



STATE OF INDIANA

Mike Braun, Governor

DEPARTMENT OF ADMINISTRATION Commissioner's Office

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

Award Recommendation Letter

Date: July 21, 2026

To: Robert Cohen, Major Procurements Category Director
Indiana Department of Administration

From: Angie Alexander; Procurement Consultant
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 26-85175
Assessor – Appraiser Continuing Education & Level III Training

Signed by:

Robert Cohen
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Based on its evaluation of responses to RFP 26-85175, it is the evaluation team's recommendation that Brilljent, LLC be selected to begin contract negotiations to administer the Assessor – Appraiser Continuing Education & Level III Training.

*Brilljent has committed to subcontract 2.03% of the contract value to **BCforward** (a certified Minority-owned Business (MBE), 3.24% of the contract value to **netlogx** (a certified Women-owned Business (WBE)), and 3.61% of the contract value to **Vespa Group** (a certified Indiana Veteran Owned Small Business (IVOSB)).*

The terms of this recommendation are included in this letter.

Estimated 5-year Contract Value: \$ 1,296,075.00

There may be one (1) one-year renewal for a total of six (6) years at the State's option. The estimated 1 year renewal of \$228, 060.00. Combining the 5 year contract plus the optional renewal for a total cost of \$1,524,135.00.

The evaluation team received one (1) proposal from:

1. Brilljent, LLC

The proposals were evaluated by IOT, Dept of Government Finance, 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)	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)
7. Indiana Veteran Owned Small 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. One (1) proposal was 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:

- Company Financials
- References
- Experience Serving State Governments

Technical Proposal

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

- Continuing Education for Leel I, Level II AND Level III Certified Assessor – Appraisers
- Course and Instructor Requirements (Level III Assessor – Appraiser Certification Only)
- Registration Requirements
- Billing & Invoicing
- General Administration & Support

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 MAQ and Cost Clarifications to all Respondents prior to finalizing Round 1 scores. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores

Respondent	MAQ Score 45 pts.
Briljent, LLC	32.25

C. Cost Proposal (35 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 35.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:

35 * $\frac{(\text{Lowest Respondent’s Cost Amount})}{(\text{Respondent’s Cost Amount})}$

The cost scoring as a result of the Respondent’s cost proposal is as follows:

Table 2: Round 1 – Cost Scores

Respondent	Cost Score 35 pts.
Briljent, LLC	35.00

D. First Round Total Scores and Shortlisting

The combined Round 1 MAQ and Cost scores from the initial evaluation are listed below.

Table 3: Round 1 – Total Scores (MAQ + Cost)

Respondent	Total Score 80 pts.
Briljent, LLC	67.25

E. Clarification questions – Second Round MAQ Scores**Table 4: Round 2 – Management Assessment/Quality Scores**

Respondent	MAQ Score 45 pts.
Briljent, LLC	32.25

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

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

Table 5: Round 2 – BAFO Cost Scores

Respondent	Cost Score 35 pts.
Briljent, LLC	35.00

G. Round 2 - Total Scores

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

Table 6: Round 2 - Evaluation Scores

Respondent	MAQ Score	Cost Score	Total Score
Points Possible	45	35	80
Briljent, LLC	32.25	35.00	67.25

H. IDOA Scoring

IDOA scored the Respondent 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. IDOA requested updated M/WBE and IVOSB commitments from the Respondents who submitted BAFO Cost Proposals. Once the final M/WBE and IVOSB forms were received from the Respondent, the total scores out of 100 possible points were tabulated and are as follows:

Table 7: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy Indiana*	MBE*	WBE*	IVOSB*	Total Score
Points Possible	45	35	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pt.)
Briljent, LLC	32.25	35	5	1.25	1.35	6.0	80.85

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

Award Summary

The term of the contract shall be for a period of five (5) years from the date of contract execution. There may be one (1) one-year renewals for a total of six (6) years at the State's option.

