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Award Recommendation Letter

Date: February 19, 2024
To: L. Erin Kellam, Deputy Commissioner
Indiana Department of Administration
From: Robert Cohen, Procurement Consultant
Indiana Department of Administration
Subject: Recommendation of Selection for RFP 24-77179
USDA Foods Warehousing and Distribution Services

Based on its evaluation of responses to RFP 24-77179, it is the evaluation team's recommendation that **Dilgard Frozen Foods, Inc.** be selected to begin contract negotiations to administer USDA Foods Warehousing and Distribution Services for the Indiana Department of Education (IDOE).

The terms of this recommendation are included in this letter.

Initial contract term of one (1) year, and three, optional, one (1) year renewals, with an estimated contract amount of \$286,162.40.

The evaluation team received two (2) proposals from:

- 1. Dilgard Frozen Foods, Inc. (Dilgard)
- 2. Stanz-Troyer Holdings, LLC (Stanz-Troyer)

The proposals were evaluated by IDOE and 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)	45
3. Cost (Cost Proposal)	35
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
Total: 90 (92 if bonus awarded)	

The proposals were evaluated according to the process outlined in Section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

A. Adherence to Requirements

Each proposal was reviewed for responsiveness and adherence to mandatory requirements. Both proposals were deemed responsive and adhered to the mandatory requirements.

B. Management Assessment/Quality: Initial Scoring

The Respondents' proposals were each evaluated based on their respective Business Proposal and Technical

Proposal.

Business Proposal

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

- Company Financials
- References
- Experience Serving State Governments

Technical Proposal

For the Technical Proposal evaluation, the evaluation team considered the Respondent’s proposal in the following areas:

- Section 2.4.1 Mandatory Requirements
- Section 2.4.2 Facilities and Management
- Section 2.4.3 Fleet and Shipping
- Section 2.4.4 Inventory
- Section 2.4.5 Records and Reporting

The evaluation team’s Round 1 scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores

Respondent	MAQ Score 45 pts.
Dilgard	35.35
Stanz-Troyer	39.30

C. Cost Proposal (35 Points)

The price points on the Respondent’s Costs were awarded as follows:

Score =

- If Respondent’s Cost amount is lowest among all Respondents, then score is 35.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:
$$35 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})}$$

The cost scoring as a result of the Respondents’ cost proposals is as follows:

Table 2: Round 1 – Cost Scores

Respondent	Cost Score 35 pts.
Dilgard	35.00
Stanz-Troyer	26.19

A Best and Final Offer request (BAFO) was issued to each respondent. Costs remained the same.

D. IDOA Scoring

IDOA scored the Respondents in the following areas: MBE Subcontractor Commitment (5 points + 1 available bonus point) and WBE Subcontractor Commitment (5 points + 1 available bonus point using the criteria outlined in the RFP). IDOA requested updated M/WBE commitments from the Respondents who submitted BAFO Cost Proposals. Once the final M/WBE forms were received from the Respondent, the total scores out of 90 possible points were tabulated and are as follows:

Table 3: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	MBE*	WBE*	Total Score
Points Possible	45	35	5 (+1 bonus pt.)	5 (+1 bonus pt.)	90 (+2 bonus pt.)
Dilgard	35.35	35.00	-1.00	-1.00	68.35
Stanz-Troyer	39.30	26.19	-1.00	-1.00	63.49

* See Sections 3.2.5 and 3.2.6 of the RFP for information on available M/WBE bonus points.

Award Summary

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

The term of the contract shall be for a period of one (1) year from the date of contract execution. There may be three (3) one-year renewals for a total of four (4) years at the State's option.