



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 3 – Keefe and ICI Integration Drawing 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 3 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, appearing to read 'James VanGieson', is written over a light blue horizontal line.

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

Logistics Partner - ICI	Keefe - Oracle