



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration
Procurement Division

Indiana Government Center South
402 W. Washington Street, Room W462
Indianapolis, Indiana 46204

Award Recommendation Letter

Date: December 22, 2022

To: Erin Kellam, Deputy Commissioner
Indiana Department of Administration

From: Teresa Deaton-Reese, CPPB, CPPO, Procurement Consultant
Indiana Department of Administration

Subject: Recommendation of Selection for **Request for Proposal (RFP) 22-69035**; Bulk Supply of
Commissary of Commissary Products and Offender Package Program for Indiana Correctional
Industries (ICD).

The evaluation team received two (2) RFP responses for **Categories 1,2,4,6, 7** and three (3) proposals for **Category 3 and 5** as listed below:

Categories 1,2,4,6, and 7

1. Keefe Group, LLC DBA Keefe Supply Company (Keefe)
2. Union Supply Group, Inc. (Union)

Category 3 and 5

1. Keefe
2. Union
3. Performance Foods, Vistar

Estimated Two (2) Year Contract Value:

- Category 1 – Clothing - \$939,187.92 - Union
- Category 2 – Electronics - \$1,242,839.60 - Union
- Category 3 – Food - \$31,165,525.72 – Union
- Category 3 – Food - \$2,000,000.00 - Keefe
- Category 4 – Footwear - \$883,066.76 -Union
- Category 5 – Health & Beauty - \$2,738,455.14 – Union
- Category 5 – Health & Beauty - \$400,000.00 -Keefe
- Category 6 – Miscellaneous - \$404,356.34 - Union
- Category 7 – Office Supplies - \$202,399.38 - Union
- Enhanced Program – Option 2 – 7,167,207.00 - Union

The terms of this recommendation are included in this letter.

Category 1 - Clothing

Based on the evaluation of responses to **RFP 22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide the Bulk Supply Commissary for Clothing Products for Indiana Correctional Industries.

Union has committed to subcontract 10.33% to Cristina Food Services, a certified Minority-Owned Business (MBE), 13.00% with Langham Logistics, a certified Women-Owned Business (WBE), 5.00% with Vespa Group, a certified Indiana Veterans-Owned Small Business, (IVOSB).

Category 2 - Electronics

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide Bulk Commissary for Electronics Products for Indiana Correctional Industries.

Union has committed to subcontract 10.05% to Cristina Food Services, (MBE), 13.00% to Langham Logistics (WBE) and 5.00% to Vespa Group, LLC, (IVOSB).

Category 3 – Food

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that this category be dual awarded to Union and Keefe be selected to begin contract negotiations to provide Bulk Commissary for Food Products for Indiana Correctional Industries.

Union has committed to subcontract 10.18% to Cristina Food Services, (MBE), 13.00% to Langham Logistics (WBE), 5.00% to Vespa Group, LLC, (IVOSB).

Keefe has committed to subcontract 12.00% to Gerber, (WBE).

Category 4 - Footwear

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide Bulk Commissary for Footwear Products for Indiana Correctional Industries.

Union has committed to subcontract 10.00% with Cristina Food Services (MBE), 13.00% with Langham Logistics (WBE), and 5.00% with Vespa Group, LLC (IVOSB).

Category 5 – Health and Beauty

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that this category be dual awarded to Union and Keefe, be selected to begin contract negotiations to provide Bulk Commissary for Health and Beauty Products for Indiana Correctional Industries.

Union has committed to subcontract 10.00% with Cristina Food Services (a certified Minority-Owned Business (MBE)), 13.00% with Langham Logistics (WBE), and 5.00% with Vespa Group, LLC (IVOSB).

Category 6 – Miscellaneous

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide Bulk Commissary for Miscellaneous Products for Indiana Correctional Industries.

Union has committed to subcontract 10.33% with Cristina Food Services (MBE), 13.00% with Langham Logistics (WBE), and 5.00% with Vespa Group, LLC (IVOSB).

Category 7 – Office Supplies

Based on the evaluation of responses to **RFP-22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide Bulk Commissary for Office Supplies Products for Indiana Correctional Industries.

Union has committed to subcontract 10.10% with Cristina Food Services (MBE), 13.00% with Langham Logistics (WBE) and 5.00% with Vespa Group, LLC (IVOSB).

Enhanced Program

Based on the evaluation of response **RFP-22-69035**, it is the evaluation team's recommendation that Union be selected to begin contract negotiations to provide the Enhanced Program **OPTION 2** for Indiana Correctional Industries.

Union has committed to subcontract 8.50% with Cristina Food Services (a certified Minority-Owned Business (MBE)), 13.00% with Langham Logistics (WBE) and 5.00% with Vespa Group, LLC (IVOSB).

The terms of this recommendation are included in this letter.

The proposals were evaluated by the Indiana Correction Industries and the Indiana Department of Administration (IDOA) according to the following in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 points (plus 5 bonus pts)
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
7. Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point available)
Total: 100 (108 if bonus awarded)	

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 Mandatory Requirements (Pass/Fail)

Each proposal was reviewed for responsiveness and adherence to mandatory requirements. Performance Foods, Vistar did not meet the mandatory requirements and was removed from further consideration. All other Respondents adhered to the mandatory requirements and were moved to the next step in the evaluation process.

B. Management Assessment/Quality (45 points)

The Respondents' proposals were evaluated based on their respective Business Proposal and Technical Proposal.

Business Proposal (5 points)

For the Business Proposal evaluation, the evaluation team considered the Respondents' organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation team's scores were based on a review of the Respondents' Business Proposal, Attachment E.

Technical Proposal (40 points)

For the Technical Proposal evaluation, the evaluation team considered the Respondents' ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation team's scores were based on a review of the Respondents' Technical Proposal, Attachment F.

The evaluation team's Round 1 scoring was based on a review of the Respondents' proposed approach to each section of the Business Proposal, Technical Proposal. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1a – MAQ – Category 1 - Clothing,

Respondents Name	MAQ Score
Keefe	38.75
Union	32.00

Table 1b – MAQ – Category 2 - Electronics

Respondent	MAQ Score
Keefe	38.75
Union	32.00

Table 1c – MAQ – Category 3 - Food

Respondent	MAQ Score
Keefe	38.00
Union	32.25

Table 1d – MAQ – Category 4 - Footwear

Respondent	MAQ Score
Keefe	38.75
Union	32.00

Table 1e – MAQ – Category 5 – Health & Beauty

Respondent	MAQ Score
Keefe	38.75
Union	32.00

Table 1f – MAQ – Category 6 – Miscellaneous

Respondent	MAQ Score
Keefe	38.75
Union	32.00

Table 1g – MAQ – Category 7 – Office Supplies

Respondent	MAQ Score
Keefe	38.75
Union	32.00

Table 1h – MAQ – Enhanced Program - 1

Respondent	MAQ Score
Keefe	34.25
Union	33.87

Table 1h – MAQ – Enhanced Program - 2

Respondent	MAQ Score
Keefe	34.25
Union	34.2

C. Cost Proposal (35)

Price will be measured against the State's baseline cost for this scope of work. The cost that the State is currently paying, or its best estimate, will constitute the baseline cost. Cost scoring points will be assigned as follows:

- Respondents who meet the State's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the State's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the State's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the State's current baseline cost will receive all of the available cost points.
- If multiple Respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the Respondent proposing the lowest cost to the State.

The cost scoring as a result of the Respondents' cost proposal is as follows:

Table 2a – Cost – Category 1 - Clothing,

Respondents Name	Cost Score
Keefe	-35.00
Union	-35.00

Table 2b – Cost – Category 2 - Electronics

Respondent	Cost Score
Keefe	-35.00
Union	-35.00

Table 2c – Cost – Category 3 - Food

Respondent	Cost Score
Keefe	-35.00
Union	-35.00

Table 2d – Cost – Category 4 - Footwear

Respondent	Cost Score
Keefe	-35.00
Union	-20.98

Table 2e – Cost – Category 5 – Health & Beauty

Respondent	Cost Score
Keefe	-35.00
Union	-26.53

Table 2f – Cost – Category 6 – Miscellaneous

Respondent	Cost Score
Keefe	-35.00
Union.	-35.00

Table 2g – Cost – Category 7 – Office Supplies

Respondent	Cost Score
Keefe	-35.00
Union	-35.00

Table 2h – Cost– Enhanced Program - 1

Respondent	Cost Score
Keefe	30.28
Union	35.00

Table 2i – Cost– Enhanced Program - 1

Respondent	Cost Score
Keefe	15.77
Union	35.00

D. Initial (Round 1) Total Scores and Shortlisting

The initial Management Assessment and Quality (MAQ) Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Scores from the initial evaluations are listed below.

Table 3a – Total Score – Category 1 - Clothing,

Respondents Name	MAQ & Cost Score
Keefe	3.75
Union	-3.00

Table 3b – Total Score - Category 2 - Electronics

Respondent	MAQ & Cost Score
Keefe	3.75
Union	-3.00

Table 3c – Total Score – Category 3 - Food

Respondent	MAQ & Cost Score
Keefe	3.00
Union	-2.75

Table 3d – Total Score - Category 4 - Footwear

Respondent	MAQ & Cost Score
Keefe	3.75
Union	11.02

Table 3e – Total Score– Category 5 – Health & Beauty

Respondent	MAQ & Cost Score
Keefe	3.75
Union	5.47

Table 3f – Total Score - Category 6 – Miscellaneous

Respondent	MAQ & Cost Score
Keefe	3.75
Union	-3.00

Table 3g – Total Score– Category 7 – Office Supplies

Respondent	MAQ & Cost Score
Keefe	3.75
Union	-3.00

Table 3h – Total Score– Enhanced Program 1

Respondent	MAQ & Cost Score
Keefe	64.53
Union	68.87

Table 3i – Total Score– Enhanced Program 2

Respondent	MAQ & Cost Score
Keefe	50.02
Union	69.25

Based on the initial (Round 1) scores, the evaluation team elected to shortlist the following Keefe and Union in every category.

E. Second Round Scores – Clarifications and BAFO

The shortlisted Respondents MAQ were reviewed and re-evaluated based on clarification and BAFO responses. The Round 2 scores for the shortlisted Respondents after clarification and BAFO responses did not change their original MAQ points or Cost score.

F. IDOA Scoring

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veterans Owned Small Business Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 108 possible points were tabulated and are as follows:

Table 5a - Final Overall Evaluation Scores – Category 1 - Clothing

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+ 5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00	5.00	-1.00*	6.75
Union	32.00	-35.00	0.00	6.00	6.00	6.00	15.00

Table 5b - Final Overall Evaluation Scores – Category 2 – Electronics

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+ 5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00	-1.00	-1.00*	0.75
Union	32.00	-35.00	0.00	6.00	6.00	6.00	15.00

Table 5c - Final Overall Evaluation Scores – Category 3 - Food

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+ 5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.00	-35.00	0.00	-1.00**	5.00	-1.00*	6.00
Union	32.25	-35.00	0.00	6.00	6.00	6.00	15.25

Table 5d - Final Overall Evaluation Scores –Category 4 - Footwear

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00	-1.00	-1.00*	0.75
Union	32.00	-20.98	0.00	6.00	6.00	6.00	29.02

Table 5e - Final Overall Evaluation Scores –Category 5 – Health & Beauty

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00**	-1.00	-1.00*	0.75
Union	32.00	-26.53	0.00	6.00	6.00	6.00	23.47

Table 5f - Final Overall Evaluation Scores –Category 6 - Miscellaneous

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00	-1.00	-1.00*	0.75
Union	32.00	-35.00	0.00	6.00	6.00	6.00	15.00

Table 5g - Final Overall Evaluation Scores –Category 7 – Office Supplies

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	38.75	-35.00	0.00	-1.00	-1.00	-1.00*	0.75
Union	32.00	-35.00	0.00	6.00	6.00	6.00	15.00

Table 5h - Final Overall Evaluation Scores –Enhanced Program = Option 1

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	34.25	30.28	0.00	6.00	5.00	-1.00*	74.53
Union	33.87	35.00	0.00	5.00	6.00	6.00	85.87

Table 5i - Final Overall Evaluation Scores –Enhanced Program = Option 2

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35 (+5 Bonus Pts)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+8 bonus pts.)
Keefe	34.25	15.77	0.00	6.00	5.00	-1.00*	60.02
Union	34.25	35.00	0.00	5.00	6.00	6.00	86.25

***Keefe used Total Shred for their IVOSB participation in Categories 1-7 and in the Enhanced Program category, however there is no value scope contribution, therefore no points were awarded.**

****Keefe used River Resource for their MBE participation in Categories 3 and 5, however there is no value scope contribution, therefore no points were awarded.**

Award Summary

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

The term of the contract shall be for a period of two (2) years from the date of contract execution with one (1), two (2) year renewal for a total of four (4) years at the State's option.