



STATE OF INDIANA  
Eric Holcomb, Governor

Department of Administration  
Procurement Division  
Indiana Government Center South  
402 W. Washington Street, Room W468  
Indianapolis, Indiana 46204

### Award Recommendation Letter

Date: September 9, 2022

To: Erin Kellam, Deputy Commissioner  
Indiana Department of Administration

From: Stephanie Nelson, Consultant  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 22-70538  
Rehabilitation of Impaired Pharmacy Professional

Based on the State's evaluation of responses to RFP 22-70538, it is the evaluation team's recommendation that **Parkdale Aftercare, LLC** be selected to begin contract negotiations to provide the Rehabilitation of Impaired Pharmacy Professional services for the Indiana Professional Licensing Agency (IPLA).

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$72,000.00

The evaluation team received a proposal from one (1) Respondent:

- Parkdale Aftercare, LLC

The proposal was evaluated by the Indiana Professional Licensing Agency (IPLA) and the Indiana Department of Administration (IDO) 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 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
7. Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point available)
Total: 100 (103 if bonus awarded)	

The proposal was evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP. Scoring was completed as follows:

**A. Adherence to Requirements**

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The Respondent adhered to the mandatory requirements and was moved to the next step in the evaluation process.

**B. Management Assessment/Quality (50 points)**

The Respondents proposal was evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal**

For the Business Proposal evaluation, the evaluation team considered the Respondents organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

**Technical Proposal**

For the Technical Proposal evaluation, the evaluation team considered the Respondents ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation team’s initial (Round 1) scores were based on a review of the Respondents proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality Evaluation are shown below:

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

Respondent	MAQ Score
Parkdale Aftercare, LLC	47.75

**C. Cost Proposal (30 points)**

Cost score would then be normalized to one another, based on the lowest cost proposal evaluated. The lowest (and sole) cost proposal received a total of 30 points. The normalization formula is as follows:

- *Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

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

**Table 2: Round 1 – Cost Score**

Respondent	Cost Score
Parkdale Aftercare, LLC	30.00

**D. Initial (Round 1) Total Score**

The initial Management Assessment and Quality (MAQ) Score in Table 1 was combined with the initial Cost Score in Table 2 to generate the combined initial score in Table 3. The combined initial MAQ and Cost Score from the initial evaluation is listed below.

**Table 3: Round 1 – Total Score**

Respondent	Total Score 80 pts.
Parkdale Aftercare, LLC	77.75

**E. Second Round Score - BAFO Response**

The evaluation team elected to issue a Best and Final Offer (BAFO) request to the Respondent. The Respondent's scores were reviewed and re-evaluated based on the BAFO response.

The scores for the Respondent after these updates are as follows:

**Table 4: Round 2 – Post BAFO**

<b>Respondent</b>	<b>MAQ Score (50)</b>	<b>Cost Score (30)</b>	<b>Total Score (80)</b>
Parkdale Aftercare, LLC	47.75	30.00	77.75

**F. IDOA Scoring**

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veteran Owned Small Business Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 103 possible points were tabulated and are as follows:

**Table 5: Final Overall 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>
Parkdale Aftercare, LLC	47.75	30.00	5.00	-1.00	-1.00	-1.00	79.75

**Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solution to meet the goals of the program and the needs of the State. The team evaluated the proposal 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 one (1) two-year renewal for a total of four (4) years at the State's option.

*Stephanie Nelson*

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 Indiana Department of Administration