



STATE OF INDIANA

Mike Braun, Governor


DEPARTMENT OF ADMINISTRATION

Commissioner's Office

Indiana Government Center South
402 West Washington Street, Room W462

Award Recommendation Letter

Date: January 8, 2026

To: Jennifer Jansen, Procurement Director
Indiana Department of Administration 

From: Mike Huth, Procurement Consultant
Indiana Department of Administration

Subject: Recommendation of Award for 35-26-85738, DD Council Meeting Management & Annual Council Leadership Summit

Estimated Total Bid Amount: \$60,900.00

Based on the State's evaluation of responses received for Negotiated Bid 35-26-85738, DD Council Meeting Management & Annual Council Leadership Summit, City Rising is recommended for award to provide meeting management and annual council leadership summit services to the Governor's Planning Council for People With Disabilities. Terms of this award recommendation are outlined in this letter.

The State of Indiana received two (2) bids:

- City Rising
- Divine Grace Virtual Solutions LLC (Divine Grace)

Bid Summary

The solicitation was issued as a negotiated bid for meeting management services as follows:

Item Description	Qty
Labor Costs	1
Fixed Costs	1

The proposals were evaluated by IDOA according to the criteria established in the bid documents. The suppliers met the required and requested specifications. Therefore, the State evaluated the supplier for compliance and cost.

Award Summary

City Rising claimed and qualified for the Indiana Business Preference (5%), and the Indiana Small Business Preference (15%), however only one Indiana preference can be claimed. The Indiana Small Business Preference has a higher value and was used for the evaluation. Divine Grace did not claim any preferences.

The table below outlines the award summary:

Respondent	Total Evaluation Amount	Preferences	Total Award Amount	Award Components
City Rising	\$51,765.00	Indiana Business and Indiana Small Business	\$60,900.00	All
Divine Grace	\$72,500.00	None	\$72,500.00	None

During the course of the evaluation, the State scrutinized the proposal to determine the viability of the proposed business solutions and ability to meet the goals of the program and the needs of the State. IDOA evaluated proposal response based on the stipulated criteria outlined in the bid documents.