



# STATE OF INDIANA

MICHAEL R. PENCE, Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
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Indianapolis, Indiana 46204  
317 / 232-3053

## Award Recommendation Letter

Date: December 10, 2015

To: Debby Walker, Deputy Commissioner  
Indiana Department of Administration

From: Eric Klinefelter, Strategic Sourcing Analyst

Subject: Request for Proposal 16-021, Bulk Supply of Commissary Products for IDOC Commissary

**Estimated 2-year Contract Amount: \$ 29,768,217.16**

*This amount is based on historical information with pricing proposed by the recommended vendor; actual spend will vary based on the actual purchases of the resulting contract.*

Based on the evaluation of our team, we recommend for selection **Union Supply Group** to begin contract negotiations to provide Bulk Supply of Commissary Products for IDOC Commissary for the State of Indiana.

*Union Supply Group is committed to subcontracting 8.00% of the total contract value to **Cristina Foods, Inc.** (a certified Minority-owned Business (MBE)), 8.00% of the total contract value to **Langham Logistics** (a certified Women-owned Business (WBE)), and 3.00% of the total contract value to **Vespa Group LLC** (a certified Veteran-owned Business (VBE)). Terms of the State's recommendations are included in this letter.*

The evaluation team received proposals from two (2) vendors:

- Keefe Supply Company
- Union Supply Group

The proposals were evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (45 points)
- Cost Proposal (+/- 30 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority Business Participation (5 +1 potential points)
- Woman-Owned Business Participation (5+1 potential points)
- Indiana Veteran Business Enterprise (5+1 potential points)

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

All proposals were reviewed for adherence to mandatory requirements. All of the Respondents adhered to the mandatory requirements and were then evaluated based on their business proposal, technical proposal, and cost proposal.

## B. Management Assessment/Quality

### Business Proposal

For the business proposal evaluation, the team considered the Respondent's information provided in the business proposal. These areas were reviewed to assess the Respondent's ability to serve the state:

- Respondent Information and Financial Stability
- References
- Proposed Subcontractors and Team Structure

### Technical Proposal

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

- Bulk Supply
- Essentials List
- Vendor Catalog
- Sale of Products to PEN Not Exclusive
- Product Replacement
- Food Items Fat, Sodium, Sugar and Calories Requirement
- Kosher, Halal and Other Specifically Identified Products
- A Listing of Healthier Items
- Technology Solutions and Commissary Ordering App
- Ordering and Delivery Requirements
- Product and Packaging Requirements
- Inbound Shipping Specifications
- Receiving Procedures and Order Inspection
- Security Restrictions
- Volume Purchase Discounts
- No Conflict with Existing IDOC Contracts
- Reporting Requirements

The evaluation team's scores were based on a review of each Respondent's business proposal, Section 2.3, and each Respondent's proposed approach to each section of the technical proposal, Section 2.4, as well as responses to proposal clarifications.

Results of the initial management assessment/quality evaluation are shown below:

**Table 1: Management Assessment/Quality (MAQ) Scores**

RESPONDENT	MAQ SCORE (45 Max)
Keefe Supply Company	40.20
Union Supply Group	35.75

## C. Cost Proposal

Price was measured against the State's baseline cost for this scope of work. The Respondent was measured only against the baseline for the total cost proposed in the respective cost proposal. Cost scoring points were assigned as follows:

- Respondents who met the state's current baseline cost will receive zero (0) cost points.
- Respondents who proposed a decrease to the state's current costs received positive points at the same rate as bid increasing cost.
- Respondents who proposed an increase to the state's current cost received negative points at the same rate as bid lowering cost.
- Respondents who proposed a 10% decrease to the state's current baseline cost received all of the available cost points.
- If multiple Respondents decreased costs below 10% of the current baseline, an additional 5 points was added to the Respondent proposing the lowest cost to the state.

The initial cost scoring is as follows:

**Table 2: Initial Cost Scores**

<b>RESPONDENT</b>	<b>COST SCORE (30 Max)</b>
Keefe Supply Company	26.95
Union Supply Group	25.10

**D. Total Scores**

The Cost Scores were then combined with the Management Assessment and Quality Scores to generate the total scores for this step of the evaluation process as described in the RFP. The combined scores out of a maximum possible 75 points are tabulated in Table 3 below.

**Table 3: MAQ + Cost Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (45 Max)</b>	<b>COST SCORE (30 Max)</b>	<b>TOTAL SCORE (75 Max)</b>
Keefe Supply Company	40.20	26.95	67.15
Union Supply Group	35.75	25.10	60.85

Both Respondents were deemed viable for contract award and moved forward to the final evaluation step. Prior to further evaluation, IDOA sent out a best-and-final-offer (BAFO). The updated scoring is reflected in Table 4 below.

**E. IDOA Scoring**

IDOA scored the Respondents in the following areas – Indiana Economic Impact (5 points), Buy Indiana (5 points), Minority Business Participation (5 +1 potential points), Women Business Participation (5 +1 potential points), and Indiana Veteran Business Enterprise (5 +1 potential points) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact, Buy Indiana, Minority and Women Business Participation, and Indiana Veteran Business Enterprise information with the Respondents. Once the final IEI, MWBE, and IVBE forms were received from the Respondents, the total scores out of 108 possible points were tabulated, and are as follows:

**Table 4: Final Overall Evaluation Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (45 Max)</b>	<b>COST SCORE (30 Max)</b>	<b>IEI (5 Max)</b>	<b>Buy Indiana (5 Max)</b>	<b>MBE (6 Max)</b>	<b>WBE (6 Max)</b>	<b>IVBE (6 Max)</b>	<b>TOTAL SCORE (108 Max)</b>
Keefe Supply Company	40.20	27.62	0.00	0.00	5.00	5.00	5.00	82.82
Union Supply Group	35.75	30.00	5.00	0.00	5.00	5.00	5.00	85.75

**Award Summary**

During the course of evaluation, the state scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the state. The team evaluated proposals 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.