



# 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: June 19, 2026

To: Mike Huth, Health and Human Services Category Director,  
Indiana Department of Administration

From: Robert Cohen, Procurement Governance Director,  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 26-85265, USDA Foods Warehousing and Distribution Services

Signed by:

*Mike Huth*

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Based on its evaluation of responses to RFP 26-85265, it is the evaluation team's recommendation that The Distribution Group, Inc. (Van Eerden) be selected to begin contract negotiations to administer the USDA Foods Warehousing and Distribution Services (Region 5) for the Indiana Department of Education (IDOE).

The terms of this recommendation are included in this letter.

Estimated 5-year Contract Value: \$576,833.13

The evaluation team received one (1) proposal from:

1. The Distribution Group, Inc. (Van Eerden)

The proposal was 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 proposal was evaluated according to the process outlined in Section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

#### A. Adherence to Requirements

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The proposal was deemed responsive and adhered to the mandatory requirements.

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

The Respondent's proposal was evaluated based on their 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:

- Experience Serving State Governments/Similar Clients
- Company Financial Information
- References

### Technical Proposal

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

- Scope of Work Section 2.4.2 – Facilities and Management
- Scope of Work Section 2.4.3 – Fleet and Shipping
- Scope of Work Section 2.4.4 – Inventory
- Scope of Work Section 2.4.5 – Records and Reporting

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 Clarifications to the Respondent 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 50 pts.
Van Eerden	34.75

### C. Cost Proposal (30 Points)

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

Score =

$$\begin{cases}
 \bullet \text{ If Respondent's Cost amount is lowest among all Respondents, then score is 30.} \\
 \bullet \text{ If Respondent's Cost amount is NOT lowest among all Respondents, then score is:} \\
 30 * \frac{(\text{Lowest Respondent's Cost Amount})}{(\text{Respondent's Cost Amount})}
 \end{cases}$$

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.
Van Eerden	30.00

### D. First Round Total Scores and

The combined Round 1 MAQ and Cost score from the initial evaluation is listed below.

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

Respondent	Total Score 80 pts.
Van Eerden	64.75

The evaluation team elected to issue an invite for an Oral Presentation to the Respondent.

#### **E. Post Oral Presentations – Second Round MAQ Scores**

The Respondent's MAQ score was reviewed and re-evaluated based on the Oral Presentation. The score for the Respondent after the Oral Presentation was as follows.

**Table 4: Round 2 – Management Assessment/Quality Scores**

<b>Respondent</b>	<b>MAQ Score 50 pts.</b>
Van Eerden	34.75

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

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

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

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
Van Eerden	30.00

#### **G. IDOA Scoring**

IDOA scored the Respondent in the following areas: MBE Subcontractor Commitment (5 points + 1 available bonus point) and WBE Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. 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**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>MBE*</b>	<b>WBE*</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>90 (+2 bonus pt.)</b>
Van Eerden	34.75	30.00	-1.00	-1.00	62.75

\* 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 the proposal to determine the viability to meet the goals of the program and the needs of the State. The team evaluated the proposal based on the stipulated criteria outlined in the RFP document.

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 renewal for a total of six (6) years at the State's option.

