



**STATE OF INDIANA**

**Eric Holcomb, Governor**

**Department of Administration  
Procurement Division**

Indiana Government Center South  
402 W. Washington Street, Room W462  
Indianapolis, Indiana 46204

**Award Recommendation Letter**

Date: October 25, 2023

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

From: Christina Garcia, CPPB, Procurement Specialist  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 23-74487; HIV Dental Insurance (IDOH)

Based on the evaluation of responses to RFP 23-74487, it is the evaluation team's recommendation that Delta Dental of Indiana, Inc. be selected to begin contract negotiations to provide the HIV Dental Insurance for IDOH.

The terms of this recommendation are included in this letter.

Estimated five (5) Year Contract Value: \$4,640,400.00

The evaluation team received one (1) RFP responses:

- Delta Dental of Indiana, Inc.

The proposals were evaluated by IDOH and the Indiana Department of Administration (IDOA) according to the following in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 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. All Respondents adhered to the mandatory requirements and were moved to the next step in the evaluation process.

**B. Management Assessment/Quality (45 points)**

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

**Business Proposal (5 points)**

For the Business Proposal evaluation, the evaluation team considered the Respondents organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

**Technical Proposal (40 points)**

For the Technical Proposal evaluation, the evaluation team considered the Respondents ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation teams Round 1 scoring was based on a review of the Respondents 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 – MAQ**

<b>Respondents Name</b>	<b>MAQ Score</b>
Delta Dental of Indiana, Inc.	35.33

**C. Cost Proposal (35)**

Cost scores would then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 35 points. The normalization formula is as follows:

- Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

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

**Table 2 – Cost**

<b>Respondents Name</b>	<b>Cost Score</b>
Delta Dental of Indiana, Inc.	35.00

**D. Initial (Round 1) Total Scores**

The initial Management Assessment and Quality (MAQ) Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Scores from the initial evaluations are listed below:

**Table 3 – Total Scores**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
Delta Dental of Indiana, Inc.	70.33

Respondents elected not to change their pricing.

#### **E. Second Round Scores – BAFO Responses**

The Respondent MAQ and Cost Scores were reviewed and re-evaluated based on clarification and BAFO responses. The Round 2 scores for the shortlisted Respondents after clarification and the BAFO responses were as follows:

**Table 4: BAFO Responses**

<b>Respondent</b>	<b>MAQ Score (45)</b>	<b>Cost Score (35)</b>	<b>Total Score (80)</b>
Delta Dental of Indiana, Inc.	35.50	35.00	70.33

#### **F. IDOA Scoring**

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veterans Owned Small Business Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 103 possible points were tabulated and are as follows:

**Table 5: Final Overall Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>45</b>	<b>35</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
Delta Dental of Indiana, Inc.	35.33	35.00	5.00	.63	.45	.54	76.95

#### **Award Summary**

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed solutions 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 one (1) year from the date of contract execution. There may be four (4) one-year renewals for a total of five (5) years at the State's option.