



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: April 25, 2024

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

From: Teresa Deaton-Reese, CPPB, CPPO, Procurement Consultant
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 24-78771; Cost Allocation for Family and Social Services Administration (FSSA)

Based on the evaluation of responses to RFP 24-78771, it is the evaluation team's recommendation that **Diversified Services Network Inc.** be selected to begin contract negotiations to provide the Cost Allocation Services to FSSA.

The terms of this recommendation are included in this letter.

Two (2) initial contract with an estimated value of \$1,426,173.70.

The evaluation team received two (2) RFP responses:

- Diversified Services Network Inc. (DSN)
- PCG-Indiana, Inc. (PCG)

The proposals were evaluated by FSSA 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)	50 points
3. Cost (Cost Proposal)	30 points
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point 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

Proposals were 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 (50 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 (45 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 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

Respondent Name	MAQ Score (50)
DSN	40.00
PCG	25.00

C. Cost Proposal (35)

Cost score 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:

- $\text{Respondents Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30$

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

Table 2 – Cost

Respondent Name	Cost Score (30)
DSN	16.21
PCG	30.00

D. Initial 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

Respondent	Total Score 80 pts.
DSN	56.21
PCG	55.00

E. IDOA Final Scoring

IDOA scored the Respondent in the following areas: BAFO, 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. The total scores out of 92 possible points were tabulated and are as follows:

Table 5: Final Overall 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 pts.)
DSN	40.00	16.64	5.00	5.00	66.64
PCG	25.00	30.00	5.00	3.60	63.60

Award Summary

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solution 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 two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State's option.