



STATE OF INDIANA

Michael R. Pence, Governor

Department of Administration
Procurement Division

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Indianapolis, Indiana 46204

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Award Recommendation Letter

Date: November 14, 2016

To: Mark Hempel, Director of Account Management
Indiana Department of Administration

From: Teresa Deaton-Reese, CPPB, CPPO, Account Manager
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 16-096; Cultural Competency Training Project

Based on the evaluation of responses to RFP-16-096 Indiana University, Trustees of Indiana University is recommended to begin contract negotiations to provide Cultural Competency Training for the Indiana Division of Mental Health and Addiction.

Estimated Amount for Initial 2 Year Term: \$99,422.00

The terms of this recommendation are included in this letter.

Indiana University, Trustees of Indiana University is committed to subcontracting 1.00% of the total contract value to Guy Brown Management LLC dba Guy Brown (a certified Minority-owned Business (MBE)).

The evaluation team received four (4) proposals from:

- Indiana University, Trustees of Indiana University
- The Southern California Intergovernmental Training and Development Center, d/b/a Regional Training Center
- Telamon Enterprise Ventures
- TZK Seminars

The proposals were evaluated by IDOA and the Division of Mental Health and Addiction 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)	40 points
3. Cost (Cost Proposal)	35 points
4. Indiana Economic Impact	5
5. Buy Indiana	5
6. Minority Business Sub-Contractor Commitment	5(+1 bonus)
7. Women Business Sub-Contractor Commitment	5(+1 bonus)
8. Veteran Business Sub-Contractor Commitment	5(+1 bonus)
Total: 103 points	

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 (Pass/Fail)

Each proposal was reviewed for adherence to mandatory requirements and were all deemed responsive. Each proposal was then evaluated based on its Business Proposal and Technical Proposal.

B. Management Assessment/Quality (40 Points Total)

Business Proposal (5 Points)

For the business proposal evaluation, the team considered the information each respondent provided in the business proposal. These areas were reviewed to assess the respondent’s ability to serve the State:

- Company Structure
- Company Financial Information
- Integrity of Company Structure and Financial Reporting
- Contract Terms/Clauses
- References
- Subcontractor
- Experience Serving State Government
- Experience Serving Similar Clients

Technical Proposal (35 Points)

For the technical proposal evaluation, the team considered each respondent’s proposal in the following areas:

- Work experience in public mental health systems
- Work experience in cultural competency training
- Webinar training
- Create, manage, and store links for training provided
- Implementation plan
- Program coordinator
- Technical assistance – video/telephone conferencing
- Annual statewide conference
- Reports
- Collaborate with DMHA in interview survey

The evaluation team’s scoring is based on a review of the Respondents’ proposed approach to each section of the technical proposal, as well as specific questions that respondents were asked to respond to in the RFP and clarifications. The results of the management assessment/quality evaluation are shown in Table 1 below:

Table 1: Initial Management Assessment/Quality Scores

RESPONDENT	MAQ SCORE (40 pts.)
Indiana University, Trustees of Indiana University	34.46
The Southern California Intergovernmental Training and Development Center, d/b/a Regional Training Center	32.96
Telamon Enterprise Ventures	31.25
TZK Seminars	19.04

C. Cost Proposal (35 Points Total)

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 35 points. The normalization formula is as follows:

- *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

Table 2: Initial Cost Scores

RESPONDENT	COST SCORE (35 pts.)
Indiana University, Trustees of Indiana University	24.83
The Southern California Intergovernmental Training and Development Center, d/b/a Regional Training Center	18.07
Telamon Enterprise Ventures	6.69
TZK Seminars	35.00

D. First Round Total Scores

The combined MAQ and Cost scores from the initial evaluation are listed below.

RESPONDENT	MAQ (40 pts)	Cost Score (35 pts)	Total Score (75 pts)
Indiana University, Trustees of Indiana University	34.46	24.83	59.29
The Southern California Intergovernmental Training and Development Center, dba Regional Training Center	32.96	18.07	51.03
Telamon Enterprise Ventures	31.25	6.69	37.94
TZK Seminars	19.04	35.00	54.04

Based on the combined MAQ and cost scores from the initial evaluations, the following respondent was removed from consideration:

- Telamon Enterprise Ventures

The remaining respondents were short-listed for further consideration.

E. Post Clarification Evaluations

All remaining respondents' MAQ and cost scores were updated based on clarifications and results from the Best and Final Offers round (BAFOs). The final scores for the respondents are reflected in Table 3 below.

F. IDOA Scoring

IDOA scored the Respondents in the following areas: Buy Indiana (5 points), Indiana Economic Impact (IEI) (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVBE Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, IEI, MWBE, and IVBE information with the Respondents. Once the final MWBE, IVBE and IEI forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

Table 3: Final Evaluation Scores

Respondent	MAQ (40 Max)	Price (35 Max)	Buy Indian a (5 Max)	IEI (5 pts)	MBE (5 max + 1 bonus Point)	WBE (5 max + 1 bonus Point)	IVBE (5 max + 1 bonus point)	Total Score (103 Max)
Indiana University, Trustees of Indiana University	34.46	33.44	5.00	5.00	0.63	-1.00	-1.00	76.53
The Southern California Intergovernmental Training and Development Center, d/b/a Regional Training Center	32.96	19.36	0.00	0.00	-1.00	-1.00	-1.00	49.32
TZK Seminars	19.04	35.00	0.00	0.00	-1.00	-1.00	-1.00	51.04

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions’ ability 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.

This award will result in a 2 year contract, with the possibility of two (2) one (1) year renewals.

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 Strategic Sourcing Analyst
 Indiana Department of Administration