

# IT Procurements & Managed Service Provider



*Indiana Department of Administration (IDOA) Procurement*

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# Processes

## *IT Procurements*



- QPA purchases do not require an additional solicitation
  - QPAs must be used if they are available
- Non QPA Purchases
  - Under \$500 - obtain three quotes (telephone, email or fax)
  - \$500 to \$4,999 - obtain three written quotes (email or fax)
  - \$5,000 to \$74,999 – RFQ Package sent to vendors with at least seven days to respond
  - \$75,000 to \$149,999 – Request for Proposal (RFP) or Invitation to Bid
  - \$150,000 and up – Request for Proposal (RFP)
- Special Procurements
  - May be approved by IDOA, provided there is justification that only one vendor can provide the required product or service. This requires a Special Procurement Request form, an RFQ Package signed by the vendor and the required vendor clearances.

# Registrations

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- IDOA Bidder Registration
  - <http://www.in.gov/idoa/2464.htm>
- Secretary of State Registration:
  - <http://www.in.gov/ai/appfiles/sos-registration/landing.html>
- Auditor of State Registration:
  - Current W-9 and Direct Deposit information on file
  - Provide these to the agency procurement contact

# Current on Taxes

## *IT Procurements*



- Before a contract or purchase order can be executed, verification that the vendor does not owe any taxes and is in good standing must be completed with:
  - Indiana Department of Revenue
  - Indiana Department of Workforce Development

# Contracts

## IT Procurements



- All new IOT contract and Amendments will be created in the PeopleSoft Supplier Contract Module (SCM) and electronically signed
- Renewals are being processed though SCM now, even if they were paper driven before
- Need to be registered in the locations on the Registrations Slide
- The following are instructions for eSigning a contract:
  - Training Video (10 minute duration): <http://www.in.gov/idoa/2977.htm>
  - Step-by-step guide: [http://www.in.gov/idoa/files/Procurement\\_SupplierContracts\\_Instructions\\_eSigning.pdf](http://www.in.gov/idoa/files/Procurement_SupplierContracts_Instructions_eSigning.pdf)

# IDO A

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- Current Opportunities are at:
  - <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>
- QPA Supplemental Information Page
  - <http://www.in.gov/idoa/2449.htm>
- All Current QPAs are at:
  - <http://www.in.gov/idoa/2450.htm>
- Vendor Handbook is at:
  - <http://www.in.gov/idoa/files/VendorHandbook.pdf>

# Staffing

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- Agencies provide the job requirements
- Vendors bid résumés with hourly rates not to exceed the Standard Rate Card
- Resources enter timesheets weekly
- When the State approves the timesheets, invoices are generated
- See [http://www.in.gov/iot/2360.htm#process\\_personnel](http://www.in.gov/iot/2360.htm#process_personnel) for more details



# Project-Based Work

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- Project-based work is limited to \$500,000
- Agencies provide a description of the project services and deliverables required along with the scoring criteria
- Vendors bid a proposal with the cost for each deliverable
- Vendors submit the deliverables when they are completed
- When the State approves the deliverable, invoices are generated
- See [http://www.in.gov/iot/2360.htm#process\\_project](http://www.in.gov/iot/2360.htm#process_project) for more details



# IV&V Opportunities

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- Agencies provide a description of the project to be validated, and the IV&V services that are required along with the scoring criteria
- Vendors bid a proposal with the job titles, rates and estimated number of hours
- Vendors submit the hours worked by job title each month
- When the State approves the hours, invoices are generated

# MSP Contact

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- Participation in the MSP requires a signed agreement with Knowledge Services
- To learn how to join the MSP, contact:  
Nate Kresge, Director, MSP Programs  
Knowledge Services  
[natek@knowledgeservices.com](mailto:natek@knowledgeservices.com)  
317-806-6173 or 317-234-6757

# Questions



# Thank You



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