



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: January 25, 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 22-70877, Data Collection Services for the Indiana Behavioral Risk Factor Surveillance System (BRFSS) Survey

Based on its evaluation of responses to RFP 22-70877, it is the evaluation team's recommendation that **ICF Macro Incorporated** be selected to begin contract negotiations to provide Data Collection Services for the Indiana Behavioral Risk Factor Surveillance System (BRFSS) Survey for the Indiana Department of Health

ICF Macro Incorporated LP has committed to subcontract:

26% of the contract value to **Sahasra Technologies Corp. dba STLogics** (which is a certified Women-owned Business (WBE)),

15% of the contract value to **Virag dba CPS Clinical Services** (which is certified Minority-owned Business (MBE)), and

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$989,035.00

The evaluation team received two (2) proposal from:

1. ICF Macro Incorporated
2. Abt Associates Inc

The proposals were evaluated by FSSA 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. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. 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

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 two (2) 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:

- Company Information
- References

Technical Proposal (45 Points)

For the technical proposal evaluation, the team considered the respondent's ability to effectively perform the scope of work as defined in Section 2.4 of the RFP. The evaluation team's scores were based on a review of each respondent's technical proposal, Attachment F.

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

Table 1: Management Assessment/Quality (MAQ) Scores

Respondent	MAQ Score 50 pts.
ICF Macro Incorporated	41.92
Abt Associates Inc	33.96

C. Cost Proposal (30 Points) and Shortlisting

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

Score =

The cost scoring :

- If Respondent's Cost amount is lowest among all Respondents, then score is 30.
- If Respondent's Cost amount is NOT lowest among all Respondents, then score is:

$$30 * \frac{(\text{Lowest Respondent's Cost amount})}{(\text{Respondent's Cost amount})}$$

Table 2: Cost Scores

Respondent	Cost Score 30 pts.
ICF Macro Incorporated	30.00
Abt Associates Inc	17.79

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

Table 3: Combined MAQ and Cost Scores

Respondent	Combined Score 80 pts.
ICF Macro Incorporated	71.92
Abt Associates Inc	51.75

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) using the criteria outlined in the RFP. When necessary, IDOA clarifies certain M/WBE information with Respondents. Once the final M/WBE forms were received from the Respondents, the total scores out of 92 possible points were tabulated and are as follows:

Table 4: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	MBE*	WBE*	Total Score
Points Possible	50	30	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
ICF Macro Incorporated	41.92	30.00	5.00	6.00	82.92
Abt Associates Inc	33.96	17.53	6.00	-1.00	56.49

* See Section 3.2.4, 3.2.5 of the RFP for information on available M/WBE 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.