



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Commissioner's Office

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

Award Recommendation Letter

Date: April 16, 2024

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

From: Angie Alexander, Procurement Specialist
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 24-78007
First Steps System for Professional Development, Training, and Technical Assistance

Based on its evaluation of responses to RFP 24-78007, it is the evaluation team's recommendation that **Trustees of Indiana University (Indiana University)** be selected to begin contract negotiations to provide a First Steps System for Professional Development, Training, and Technical Assistance (Professional Development System) for the Indiana Family and Social Services Administration (FSSA) Division of Disability and Rehabilitative Services (DDRS) Bureau of Child Development (BCDS).

*Indiana University has committed to subcontract 6.15% of the contract value **Eloquence Language Services LLC** (a certified Women-owned Business (WBE)), 4.90% of the contract value to **Transform Consulting Group** (a certified Women-owned Business (WBE)), 4.90% of the contract value to **Virtuoso Education Consulting** (a certified Minority-owned Business (MBE)), and 2.45% of the contract value to **Plan B Marketing Inc.** (a certified Indiana Veteran-owned Small Business (IVOSB)).*

The terms of this recommendation are included in this letter.

Two (2)-year contract with an estimated value of \$815,958.00.

Two (2) proposals were submitted; however, one proposal was disqualified as the vendor did not meet the minimum qualifications to bid. The evaluation team evaluated one (1) proposal from:

1. Trustees of Indiana University (Indiana University)

The proposals were evaluated by BCDS 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 Initiative	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 Participation Plan	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. One (1) was disqualified.

B. Management Assessment/Quality: Initial Consensus Scoring

The Respondent's proposal was evaluated based on its 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:

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

Technical Proposal (45 Points)

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

- Sections 1 and 2 - Overview and Background
- Section 3 - Programmatic Training and Section 6 First Steps Newsletter
- Section 4 - On-Boarding Modules
- Section 5 - Topical Modules
- Section 7 - Tiered Technical Assistance
- Section 8 - Governor's Interagency Coordinating Council (ICC) Coordination
- Section 9 - Fiscal Administration, Section 12 - Quality Assurance and Reporting, and Section 13 - Implementation, Transition, and Contract Turnover
- Section 10 - Staffing and Section 11 - Respondent Professional Development and Technical Assistance

The evaluation team's Round 1 scoring is based on a review of the Respondent's proposed approach to the above-listed sections of the Business Proposal and Technical Proposal. The evaluation team issued Management Assessment/Quality (MAQ) Clarifications prior to finalizing Round 1 scores. The initial results of the MAQ Evaluation and Clarification Questions are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores*

Respondent	MAQ Score 50 pts.
Indiana University	22.50

C. Cost Proposal (30 Points)

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

Score =

$$\begin{cases}
 \bullet \text{ If the Respondent's Proposed Total Four-Year Bid Amount is lowest among all Respondents, then the score is 30.} \\
 \bullet \text{ If the Respondent's Proposed Total Four-Year Bid Amount is NOT lowest among all Respondents, then the score is:} \\
 30 * \frac{(\text{Lowest Proposed Total Four Year Bid Amount})}{(\text{Respondent's Proposed Total Four Year Bid Amount})}
 \end{cases}$$

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.
Indiana University	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.
Indiana University	52.50

E. Post MAQ Clarification Responses – Second Round MAQ Scores

The evaluation team issued MAQ Clarifications prior to finalizing Round 2 scores. The Respondent's MAQ scores were reviewed and re-evaluated based on the written responses to these clarification questions. The scores for the Respondents after the second round of MAQ scoring are listed below.

Table 4: Round 2 – Management Assessment/Quality Scores*

Respondent	MAQ Score 50 pts.
Indiana University	21.25

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

The State elected not to issue Best and Final Offers (BAFOs) to the 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.
Indiana University	30.00

G. 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
Indiana University	21.25	30.00	51.25

H. IDOA Scoring

IDOA scored the Respondent 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. The total scores out of 100 possible points were tabulated and are as follows:

Table 7: 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 pt.)
Indiana University	21.25	30.00	3.13	5.00	4.09	5.00	68.46

* 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 two (2) years from the date of contract execution.