



## STATE OF INDIANA

ERIC J. HOLCOMB, GOVERNOR

DEPARTMENT OF ADMINISTRATION

Commissioner's Office

402 West Washington Street, Room  
W469 Indiana Government Center  
– South Indianapolis, Indiana  
46204-2746

### Award Recommendation Letter

Date: January 2, 2025

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

From: Christina Garcia, Procurement Consultant,  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 25-80854,  
Employment Alcohol and Drug Testing Services

*ELK 1/2/25*

**Estimated Two (2) Year Contract Amount: \$4,089,316.00**

Based on its evaluation of responses to RFP 25-80854, it is the evaluation team's recommendation that **DISA Global Solutions, Inc.** be selected to begin contract negotiations for a contract with **an initial term of two (2) years** from the date of contract execution **with two (2) one-year renewals** for a **total of four (4) years** at the State's option.

The evaluation team received proposals from five (5) vendors:

- Barada Associates Inc.
- DISA Global Solutions, Inc.
- Statcare Urgent & Walk In Medical Care PLLC dba Nao Medical
- Energetix Corporation
- Employee Screening Services of Missouri LLC dba Tomo Drug Testing

According to the following criteria, which were published in Section 3, Proposal Evaluation, of the RFP, proposals were evaluated by the Indiana Department of Administration ("IDOA") and scored by the evaluation team:

- Adherence to Requirements - (Pass/Fail)
- Management Assessment/Quality (Business and Technical Proposal) - (40 points)
- Cost (Cost Proposal) - (40 points)
- Buy Indiana - (5 points)
- MBE Subcontractor Commitment - (5 points + 1 bonus point)
- WBE Subcontractor Commitment - (5 points + 1 bonus point)
- IVOSB Subcontractor Commitment - (5 points + 1 bonus point)

The proposals were evaluated according to the published process outlined in Section 3.2, "Evaluation Criteria," of the RFP. Scoring was completed as follows:

## A. Adherence to Requirements

The proposals were reviewed for adherence to mandatory requirements. Three of the five Respondents met these requirements. **Barada Associates Inc., DISA Global Solutions, Inc., and Statcare Urgent & Walk In Medical Care** were selected to move forward and evaluated based on Business Proposals, Technical Proposals, and Cost Proposals. **Energetix Corporation and Employee Screening Services of Missouri** did not meet the mandatory requirements and were disqualified.

## B. Management Assessment/Quality ("MAQ")

### Business Proposal

For the Business Proposal evaluation, the evaluation team considered the respondent's ability to serve the State regarding the following sections of the Business Proposal:

- General, Respondent's Company Structure, Respondent's Diversity, Equity and Inclusion Information, Company Financial Information, and Integrity of Company Structure and Financial Reporting
- References, Experience Serving State Governments, and Experience Serving Similar Clients
- All Other Sections

### Technical Proposal

For the Technical Proposal evaluation, the team considered the respondent's ability to serve the State regarding the following sections of the Technical Proposal:

- Federal Requirements & Test Types; Staffing Requirements & Expectations
- Specimen Collection Services, Storage, and Retention
- Collection Sites & Requirements; Laboratory Services and Standards
- Results Reporting Requirements; Records Management & Retention; Online Results & Data Security
- Customer Service & Account Management; Implementation & Training; Billing and Invoicing

The evaluation team's initial scores were based on a review of the Respondents' proposed approach to each section of the Business and Technical Proposals. The initial results of the Management Assessment/Quality evaluation are shown below:

**Table 1: Initial MAQ Scores**

Respondent	MAQ Score (40 Max)
Barada Associates Inc.	13.00
DISA Global Solutions Inc.	30.00
Statcare Urgent & Walk In Medical Care	16.25

## C. Cost Proposal

Cost scores were calculated based on the lowest proposed total bid amount. The lowest total bid received a total of 40 points. Other proposals received scores based on the following normalization formula where cost points were awarded relative to the total bid amount.

$$\text{Cost Score} = [40 \text{ possible points} * (\text{Lowest Total Bid Amount} / \text{Respondent's Total Bid Amount})]$$

The initial cost scores are tabulated below:

**Table 2: Initial Cost Scores**

Respondent	Cost Score (40 Max)
Barada Associates Inc.	23.10
DISA Global Solutions Inc.	40.00
Statcare Urgent & Walk In Medical Care	20.48

**D. Initial Round Total Scores**

The Cost Scores were then combined with the Management Assessment and Quality Score to generate the total scores. The combined scores out of a maximum possible 80 points are tabulated in the tables below.

**Table 3: Initial MAQ + Cost Score**

Respondent	MAQ Score (40 Max)	Cost Score (40 Max)	Total Score (80 Max)
Barada Associates Inc.	13.00	23.10	36.10
DISA Global Solutions Inc.	30.00	40.00	70.00
Statcare Urgent & Walk In Medical Care	16.25	20.48	36.73

After reviewing the combined MAQ and initial Cost Scores, **Barada Associates Inc.**, **DISA Global Solutions Inc.**, and **Statcare Urgent & Walk In Medical Care** were moved on to the next round. The State elected to issue clarifications, Oral Presentation invitations, and Best and Final Offers (BAFOs) to the three (3) shortlisted Respondents.

**E. Oral Presentation**

After completing the initial MAQ scoring, the Evaluation Team opted to hold oral presentations with each of the Respondents. No changes were made to the scores following the oral presentations and an additional round of clarifications. The final MAQ scores were as follows:

**Table 4: Final MAQ Score**

Respondent	MAQ Score (40 Max)
Barada Associates Inc.	13.00
DISA Global Solutions Inc.	30.00
Statcare Urgent & Walk In Medical Care	16.25

**F. Best and Final Offer**

Respondents were given the opportunity to update their Cost Proposal during the Best and Final Offer (BAFO) round. **DISA Global Solutions Inc.**, and **Statcare Urgent & Walk In Medical Care** elected to submit BAFOs. The cost scores for the respondents after these updates are as follows:

**Table 5: BAFO Cost Score**

Respondent	Cost Score (40 Max)
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Barada Associates Inc.	22.67
DISA Global Solutions Inc.	40.00
Statcare Urgent & Walk In Medical Care	20.44

**G. IDOA Scoring**

IDOA scored the respondents in the following areas: Buy Indiana (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVOSB Subcontractor Commitment (5 points + 1 available bonus point) using the criteria published in the RFP. **Barada Associates Inc.** qualified for Buy Indiana. None of the Respondents included a diverse subcontractor commitment plan in their proposal. The total scores out of 103 possible points are tabulated below:

**Table 6: Final Evaluation Score**

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE*	WBE*	IVOSB*	Total Score
<b>Points Possible</b>	<b>40</b>	<b>40</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 pt.)</b>
Barada Associates Inc.	13.00	22.67	5.00	-1.00	-1.00	-1.00	37.67
DISA Global Solutions Inc.	30.00	40.00	0.00	-1.00	-1.00	-1.00	67.00
Statcare Urgent & Walk In Medical Care	16.25	20.44	0.00	-1.00	-1.00	-1.00	33.69

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

**Award Summary**

During the course of evaluation, the State scrutinized the proposals to determine the viability of the proposed solutions to meet the goals of the program and to meet the needs of the State. The team evaluated the proposals based on the stipulated criteria outlined in the RFP. The recommendation is to award to the Respondent with the highest score, **DISA Global Solutions Inc.**

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.