

REQUEST FOR PROPOSAL 18-02
WHITE RIVER MILITARY COORDINATION ALLIANCE COMMUNICATIONS AND
COMMUNITY OUTREACH

RADIUS INDIANA
1504 I STREET
BEDFORD, IN, 47421

October 11, 2018

All responses to this RFP are due no later than 4:30 pm EST November 15, 2018.

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1. SUMMARY AND BACKGROUND

Radius Indiana, acting in its capacity as Program Manager for the Indiana Office of Defense Development, is accepting proposals to develop and implement a communication and outreach plan in collaboration with the White River Military Coordination Alliance. The goal is to improve the nearby public's understanding and awareness of NSA Crane and Lake Glendora Test Facility (LGTF), enhancing the strategic value of the installation within the community.

Radius Indiana is a relatively young organization, established in 2009. The State's Economic Development Corporation was mandated through legislation to fund economic development initiatives in South Central Indiana. As a result, Radius Indiana was formed to ignite prosperity in the region and to be the partner to the state tasked with the development and implementation of the regional economic strategies and initiatives.

The mission of Radius Indiana is to lead regional economic development through collaboration; this is accomplished by leveraging the diverse assets of southwestern central Indiana. NSA Crane is the largest employer in the Radius region and one of the top priorities. Radius is charged with the responsibility to encourage increased communications about economic and community development, compatible land use, conservation, and natural resource management issues affecting both the communities and NSA Crane.

There has long been a military presence in the southwestern area of Indiana, which consists of Naval Support Activity Crane, (NSA Crane), the nation's third largest naval base. Located approximately 70 miles southwest of Indianapolis and 90 miles northeast of Evansville, NSA Crane is surrounded by Daviess County, Greene County, Lawrence County, Martin County and Sullivan County and the incorporated and unincorporated communities within them. NSA Crane engages in technological, logistical, and munitions missions with little impact on the surrounding area due to its sparse population and limited traffic. It is an economic engine of prosperity, enabling jobs for more than 5,000 workers who reside in the counties around the base.

The Indiana Office of Community and Rural Affairs (OCRA) received financial assistance from the Department of Defense Office of Economic Adjustment (OEA) in 2014 to conduct a Joint Land Use Study (JLUS). OCRA recently completed the NSA Crane JLUS for the base and its Lake Glendora Test Facility. This was a 24-month collaborative study involving NSA Crane, surrounding counties, and other state and regional organizations. An organized communications effort between local jurisdictions, NSA Crane and other stakeholder entities that own or manage land within the regions was needed to ensure that future growth around the installation and its LGTF was coordinated and compatible with current and future military operations.

The NSA Crane JLUS final report (available at www.cranejlus.com) was a result of this communications effort, and it contains detailed implementation plans and strategies. These strategies incorporate a variety of actions that can be implemented to promote compatible land use and resource planning.

The Indiana office of Defense Development (IODD) received a follow-on grant from OEA to implement portions of the NSA Crane JLUS final report. IODD contracted Radius Indiana to act as the Program Manager and lead organization to execute the OEA grant. Radius Indiana is also charged with the establishment of the White River Military Coordination Alliance (Alliance), the implementation committee for the NSA Crane JLUS recommendations.

The Alliance is comprised of representatives from State and Local government, regional and local economic development and NSA Crane. The mission of the Alliance is to promote community growth that is compatible with and/or supports the military missions of NSA Crane/LGTF and to establish effective and timely means of communication between communities for the purpose of coordinating and addressing mutual concerns and issues.

The purpose of this Request for Proposal (RFP) is to solicit proposals from candidate organizations, conduct an evaluation based on criteria, and select the candidate who best represents the requirements outlined herein.

Resource Documents Available at <http://www.radiusindiana.com/resources/radius-indiana-bid-information/>

NSA Crane Joint Land Use Study
Crane Introduction & Overview
White River Military Coordination Alliance Overview

2. PROPOSAL GUIDELINES

This Request for Proposal represents the specifications for a competitive process. Proposals will be accepted until **4:30pm EST 15 November, 2018**. Any proposals received after this date and time will be returned to the sender. An official agent or representative of the company submitting the proposal **must sign** all proposals. (*See Attachment A*)

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Indiana Office of Defense Development and Department of Defense Office of Economic Adjustment and will include scope, budget, schedule, and other necessary items pertaining to the project.

Pursuant to Indiana Code 4-13-16.5 and in accordance with 25 Indiana Administrative Code 5, it has been determined that there is a reasonable expectation of minority and woman business enterprises opportunities on a contract awarded under this RFP. Additionally, with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veterans Business Enterprises opportunities on a contract awarded under this RFP. (*See Attachment B*)

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.

- The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
- The electronic copies of the proposal submitted via CD-ROM or USB Flash Drive should be organized to mirror the sections below and the attachments.
- Each item, i.e. Proposal Submission Statement, Business & Management Proposal, Technical Proposal, Cost Proposal, etc, must be separate standalone electronic files on the CD-ROM or USB Flash Drive . Please do not submit your proposal as one large file.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM or USB Flash Drive.

Business and Management Proposal guidelines:

The Business and Management Proposal must address the topics identified in Section 8 of this RFP. This section of the proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the Radius successful acquisition of the products and/or services requested in this RFP. It should include the legal form of the Respondent’s business organization, the state in which formed, the types of business ventures in which the organization is involved, and a chart of the organization in this section.

If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. If the organization submitting a proposal outsources or contracts any work to meet the requirements contained herein, this must be clearly stated in this proposal.

Technical Proposal guidelines:

The Technical Proposal must address the topics identified in Sections 4 and 6 of this RFP. This section of the proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the Radius successful acquisition of the products and/or services requested in this RFP.

The Technical Proposal should be divided into the sections as described in Section 6 of this RFP. The body of the technical proposal must contain a meaningful summary of the technical approach to accomplish the identified tasking of this RFP. In addition to the responses you provide in the proposal regarding your company’s ability and methodology to provide the listed deliverables, please also include a timeline for providing said deliverables.

Cost Proposal guidelines:

The Cost Proposal must address the topics identified in Sections 4 and 7 of this RFP. This section of the proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the Radius successful acquisition of the products and/or services requested in this RFP.

Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. All costs must be itemized to include an explanation of all fees and costs.

If the organization submitting a proposal outsources or contracts any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

3. PROJECT PURPOSE

The NSA Crane JLUS final report identified several specific recommendations that involve communication efforts and outreach actions. Additional effort is needed to create an effective communications plan that addresses the specific NSA Crane JLUS recommendations for implementation by the White River Military Coordination Alliance.

The Alliance is committed to enhancing the communications between the installation and the community; a fair and open process to examining compatibility issues around the installation, projects geared to economic development, sustaining and enhancing the installation and the quality of life in the neighboring communities. The Alliance will identify practical policies, programs and projects that can be completed to address current and future issues of mutual concern.

**Additional information may be located at www.cranejlus.com in the final NSA Crane JLUS final report under recommendations: COM-1E, COM-2A, COM-2D, COM-5A, COM-6A, COM-6C, and COM-6B.*

Project Description:

Radius Indiana is seeking a provider to develop and carry out a communication and outreach plan on behalf of the White River Military Coordination Alliance. The goal is to improve the knowledge of NSA Crane and LGTF's missions in the neighboring communities and to promote the value that NSA Crane and LGTF brings to the region.

Develop a Communications and Outreach plan

A practical, manageable, annual communications and outreach plan will be developed in collaboration with NSA Crane and executed through a memorandum of understanding. Revisions to the Crane Communications manual will be performed as needed. All actions should be geared towards increasing stronger community collaboration and aiding in the building of installation/community relationships.

Develop Media Presence

To support the White River Military Coordination Alliance, design, host and update a public information website for the regional effort; research and develop an appropriate, manageable social media presence to carry out communication strategies; and prepare communications tools

directed toward local governments, regional businesses, mass media groups, NSA Crane, and other groups as identified. The plan must identify goals and action items, with assignment to responsible parties. Support provided will cover an array of activities such as: website development/hosting, building/sustaining a social media presence, electronic/printed paraphernalia creation and distribution, planning and coordination of outreach activities and other services as assigned.

The plan should also address current issues, concerns, and changes that impact the area in and around the installations. Included should be an “official” public notification protocol that is the vehicle of public information dissemination. Examples include: comprehensive plans, master plans, transportation plans, zoning, development projects, operational changes, and construction projects.

4. PROJECT SCOPE

The selected consultant will develop and support the implementation of a Communication and Outreach Plan, in addition to a Social Media and Website Update/Transition plan. These plans will provide Communications and Outreach Services to the White River Military Coordination Alliance in order to perform the selected Crane JLUS communications and outreach actions.

Responses to this Request for Proposal shall include a detailed work plan to:

Address the overall timeline and milestones necessary to complete the services;
Identify specific activities that will be accomplished each month;
Identify staffing and number of hours devoted to each activity; and,
Describe the work products/deliverables produced for each activity.

- The assessment, creation, and implementation of an effective communications and outreach campaign.
- Prepare a public involvement plan that will include schedules, staffing plans, scopes, specifics on outreach methods and communication tools, and suggest most suitable route for public involvement given knowledge of the plan and area
- Schedule and conduct Meetings with NSA Crane and Alliance to solicit community input for use in preparing the Communications and Outreach Plan.
- Development of 5-6 fact sheets/brochures outlining missions and community benefits generated from the activities that occur at NSA Crane and the LGTF. Materials must be created in a way that is aesthetically appealing in both print and electronic copy and should be suitable for simple revisions and updates.
- Development and execution of a Social media and website plan that addresses the transition of current Crane JLUS website to a White River Military Coordination Alliance website. This includes: redevelopment updates, data migration, hosting, and use of WordPress as a content management system that is readily available for continued maintenance of the website following the completion of the firm’s contract.
- The consultant shall be responsible for creating a link on all local government participants' websites to the WRMCA Website. The main WRMCA website shall remain

in effect for one (1) year after the contract has been completed. After one (1) year, the website files shall be turned over to Radius.

- The development and establishment of a Memorandum of Understanding for Communications between jurisdictions, agencies and NSA Crane/Lake Glendora Test Facility Leadership.
 - Establish an official public notification protocol based upon designated points of contact provided by Radius Indiana.
 - Establish official and routine public notification protocol
- Assistance in the coordination of 1-3 annual briefings between installation leadership and local community jurisdictions.
- Promote Social Media Outlets for consumption by the general public, providing links from WRMCA to jurisdictional websites.
- Availability to work closely with Radius Indiana staff/Alliance on the coordination of project tasks and resources.
- Project Planning and coordination of outreach activities AS NEEDED to implement the Communication and Outreach plan or address current issues, concerns, and changes that impact the area in and around the installations. These activities may include:
 - Public appearances
 - Media and speaking engagements
 - Education seminars
 - Open houses/exhibits
 - Press and news release distribution
- Provide any other communications-related services recommended in the Plan (as approved by Radius) or as specifically requested over the life of a contract awarded by this RFP.

The selected bidder will be responsible for planning and conducting the research, analysis and outreach with assistance from the Alliance and Radius Indiana.

Responders may propose modifications to the activities and sequencing, based on previous experience which would improve the effectiveness of the study effort while maintaining the budget and timeframe.

5. REQUEST FOR PROPOSAL TIMELINE

All proposals in response to this RFP **are due no later than 4:30 pm EST November 15, 2018.**

Radius will accept written questions about this request for proposal between the hours of 08:30 am and 4:30 pm Monday thru Friday until 4:30 pm EST November 5, 2018. Questions/Inquiries may be submitted, via email to rfp@radiusindiana.com and must be received by the time and date indicated above.

Radius personnel will compile a list of the questions/inquiries submitted by all Respondents. The questions and responses will be posted to the Radius website. Only answers posted on the Radius website will be considered official and valid by Radius. No Respondent shall rely upon,

take any action, or make any decision based upon any verbal communication with any Radius employee.

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

Key RFP Dates

Issue of RFP	11 October, 2018
Deadline to Submit Written Questions	5 November, 2018 by 4:30 P.M. EST
Final Response to Written Questions	9 November, 2018
Submission of Proposals	15 November, 2018 by 4:30 P.M. EST
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	17 December, 2018

All proposals must be received at the address below by Radius no later than **4:30 pm EST November 15, 2018**. Each Respondent must submit **one original hard-copy** (marked “Original”) and **one original CD-ROM or USB Flash Drive (marked "Original")** and **10 complete copies on CD-ROM or USB Flash Drive** of the proposal and other related documentation as required in this RFP. The **original CD-ROM or USB Flash Drive** will be considered the official response in evaluating responses for scoring.

ATTN: Crane Community Support
 RADIUS INDIANA
 1504 I STREET
 BEDFORD, IN, 47421

If you ship or mail solicitation responses: United States Postal Express and Certified Mail are both delivered to Radius. It is the responsibility of the Respondent to make sure that solicitation responses are received by Radius on or before the designated time and date. Late submissions will not be accepted.

Regardless of delivery method, all proposal packages must be sealed and clearly marked with the RFP number, due date, and time due. Radius will not accept any unsealed bids. Any proposal received by Radius after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

Radius accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

6. TECHNICAL PROPOSAL:

The Technical Proposal must be divided into the sections as described below. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by Radius.

The technical proposal should address the following sections provided below.

Develop Communications and Outreach plan
Develop a Media plan
Complete Development of Alliance Public Information Website
Transition Crane JLUS Website
Final deliverables

- Explain how the respondent will work with Radius throughout the process and suggested approaches to building in regular updates and alignment sessions with Alliance.
- Recommend a timeline for the project that would include deadlines for specific aspects of the work.
- Explain, in detail, how the respondent plans to collect necessary data to inform the project, including how they will use existing regional strategies, data and reports prepared for the region.
- Detail any unique approaches or considerations required given the rural nature of the area surrounding NSA Crane and LGTF.

In addition to the responses you provide in proposal regarding your company's ability and methodology to provide the listed deliverables, please also include a timeline for providing said deliverables. For each portion of the proposed products or services to be provided by a

subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

Project initiation and planning phase must be completed by 35 days after contract award. All project activity and deliverables must be completed no later than 12 months after award of the contract.

Final deliverables are:

1. Communication and Outreach Plan
2. Social Media Plan and Website Update/Transition

7. COST PROPOSALS

The Cost proposal should contain a line item budget with all personnel costs (including fringe benefits where applicable), travel, supplies, etc.

Responders may propose modifications to the activities and sequencing, that based on previous experience would improve the effectiveness of the effort while maintaining the budget and timeframe.

This solicitation is funded by federal dollars. The award from the OEA addresses multiple JLUS implementation efforts. The budget for the White River Military Coordination Alliance Communications and Outreach is \$85,000.

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time costs. Pricing should be listed for each of the following items in accordance with the format below:

Project Management and Planning
Communications and Outreach plan
Media plan
Website Development
JLUS Website Transition
Final deliverables

NOTE: All costs and fees must be clearly described in each proposal.

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date.

8. MANDATORY MANAGEMENT AND BUSINESS QUALIFICATIONS

Bidders must provide the following items as part of their proposal for consideration:

- Experience working with military organizations and local elected officials.
- Description of experience implementing communication/outreach strategies, at least 2 but no more than 3.
- List of how many full time, part time, and contractor staff in your organization.
- Examples of 2 or more websites designed and implemented by your organization.
- Testimonials/letters of recommendation from past clients, at least 3.
- Anticipated resources you will assign to this project (total number, role, title, experience).
- Timeframe for completion of the project.
- Project management methodology.

9. SUBCONTRACTORS

The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. The respondent shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The Respondent agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State of Indiana statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in Radius evaluation. The Respondent must furnish information to Radius as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by Radius. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate Radius officials, and such relationships must meet with the approval of Radius.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments

documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women or Indiana Veteran Owned Business.

10. PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

Radius reserves the right to request clarifications on proposals submitted to Radius. Radius also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include requests for additional information, requests for cost or technical proposal revision, etc. Additionally, in conducting discussions, Radius may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. Radius will provide equivalent information to all respondents which have been chosen for such discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

Radius may request best and final offers from those Respondents determined to be reasonably viable for contract award. However, Radius reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Radius will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

It is Radius's expectation that a contract will result from this RFP. Any or all portions of this RFP and any or all portions of the Respondent's response may be incorporated as part of the final contract.

The term of the contract shall be for a period of 12 months from the date of contract execution.

11. PROPOSAL EVALUATION CRITERIA

Radius has identified a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in this section.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- a. Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- b. Each proposal will be evaluated on the basis of the categories included in this Section. A point score has been established for each category.
- c. If technical proposals are close to equal, greater weight may be given to price.

- d. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to Radius, taking into account all of the evaluation factors, may be selected for further action, such as contract negotiations. If, however, Radius decides that no proposal is sufficiently advantageous, Radius may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, Radius may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100).

Summary of 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)	25 points
4. Minority (10) and Women Business (10)	20 points
5. Indiana Veteran Business Enterprise (IVBE)	5 points
Total	100

All proposals will be evaluated using the following approach.

Step 1

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements may be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3

ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc focused on cost and other proposal elements. Step 2 may include a second “short list”.

Step 3

The short-listed proposals will then be evaluated based on all the entire evaluation criteria outlined in the table above.

If Radius conducts additional rounds of discussions and a Best and Final Offer which leads to changes in either the technical or cost proposal for the short-listed Respondents, their scores will be recomputed.

The Chief Executive Officer of Radius or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

12. Attachment A

PROPOSAL SUBMISSION STATEMENT*

I AGREE TO ABIDE BY THE GENERAL TERMS AND CONDITIONS OF THIS RFP -18-02 AND CERTIFY THAT ALL INFORMATION PROVIDED IN THE RELATED PROPOSAL IS CURRENT, ACCURATE AND VERIFIABLE, AND THAT I AM AUTHORIZED TO SUBMIT THIS PROPOSAL ON BEHALF OF THE APPLICANT ORGANIZATION.

SIGNATURE: _____

NAME AND TITLE: _____

APPLICANT ORGANIZATION: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

WEBSITE: _____

DATE OF SUBMISSION: _____

* A FULLY COMPLETED AND SIGNED PROPOSAL SUBMISSION STATEMENT IS TO BE SUBMITTED WITH THE APPLICANT ORGANIZATION'S PROPOSAL.

13. Attachment B

EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 5, it has been determined that there is a reasonable expectation of minority and woman business enterprises, as well as Indiana veterans business enterprises opportunities on a contract awarded under this RFP. Failure to address these requirements may impact the evaluation of your proposal.

MINORITY & WOMEN'S BUSINESS ENTERPRISES COMMITMENT

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a MWBE 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 (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>. 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.

Failure to address these goals may impact the evaluation of your Proposal. Radius reserves the right to verify all information included on the MWBE Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a commitment as referenced in this solicitation.

Prime Contractors must ensure that the proposed M/WBE subcontractors meet the following criteria:

Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date

Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.

Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>

Must be used to provide the goods or services specific to the contract.

National Corporate Diversity Plans are generally not acceptable

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

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 subcontract amount as a percentage of the “**TOTAL BID 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 MWBE Subcontractor Commitment Form is to be submitted alongside the respondent’s proposal. The Radius 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**” 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 Indiana’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 mwbe@idoa.in.gov.

INDIANA VETERANS BUSINESS ENTERPRISE COMMITMENT

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veterans Business Enterprises subcontracting opportunities on a contract awarded under this RFP.

The IVBE Subcontractor Commitment Form is to be submitted alongside the respondent’s proposal. The Form must show that they are participating in the proposed contract and IVBE firms that meet the requirements listed at the Veteran’s Business Program website (<http://www.in.gov/idoa/2862.htm>). 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**” should match the amount entered in the Cost Proposal.

Failure to address these goals may impact the evaluation of your Proposal. The Department reserves the right to verify all information included on the IVBE Subcontractor Commitment Form.

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

Must be listed on Federal Center for Veterans Business Enterprise VetBiz registry, on or before the proposal due date:

Must qualify as a Buy Indiana Business under designation 1, on or before the proposal due date.

Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.

Must provide goods or service only in the industry area for which it is certified as listed in the VetBiz directory <http://www.in.gov/idoa/2352.htm>

Must be used to provide the goods or services specific to the contract.

INDIANA VETERAN’S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF COMMITMENT

A signed letter(s), on company letterhead, from the IVBE must accompany the IVBE Subcontractor Commitment Form. The signed letter(s) and the IVBE Subcontractor Commitment Form are to be submitted alongside the respondent’s proposal. Each letter shall state and will serve as acknowledgement from the IVBE of its subcontract amount, subcontract amount as a percentage of the “**TOTAL BID AMOUNT**”, a description of products and/or services to be provided on this project, approximate date the subcontractor will perform work on this contract and (enter a way of stating/showing their principal place of business is in Indiana). Radius 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**” 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 policies and processes involving the Indiana’s IVBE Program. Questions involving the regulations governing the IVBE Subcontractor Commitment Form should be directed to: indianaveteranspreference@idoa.in.gov.