



# STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
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Indianapolis, Indiana 46204  
317 / 232-3053

## Award Recommendation Letter

Date: August 23, 2016

To: Debra Walker, Deputy Commissioner of Procurement  
Indiana Department of Administration

From: Leslie Jones, Account Manager  
Indiana Department of Administration

Subject: Recommendation for Award of RFP 16-101  
Medicaid Medical Advisory Cabinet

### Total Estimated Cost of Contract: \$3,335,494.00

Based on the State's evaluation of responses received for RFP 16-101, **Indiana University** is recommended for award to provide Medicaid Medical Advisory Cabinet services for the Indiana Family & Social Services Administration (FSSA).

Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from one (1) respondent:

- Indiana University

The proposals were evaluated by FSSA and IDOA according to the following criteria established in the RFP:

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (45 points)
- Cost Proposal (30 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority Business Sub-Contractor Commitment (5 points + 1 available bonus point)
- Women Business Sub-Contractor Commitment (5 points + 1 available bonus point)
- Indiana Veteran Business Enterprise Sub-Contractor Commitment (5 points + 1 available bonus point)

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

Proposals were reviewed for adherence to mandatory requirements. The Respondent was deemed responsive and was then evaluated based on the Business Proposal, Technical Proposal, and Cost Proposal responses.

### B. Management Assessment/Quality

#### Business Proposal (15 points)

For the business proposal evaluation, the evaluation team considered the information the Respondent provided in the business proposal. The following areas were reviewed to assess the respondent's ability to serve the State:

- Respondent Company Structure
- Company Financial Information
- Integrity of Company Structure and Financial Reporting
- Contract Terms/Clauses
- References
- Authorizing Document
- Subcontractors
- Experience Serving State Governments
- Experience Serving Similar Clients
- Indiana Preferences

**Technical Proposal (30 Points)**

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

CRITERIA / QUESTION	RFP SECTION
Prepare an executive summary that condenses and highlights the contents of the technical proposal to provide the proposal reviewers with a broad understanding of the entire technical proposal.	2.4.1
Briefly review the policy, background, and technical issues critical to the conduct of the project	2.4.2
Provide examples of previous work products illustrating an Academic Opinion, Literature Review and an In-depth Data Analysis.	2.4.3
Provide resumes and job descriptions for Key Staff and Designated Staff	2.4.4
Provide a detailed description of the approach to all tasks and subtasks described in Attachment H, the Scope of Work.	2.4.5

The evaluation team’s scores were based on a review of the Respondent’s proposed approaches to each section of the Business and Technical proposals, Section 2.3 and Section 2.4, as well as specific questions that the Respondent was asked to respond to in the RFP. The results of the initial Management Assessment/Quality evaluation are shown below:

**Table 1: Initial Management Assessment/Quality Scores**

RESPONDENT	MAQ SCORE
Indiana University	34.25

**C. Cost Proposal (30 Points)**

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

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30 \text{ points}$$

**Table 2: Initial Cost Scores**

RESPONDENT	COST SCORE
Indiana University	30.00

#### D. First Round Total Scores

The First Round Management Assessment and Quality Score in Table 1 (shown above) was combined with the Initial Cost Score in Table 2 (shown above) to generate a total score. The combined score (out of a possible maximum of 75 points) is tabulated in Table 3 below.

**Table 3: First Round Total Scores**

RESPONDENT	MAQ SCORE (45 MAX)	COST SCORE (30 MAX)	TOTAL SCORE (75 Max)
Indiana University	34.25	30.00	64.25

The Respondent was asked to respond to clarification questions, as needed, and invited to reduce pricing through a Best and Final Offer (BAFO) round.

IDOA then scored the Respondent in the following areas: Buy Indiana (5 points), Indiana Economic Impact (5 points), Minority Business Participation (5 points + 1 available bonus point), Women Business Participation (5 points + 1 available bonus point), and Indiana Veteran Business Enterprise Participation (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, Minority and Women Business Participation and Indiana Veteran Business Enterprise Participation information with the Respondent. The total scores out of 103 possible points were tabulated and are as follows:

**Table 5: Final Evaluation Scores**

Respondent	Management Assessment/Quality	Cost	Buy Indiana	IEI	MBE	WBE	IVBE	Total Score
Indiana University	34.25	30.00	5.00	5.00	-1.00	-1.00	-1.00	71.25

#### Award Summary

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

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.