



February 8, 2022

Indiana Department of Administration  
Procurement Division  
Attn: Teresa Deaton-Reese, CPPB, CPPO, Senior Account Manager  
402 W. Washington Street – Room W468  
Indianapolis, IN 46204

**Re: DOCUMENTS CONTAINING CONFIDENTIAL, PROPRIETARY OR TRADE  
SECRET INFORMATION**

Ms. Deaton:

Please note Keefe Group, L.L.C. dba Keefe Supply Company is requesting that Exhibit 2 – Securepak Customer List be held confidential for RFP # 22-69035 – Bulk Supply of Commissary Products and Offender Package Program for ICI Commissary Operations. Keefe's position is that the documents are exempt from disclosure under IC 5-14-3-4 (a)(4), as "Records containing trade secrets."

Trade secrets are defined within IC 24-2-3-2, as "information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (1) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy." The information requested to be held confidential meets all criteria of this definition.

Exhibit 2 has also been noted on the RFP's *Attachment J – Attestation Form* as a Confidential document.

Keefe Group, L.L.C. is wholly owned by TKC Holdings, Inc.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'James VanGieson'.

James VanGieson  
Executive Vice President  
Phone: 800.328.8998  
jvangieson@keefegroup.com











