



STATE OF INDIANA

Mike Braun, Governor

DEPARTMENT OF ADMINISTRATION Commissioner's Office

Indiana Government Center South
402 West Washington Street, Room W462
Indianapolis, IN 46204

Award Recommendation Letter

Date: June 15, 2026

To: Mike Huth, Category Director
Indiana Department of Administration

From: Simran Kandola, Procurement Specialist,
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 26-86535,
Review and Monitoring Plan for Indiana Mental Health Funds

Based on its evaluation of responses to RFP 26-86535, it is the evaluation team's recommendation that Myers and Stauffer LC be selected to begin contract negotiations to administer the reviewing and monitoring plan for Indiana Mental Health Funds for the Indiana Family and Social Services Administration (FSSA).

The terms of this recommendation are included in this letter.

4-year Contract Value: \$563,600.00

6-year Contract Value with optional years: \$866,000.00

The evaluation team received one (1) proposal from:

1. Myers and Stauffer LC

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

| Criteria | Points |
|---|---------------------------|
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality (Business and Technical Proposal) | 50 |
| 3. Cost (Cost Proposal) | 30 |
| 4. Buy Indiana | 5 |
| 5. Minority Business Enterprise Subcontractor Commitment | 5 (1 bonus pt. available) |
| 6. Women Business Enterprise Subcontractor Commitment | 5 (1 bonus pt. available) |
| 7. Indiana Veteran Owned Small Business Enterprise Subcontractor Commitment | 5 (1 bonus pt. available) |

Total: 100 (103 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 Requirements

Each proposal was reviewed for responsiveness and adherence to mandatory requirements. One (1) proposal was deemed responsive and adhered to the mandatory requirements. No proposals were disqualified.

B. Management Assessment/Quality: Initial Scoring

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

Business Proposal

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent's ability to serve the State:

- Company Financials
- References
- Experience Serving State Governments

Technical Proposal

For the Technical Proposal evaluation, the evaluation team considered the Respondent's proposal in the following areas:

- Reviews
- Review and Monitoring Plan
- Final Reports
- Administrative Claiming
- Claiming for FFP Participation
- Provider Documentation-FFP Claiming
- Provider Documentation-Time study
- Documentation Review- Federal reimbursement
- Quality Assurance of Reviews
- Project Methodology and Schedule Management
- Roles and experience
- Risk and Issue management
- Communication and status reporting
- Quality Assurance of Reviews
- Transition/End of Contract

The evaluation team's Round 1 scoring is based on a review of the Respondent's proposed approach to each section of the Business Proposal and Technical Proposal. The evaluation team issued MAQ and Cost Clarifications to all Respondents prior to finalizing Round 1 scores. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores

| Respondent | MAQ Score 50 pts. |
|-----------------------|------------------------------|
| Myers and Stauffer LC | 37.75 |

C. Cost Proposal (30 Points)

The price points on the Respondent's Costs were awarded as follows:

Score =

- If Respondent's Cost amount is lowest among all Respondents, then score is 30.
- If Respondent's Cost amount is NOT lowest among all Respondents, then score is:

$$30 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})}$$

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

Table 2: Round 1 – Cost Scores

| Respondent | Cost Score 30 pts. |
|-----------------------|-----------------------|
| Myers and Stauffer LC | 30.00 |

D. First Round Total Scores and Shortlisting

The combined Round 1 MAQ and Cost scores from the initial evaluations are listed below.

Table 3: Round 1 – Total Scores (MAQ + Cost)

| Respondent | Total Score 80 pts. |
|-----------------------|------------------------|
| Myers and Stauffer LC | 67.75 |

E. Post Best and Final Offer Opportunity – Final Round Cost Scores

The State elected to issue Best and Final Offers (BAFOs) to the one Respondent.

The cost scoring as a result of the Respondents' BAFO Cost Proposals is as follows:

Table 5: Round 2 – BAFO Cost Scores

| Respondent | Cost Score 30 pts. |
|-----------------------|-----------------------|
| Myers and Stauffer LC | 30.00 |

F. Round 2 - Total Scores

The combined final scores for the Respondents, based on Round 2 Management Assessment/Quality and BAFO Cost Scores are listed below.

Table 6: Round 2 - Evaluation Scores

| Respondent | MAQ Score | Cost Score | Total Score |
|-----------------|--------------|------------|----------------|
| Points Possible | 50 | 30 | 80 |

| | | | |
|-----------------------|-------|-------|-------|
| Myers and Stauffer LC | 37.75 | 30.00 | 67.75 |
|-----------------------|-------|-------|-------|

G. IDOA Scoring

IDOA scored the Respondents in the following areas: MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), IVOSB Subcontractor Commitment (5 points + 1 available bonus point), and Buy Indiana (5 points) using the criteria outlined in the RFP. IDOA requested updated M/WBE and IVOSB commitments from the Respondents who submitted BAFO Cost Proposals. Once the final M/WBE and IVOSB forms were received from the Respondent, the total scores out of 100 possible points were tabulated and are as follows:

Table 7: Final Evaluation Scores

| Respondent | MAQ Score | Cost Score | Buy Indiana* | MBE* | WBE* | IVOSB* | Total Score |
|------------------------|------------------|-------------------|---------------------|-------------------------|-------------------------|-------------------------|---------------------------|
| Points Possible | 50 | 30 | 5 | 5 (+1 bonus pt.) | 5 (+1 bonus pt.) | 5 (+1 bonus pt.) | 100 (+3 bonus pt.) |
| Myers and Stauffer LC | 37.75 | 30.00 | 0.00 | -1.00 | -1.00 | -1.00 | 64.75 |

* See Sections 3.2.5, 3.2.6, and 3.2.7 of the RFP for information on available M/WBE and IVOSB bonus points.

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability to meet the goals of the program and the needs of the State. The team evaluated proposals 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 optional years for a total of six (6) years at the State's option.