



# STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
402 W Washington Street, Room W468  
Indianapolis, Indiana 46204  
317 / 232-3053

## Award Recommendation Letter

Date: June 10, 2016  
To: Mark Hempel, Director of Account Management  
Indiana Department of Administration  
From: Lottie Hooyer, Senior Account Manager  
Indiana Department of Administration  
Subject: Recommendation for Award of Negotiated Bid 510-16-22827, Event Consultant

### Estimated Award Amount: \$72,340

Based on the State's evaluation of bids received for BID 510-16-22827, **Brookshire Management Inc. d/b/a Travel Leaders Indianapolis** is recommended to begin contract negotiations to provide Event Consulting for the Indiana Department of Workforce Development.

Brookshire Management Inc. b/b/a Travel Leaders Indianapolis is committed to subcontracting 7.1% of the total contract value to Fineline Printing Group (a certified Minority-owned Business), 3.2% of the total contract value to Propeller Marketing (a certified Woman-owned Business), and .83% of the total contract value to Tiger Solutions International, LLC (a certified Indiana Veteran Business Enterprise).

Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from three (3) bidders:

Brookshire Management Inc d/b/a Travel Leaders Indianapolis
Tina Mahern Events LLC
Windward International

Purchasing preferences were claimed, however Federal Code, 2 CFR 200.319 7b, prohibits the State from applying pricing preferences towards awards that are federally funded. Therefore no preferences were considered in the award outcome.

When necessary, the bidders were asked to clarify their responses in order to ensure State needs were met. The bids were evaluated by the Indiana Department of Administration according to the criteria established in the bid documents.

### Award Summary

The table below outlines the award summary for Bid 510-16-22827.

Respondent	Total Cost	BAFO
Brookshire Management Inc d/b/a Travel Leaders Indianapolis	74,912.50	72,340.00
Tina Mahern Events LLC	N/A	N/A
Windward International	74,500.00	73,500.00

During the course of the evaluation, proposals were scrutinized to determine the viability of the proposed business solutions to meet the needs of the State.

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Lottie Hooyer  
Senior Account Manager  
Indiana Department of Administration

**Negotiated Bid 510-16-22827  
Appendix A (Cost Details)**

<b>Travel Leaders Indianapolis</b>	
<b>Total Cost</b>	58,340.00
<b>Administrative Fee</b>	14,000.00
<b>Total Event Fees</b>	72,340.00

<b>Event Fee Details/Descriptions</b> <i>(add lines as needed)</i>	
Rental- Two Day Rental Fee	3,500.00
Facility Set-up & Teardown (Waived)	0.00
State of Indiana Mandated Insurance 1,000,000/5,000,000	1,000.00
Audio Visual Charges (two days)	6,510.00
Conference Internet	0.00
"Save the Date" Postcard printing and mailing	705.00
Conference Graphic Design	1,000.00
On-site Hand-out Materials	4,460.00
Online Website, Registration and Survey Processing	2,800.00
Social Media Marketing	500.00
Event Rental and Staging (As long as owned by Facility)	0.00
Speaker Honorariums	1,500.00
Speaker Travel	500.00
Delivery & Logistics of Conference Materials	600.00
On-site Staffing	800.00
Onsite Signage	500.00
Continental Breakfast two days (Excluding Sales Tax)	6,265.00
Buffet Lunch two days (Excluding Sales Tax)	13,965.00
Buffett Dinner one day (Excluding Sales Tax)	6,985.00
F&B Gratuities	6,750.00