



**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 16, 2023

To: L. 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 23-74149; Speech/Language Medical Chart Review for the  
Division of Disability and Rehabilitative Services – Disability Determination Bureau

**Estimated Two (2) years contract value: \$565,760.00**

Based on its evaluation of responses to RFP 23-74149, it is the evaluation team's recommendation that Imagine SLP Consultants LLC be selected to begin contract negotiations to provide Speech/Language Medical Chart Review.

The terms of this recommendation are included in this letter.

The evaluation team received two (2) proposals from:

- All Things Speech
- Imagine SLP Consultant LLC

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

| <b>Criteria</b>  | <b>Points</b>               |
|--|-----------------------------|
| 1. Adherence to Mandatory Requirements                             | Pass/Fail                   |
| 2. Management Assessment/Quality (Business and Technical Proposal) | 50 points                   |
| 3. Cost (Cost Proposal)  | 30 points                   |
| 4. Buy Indiana   | 5 points                    |
| 5. Minority Business Enterprise Subcontractor Commitment           | 5 (1 bonus point available) |
| 6. Women Business Enterprise Subcontractor Commitment              | 5 (1 bonus point available) |
| 7. 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. Oakland University was disqualified. Ivy Tech Community College of Indiana was 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:

- Time Commitment
- In-Office Availability
- Licensure
- Curriculum Vitae (CV)
- Malpractice Suits
- Regulations
- Legal
- Computer Skills
- Experience
- Production and Accuracy Goals
- Transition and Implementation
- Mandated Training
- Training/Consultive Training

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

| <b>Respondent</b>            | <b>MAQ Score<br/>50 pts.</b> |
|------------------------------|------------------------------|
| All Things Speech            | 10.00                        |
| Imagine SLP Consultants, LLC | 26.75                        |

### C. Cost Proposal (30)

Price

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

**Table 2: Cost Scores – Round 1**

| <b>Respondent</b>            | <b>Cost Score<br/>30 pts.</b> |
|------------------------------|-------------------------------|
| All Things Speech            | 14.35                         |
| Imagine SLP Consultants, LLC | 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**

| <b>Respondent</b>            | <b>Total Score<br/>80 pts.</b> |
|------------------------------|--------------------------------|
| All Things Speech            | 24.35                          |
| Imagine SLP Consultants, LLC | 56.75                          |

All respondents were asked for a Best and Final Offer (BAFO) and neither respondent offered a lower cost.

### 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 5: Final Evaluation Scores**

| <b>Respondent</b>            | <b>MAQ<br/>Score</b> | <b>Cost<br/>Score</b> | <b>Buy<br/>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<br/>bonus<br/>pt.)</b> | <b>5 (+1<br/>bonus<br/>pt.)</b> | <b>5 (+1<br/>bonus<br/>pt.)</b> | <b>100(+3bonus<br/>pts.)</b> |
| All Things Speech            | 10.00                | 14.35                 | 0.00                   | -1.00                           | -1.00                           | -1.00                           | 21.35                        |
| Imagine SLP Consultants, LLC | 26.75                | 30.00                 | 5.00                   | -1.00                           | -1.00                           | -1.00                           | 58.75                        |

### **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 two (2) one-year renewals for a total of four (4) years at the State's option.