



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
Procurement Division
402 West Washington Street, Room 468
Indianapolis, Indiana 46204
317.232.3053

November 25, 2009

Indy Translations, LLC
11495 N Pennsylvania Street, Ste 270
Carmel, IN 46032

RE: Selection of Request for Proposals RFP 9-82: Solicitation for Interpretation Services for the State of Indiana.

On behalf of the State of Indiana, I am pleased to announce that your company has been selected to begin contract negotiations to provide **face to face interpretation services** for the State of Indiana.

A representative from the Indiana Department of Administration (IDOA) will be contacting you in the very near future to begin contract negotiations. The State of Indiana retains the right to either negotiate with another respondent or cancel the RFP based on your willingness to agree to contract terms.

Hopefully, contract negotiations will be successful and your firm will be awarded a contract within a short period of time. However, please be advised that your proposal contract with the State of Indiana is not effective until the necessary state signatory authorities approve it. Until the contract is approved and fully executed, any actions you take in reliance of contract approval are at your own risk. Therefore, it may be unwise to expend funds or incur expenses in anticipation that contract negotiations will be successful and a tendered contract will be approved.

Indiana law is clear on this point. I.C. 4-13-1-19 states that a bidder or an offeror does not gain a property interest in the award of a contract unless the bidder or offeror is awarded the contract and the contract is completely executed. Therefore, the State denies any liability for any actions that you have or may take in anticipation of the award of the contract until the document is fully executed pursuant to Indiana Code.

If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at MWDBE@idoa.in.gov. In the event that the contractor fails to report changes in participation attainment, demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor, suspend or terminate the contract, recommend suspension of the contractor's certification status with the public works division, and/or suspend, revoke, or deny the MBE or WBE certification and eligibility to participate in the MBE or WBE program per (25 IAC 5-7-8).

If you have any questions or concerns, please feel free to contact me at (317) 234-5584. This file will be available for public review at the date of this correspondence.

Sincerely,

Nicole Kenney

Nicole Kenney
Strategic Sourcing Analyst
Department of Administration

“STRIVING FOR EXCELLENCE”