



# STATE OF INDIANA

Eric J. Holcomb, Governor

## DEPARTMENT OF ADMINISTRATION Commissioner's Office

Indiana Government Center South  
402 West Washington Street, Room W462  
Indianapolis, IN 46204

### Award Recommendation Letter

Date: February 23, 2023

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

From: Arthur L. Sample IV, Procurement Specialist  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 103-23-73679, Food Service Operations

Based on its evaluation of responses to RFP 103-23-73679, it is the evaluation team's recommendation that **BBNH Enterprises Inc.**, be selected to begin contract negotiations to provide Food Service Operations to the Law Enforcement Training Board/Indiana Law Enforcement Academy.

BBNH Enterprises Inc. has committed to subcontract:

3.51% of the contract value to **Gerber and Company Foods, LLC** (which is a certified Women-owned Business (WBE)),

0.57% of the contract value to **Advanced Termite & Pest Control** (which is certified Minority-owned Business (MBE)),

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$530,080.00

The evaluation team received one (1) proposal from:

1. BBNH Enterprises Inc.

The proposals were evaluated by ILEA 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. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 (1 bonus pt. 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 of the Respondents were deemed responsive as they met the mandatory requirements listed in the RFP.

**B. Management Assessment/Quality: Consensus Scoring**

The one (1) responsive Respondent proposal was evaluated based on the respective Business Proposal and Technical Proposal.

**Business Proposal (5 Points)**

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:

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

**Technical Proposal (45 Points)**

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

- General Requirements and Definitions
- Menu
- Daily Operations and Event Management
- Account Management

The evaluation team’s scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal. The results of the Management Assessment/Quality Evaluation are shown below:

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

Respondent	MAQ Score 50 pts.
BBNH Enterprises Inc.	41.50

**C. Cost Proposal (30 Points) and Shortlisting**

Price points were awarded on the Respondents’ Costs as follows:

Score = 
$$\left\{ \begin{array}{l} \bullet \text{ If Respondent's Cost amount is lowest among all Respondents, then score is 30.} \\ \bullet \text{ If Respondent's Cost amount is NOT lowest among all Respondents, then score is:} \\ \qquad 30 * \frac{(\text{Lowest Respondent's Cost amount})}{(\text{Respondent's Cost amount})} \end{array} \right.$$

The cost scoring as a result of the Respondents’ cost proposals is as follows:

**Table 2: Cost Scores**

Respondent	Cost Score 30 pts.
BBNH Enterprises Inc.	30.00

The combined MAQ and Cost scores from the evaluations are listed below.

**Table 3: Combined MAQ and Cost Scores**

<b>Respondent</b>	<b>Combined Score 80 pts.</b>
BBNH Enterprises Inc.	71.50

With IDOA approval, the evaluation team issued clarification questions and a request for a Best and Final Offer (BAFO) from the Respondent.

#### **D. BAFO Evaluations and IDOA Scoring**

The Respondent's cost score was updated based on their BAFO. IDOA scored the Respondent in the following areas: 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 outlined in the RFP. When necessary, IDOA clarifies certain M/WBE/IVOSB information with Respondents. Once the final M/WBE/IVOSB forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

**Table 4: Final 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>50</b>	<b>30</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>
BBNH Enterprises Inc.	41.50	30.00	0.00	0.63	2.50	-1.00	78.63

\* See Section 3.2.5/6/7 of the RFP for information on available M/WBE/IVOSB bonus points.

#### **Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solutions' ability to meet the goals of the program and the needs of the State. The team evaluated 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 three (3) one-year renewals for a total of four (4) years at the State's option.