



Award Recommendation Letter

Date: July 12, 2022
To: Erin Kellam, Deputy Commissioner
Indiana Department of Administration
From: Greg Moorman, Senior Account Manager
Indiana Department of Administration
Subject: Recommendation of Selection for RFP 22-71497
Individualized Educational Program (IEP) Technical Assistance

Based on the State's evaluation of responses to RFP 22-71497, it is the evaluation team's recommendation that **Indiana State University** be selected to begin contract negotiations to provide IEP Technical Assistance for the Indiana Department of Education (IDOE).

*Indiana State University has committed to subcontract 2.50% of the contract value to **Virtuoso Education Consulting, LLC** (a certified Woman-Owned Business (WBE)) and 1.54% to **Inclusion and Beyond, Inc.** (a certified Minority-Owned Business (MBE)).*

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$5,200,000

The evaluation team received proposals from one (1) Respondent:

- Indiana State University

The proposal was evaluated by the Indiana Department of Education (IDOE) and the Indiana Department of Administration (IDOA) according to the following criteria established in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)

Total: 90 (92 if bonus awarded)

The proposal was evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP. Scoring was completed as follows:

A. Adherence to Requirements

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The Respondent adhered to the mandatory requirements and was moved to the next step in the evaluation process.

B. Management Assessment/Quality (50 points)

Business Proposal

For the Business Proposal evaluation, the evaluation team considered the Respondent’s references and experience serving state government. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

Technical Proposal

For the Technical Proposal evaluation, the evaluation team considered the Respondent’s ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation team’s scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation team’s scores were also based on information provided by the Respondent during oral presentations and answers it provided in response to clarification questions from the evaluation team. The result of the Management Assessment/Quality Evaluation is shown below:

Table 1: Management Assessment/Quality Scores (MAQ)

Respondent	MAQ Score
Indiana State University	27.88

C. Cost Proposal (30 points)

Cost scores were normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 30 points. The normalization formula is as follows:

- *Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

The cost scoring is as follows:

Table 2: Cost Score

Respondent	Cost Score
Indiana State University	30.00

D. IDOA Scoring

IDOA scored the Respondents in the following areas: Minority Business Enterprises (MBE) Subcontractor Commitment (5 points + 1 available bonus point) and Women Business Enterprises (WBE) Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 92 possible points were tabulated and are as follows:

Table 3: Final Overall Evaluation Score

Respondent	Cost Score	MAQ Score	MBE	WBE	Total Score
Possible Points	30	50	5 (+1 bonus)	5 (+1 bonus)	90 (+2 bonus)
Indiana State University	30.00	27.88	1.25	1.35	60.48

Award Summary

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solution to meet the goals of the program and the needs of the State. The team evaluated the proposal based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may two one-year renewals for a total of four (4) years at the State's option.

Greg Moorman
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Indiana Department of Administration