



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: June 19, 2024

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

From: Lindsey Osborne,
Specialist, Strategic Sourcing
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 24-76888:
Name-Based Background Checking Services

Estimated Two (2) Year Contract Amount: \$321,120

Based on its evaluation of responses to RFP 24-76888, it is the evaluation team's recommendation that **Barada Associates, Inc.** be selected to begin contract negotiations to provide Name-Based Background Checking Services for the State of Indiana.

Terms of this recommendation are included in this letter.

The evaluation team received proposals from three (3) vendors:

- Barada Associates, Inc.
- EagleScreen LLC
- HireRight LLC

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 (40 points)
- Price (40 points)
- Buy Indiana (5 points)
- Minority Business Enterprise (MBE) Subcontractor Commitment (5 points + 1 bonus point)
- Woman Business Enterprise (WBE) Subcontractor Commitment (5 points + 1 bonus point)
- Indiana Veteran Owned Business (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. Two of the three Respondents met these requirements. **Barada Associates, Inc.** and **EagleScreen LLC.** were selected to move forward and be evaluated based on Business Proposals, Technical Proposals, and Cost Proposals.

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:

- All Business Proposal 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:

- Individual Name Based Background Check Services
- Customer Service and Account Management
- Reporting and Integration, Integration with Access Indiana Web Portal, Cloud Questionnaire
- Implementation and Training
- Billing and Invoicing
- Optional Products and Services

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.	40.00
EagleScreen LLC	23.25

C. Cost Proposal

Cost Scores were calculated based on the lowest proposed individual background check prices, the lowest check package prices, and the highest rebate rates. Cost Scores were normalized based on the following point values for each category:

Cost Category	Maximum Points
Individual Check Prices	25
Executive Package Price	3
Plus Package Price	2
Pre-Check Package Price	2
Basic Plus Package Price	1
Basic Package Price	1

Volunteer Package Price	1
Total Rebate Score	5

Full Cost Scores were calculated using the following formula:

Respondent's Cost Score = Individual Check Score + Executive Package Score + Plus Package Score + Pre-Check Package Score + Basic Plus Package Score + Basic Package Score + Volunteer Package Score + Total Rebate Score

The initial cost scores are tabulated below:

Table 2: Initial Cost Scores

Respondent	Cost Score (40 Max)
Barada Associates Inc.	35.73
EagleScreen LLC	31.61

D. Initial Round Total Scores

The Cost Scores for each product category 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.	40.00	35.73	75.73
EagleScreen LLC	23.25	31.61	54.86

After reviewing the combined MAQ and initial Cost Scores, no short-list was developed. **Barada Associates, Inc.** and **EagleScreen LLC** were moved on to the next round.

E. Oral Presentation

After completing the initial MAQ scoring, the Evaluation Team opted to not hold oral presentations with either of the Respondents. The Evaluation Team updated MAQ scores based on an additional round of clarifications. The updated scores were as follows:

Table 4: Final MAQ Score

Respondent	MAQ Score (40 Max)
Barada Associates Inc.	40.00
EagleScreen LLC	24.25

F. Best and Final Offer

Respondents were given the opportunity to update their Cost Proposal during the Best and Final Offer (BAFO) round. Barada

Associates, Inc. and EagleScreen LLC both elected to submit a BAFO. The cost scores for the respondents after these updates are as follows:

Table 5: BAFO Cost Score

Respondent	Cost Score (40 Max)
Barada Associates Inc.	37.55
EagleScreen LLC	31.16

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. Neither Barada Associates, Inc. nor EagleScreen LLC 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
Points Possible	40	40	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pt.)
Barada Associates Inc.	40.00	37.55	5.00	-1.00	-1.00	-1.00	79.55
EagleScreen LLC	24.25	31.16	0.00	-1.00	-1.00	-1.00	52.41

*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 business 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 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.