



February 1, 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 Appendix C – TKC Security Overview 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.

Appendix C is referenced within the Business Proposal and there is not an Attestation of Compliance (Attachment J) to complete for the Business Proposal to note this exemption, but this has been added to the other categories Attestation Forms.

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
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TRINITY SERVICES
GROUP



***KEEFE GROUP'S SECURITY PROGRAM
AND SECURITY OVERVIEW***

JANUARY 2020

Keefe Group Security Program Overview

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Keefe Group Security Program Overview

Section 1: Overview

1.1 Overview

TKC Holdings and Keefe are committed to protecting its employees, customers and corporate data from damaging acts that are intentional or unintentional. This document describes the fundamental security controls that are in place to help protect our data from being used in an unauthorized manner.

This document is broken down into 6 additional sections that describe the process or controls in place to reduce the risk of unauthorized use. The following is a list by section of what is covered:

- Section 2 – Information Security Program Management
- Section 3 – Business Continuity
- Section 4 – Network
- Section 5 – Personal Security
- Section 6 – Security Assessment
- Section 7 – Security Monitoring and Response

