

“Write Better Proposals” – An IndyGo Vendor Development Program!

Introduction

The Indianapolis Public Transportation Corporation (“IndyGo”) is pleased to announce a new Vendor Development program for XBEs, DBEs, or other small businesses who are interested in developing their proposal writing skills. Members of the Procurement Department team will serve as coaches and subject matter experts. A mock RFP process will be utilized as “homework” through which Vendors will hone their writing skills.

General Information

Requirements

- Applicant must be the business owner, business development manager, or estimator.
- The business must be considered a “small business” as defined by the Small Business Administration (annual revenue under \$7.5 million).
- Applicant must complete the application and submit it electronically by the deadline.
- Applicant must commit to:
 - Participating in three (3) sessions. One per month during the following three (3) months:
 - September, October, and November
 - Completing a program evaluation at the end of the time together.
 - Participate in a yearend interview with IndyGo for the agency to assess the effectiveness of the program and how to improve it.

Evaluation of Applications

- IndyGo will utilize an impartial point system to score applications.

Vendor Application

Please Note:

- Only five (5) applicants will be selected for 2021.
- Applications are due by August 1, 2021 no later than 5:00 pm ET.
- Applications are to be submitted electronically in PDF format.
- Late applications will not be accepted.
- Only one (1) application per company shall be permitted.

If more than five (5) applications are submitted, then an IndyGo committee will evaluate and score all applications based on:

- Completeness of the application
- Response to essay questions
- Need for assistance
- References

“Write Better Proposals” Program Application

Profile Information

Company Name:

Applicant Name:

Applicant’s Job Title:

Age of Business:

Average Annual Revenue:

Type of Business:

Cell Phone:

Company Phone:

Company Address:

Reference #1 (Name, Contact Information, & How You Know This Person):

Reference #2 (Name, Contact Information, & How You Know This Person):

Write Better Proposals, An IndyGo Vendor Development Program (Pilot)

Questions

Please answer the questions below by copying and pasting them on to a different a different sheet (or sheets) of paper. All told, the answers should not exceed two (2) pages. Please attach that sheet to this application, scan all and send the completed document to Chelci Hunter, Senior Supplier Diversity Officer: chunter@indygo.net

1. [Yes or No Answer] Have you ever written a response to an RFP (aka, a proposal)?
2. [Yes or No Answer] Has your company ever submitted a proposal to IndyGo?
3. [Yes or No Answer] Has your company ever submitted a proposal to another transit or transportation agency?
4. [Yes or No Answer] Has your company ever been terminated, debarred, or suspended from any City of Indianapolis, State of Indiana, or INDOT project?
5. What are your biggest challenges when writing RFP proposals?
6. What specifically are you hoping to achieve from this Vendor Development Program?