



**STATE OF INDIANA**

**Eric Holcomb, Governor**

**Department of Administration**

**Procurement Division**

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317.232.3053

**Award Recommendation Letter**

Date: February 2, 2023

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 RFP 23-72518

**Estimated Two (2) years contract value: \$1,970,957.00**

Based on its evaluation of responses to RFP 23-72518, it is the evaluation team's recommendations that PCG Indiana, Inc. be selected to begin contract negotiations to provide Authorized Activities for Pre-Employment Transition Service for Programs A,B,C,D and E. The terms of this recommendation are included in this letter.

The evaluation team received proposals from:

Program A:  
PCG of Indiana, Inc.

Program B:  
No Responses

Program C:  
New Horizons  
PCG of Indiana, Inc.

Program D:  
PCG of Indiana, Inc.

Program E:  
PCG of Indiana, Inc.

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

Criteria	Points
• Adherence to Mandatory Requirements	Pass/Fail
• Management Assessment/Quality (Business and Technical Proposal)	50 points
• Cost (Cost Proposal)	30 points
• Buy Indiana	5 points
• Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
• Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
• Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point 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. All responses were deemed responsive and adhered to the mandatory requirements and was moved forward for evaluation.

#### **B. Management Assessment/Quality (50 points)**

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

##### **Business Proposal (5points)**

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 Financial Information
  - References
  - Experience Serving Similar Clients

##### **Technical Proposal (45 points)**

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

- Proposed Solution and Features
- Work Approach
- Staffing
- Training and Documentation

**Table 1: Management Assessment/Quality Scores – Program A**

<b>Respondent</b>	<b>MAQ Score 50 pts.</b>
PCG Indiana, Inc.	43.75

**Table 1: Management Assessment/Quality Scores – Program C**

<b>Respondent</b>	<b>MAQ Score 50 pts.</b>
New Horizons	12.50
PCG Indiana, Inc.	41.25

**Table 1: Management Assessment/Quality Scores – Program D**

<b>Respondent</b>	<b>MAQ Score 50 pts.</b>
PCG Indiana, Inc.	45.00

**Table 1: Management Assessment/Quality Scores – Program E**

<b>Respondent</b>	<b>MAQ Score 50 pts.</b>
PCG Indiana, Inc.	41.25

### **C. Cost Proposal (35)**

#### **Price**

**35** available points

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

**Table 2: Cost Scores – Program A**

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
PCG Indiana, Inc.	30.00

**Table 2: Cost Scores -Program C**

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
New Horizons	30.00

PCG Indiana, Inc.	1.05
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**Table 2: Cost Scores– Program D**

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
PCG Indiana, Inc.	30.00

**Table 2: Cost Scores -Program D**

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
PCG Indiana, Inc.	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: Total Score– Round 1 Program, A**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
PCG Indiana, Inc.	73.75

**Table 3: Total Score– Round 1 Program, C**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
New Horizons	42.50
PCG Indiana, Inc.	42.30

**Table 3: Total Score– Round 1 Program, D**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
PCG Indiana, Inc.	75.00

**Table 3: Total Score– Round 1 Program, E**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
PCG Indiana, Inc.	71.25

All respondents were asked for a best and final offer, (BAFO).

## E. IDOA Scoring

IDOA scored the Respondents in the following areas: Buy Indiana (5 points) MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and 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 Respondents. Once the final M/WBE forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

**Table 4: Final Evaluation Scores – Program A**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100(+ 3 bonus pts.)</b>
PCG Indiana, Inc.	43.75	30.00	5.00	5.00	4.50	-1.00	87.25

**Table 4: Final Evaluation Scores – Program C**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100(+ 3 bonus pts.)</b>
New Horizons	12.50	30.00	0.00	-1.00	-1.00	-1.00	39.50
PCG Indiana, Inc.	41.25	0.68	5.00	-1.00	2.25	6.00	54.18

**Table 4: Final Evaluation Scores – Program D**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100(+3 bonus pts.)</b>
PCG Indiana, Inc.	45.00	30.00	5.00	-1.00	0.90	6.00	85.90

**Table 4: Final Evaluation Scores – Program E**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
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<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100(+3 bonus pts.)</b>
PCG Indiana, Inc.	41.25	30.00	5.00	-1.00	6.00	6.00	87.25

### **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 one (1) two-year renewal for a total of four (4) years at the State's option.