



# STATE OF INDIANA

**Request for Proposal 17-055**

## **ADDENDUM #7**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of  
Indiana Department of Correction**

**Solicitation For:  
Tablet Based System of Delivering Digital Content and  
Electronic Services to Offenders in Correctional Facilities**

**Response Due Date: May 23, 2017 by 3:00 p.m. ET**

Jennifer Mayfield, Senior Account Manager  
Indiana Department of Administration  
Procurement Division  
402 W. Washington St., Room W468  
Indianapolis, Indiana 46204

The following modification (red font below) have been made to the 17-055 RFP document:

1.5 RFP OUTLINE

**Previous:**

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 – Proposal Evaluation Criteria	This sections discusses the evaluation criteria to be used to evaluate respondents’ proposals
Attachment A	M/WBE Participation Plan Form
Attachment A1	IVBE Participation Plan Form
Attachment B	Sample Contract
Attachment C	Indiana Economic Impact Form
Attachment D	Cost Proposal Template
Attachment E	Business Proposal Template
Attachment F	Technical Proposal Template
Attachment G	Q&A Template
Attachment H	List of IDOC Facilities and Populations
Attachment I	Specifications of the Indiana Office of Technology
Attachment J	IDOC Guidelines for Visitors
Attachment K	Facility Visit Template

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Attachment H	List of IDOC Facilities and Populations
Attachment I	Specifications of the Indiana Office of Technology
Attachment J	IDOC Guidelines for Visitors
Attachment K	Facility Visit Template
<b>Attachment L</b>	<b>Questions regarding Section 3.2.3 ONLY</b>

1.7 DUE DATE FOR PROPOSALS

**Previous:**

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time on April 24, 2017.**

**Update:**

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time on May 23, 2017.**

1.24 SUMMARY OF MILESTONES

**Previous:**

***Key RFP Dates***

<b>Activity</b>	<b>Date</b>
Issue of RFP	November 30, 2016
Pre-Proposal Conference	January 10, 2017
Deadline to Submit Facility Visit(s) Information	January 18, 2017
Facility Visits	January 23 – 31, 2017
Deadline to Submit Written Questions	February 7, 2017
Response to Written Questions/RFP Amendments	February 21, 2017
Posting of Modified Cost Proposal	February 23, 2017
Posting of Additional Q&A Responses	March 8, 2017
Submission of Proposals	April 24, 2017
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></b>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	TBD

**Update:**

***Key RFP Dates***

<b>Activity</b>	<b>Date</b>
Issue of RFP	November 30, 2016
Pre-Proposal Conference	January 10, 2017
Deadline to Submit Facility Visit(s) Information	January 18, 2017
Facility Visits	January 23 – 31, 2017
Deadline to Submit Written Questions	February 7, 2017
Response to Written Questions/RFP Amendments	February 21, 2017
Posting of Modified Cost Proposal	February 23, 2017
Posting of Additional Q&A Responses	March 8, 2017
<b>Questions for Section 3.2.3 ONLY</b>	<b>April 26, 2017</b>
<b>Response to Questions for Section 3.2.3 ONLY</b>	<b>May 5, 2017</b>
Submission of Proposals	<b>May 23, 2017</b>
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></b>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	TBD

### 3.2.3 Price – 35 available points

#### **Previous:**

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 40 points. The normalization formula is as follows:

- *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

#### **Update:**

**The cost scores will be evaluated based on the lowest cost to friends and families of offenders for processing of Trust Fund Payment Fees (for processing the amount of \$20 - \$100) as indicated in Respondent's cost proposal. No other costs will be evaluated in this section. Other fees/commissions will be evaluated in the Management Assessment/Quality section of the RFP.**

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 35 points. The normalization formula is as follows:

- *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

**Questions will be allowed for Section 3.2.3 only.** All questions/inquiries regarding this Section 3.2.3 must be submitted in writing by the deadline of **3:00 p.m. Eastern Time on April 26, 2017.** Questions/Inquiries may be submitted in **Attachment L, Q&A Template**, via email to **[jmayfield@idoa.in.gov](mailto:jmayfield@idoa.in.gov)** and must be received by the time and date indicated above.