



STATE OF INDIANA

ERIC J. HOLCOMB, GOVERNOR

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

402 W Washington Street, Room W468
Indiana Government Center – South
Indianapolis, Indiana 46204-2746

Award Recommendation Letter

Date: October 8, 2024

To: L. Erin Kellam, Deputy Commissioner, Indiana Department of Administration

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

Subject: Recommendation of Selection for RFP 25-78986, Workforce and Capacity Programs Evaluation Services

Based on its evaluation of responses to RFP 25-78986, it is the evaluation team's recommendation that **Thomas P. Miller & Associates, LLC** be selected to begin contract negotiations to provide Workforce and Capacity Programs Evaluation Services for the State of Indiana.

The term of the initial contract shall be for a **period of one (1) year from the date of contract execution with an estimated value of \$285,095**. There may be two (2) one-year renewals for a total of three (3) years at the State's option.

Thomas P. Miller & Associates, LLC has committed to subcontract 3.41% of the contract value to **Bingle Research Group, Inc**, a certified Indiana Veteran-Owned Small Business (IVOSB).

Terms of this recommendation are included in this letter.

The evaluation team received proposals from seven (7) vendors:

- Child Trends, Incorporated
- Health Management Associates, Inc.
- ICF INCORPORATED, L.L.C.
- PCG- Indiana, Inc.
- Resultant LLC
- The Johns Hopkins University
- Thomas P. Miller & Associates, LLC

According to the following criteria, which were published in Section 3.2, "Evaluation Criteria", of the RFP, proposals were evaluated by the Indiana Department of Administration ("IDOA") and scored by the evaluation team:

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 Subcontractor Commitment	5 (1 bonus pt. available)
Total: 100 (103 if bonus awarded)	

The proposals were evaluated according to the published process outlined in Section 3.2, “Evaluation Criteria,” of the RFP. Scoring was completed as follows:

A. Adherence to Requirements

The proposals were reviewed for adherence to mandatory requirements. All seven Respondents met these requirements. **Child Trends, Incorporated, Health Management Association, Inc., ICF INCORPORATED, L.L.C., PCG-Indiana, Inc., Resultant LLC, The Johns Hopkins University, and Thomas P. Miller & Associates, LLC** were selected to move forward and evaluated based on Business Proposals, Technical Proposals, and Cost Proposals.

B. Management Assessment/Quality (“MAQ”): Initial Scoring (50 points)

Business Proposal

For the Business Proposal evaluation, the evaluation team considered the respondent’s ability to serve the State regarding the following sections of the Business Proposal:

- References, Experience Serving State Governments; Experience Serving Similar Clients References
- Diversity, Equity, and Inclusion
- All Other Business Proposal Sections

Technical Proposal

For the Technical Proposal evaluation, the team considered the respondent’s ability to serve the State regarding the following sections of the Technical Proposal:

- Sections 1.0 and 2.0 - Overview and Minimum Requirements
- Sections 3.1 - Key Tasks and Vendor Experience
- Sections 3.2-3.4 - Evaluation Deliverables
- Section 4.0 - Communications and Meetings
- Section 5.0 – Staffing
- Section 6.0 - Accessing State Databases
- Sections 7.0 and 8.0 - Invoicing and Payments

The evaluation team’s initial scores were based on a review of the Respondents’ proposed approach to each section of the Business and Technical Proposals. The initial results of the Management Assessment/Quality evaluation are shown below:

Table 1: Initial MAQ Scores

Respondent	MAQ Score (50 Max)
Child Trends, Incorporated	32.75
Health Management Association, Inc.	32.25
ICF INCORPORATED, L.L.C.	49.00
PCG-Indiana, Inc.	44.00
Resultant LLC	25.75
The Johns Hopkins University	26.50
Thomas P. Miller & Associates, LLC	46.75

C. Cost Proposal (30)

Cost points were awarded on the Respondents' Costs 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: Initial Cost Scores

Respondent	Cost Score (30 Max)
Child Trends, Incorporated	22.00
Health Management Association, Inc.	18.05
ICF INCORPORATED, L.L.C.	21.97
PCG-Indiana, Inc.	28.76
Resultant LLC	9.71
The Johns Hopkins University	21.03
Thomas P. Miller & Associates, LLC	30.00

D. Initial Round Total Scores

The Cost Scores were then combined with the Management Assessment and Quality Score to generate the total scores. The combined scores out of a maximum possible 80 points are tabulated in the tables below.

Table 3: Initial MAQ + Cost Score

Respondent	MAQ Score (50 Max)	Cost Score (30 Max)	Total Score (80 Max)
Thomas P. Miller & Associates, LLC	46.75	30.00	76.75
PCG-Indiana, Inc.	44.00	28.76	72.76
ICF INCORPORATED, L.L.C.	49.00	21.97	70.97
Child Trends, Incorporated	32.75	22.00	54.75
Health Management Association, Inc.	32.25	18.05	50.30
The Johns Hopkins University	26.50	21.03	47.53
Resultant LLC	25.75	9.71	35.46

After reviewing the combined MAQ and initial Cost Scores, a short-list was developed. The evaluation team elected to invite three (3) Respondents, **ICF INCORPORATED, L.L.C., PCG-Indiana, and Thomas P. Miller & Associates, LLC** to give oral presentations.

E. Second Round MAQ Scores

ICF INCORPORATED, L.L.C., PCG-Indiana, and Thomas P. Miller & Associates, LLC were invited to deliver oral presentations to the State's evaluation team and respond to written clarification questions. Evaluators were given an opportunity to update MAQ scores based on the oral presentation and clarifications. The Second Round MAQ scores were as follows:

Table 4: Second Round MAQ Score

Respondent	MAQ Score (50 Max)
ICF INCORPORATED, L.L.C.	49.00
PCG-Indiana, Inc.	44.25
Thomas P. Miller & Associates, LLC	45.50

F. Best and Final Offer

Short-listed respondents were also given the opportunity to update their Cost Proposal during the Best and Final Offer (BAFO) round. The scores for the short-listed respondents after these updates are as follows:

Table 5: BAFO Cost Score

Respondent	Cost Score (30 Max)
ICF INCORPORATED, L.L.C.	9.11
PCG-Indiana, Inc.	28.76
Thomas P. Miller & Associates, LLC	30.00

G. Second Round Total Scores

The Second Round MAQ Scores were then combined with the Best and Final Offer Cost Scores.

**Table 6: Second Round MAQ Score + BAFO Cost
Score**

Respondent	MAQ Score (50 Max)	Cost Score (30 Max)	Total Score (80 Max)
Thomas P. Miller & Associates, LLC	45.50	30.00	75.50
PCG-Indiana, Inc.	44.25	28.76	73.01
ICF INCORPORATED, L.L.C.	49.00	9.11	58.11

After reviewing the combined Second Round MAQ and BAFO Cost Scores, a second short-list was developed. The evaluation team elected to shortlist two (2) Respondents, **PCG-Indiana, and Thomas P. Miller & Associates, LLC**, for IDOA scoring.

H. 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 Commitment (5 points) using the criteria outlined in the RFP. When necessary, IDOA clarified certain MBE/WBE/IVOSB information with Respondents. Once the final MBE/WBE/IVOSB forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

Table 6: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	MBE*	WBE*	IVOSB*	Buy Indiana	Total Score
Points Possible	50	30	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5	100 (+3 bonus pts.)
PCG-Indiana, Inc.	44.25	28.76	1.25	-1.00	5.00	5.00	83.26
Thomas P. Miller & Associates, LLC	45.50	30.00	-1.00	-1.00	6.00	5.00	84.50

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

Award Summary

During the course of evaluation, the State scrutinized the proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the State. The team evaluated the proposals based on the stipulated criteria outlined in the RFP, **Thomas P. Miller & Associates, LLC** has been recommended to begin contract negotiations.

The term of the contract shall be for a period of one (1) year from the date of contract execution. There may be two (2) one-year renewals for a total of three (3) years at the State's option.