

RFP-10-89
INDIANA 2010 ORTHOPHOTOGRAPHY PROGRAM
SECTION ONE
GENERAL INFORMATION AND REQUESTED
PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, including IC 5-22-9, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Office of Technology (IOT), requires new orthophotography for the State of Indiana. It is the intent of IDOA to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the IDOA website (<http://www.IN.gov/idoa/2354.htm>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

IAC	The Indiana Administrative Code.
IC	The Indiana Code.
Full Time Equivalent	The State defines FTE as a measurement of an employee's (FTE) productivity on a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE.
Implementation	The successful implementation of color digital orthophotography and ancillary products as specified in the contract resulting from this RFP.
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: (1) The judicial branch. (2) The legislative branch. (3) A political subdivision (includes towns, cities, local governments, etc.)

	(4) A state educational institution (including charter schools)
Products	Tangible goods or manufactured items as specified in this RFP.
Proposal	An offer as defined in IC 5-22-2-17.
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract.
Services	Work to be performed as specified in this RFP.
State	The State of Indiana
State Agency	As defined in IC 4-13-1, “state agency” means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government.
Vendor	Any successful Respondent selected as a result of the procurement process to deliver the products or services requested by this RFP.

1.3 PURPOSE OF THE RFP

The Indiana Department of Administration Procurement Division (IDOA), on behalf of the Indiana Office of Technology (IOT), is soliciting proposals to establish a contract through negotiations with qualified vendors with digital photogrammetric capabilities to develop digital orthophotography for the entire state of Indiana, and such optional elements and related products needed to facilitate state, regional and local government Geographic Information System (GIS) basemap development for homeland security, flood, transportation, and economic development mapping, and to otherwise support the IndianaMap Program.

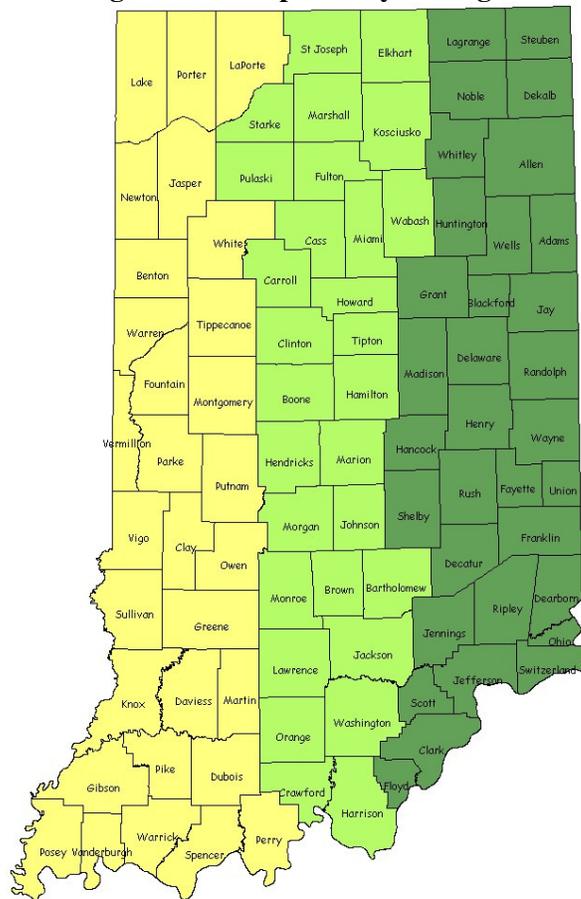
1.4 SUMMARY SCOPE OF WORK

It is the intent of the Indiana Office of Technology (IOT) that a contract will be awarded for Spring 2011 imagery acquisition, and subsequent delivery of digital color orthophotography and selected optional mapping products, at resolutions of 18-inch, 1-foot, 6-inch and 3-inch imagery. Depending on pricing and availability of funds, IOT intends the base product to be 18-inch pixel resolution orthophotography statewide, plus ancillary data products.

A goal is to acquire imagery for at least one-third of the state per year in an ongoing rotation. The Respondent should assume that the first year will be the middle third of Indiana (though this has yet to be decided), since this provides the most challenge in terms of delivery in multiple coordinate systems.

The final extents and distribution of each resolution for this project will be fixed during contract negotiations. Complete definition of product specifications is provided in the section below entitled: Technical Proposal. Final delivery of all products will be no later than September 30th of the year that the imagery was captured; preferably earlier. At IOT's discretion, extensions or modifications to the initial contract may be considered for subsequent years.

1.4. Figure 1. Anticipated 3-year Flight Coverage



IOT reserves the right to issue any subsequent request or requests for proposals for specific mapping work as it deems necessary to fulfill its requirements, and is under no obligation to conform with Respondent's expectations regarding possible contracted work outside the scope of this RFP. While a single contract for orthophotography services is anticipated, IOT reserves the right to establish multiple contracts with individual company(s) as a result of this RFP.

1.4.1 Background

The State of Indiana has a goal to develop a seamless, statewide, multi-resolution, integrated mapping system, referred to as the IndianaMap. IndianaMap is an initiative of the Indiana Geographic Information Council, Inc. (IGIC), Indiana's statewide GIS coordination council. Funds for the statewide orthophotography program will come from state agencies, local governments and grants.

The IndianaMap will use digital orthophotography for the development of various basemap products in a computerized GIS that will help meet the needs of the following: multi-jurisdictional homeland security mapping applications, state and county Emergency Management Agency services, county Local Emergency Planning Commissions, enhanced 911 services, State and local public safety applications, economic development and the business of government.

The orthophotography to be supplied by the successful bidder will be a foundation of this system, acting as a reference and base for additional spatial data development and GIS applications.

All orthophotography and ancillary data products produced through this contract shall be public domain data without restrictions on distribution or use. Ownership of the final data products and any ancillary products (initial/intermediate data products, ground control, triangulation, elevation models, TINs, etc.) will reside with the State of Indiana, with a possible exception that some counties may own their own products.

The State will own and manage the contract, and will receive delivery of the product sets.

IOT will designate a point of contact for this orthophotography effort. Unless otherwise specified, all references in this RFP for contact with IOT shall be through this designated point of contact.

The Vendor shall furnish all labor, resources and materials required to develop and deliver digital orthophotography and related products per the specified requirements.

1.4.2 Project Extents and Imagery Resolutions

The project encompasses the entire land area of the State of Indiana, or 36,418 square miles, more or less (Census 2003). The entire perimeter of the State shall be buffered by at least 1,000 feet. The border with the State of Illinois along the Wabash River, and the State of Kentucky along the Ohio River shall be buffered a minimum distance of 1,000 feet or to the opposite river bank, whichever distance

is greater. Border areas of the State proximate to Lake Michigan (Lake, Porter and LaPorte Counties) shall be buffered beyond the shoreline a minimum distance of 2,500 feet. In addition to these dimensions, data coverage shall extend to the geographic extents of the delivery tile grid, so that no “No-Data” areas exist in any source or final data product.

The required base orthophotography products shall be 18-inch pixel resolution. The State and participating counties, cities/towns, and others have the option to improve the resolution to 1-foot, 6-inch or 3-inch. The final list of areas (county, city/town, or others) and distribution of each resolution for the first year of this project will be fixed during contract negotiations, and negotiated for each additional year.

1.5 RFP OUTLINE

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 B	Sample Contract
Attachment C	Indiana Economic Impact Form

1.6 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **3:00 p.m. Eastern Time on May 20, 2010** Questions/Inquiries may be submitted via fax (**317-232-7312**) or email rfp@idoa.IN.gov and must be received by Procurement Division by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted

to the IDOA website according to the RFP timetable established in Section 1.23. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IDOA website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of IOT. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the IDOA website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.7 DUE DATE AND PROPOSAL SUBMITTAL INFORMATION

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time on June 9, 2010**. Each Respondent must submit **one original hard-copy** (marked "Original") and **one original CD-ROM (marked "Original") and two (2) complete copies on CD-ROM** of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The **original CD-ROM** will be considered the official response in evaluating responses for scoring and protest resolution. **The respondent's proposal response on this CD may be posted on the IDOA website, (<http://www.in.gov/idoa/2462.htm>) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

James Osborne
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W478
Indianapolis, IN 46204

If you hand-deliver solicitation responses:

To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

If you ship or mail solicitation responses: United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at the Department of Administration's reception desk on or before the designated time and date. Late submissions will not be accepted. The Department of Administration, Procurement Division clock is the official time for all solicitation submissions.

All proposal packages must be clearly marked with the RFP number, due date, and time due. Any proposal received by the Department of Administration, Procurement Division 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.

No more than one proposal per Respondent may be submitted.

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

All proposals submitted to the State should be double-sided and printed on 30% post-consumer recycled content paper or tree-free paper. When possible, soy ink should be used.

1.8 PRE-PROPOSAL CONFERENCE

It is the decision of the State that no pre-proposal conference will be held.

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format described in Section 1.6 and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 PRICING

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

Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

A firm commitment of which counties will exercise their “buy-up” options is not possible, so the absolute scope of the project is unclear at this time. To mitigate the uncertainty of the project scope it may be necessary to request best and final offers from selected respondents. Those best and final offers will be requested based upon the projected final project scope updated with buy-ups above the base products.

Pricing information is requested in the section below entitled: 2.5 Cost Proposal.

1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State 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. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in Attachment B. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State’s expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.12 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State 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.

The request for best and final offers may include:

- Notice that discussions are concluded.
- Notice that this is the opportunity to submit written best and final offers.
- Notice of the date and time for submission of the best and final offer.
- Notice that if any modification is submitted, it must be received by the date and time specified or it will not be considered.
- Notice of any changes in the State's requirements.

The State reserves the right to reject any or all proposals received or to award, without discussions or clarifications, 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. The State reserves the right to reopen discussions after receipt of best and final offers if it is clearly in the State's best interest to do so and the Director of the Procurement Division or designee makes a written determination of that fact. If discussions are reopened, the State may issue an additional request for best and final offers from all respondents determined by the State to be reasonably susceptible to being selected for award.

The State also reserves the right to conduct clarifications to resolve minor issues. If only clarifications are sought, best and final offers may not be requested. The State retains sole authority to determine whether contact with respondents is for clarification or discussion.

1.12.1 Development of a Short List of Respondents

The written submissions will be evaluated, and a "short list" of Respondents will be developed based on scoring set forth in the section entitled: Evaluation. All Respondents on the "short list" will be given an opportunity for an oral presentation/interview. In the event less than three Respondents respond, IOT reserves the right to interview all Respondents or withdraw this RFP, at its sole option.

1.12.2 Oral Presentations and Interviews

All Respondents on the "short list" will be given an opportunity for an oral presentation/interview, in order to discuss the Respondent's anticipated concepts and proposed method of approach to the assignment, including clarification of qualifications and performance data, the scope of services offered, and the needed time to complete the project.

Any Respondent who is not available for an oral presentation/interview within the schedule of the evaluation committee and IOT's overall project schedule will be disqualified.

The oral presentation will be evaluated based on the overall impression the Respondent gives as to the Respondent's ability to deliver in accordance with the written proposal. Evaluations may include, but are not limited to, the following criteria:

- Sample data products
- Credibility of the presentation
- Clarity of the presentation
- Persuasiveness of the presentation
- Background understanding of the statewide project
- Subject matter knowledge and expertise shown in the presentation
- Ability to adapt standard practices and technology to meet the demands and unique characteristics of orthophotography acquisition
- Participation of key Respondent personnel at the presentation meeting
- Ability to answer questions clearly and concisely
- Other factors that may reflect on the Respondent's ability to perform

Presenters are permitted (and, where effective, encouraged) to use multi-media forms of presentation, including PowerPoint, videotape, computer animation, etc. Respondents should identify any special needs for equipment in advance of the presentation. A copy of presentation materials shall be submitted to IOT for its use. Information in the Respondent presentation of a proprietary or sensitive nature shall be avoided.

1.12.3 Basis of Best and Final Offers

During the discussion phase, best and final offers will be requested based upon the projected final project scope of the project, updated with buy-ups above the base products.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required will be discussed in the technical proposal.

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of this contract shall be for a period of three (3) years, beginning from date of final State approval of contract, and ending December 31, 2013. There may be renewals for a total of three (3) more years at the State's option.

1.15 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the Transmittal Letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

1.16 TAXES

Proposals should not include any tax from which the State is exempt.

1.17 PROCUREMENT DIVISION REGISTRATION

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to www.in.gov/idoa/2464.htm .

1.18 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Vendor will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

1.19 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

1.20 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 subcontracting opportunities on a contract awarded under this RFP. Therefore a contract goal of 8 % for Minority Business Enterprises and 8 % for Woman Business Enterprises have been established and all respondents will be expected to comply with the regulation set forth in 25 IAC 5.

Failure to meet these requirements will affect the evaluation of your proposal

1.21 MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR COMMITMENT

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a MWBE 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 (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 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.

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

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

- Must be listed on the IDOA Directory of Certified Firms
- Each firm may only serve as once classification – MBE or WBE
- 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 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, 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 State will 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 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 mwbe@idoa.in.gov.

1.22 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.* and 47 U.S.C. 225).

1.23 SUMMARY OF MILESTONES

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:

Activity	Date
Issue of RFP	May 14, 2010
Deadline to Submit Written Questions	May 20, 2010
Response to Written Questions/RFP Amendments	May 26, 2010
Submission of Proposals	June 9, 2010
<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 Complete	TBD
Oral Presentations	TBD
Best and Final Offers (if necessary)	TBD
Contract Award	TBD

SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

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.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

2.2.1 Agreement with Requirement in listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

2.2.2 Summary of Ability and Desire to Supply the Required Products or Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the State's mandatory contract clauses.

2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect Respondent/contractor addresses.

2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as "optional."

2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

2.3.2 Respondent's Company Structure

The legal form of the Respondent's business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included 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.

2.3.3 Company Financial Information

This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being

provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

2.3.4 Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

2.3.5 Contract Terms/Clauses

A sample contract that the state expects to execute with the successful Respondent(s) is provided in Attachment B. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in Attachment B.

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in this section. To reiterate it's the State's strong desire to not deviate from the contract provided in the attachment and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Authority to Bind Contractor
- Duties of Contractor, Rate of Pay, and Term of Contract
- Compliance with Laws

- Drug-free Workplace Provision and Certification
- Funding Cancellation
- Indemnification
- Governing Laws
- Non-discrimination clause
- Payments
- Penalties/Interest/Attorney's Fees
- Non-collusion and Acceptance
- Information Technology

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract.

2.3.6 References

The Respondent must include a list of at least three (3) clients 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. Any state government for whom the Respondent has provided these products and services should be included; also to be included should be clients with locations near Indianapolis, as site visits may be arranged. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information. The more similar the referenced products and services are to those requested in this RFP, a greater weight may be attached to the references in the State's evaluation process.

2.3.7 Registration to do Business

Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm> .

The IDOA Procurement Division maintains two databases of Vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of

Indiana. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder.

Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.9 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. 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 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 the State's evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

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 or Women Owned Business under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women Business information.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not be repeated within the response. 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 the State.

Depending on pricing and availability of funds, the State intends the base product to be 18-inch pixel resolution orthophotography statewide. Additionally, project partners including counties, cities/towns, and others may buy-up to 1-foot, 6-inch or 3-inch pixel resolutions.

Respondents must, at a minimum, specify their qualifications and experience for each topic below that is relevant to their proposal.

In this RFP, Respondents are requested to provide a square mile price for providing 18-inch, 1-foot, 6-inch and 3-inch pixel color orthophotography. The final extents and

distribution of the pixel resolution for this project will be determined during contract negotiations.

2.4.1 Project Deliverables

2.4.1.1 Mandatory Product Set Deliverables - Color Orthophotography and Ancillary Products

PRODUCT SET 1 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 18-inch pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

PRODUCT SET 2 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 1-foot pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

PRODUCT SET 3 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 6-inch pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

PRODUCT SET 4 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 3-inch pixel resolution, delivered in 2,250x2,250 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

FOR PRODUCT SETS 1 THROUGH 4: Include pricing per square mile based on the number of square miles indicated. If the Respondent knows of a price set point different than those listed, you are encouraged to provide those prices as well, in addition to those requested.

Tiles shall cover whole delivery areas (County, City/Town, other), and include a minimum of one full tile overlap with any surrounding areas. Counties which border the East/West State Plane divide shall have overlapping tiles delivered in both projections; for example Marion County shall be delivered a full tile inside Hendricks County (in State Plane East), and Hendricks County shall be delivered a full tile inside Marion County (in State Plane West).

In the case where adjacent counties have different pixel resolutions, the highest resolution tile shall be delivered, and the Vendor shall not resample from a larger source pixel (lower resolution) size to a smaller pixel size (higher resolution). IOT recognizes that this may force the Vendor to process the higher resolution counties first.

Each individual county [or city/town, or other buy-up delivery area] Product Set shall be delivered to IOT separately, on a (single) separate portable hard drive (non-raid).

Before regular tile deliveries commence, a representative sample of urban, rural, agriculture, forest, and wetland area ortho tiles shall be submitted by the Vendor to the State for review and approval of radiometric settings for Product Set 1 - 4 deliverables for the entire project, including color balancing, overall tone, dodging, brightness and contrast enhancements of the imagery.

2.4.1.2 Media and File Format Requirements

Media for all final deliverables to IOT shall be made on a portable hard drive. Each individual county [or city/town, or other buy-up delivery area] Product Set shall be delivered to IOT separately, on a (single) separate portable hard drive (non-raid)

Tile index vector files shall be polygons, with attribute fields coded with the X-Y georeferenced coordinates of the lower left corner of the tile, and the filename.

The point of origin for GeoTIFF files shall be the center of the upper left pixel of each tile.

Tile names shall follow the naming convention established at the kickoff meeting and documented in the project plan. All files associated with the same tile (e.g. .tif, .tfw, .aux, etc.) shall have consistent upper/lower case naming.

Vector data shall be delivered in ESRI ArcGIS compatible format using a schema developed by the Vendor and approved by IOT. The file naming conventions will be provided by IOT at the time of the project initiation meeting, though the Vendor should anticipate the naming convention will be similar to the 2005 orthophotography project.

Survey control point locations, flight lines and the final imagery exposure stations shall be labeled and contain attribution.

All survey, intermediate photogrammetry products, and electronic reporting material shall be delivered on DVD.

2.4.1.3 Incremental Deliveries and Sign-Off

Final products shall be incrementally delivered according to the Vendor supplied project plan as approved by IOT. IOT expects to receive deliverables on at least a county-by-county basis, and as soon as processing is completed.

Time is of the essence. Final delivery of the orthophotography must be submitted to IOT no later than September 30, 2011; earlier is desirable. The Vendor should anticipate financial penalties for late, incomplete, or corrupt deliverables.

IOT will accept/reject each delivery within two months.

2.4.1.4 Metadata

The Vendor shall provide metadata compiled to the current standard endorsed by the Federal Geographic Data Committee (FGDC) for each of the product set deliverables. Currently, this is the Content Standard for Digital Geospatial Metadata Version 2 (FGDC-STD-001-1998). IOT will review and approve a template metadata file to be used for all product sets and deliverables.

Metadata shall be compiled at the product set level (not tile level), and provided before product set deliveries.

2.4.1.5 Permanent Storage

The Vendor will, at no expense to IOT, store all raw source, intermediate and final digital files for a period of 5 years. After this time-period the Vendor may continue to store these data or provide it to IOT as mutually agreed upon.

2.4.1.6 Rejection of Product

IOT reserves the right to reject and have the Vendor redo any or all photography or imagery pertaining to problems including but not limited to coverage, cloud cover, endlap & sidelap, quality, resolution, low sun angle, tone or contrast, or artifacts, leaf cover, etc., at no extra cost to IOT unless the Vendor and IOT had previously agreed in writing that a given condition is allowed.

2.4.1.6.1 Re-flights

The Vendor shall present a plan for re-visitation of areas in the event of image rejection during the Quality Control (QC) process, or where original imagery could not be collected because weather or ground cover conditions, or other factors outside the control of the Vendor precluded collection at the scheduled time of the flyover. Mechanical or technical problems shall not be considered a legitimate reason for non-collection.

2.4.1.7 Optional Product Set Deliverables

In addition to buy-ups in resolution, IOT seeks pricing for additional products.

The following additional Product Set and Service deliverables are not mandatory for this RFP, but shall be considered in the proposal evaluation process.

OPTIONAL SERVICE 1 – Post all ortho tiles to a web mapping server to allow Internet viewing or closer (lossless viewing at full-scale) of the orthophoto images as soon as possible. In addition to the web-based viewer, an OGC Web Map Service (WMS) URL should also be provided for IOT's use. The intent is to let the State and its partners have early use of the orthophotography products as well as follow progress. In addition, this provides IOT and end-users with the opportunity to QC the photos, edge-matching, tile names, and geographic placement. Posting of the photos should be done ahead of final delivery. The service will not be permanent, but should be available during the term of the contract.

Include a description of the software to be used for this service.

Provide a fee for posting 20,000 tiles to a web mapping server.

Provide a Gigabyte (GB) per-month storage and bandwidth fee for providing this service.

OPTIONAL PRODUCT SET 5 – Orthophotography tiles in Enhanced Compression Wavelet (ECW) format, compressed at 20:1, with no “No-Data” areas, delivered in 4,500x4,500 foot grid tiles; in the appropriate Indiana State Plane East or West zone.

Assume these will be from 1-foot pixel GeoTIFF tiles.

Provide a fee for creating one ECW file per input tile.

OPTIONAL PRODUCT SET 6 – New bare-earth digital elevation model (DEM) suitable for holding orthophotography. IOT anticipates that the efforts required to achieve the required orthophoto accuracy will involved creating a new DEM or updating the existing 2005 statewide DEM.

DEM deliverables shall be 1-meter pixels in ERDAS Imagine .IMG format, as 10,240x10,240 meter grid tiles; in UTM Zone 16 Meters (ESPG Code 26916). Elevation Units must be defined for each image in meters with properties populated in the ERDAS Elevation tab.

Describe the process and tools used to create the DEM. Discuss the settings that will be used to avoid rows of “No Data” pixels at tile edges. Indicate the vertical accuracy.

Provide a fee for creating and delivering a new DEM for one-third of the State. Use 10,000 square miles. Do not include the price for adding breaklines or the calculation of contours.

OPTIONAL PRODUCT SET 7 – LiDAR mission (1-meter post spacing, at least first and last returns) and classified (ground/non-ground) point cloud.

LiDAR deliverables shall be in LAS format in 2,048x2,048 meter grid tiles; in the appropriate Indiana State Plane East or West zone.

Describe a LiDAR mission for approximately 5 counties. Include descriptions of the airplane, sensor, pulse rate and processing equipment. Include horizontal accuracy, vertical accuracy, point density, point footprint size, flight height, scan angle, swath width, and swath overlap. Indicate the contour interval that the vertical accuracy can support (with additional processing outside of this scope).

Provide a fee for the LiDAR mission and delivery of classified (ground/non-ground) LAS files. Base your fee on 2,000 square miles.

Provide a fee to calculate a digital elevation model suitable for 2-foot contours. The DEM shall be delivered as 1-meter pixels in ERDAS Imagine .IMG format, in 2,048x2,048 meter grid tiles; in the appropriate Indiana State Plane East or West zone. Base your fee on 2,000 square miles.

Do not include the price for adding breaklines or the calculation of contours for the LiDAR/DEM product set.

OPTIONAL PRODUCT SET 8 – Two-foot contours. Include incremental pricing for creation of 2-foot certified contours from the deliverables in Product Set 7 (above). These will be delivered as individual county coverages.

Deliverables will be in ESRI ArcGIS compatible format, in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]), NAVD88.

Provide a fee per square mile for a 2,000 square mile project. Include in the fee the processing to bare-earth, adding breaklines, calculation of contours, and delivery on a portable hard drive.

OPTIONAL PRODUCT SET 9 – Near infrared Orthophotography (false color, CIR):

Deliverables will be uncompressed GeoTIFF (3-band, false color) tiles with the same pixel resolution of the corresponding RGB product and delivered in 4,500x4,500 foot grid tiles.

These will be delivered as individual county coverages with a minimum of one full tile overlap with surrounding counties; in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Describe the wavelength captured and the sensor resolution.

Color IR imagery is in addition to the natural color imagery, not a replacement. Include whether this product will be collected at the same time as product sets 1-4 or whether this will be a separate flight. IOT does not expect the product to be resampled from higher resolution imagery.

For this RFP, use 18-inch pixel CIR. Indicate whether the sensor captures a different resolution than the natural color bands.

Provide a fee per square mile to collect and deliver 18-inch pixel CIR orthos for one-third of Indiana. Base your fee on 10,000 square miles.

ADDITIONAL PRODUCTS – the Respondent may submit additional optional deliverables, such as planimetric capture, feature extraction, breaklines, contours, spot elevations, true orthos, oblique photography, stereo photography, etc. Specific deliverable products (with specifications and assumptions) must be provided for each additional product set. Pricing should be proposed by appropriate unit to allow for fair comparisons.

2.4.2 Performance Criteria / Project Specifications

It is important that the project be completed as soon as possible. IOT has set forth specific performance criteria, concepts, and approaches which are intended to be the minimum required to meet the project objectives. Respondents are not limited to those ideas, and are encouraged to submit proposals using the latest proven technologies in which they are experienced. However, proposals that include alternative products and/or methodologies must conclusively demonstrate that all

delivered products will meet or exceed the product quality defined using the performance criteria or product specifications listed.

Respondent's discussion of the following topics should, where applicable, also include:

- Use of appropriate technology (hardware, software, techniques)
- Quality Assurance and Quality Control (QA/QC) strategy
- Appropriate and technically sound methods, workflow and data proposed that will produce the required deliverables
- Compliance with project specifications, industry standards, etc.
- A sound project management plan, including demonstration of the allocation of sufficient resources to complete the project.

The qualifications of each Respondent will be determined based not only on that Respondent's experience, but also on how well the Respondent's response demonstrates a grasp of the project being undertaken and how well the Respondent's vision of the project dovetails with the IndianaMap vision.

IOT has attempted to be specific and clear about the requirements of this RFP, but understands that there may be specifications that could be changed to provide a better product. To reiterate, the goal is to have accurate, high quality orthophotography. The Respondent is welcome to suggest alternative products, processes and specifications.

2.4.2.1 Project Prioritization

The Vendor shall prioritize the acquisition of Indiana imagery and must show they have the capability to complete the task in the limited number of days acceptable to capture imagery.

Vendors shall indicate the number of aircraft they intend to have on-site within Indiana available during clear weather conditions and for what duration aircraft will remain on-site.

Flights may be possible in southern Indiana before they are in northern Indiana. Since there may be only a few good weather days, we anticipate that Vendors will be available to fly on the first available day and all subsequent good weather days until the whole project is completed.

This is very important, and IOT may terminate the contract if it is discovered that photography was not captured on a good weather day. The determination of a good weather day will be made at the State's discretion.

2.4.2.2 Image Collection Requirements

2.4.2.2.1 Coordinate Systems and Units

Imagery for the project will be referenced to the North American Datum of 1983 (NAD83) using the latest HARN adjustment, and the North American Vertical Datum of 1988 (NAVD 88) with the latest ellipsoid and geoid adjustments. Imagery shall be oriented to the appropriate Indiana State Plane East and West Zones (defined by Indiana Code) using U.S. Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Respondent should be prepared to discuss recommendations for the additional delivery in other optional projection / coordinate systems.

2.4.2.2.2 Horizontal Accuracy Requirements

Vendors will be held strictly to specified horizontal accuracy. Accuracy will be reported and tested as per the Federal Geographic Data Committee (FGDC) Geospatial Positioning Accuracy Standards, Part 3: National Standard for Spatial Data Accuracy [NSSDA] (1998). The limiting RMSE established by this standard are the maximum permissible RMSE for 95% of check points on a map. These limits of accuracy apply to tests made on well-defined points. The digital orthophotography products are required to meet the tested requirements of the NSSDA, which will be performed by IOT or its designate.

All reference in this RFP to the product's pixel resolution will imply the following accuracies:

18-inch pixel	10 feet or better
1-foot pixel	5 feet or better
6-inch pixel	2.5 feet or better
3-inch pixel	1.25 feet or better

2.4.2.2.3 Pixel Clarity

The intent of this project is that the resolving capability shall be the specified pixel size. Each pixel will represent the ground sample distance (GSD) of the specified pixel size. All references in this RFP to pixel resolution refer specifically to GSD. Vendors may resample from a sharper image to achieve the pixel size of a particular product (e.g., resample 1-foot pixel resolution to achieve 18-inch). In no case shall a Vendor resample from a coarser image to a finer image resolution.

2.4.2.2.4 Edge Effects

IOT understands that to achieve seamless imagery in a multi-resolution program, higher resolution mapping usually occurs before surrounding lower resolution maps are produced (i.e., higher accuracy maps should be used to control and connect the lower accuracy features). For example, the 1-foot pixel photography should continue (overlap) into the 6-inch pixel resolution areas to minimize edge effects during the aerotriangulation process.

2.4.2.2.5 Imagery Type

Deliverable orthophotography shall be the equivalent of natural true color, to include 256 levels of value for each color band (Red, Green, Blue). The Respondent must describe the color resolving power of the selected camera/sensor technology in your response to this RFP.

2.4.2.2.6 Temporal Requirements

All imagery shall be collected during the late-Winter / early-Spring flying season (approximately mid-February to late-April) during leaf-off conditions for deciduous vegetation in Indiana. The sun angle shall be 30-degrees or greater, and streams should be within their normal banks, unless otherwise negotiated. For quality assurance purposes, Vendor shall submit copies of flight logs to IOT as part of its deliverable.

2.4.2.2.7 Obstructions

To the extent possible, no clouds, snow, fog, haze, smoke, or other ground obscuring conditions shall be present at the time of the flights. Spectral reflectance from water should not obscure shoreline features. In no case will the maximum cloud cover exceed 5% per image.

2.4.2.2.8 Flight Line Plan

Using the master index map concept, the Vendor shall submit planned flight lines to the IOT for review prior to ground control surveys and as early as practical (preferably at least 1 month), prior to scheduled image capture. The backdrop should be the equivalent of a USGS Digital Raster Graphic (DRG). The Vendor shall describe the optimal estimated distribution and geographic extents for 18-inch, 1-foot and 6-inch pixel orthophotography (and 3-inch if applicable). The exact extents and distribution of tiles for each resolution of imagery will be finalized in consultation with IOT during contract negotiations.

2.4.3 Project Component Requirements

2.4.3.1 Ground Control

Vendors shall propose their approach for controlling the orthophotography including how, if applicable, existing control used by local governments will be included.

The Vendor shall be responsible for establishing ground control of sufficient density and accuracy to meet the accuracy requirements of the deliverable orthophotography and elevation data at the resolutions indicated. The Vendor shall determine whether or not to panel the control points. IOT will require the control diagrams, indicating the anticipated vertical and horizontal accuracies, before imagery collection begins.

Many counties have well established ground control for previous imagery projects. Vendors should not assume that control exists, but it could be beneficial to use existing control if possible.

Vendor will be responsible for determining the availability and/or quality of any existing ground control. Currently forty-five state-run Continuous Operation Reference Stations (CORS) operate in Indiana, and several privately run stations. Any ground control established for the project must be tied to the Indiana High Accuracy Reference Network (HARN) and must be established by a Surveyor licensed in the State of Indiana. The Vendor shall describe the method used to ensure consistency and compliance with standards. All ground control points collected shall be documented and marked such that they can be easily relocated by other surveyors and survive throughout the timeframe of the project.

Any control established for use in the project shall become a deliverable of the project. An FGDC compliant metadata file must accompany the survey data.

2.4.3.2 Mosaicking and Radiometry

While we are not requiring “true orthophotos” we want the radial distortion to be minimized. Overpasses/bridges along roadways shall retain correct horizontal location and geometry. Respondent shall describe the process to be used to constrain building lean within the orthophotography and to account for excessive building lean, particularly in areas with concentrations of structures over 5 stories.

The digital orthophotography shall be generally seamless and have uniform, balanced color. The imagery will be geometrically and radiometrically correct and match without noticeable differences, free from double image 'ghosting' effect at the mosaicking edges.

Mosaic lines shall NOT cross through buildings, bridges or other man-made structures not at ground level.

Pixels in adjacent tiles shall line up exactly.

Tiles shall be mosaicked so the images appear to be completely seamless, except at mosaic lines on bodies of water. Radiometric adjustment shall include color balancing, overall tone adjustment and brightness and contrast enhancements of the imagery over the entire project. Dark and light areas shall be evened out.

2.4.3.3 Digital Elevation Model Specifications

IOT requires that the horizontal accuracy specifications be met for each of the pixel resolutions, and therefore the DEM shall have a vertical accuracy sufficient to meet the horizontal accuracy requirement.

Respondents should not assume that a suitable digital elevation model exists for the counties who will receive 1-foot, 6-inch or 3-inch pixel resolution. While a Vendor may use existing state or county-provided DEMs if they choose, the Vendor is still responsible for meeting quality standards as defined in this RFP. IOT will not be able to assist in determining the availability and/or quality of any existing county-provided DEMs.

If the Vendor creates new DEMs or edits the National Elevation Dataset or the DEM created for the 2005 Indiana statewide project, then these edits shall be delivered to IOT as a continuous DEM surface with no disjoints, overlap or underlap between models or tiles.

IOT will require the specification, indicating the vertical and horizontal accuracies of the DEM before processing begins.

2.4.3.4 Alternate Sensor Capabilities

IOT will encourage the use of compatible digital cameras or multispectral sensors that are demonstrated to be able to produce imagery that meets or exceeds the performance criteria of this solicitation. Regardless of the image capture technology used, the quality of the final orthophotography product must be achieved.

The Respondent shall describe any proposed alternative technologies and the anticipated risks and benefits to the project. Self calibration and in-situ calibrations may be accepted in lieu of USGS camera calibration for sensors other than analog mapping cameras. Prior calibration data shall be submitted for any non-traditional imaging sensors. The Respondent shall also plan to discuss any

associated differences in costs using proposed alternative technologies during the Vendor negotiations.

2.4.4 Project Management and Project Descriptions

2.4.4.1 Project Plan

The Vendor shall propose a management plan for the project, which clearly establishes lines of communication, authority and responsibility with regards to management of the project. The plan must demonstrate efficient and effective communication on all aspects of the project and to minimize the administrative overhead of IOT. The plan must also state how the Vendor will ensure that IOT will receive the deliverables specified above, and in a timely manner that will fit into the project's overall purpose.

IOT recognizes that the scope of this project is ambitious. The Project Plan of the Vendor shall provide a statement of the priority of this project in relation to their other projects and an estimate of the number of aircraft on call and immediately available for the collection of the orthophotography, the total number of aircraft estimated to be used for the duration of photo acquisition, as well as an estimate of the number of personnel needed to establish ground control.

The plan shall include a Procedures Guide detailing production processes and Quality Assurance and Quality Control (QA/QC) procedures employed to insure that all products meet the required accuracy and performance standards of these specifications.

In the proposal response to this RFP, the Respondent shall describe the project planning, flight mission and photo processing, including the following:

- 2.4.1.1.1 A project management plan, including demonstration of the allocation of sufficient resources to complete to complete all aspects of the work on time and within budget.
- 2.4.1.1.2. Ground control: include how horizontal and vertical control will be established, and how the imagery will be referenced to the control. Describe any use of existing control (if not applicable, please state so with rationale); sensors, accuracy, collection techniques and processing.
- 2.4.1.1.3 Flight mission, include a description of flight planning, aircraft, IMU, motion compensation, camera details and data storage. Address endlap, sidelap, tip, tilt, crab, and flying height. List the number of airplanes that will be assigned for this project and how they will be deployed.

2.4.1.1.4. Photogrammetric processing: include a description of processes, technology and software used for image processing, Analytical Aerial Triangulation, block and bundle adjustment, residuals.

2.4.1.1.5 DEM creation: include a description of the processes and software used for DEM creation or editing.

2.4.4.1.6 Ortho rectification, mosaicking and tiling: include a description of processes and software. Address how the processes will eliminate or minimize radial displacement, building lean, smears, artifacts, blemishes, scratches, dust, and spectral reflectance from water surfaces.

2.4.4.1.7 Quality Assurance and Quality Control (QA/QC) strategy: describe how the processes are designed to eliminate of errors. Detail the steps taken for review of products. Describe how rejected products will be handled, including reflights, tile errors, mosaic and radiometry errors.

2.4.4.1.8 Delivery schedule: provide a proposed schedule for planning, flight missions, processing, and delivery.

2.4.4.2 Point of Contact

An individual or a team of individuals shall be identified by Vendor and contact information provided that will allow IOT to contact the Vendor's "Point of Contact" anytime during regular business hours (i.e., 8:00 AM to 5 PM), Indianapolis time. This "Point of Contact" will be utilized for general information and shall be considered separate from the "Key Persons" clause located in the sample contract (Attachment B).

2.4.4.3 Meetings and Reporting Requirements

2.4.4.3.1 Project Initiation Meeting

The Vendor shall meet with IOT within two (2) weeks subsequent to Contract award to review the required Vendor project plan.

The Vendor will present the project schedule and project plan, and if possible, the initial flight plan for review and approval by IOT at the project initiation meeting. The Vendor shall provide a timeline for final flight plan presentation and approval, ground control plan, delivery and a schedule for all products. As specifically as possible, the plan shall include a matrix of who will be performing each of the anticipated tasks, to include quality assurance and delivery of final products.

The Vendor shall summarize all pertinent issues, clarifications and proposed changes resulting from the meeting and shall distribute them to IOT for approval within five (5) working days after the project initiation meeting.

2.4.4.3.2 Post-Flight Evaluation Meeting

The Vendor shall meet with IOT immediately following the completion of the Spring 2011 flying season, and no later than May 15, 2011. The purpose of this meeting is to evaluate the success of the orthophotography acquisition, and to consider alternatives for gaps where weather conditions or other factors precluded successful acquisition of orthophotography. Any deficient areas shall be included during the Spring 2012 flying season at no expense to IOT.

The Vendor shall initially provide IOT, as soon as it becomes available, several completed and processed sample frames of imagery representative of each set of flight conditions that may affect image quality. IOT shall select the preferred frame or frames to be used by the Vendor as a template that guides subsequent deliverables and by IOT to QA the resultant orthophotography deliverables.

The Vendor shall summarize all pertinent issues, clarifications and proposed changes resulting from the meeting and shall distribute them to IOT for approval within five (5) working days after the initial post-flight evaluation meeting.

2.4.4.3.3 Status Meetings, Status Reports and Conference Calls

The Vendor shall, at a minimum, participate in four (4) additional meetings in Indianapolis in July 2011, September 2011, November 2011, and January 2012, unless deemed unnecessary by IOT. Up to two (2) additional meetings may be scheduled as required upon mutual consent of the Vendor and IOT at no additional cost to IOT.

The Vendor shall develop a secure, limited access Project Management Website to assist in the dissemination of project status information to IOT, subcontractors, and other project stakeholders where appropriate, updating and documenting the status of the project in relation to the project schedule and identifying any issues, concerns, decisions, outstanding items and next steps. Written status reports shall be provided on a weekly basis during the life of the project.

The Vendor shall arrange and initiate weekly conference calls, minimally with IOT, to discuss the status reports. Calls may be suspended after all flying has been completed upon mutual agreement of IOT and the Vendor. Calls shall continue until such time as IOT is satisfied that all outstanding technical, financial and contractual issues are properly resolved. Conference calls shall be coordinated by

and paid for by the Vendor. Issues shall be documented by the Vendor in the next progress report.

2.4.4.4 Additional Reporting Requirements

For no additional cost, the Vendor shall be responsible for completion of a variety of administrative and reporting requirements, in a format prescribed by IOT, and at times as determined necessary by IOT.

The Vendor shall create and use an electronic master index map. An updated master index map file shall be made available on the web and also be delivered four (4) times during the project in ESRI ArcGIS compatible format. The intent is to use GIS technology to graphically show the interim and final deliverables superimposed over a set of reference base maps.

2.4.5 Additional Guarantees

The Vendor shall guarantee that imagery or files which are not to specification shall be fixed or replaced at no charge to IOT for at least two years after the date of delivery to IOT.

2.5 COST PROPOSAL

The baseline for this RFP is \$900,000 for the entire project. Provide pricing information by completing the following tables:

2.5 Table 1. List of Mandatory and Optional Products

MANDATORY PRODUCT DELIVERABLES

PLANS AND PROCESSES – The Vendor shall prepare an overall written project plan (from project inception through data delivery and support), ground control plan, and flight mission plan. Intermediate reports shall be included as deliverables, including, survey report, AT report, and quality assurance report. Project management shall include communications and processing status reports. All reports shall be electronic.

METADATA – the Vendor shall provide complete, compliant metadata for each set of data deliverables, compiled to the current standard endorsed by the Federal Geographic Data Committee (FGDC) Currently, this is the *Content Standard for Digital Geospatial Metadata* Version 2 (FGDC-STD-001-1998). Metadata shall be compiled at the product set level (not tile level), and provided before product set deliveries. Provide a shapefile of actual flown image flight lines/photo centers with time/date capture information. Also provide a shapefile of all ortho seamlines used for mosaicking with attributes (Ref: see NAIP 2008 as example).

PRODUCT SET 1 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 18-inch pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Per square mile fee for 18-inch pixel orthos for all of the state of Indiana. Use 40,000 sq.mi.	\$/Sq.Mi.
Per square mile fee for 18-inch pixel orthos for a project area of at least 10,000 sq.mi.	\$/Sq.Mi.

PRODUCT SET 2 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 1-foot pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled (striped), uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Per square mile fee for 1-foot pixel orthos for all of the state of Indiana. Use 40,000 sq.mi.	\$/Sq.Mi.
Per square mile fee for 1-foot pixel orthos for a project area of at least 10,000 sq.mi.	\$/Sq.Mi.

Per square mile fee for 1-foot pixel orthos for a project area of at least 4,000 sq.mi.	\$_____/Sq.Mi.
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PRODUCT SET 3 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 6-inch pixel resolution, delivered in 4,500x4,500 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full tile overlap with surrounding counties; in untiled and uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Per square mile fee for 6-inch pixel orthos for a project area of at least 10,000 sq.mi.	\$_____/Sq.Mi.
Per square mile fee for 6-inch pixel orthos for a project area of at least 2,000 sq.mi.	\$_____/Sq.Mi.

PRODUCT SET 4 – Digital color (3-band, 24-bit with 8-bit unsigned pixel depth per band) orthophotography coverage at 3-inch pixel resolution, delivered in 2,250x2,250 foot grid tiles, with no "No-Data" areas; delivered as complete county coverages with a minimum of one full 1/4 tile overlap with surrounding counties; in untiled and uncompressed GeoTIFF file formats (without pyramids); in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Per square mile fee for 3-inch pixel orthos for a project area of at least 100 sq.mi.	\$_____/Sq.Mi.
Per square mile fee for 3-inch pixel orthos for a project area of at least 5 sq.mi.	\$_____/Sq.Mi.

OPTIONAL PRODUCT DELIVERABLES

OPTIONAL SERVICE 1 – Post all ortho tiles to a web mapping server to allow Internet viewing of the orthophoto images as soon as possible. In addition to the web-based viewer, an OGC Web Map Service (WMS) URL should also be provided for IOT's use. This should be done ahead of final delivery.

Fee for posting GeoTIFF tiles to a webmap server. Use 20,000 tiles.	\$_____
Gigabyte (GB) per-month storage and bandwidth fee:	\$_____/GB storage

	\$ _____/GB Bandwidth
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OPTIONAL PRODUCT SET 5 – Orthophotography tiles in Enhanced Compression Wavelet (ECW) format, produced with a target compression ratio of 20:1, produced from final (accepted) Product Set 1-4 ortho tiles, delivered in the same grid tiles, coordinate system, projection and header information as the source imagery.

Fee for creating one ECW file per input tile.	\$ _____/Per Tile
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OPTIONAL PRODUCT SET 6 – New bare-earth digital elevation model (DEM) suitable for holding orthophotography. Do not add the prices for adding breaklines or the calculation of contours. DEM deliverables shall be 1-meter pixels in ERDAS Imagine .IMG format (32-bit floating point), as 10,240x10,240 meter grid tiles (the tiled block size in a multiple of 128 pixels); in UTM Zone 16 Meters (ESPG Code 26916). Elevation units must be defined for each image in meters with properties populated in the ERDAS Elevation tab.

Fee for creating DEM tiles for a large project area, such as at least 10,000 sq.mi.	\$ _____/Sq.Mi.
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OPTIONAL PRODUCT SET 7 – LiDAR mission (1-meter post spacing, at least first and last returns) and classified (ground/non-ground) point cloud. Calculation of a digital elevation model (DEM) suitable for 2-foot contours. Do not include the prices for adding breaklines or the calculation of contours. LiDAR deliverables shall be in LAS format in UTM Zone 16 Meters (ESPG Code 26916). LAS deliverables shall be in 2,048x2,048 meter grid tiles. DEM deliverables shall be 1-meter pixels in ERDAS Imagine .IMG format, as 2,048x2,048 meter grid tiles. Elevation units must be defined for each image in meters with properties populated in the ERDAS Elevation tab.

Fee for collecting new LiDAR, classifying the point cloud, and delivering LAS files for a project area of 2,000 sq.mi.	\$ _____/Sq.Mi.
Fee for calculating a bare-earth DEM and delivering IMG tiles for a project area of 2,000 sq.mi.	\$ _____/Sq.Mi.

OPTIONAL PRODUCT SET 8 – Two-foot contours. Include incremental pricing for creation of 2-foot contours from the deliverables in Product Set 7 (above), including processing to bare earth, adding breaklines and the calculation of contours. These will be delivered as individual county coverages with a minimum of 500 feet overlap with surrounding counties. Deliverables would be ESRI ArcGIS compatible format, in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]), NAVD88.

Fee for creating new 2-foot contours, for a project	
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area of at least 2,000 sq.mi.	\$_____/Sq.Mi.
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OPTIONAL PRODUCT SET 9 – Near infrared (false color, CIR 1-band, 8-bit unsigned pixel depth) orthophotography coverage at the same pixel resolution and grid tiles as the corresponding RGB Product Sets 1-4; delivered as individual county coverages with a minimum of one full tile overlap with surrounding counties; in uncompressed GeoTIFF file formats; in the appropriate Indiana State Plane East or West zone, NAD83/HARN, US Survey Feet (ESPG Codes 2967 [east] or 2968 [west]).

Per square mile fee for 18-inch pixel CIR orthos for a large project area, such as at least 10,000 sq.mi.	\$_____/Sq.Mi.
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ADDITIONAL PRODUCTS – the Vendor may submit prices for additional optional deliverables, such as planimetric capture, feature extraction, breaklines, contours, spot elevations, terrestrial/mobile [ground-based] LiDAR, true orthos, oblique photography, stereo photography, 3-D data/models (e.g. digital city modeling), etc. Specific deliverable products (with specifications and assumptions) must be provided for each additional product set. Pricing should be proposed by appropriate unit to allow for fair comparisons.

2.6 INDIANA ECONOMIC IMPACT

All companies desiring to do business with state agencies must complete an “Indiana Economic Impact” form (Attachment C). The collection and recognition of the information collected with the Indiana Economic Impact form places a strong emphasis on the economic impact a project will have on Indiana and its residents regardless of where a business is located. The collection of this information does not restrict any company or firm from doing business with the state.

2.7 BUY INDIANA INITIATIVE/INDIANA COMPANY

It is the Respondent’s responsibility to confirm its Buy Indiana status for this portion of the process. If a Respondent has previously registered its business with IDOA, go to <http://www.in.gov/idoa/2464.htm> and click on the link to update this registration. Click the tab titled Buy Indiana. Select the appropriate category for your business. Respondents may only select one category. Certify this selection by clicking the check box next to the certification paragraph. Once this is complete, save your selection and exit your account.

Respondents that have not previously registered with IDOA must go to <http://www.in.gov/idoa/2464.htm> and click on the link to register. During the registration process, follow the steps outlined in the paragraph above to certify your business’ status. The registration process should be complete at the time of proposal submission.

Defining an Indiana Business:

“Indiana business” refers to any of the following:

- (1) A business whose principal place of business is located in Indiana.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of Indiana.
- (3) A business that employs Indiana residents as a majority of its employees.

Respondents claiming this status must indicate which of the provisions above qualifies them as an Indiana business. They must also fully complete the Indiana Economic Impact Form (Attachment C) and include it with their response.

The following is the policy concerning items 4 & 5 described below. Appropriate documentation must be provided with your proposal response supporting either claim made below:

- (4) A business that makes significant capital investments in Indiana.
- (5) A business that has a substantial positive economic impact on Indiana.

Substantial Capital Investment:

Any company that can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

Substantial Indiana Economic Impact:

Any company that is in the top 500 companies (adjusted) for one of the following categories: number of employees (DWD), unemployment taxes (DWD), payroll withholding taxes (DOR), or Corporate Income Taxes (DOR); it shall qualify as an Indiana business under category #5. If a Respondent needs assistance in determining if its business qualifies under this criterion, please send an email inquiry to buyindianainvest@idoa.in.gov and you will receive a response within forty-eight (48) hours. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected 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 Section 3.2. The Commissioner of IDOA or his designee will, in the exercise of his sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

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

- 3.1.1 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.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by IDOA and IOT for further action, such as contract negotiations. If, however, IDOA and IOT decide that no proposal is sufficiently advantageous to the State, the State 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, IDOA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

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 = 105). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be

inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	35 points
3. Cost (Cost Proposal)	-20 to +20 available points (5 bonus points are available if certain criteria is met)
4. Indiana Economic Impact	15
5. Buy Indiana	10
6. Minority (10) and Women Business (10) Subcontractor Commitment	20
Total	100 (105 if bonus awarded)

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 will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 55 points with a potential of 5 bonus points if certain criteria are met. 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 focused on cost and other proposal elements.

Step 3

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

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the technical or cost proposal for the short listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail.

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Price.

3.2.2 Management Assessment/Quality - 35 points.

3.2.3 Price – 20 points available.

Price will be measured against the State's baseline cost for this scope of work. The cost that the State is currently paying or its best estimate will constitute the baseline cost. Cost scoring points will be assigned as follows:

- Respondents who meet the State's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the State's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the State's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the State's current baseline cost will receive all of the available cost points.
- If multiple Respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the Respondent proposing the lowest cost to the State.

3.2.4 Indiana Economic Impact (15 points).

See Section 2.6 for additional information. The total number of full time equivalent (FTE – please see Section 1.2 for a definition of FTE's) Indiana resident employees for the Respondent's proposal (Respondent and subcontractors) will be used to evaluate the Respondent's Indiana Economic Impact. Points will be awarded based on a graduated scale. The Respondent with the most Indiana FTEs will be awarded 15 points. Points will then be awarded to the remaining Respondents proportionately.

3.2.5 Buy Indiana Initiative – 10 points.

Respondents qualifying as an Indiana Company as defined in Section 2.7 will receive 10 points in this category.

3.2.6 Minority (10 points) & Women's Business (10 points) Subcontractor Commitment - (20 points).

The following formula will be used to determine points to be awarded:

The commitment factor for each proposal will be calculated by multiplying the commitment percentage by one hundred. The RFP score ratio will be determined by dividing the maximum allowable points by the highest commitment factor. The proposal with the highest commitment factor will be given the maximum allowable points. The points awarded to the other proposals will be calculated by multiplying the score ratio by the proposed commitment factor.

Commitment percentage * 100 = commitment factor

Maximum allowable points/highest commitment factor = score ratio

Commitment factor * score ratio = points awarded

The Commissioner of IDOA or his designee will, in the exercise of his 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.