



# 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: January 17, 2024

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

From: Kevin March, Strategic Sourcing Specialist  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 24-77468  
Public Health and Healthcare Readiness Assessments

Based on its evaluation of responses to RFP 24-77468, it is the evaluation team's recommendation that **Syra Health Corp.** be selected to begin contract negotiations to administer the Public Health and Healthcare Readiness Assessments for the Indiana Department of Health (IDOH).

Syra Health Corp. has committed to subcontract 10.99% of the contract value to **Certified Fraud & Forensic Investigations** (a certified Women-owned Business (WBE)).

Syra Health Corp. has committed to subcontract 7.99% of the contract value to **Metamor Systems** (a certified Minority-owned Business (MBE)).

Syra Health Corp. Inc. has committed to subcontract 4.99% of the contract value to **Bingle Research Group, Inc.** (a certified Veteran-owned Business (IVOSB)).

The terms of this recommendation are included in this letter.

Initial One-year term contract with an estimated value of \$479,116.67.

The evaluation team received three (3) proposals from:

1. DCMC, LLC
2. Delineate, LLC
3. Syra Health Corp.

The proposals were evaluated by IDOH, IDHS, 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 Proposal and Technical Proposal)	45
3. Cost (Cost Proposal)	35
4. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
6. Women Business Enterprise Subcontractor Commitment	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. Three (3) proposals were deemed responsive and adhered to the mandatory requirements. None were disqualified.

**B. Management Assessment/Quality: Initial Consensus Scoring**

The Respondents' proposals were each evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal and Technical Proposal (55 points)**

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

- Company Information
- Experience
- Phase 1 Activities
- Phase 2 and 3 Activities
- Project Management and Maintenance
- Overall Ability to Meet the State's Needs

The evaluation team's Round 1 scoring is based on a review of the Respondent's proposed approach to each section of the Business Proposal and Technical Proposal. The evaluation team issued clarifications prior to finalizing Round 1 scores. The initial results of the Management Assessment/Quality Evaluation Questions are shown below:

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

Respondent	MAQ Score 55 pts.
DCMC, LLC	30.25
Delineate, LLC	9.75
Syra Health Corp.	14.00

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

Price points on the Respondents' Costs were awarded as follows:

$$\text{Score} = \begin{cases} \text{If Respondent's Cost amount is lowest among Respondents, then score is 35.} \\ \text{If Respondent's Cost amount is NOT lowest among Respondents, then score is:} \\ 35 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})} \end{cases}$$

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

**Table 2: Round 1 – Cost Scores**

<b>Respondent</b>	<b>Cost Score 25 pts.</b>
DCMC, LLC	23.57
Delineate, LLC	22.27
Syra Health Corp.	35.00

**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)**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
DCMC, LLC	53.82
Delineate, LLC	32.02
Syra Health Corp.	49.00

The evaluation team elected to invite the three (3) Respondents to give oral presentations: DCMC, LLC; Delineate, LLC; and Syra Health Corp. Additionally, the evaluation team issued clarification questions and a request for Best and Final Offers (BAFOs).

**E. Post Oral Presentations and Clarifications – Second Round MAQ Scores**

The evaluation team issued clarification questions to Respondents prior to finalizing Round 2 scores. Additionally, Respondents were invited to give oral presentations to the evaluation team. The Respondents' MAQ scores were reviewed and re-evaluated based on oral presentations and the written responses to 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**

<b>Respondent</b>	<b>MAQ Score 55 pts.</b>
DCMC, LLC	31.00
Delineate, LLC	9.75
Syra Health Corp.	12.00

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

The State elected to issue a request for Best and Final Offers (BAFOs) to the three Respondents. The cost scoring as a result of the Respondents' BAFO Cost Proposals is as follows:

**Table 5: Round 2 – BAFO Cost Scores**

<b>Respondent</b>	<b>Cost Score 25 pts.</b>
DCMC. LLC	22.87
Delineate, LLC	22.38
Syra Health Corp.	35.00

**G. Round 2 - Total Scores**

The combined final scores for the Respondents, based on Round 2 Management Assessment/Quality Scores and BAFO Cost Scores are listed below.

**Table 6: Round 2 - Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>45</b>	<b>35</b>	<b>80</b>
DCMC, LLC	31.00	22.87	53.87
Delineate, LLC	9.75	22.38	32.13
Syra Health Corp.	12.00	35.00	47.00

**H. IDOA Scoring**

IDOA scored the Respondents 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. If the respondent's commitment amount is \$0 and thus the commitment percentage is 0% for M/WBE or IVOSB participation, a deduction of 1 point will be made on the respective M/WBE or IVOSB score. IDOA requested updated M/WBE and IVOSB commitment forms from the Respondents who submitted BAFO Cost Proposals. Once the final M/WBE and IVOSB commitment forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

**Table 7: Final Evaluation Scores\***

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>MBE*</b>	<b>WBE*</b>	<b>IVOSB*</b>	<b>Buy Indiana*</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>55</b>	<b>25</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5</b>	<b>100 (+3 bonus pt.)</b>
DCMC, LLC	31.00	22.87	-1.0	-1.0	-1.0	0.0	50.87
Delineate, LLC	9.75	22.38	6.0	5.0	5.0	5.0	53.13
Syra Health Corp.	12.00	35.00	5.0	5.0	6.0	5.0	68.00

\* See Sections 3.2.4, 3.2.5, 3.2.6, and 3.2.7 of the RFP for information on available M/WBE/IVOSB/Buy Indiana points.

**Award Summary**

During the course of evaluation, the State scrutinized all proposals to determine the ability of the proposed solutions to meet the goals of the program and the needs of the State. The evaluation team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of one (1) year. There may be one (1) one-year renewal for a total of two (2) years at the State's option.