



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration
Procurement Division

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Award Recommendation Letter

Date: October 18, 2021

To: Mark Hempel, Director of Account Management
Indiana Department of Administration

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

Subject: Recommendation of Selection for RFP 22-67771; Psychiatric/Psychological Services for
Medical Chart Review and Evaluation for Family and Social Services Administration (FSSA)

Based on its evaluation of responses to RFP 22-67771, it is the evaluation team's recommendation that Indiana Disability Determination Consultants be selected to begin contract negotiations to provide Juvenile Food Services.

Indiana Disability Determination Consultants has committed to subcontract 6% of the contract value to Real Talk Consulting (a certified Minority-owned Business (MBE) and 4.6% of the contract value to Amy Johnson Consulting, 4.4% with Lovko Consulting, and 5.1% with TroSannhet Enterprises (all certified Women-owned Business (WBE), owned Business (WBE).

The terms of this recommendation are included in this letter.

Estimated two (2) year contract value: \$5,400,000.00

The evaluation team received one (1) proposal from:

1. Indiana Disability Determination Consultants

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)	45 points
3. Cost (Cost Proposal)	35 points (5 bonus points available)
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)

Total: 100 (108 if bonus awarded)

The proposal was evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP. Scoring was completed as follows:

A. Adherence to Requirements

The Proposal was reviewed for responsiveness and adherence to mandatory requirements. Respondent was deemed responsive and adhered to the mandatory requirements and were moved forward for evaluation.

B. Management Assessment/Quality (45 points)

The Respondent proposal was evaluated based on their respective Business Proposal and Technical Proposal.

Business Proposal (5 points)

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 Information
- References
- Respondents Company Structure
- Company Financial Information
- Integrity of Company Structure and Financial Reporting
- Contract Terms
- References
- Experience Serving State Government
- Experience Serving Similar Clients

Technical Proposal (40 points)

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

Mandatory Requirement:

- Time Commitment
- In-Office Time Availability
- Licensure
- Curriculum Vitae (CV)
- Malpractice Suits

Technical Proposal

- Regulations
- Legal
- Computer Skills
- Experience
- Production and Accuracy Goals
- Transition and Implementation
- Mandated Training
- Training/Consultative Services

Table 1: Management Assessment/Quality Scores – Round 1

Respondent	MAQ Score 45 pts.
Indiana Disability Determination Consultant	31.75

C. Cost Proposal (35 + 5 bonus pts)

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

Table 2: Cost Scores – Round 1

Respondent	Cost Score 35 pts. (+ 5 bonus points)
Indiana Disability Determination Consultant	0.00

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

Respondent	Total Score 80 pts.
Indiana Disability Determination Consultant	31.75

The evaluation team elected to issue Best and Final Offer (BAFO) requests, to the respondent.

E. Post BAFO Responses

The Respondent's cost score was reviewed and re-evaluated based on the BAFO. The scores for the Respondent after the BAFO responses were as follows:

Table 4: Post BAFO Responses Round 2 – Evaluation Scores

Respondent	MAQ Score (45)	Cost Score (35 + 5 bonus points)	Total Score (80)
Indiana Disability Determination Consultants	31.75	0.00	31.75

F. IDOA Scoring

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.) MBE Subcontractor Commitment (5 points + 1 available bonus point) and WBE Subcontractor Commitment (5 points + 1 available bonus point), Indiana Veterans Owned Small Business (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain M/WBE and IVOSB information with the Respondent. Once the final M/WBE forms were received from the Respondent, the total scores out of 108 possible points were tabulated and are as follows:

Table 5: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35(+5 bonus points)	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100(+8 bonus pts.)

Indiana Disability Determination Consultants	31.75	0.00	5.00	3.75	6.00	-1.00	45.50
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Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposal 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 two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State's option.