



# STATE OF INDIANA

## DEPARTMENT OF ADMINISTRATION Commissioner's Office

Eric J. Holcomb, Governor

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

### Award Recommendation Letter

Date: January 10, 2025

To: Mark Hempel, Strategic Sourcing-Enterprise Projects & IT,  
Indiana Department of Administration

From: Kevin March, Procurement Specialist,  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 25-79577, Charter School Incubator

Based on its evaluation of responses to **RFP 25-79577**, it is the evaluation team's recommendation that **The Mind Trust** be selected to begin contract negotiations to administer the Charter School Incubator for the Indiana Department of Education (IDOE).

*The Mind Trust has committed to subcontract 4.2% of the contract value to **Bondry Management Consultants, LLC**, 0.8% of the contract value to **Carolene Mays Inspiring Leadership, LLC**, and 3.5% of the contract value to **Viable Education Solutions dba Yellow Hat Consulting** (all certified Minority-owned Businesses (MBE)). The Mind Trust has also committed to subcontract 6.67% of the contract value to **Briljent, LLC**, 2.5% of the contract value to **Valor Partners, LLC**, and 2.5% of the contract value to **Virtuoso Education Consulting, LLC** (all certified Women-owned Businesses (WBE)).*

The terms of this recommendation are included in this letter.

Estimated 2-year Contract Value: \$1,200,000

The evaluation team received two (2) proposals from:

1. The Mind Trust
2. TPMA, Inc. (TPMA)

The proposals were evaluated by IDOE 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. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)

Total: 90 (92 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



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Each proposal was reviewed for responsiveness and adherence to mandatory requirements. Both proposals were deemed responsive and adhered to the mandatory requirements.

### B. Management Assessment/Quality: Initial Scoring

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

#### Business Proposal

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
- Company Financials
- Experience Serving State Governments

#### Technical Proposal

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

- 1.1 – Vision for Expanding IN's Charter Sector
- 1.2 – Experience of Incubation
- 1.3 – Description of Approach to Candidate Recruitment
- 1.4 – Approval of Incubation Program Design and Logistics
- 1.5 – Summary of Timeline
- 1.6 – Deliverables and Demonstration of Mastery
- 1.7 – Mid – Cohort Report
- 1.8 – Final Incubation Report
- 1.9 – Structure of Engagement

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 initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores

Respondent	MAQ Score 50 pts.
The Mind Trust	39.92
TPMA	37.42

### C. Cost Proposal (30 Points)

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

Score =

- If Respondent's Cost amount is lowest among all Respondents, then score is 30.
- If Respondent's Cost amount is NOT lowest among all Respondents, then score is:

$$30 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})}$$



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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.
The Mind Trust	30.00
TPMA	26.62

### 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.
The Mind Trust	69.92
TPMA	64.04

The evaluation team elected not to issue invites to Oral Presentations to the two Respondents.

### E. Post Best and Final Offer Opportunity – Final Round Cost Scores

The State elected to issue Best and Final Offers (BAFOs) to the two Respondents.

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

**Table 4: Round 2 – BAFO Cost Scores**

Respondent	Cost Score 30 pts.
The Mind Trust	30.00
TPMA	26.62

### F. Round 2 - Total Scores

The combined final scores for the Respondents, based on Round 1 Management Assessment/Quality and BAFO Cost Scores are listed below.

**Table 5: Round 2 - Evaluation Scores**

Respondent	MAQ Score	BAFO Cost Score	Total Score
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>80</b>
The Mind Trust	39.92	30.00	69.92
TPMA	37.42	26.62	64.04



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### G. 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) using the criteria outlined in the RFP. IDOA requested updated M/WBE commitments from the Respondents who submitted BAFO Cost Proposals. Once the final M/WBE forms were received from the Respondent, the total scores out of 90 possible points were tabulated and are as follows:

**Table 6: Final Evaluation Scores**

Respondent	MAQ Score	Cost Score	MBE*	WBE*	Total Score
Points Possible	50	30	5 (+1 bonus pt.)	5 (+1 bonus pt.)	90 (+2 bonus pt.)
The Mind Trust	39.92	30.00	5.00	5.00	79.92
TPMA	37.42	26.62	2.50	3.15	69.69

\* See Sections 3.2.5 and 3.2.6 of the RFP for information on available M/WBE 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. There may be three (3) one-year renewals for a total of five (5) years at the State's option.