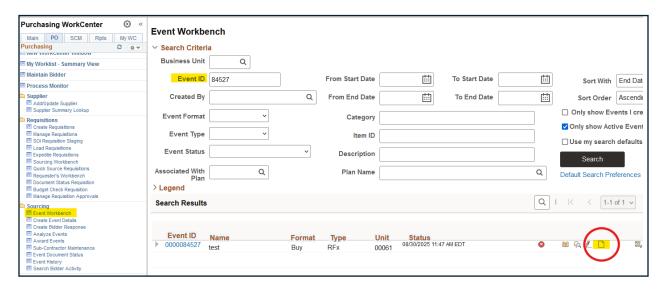

Post Bid Documents to Website:

1. After posting the sourcing event, place the required bid documents in a Windows file folder on your state-issued device and zip the file. It is the agency's responsibility to include all required bid documents. Required bid documents include the solicitation package, the Event Details form, specifications (if applicable), and blank contract (if applicable). **IDOA will not validate the zip file contents**.

2. Name the zip folder using the following 15-digit naming convention:
   5-digit BU Number, 10-digit Event Number (example: 000610000084638)

3. Prepare an email to idoaprocsupport@idoa.in.gov and enter the zip file name in the subject line.

4. Attach the zip file and email it to idoaprocsupport@idoa.in.gov.

5. IDOA will manually post the file on the Current Business Opportunities website so the Bid Document link will be available to potential bidders. IDOA will send a confirmation email that the bid documents have been posted.

Make changes to a posted event

If the event description, event name, or due date needs updated on the website after the event has been posted, a new event version must be created. To create a new version, locate the event on the Event Workbench and click the Create New Version icon on the event line.

A message will appear asking if a new event version should be created. Click YES.

Make the needed corrections. Once the changes are made, click the Post button. The website will update in approximately 15 minutes.

If the posted bid documents need revised, follow the procedure on page 2 and email the revised zip file to idoaprocsupport@idoa.in.gov.

Receiving Bid Responses

It is possible a bidder may respond to the solicitation through the Indiana Supplier Portal, resulting in the bidder appearing in the Analyze Events area. This is to be considered a valid response, so it is the agency's responsibility to include all responses meeting DPAP requirements.

If a bidder appears in the Analyze Events area, and you did not submit the response on its behalf, then email idoaprocsupport@idoa.in.gov for assistance.