



Award Recommendation Letter

Date: March 14, 2023
To: L. Erin Kellam, Deputy Commissioner
Indiana Department of Administration
From: Stephanie Nelson, Procurement Consultant
Indiana Department of Administration
Subject: Recommendation of Selection for RFP 23-73695
First Steps System Point of Entry (SPOE)

Based on its evaluation of responses to RFP 23-73695, it is the evaluation team’s recommendation that 1st Kids, Inc. (Clusters A, B, C, and D), Aging and Community Services of South Central Indiana dba Thrive Alliance (Clusters H and J), Blue River Services, Inc. (Clusters F and I), and ProKids, Inc. (Cluster G) be selected to begin contract negotiations to provide First Steps System Point of Entry (SPOE) Services for the Indiana Family and Social Services Administration (FSSA) Division of Disability and Rehabilitative Services (DDRS) Bureau of Child Development Services (BCDS). Proposals were evaluated and awarded on a regional basis.

*1st Kids, Inc. has committed to subcontract 1.45% of the contract value for Cluster A, 1.38% of the contract value for Cluster B, 1.51% of the contract value for Cluster C, and 1.53% of the contract value for Cluster D to **Eagan & Associates, Inc.** (a certified Women-owned Business (WBE)). Aging and Community Services of South Central Indiana dba Thrive Alliance has committed to subcontract 0.03% of the contract value for Cluster J and 0.03% of the contract value for Cluster H to **Prestige/FASTSIGNS** (a certified WBE).*

The terms of this recommendation are included in this letter.

Estimated 2-year Contract Value:

Table 1: Estimated 2-Year Contract Values by Vendor

Vendor	Clusters	Total 2-Year Cost
1st Kids	4 (A, B, C, D)	\$ 19,620,985.16
Blue River Services	2 (F, I)	\$ 7,010,541.66
ProKids	1 (G)	\$ 15,379,598.98
Thrive Alliance	2 (H, J)	\$ 7,775,777.08

The evaluation team received four (4) proposals from:

- 1st Kids, Inc. (“1st Kids”)
- Aging and Community Services of South Central Indiana dba Thrive Alliance (“Thrive Alliance”)
- Blue River Services, Inc. (“Blue River Services”)
- ProKids, Inc. (“ProKids”)

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. 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 Participation Plan	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 and adhered to the mandatory requirements.

B. Management Assessment/Quality: Initial Consensus Scoring

The Respondents’ proposals were each evaluated based on their respective Business Proposal and Technical Proposal.

Business Proposal (5 points)

For the Business Proposal evaluation, the evaluation team considered the information the Respondents provided in the Business Proposal. These areas were reviewed to assess the Respondents’ ability to serve the State:

- Company Information
- References

Technical Proposal (45 Points)

For the Technical Proposal evaluation, the evaluation team considered the Respondents’ proposals in the following areas:

- Scope of Work Sections 1, 2, 3, 4, and 5 – Introduction, Goals and Background, and Mandatory Respondent Qualifications/Exclusions to Bid
- Scope of Work Sections 6A.1-5 – SPOE Functions of Referral and Intake, Record, Evaluation and Assessment, and Eligibility Determination
- Scope of Work Section 6A.6-8 – SPOE Functions of Ongoing Service Coordination, Quality Assurance, and Individual Family Service Plan (IFSP)
- Scope of Work Section 6A.9, 6B, 6C – Conference Attendance and Professional Development, Community Presence, and SPOE Staff Requirements
- Scope of Work Section 7 – Local Planning and Coordinating Council (LPCC) Requirements
- Scope of Work Section 8 – Data Requirements
- Scope of Work Section 9 and Attachment B1 – Corrective Action and Key Objectives
- Diversity, Equity, and Inclusion

The evaluation team’s Round 1 scoring is 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 (MAQ) Evaluation are shown below:

Table 2: Management Assessment/Quality Scores – Round 1

Respondent	MAQ Score 50 pts.

1 st Kids	23.50
Thrive Alliance	11.25
Blue River Services	19.00
ProKids	15.25

C. Cost Proposal (30 points)

Cost points were awarded based on a Respondent’s Proposed Total Two-Year Bid Amount. The Respondent’s Proposed Total Two-Year Bid Amount was calculated by adding the Respondent’s total costs for First Steps System Point of Entry (SPOE) services for the two base years of the Contract.

Points were awarded on a graduated scale, with a maximum of thirty (30) points going to the Respondent with the lowest Proposed Total Two-Year Bid Amount. Points were allocated proportionately to the other Respondents. Cost were scored on a cluster-by-cluster basis.

Points were awarded using the following formula:

Score =

- If the Respondent’s Proposed Total Two-Year Bid Amount is lowest among all Respondents, then the score is 30.
- If the Respondent’s Proposed Total Two-Year Bid Amount is NOT lowest among all Respondents, then the score is:

$$30 * \frac{(\text{Lowest Proposed Total Two Year Bid Amount})}{(\text{Respondent's Proposed Total Two Year Bid Amount})}$$

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

Table 3: Cost Scores – Round 1

Cost Scores (30 pts.)				
Region	1 st Kids	Thrive Alliance	Blue River Services	ProKids
Cluster A	30.00			
Cluster B	30.00			
Cluster C	30.00			
Cluster D	30.00			
Cluster F			30.00	
Cluster G				30.00
Cluster H		30.00		
Cluster I			30.00	
Cluster J		30.00		

D. First Round Total Scores

The combined Round 1 MAQ and Cost scores from the initial evaluations are listed below.

Table 4: Round 1 – Total Scores

Total Scores (80 pts.)				
Region	1 st Kids	Thrive Alliance	Blue River Services	ProKids
Cluster A	53.50			
Cluster B	53.50			
Cluster C	53.50			
Cluster D	53.50			
Cluster F			49.00	
Cluster G				45.25
Cluster H		41.25		
Cluster I			49.00	
Cluster J		41.25		

The evaluation team elected to issue Clarification Questions, Oral Presentations, and Best and Final Offers (BAFOs) requests to all Respondents.

E. Clarification Responses, Oral Presentations, and Post BAFOs

The Respondent’s MAQ scores were reviewed and re-evaluated based on the Clarification Responses and Oral Presentations. The Respondent’s cost scores were updated based on BAFOs. The scores for the Respondents after the Clarification Responses, Oral Presentations, and BAFOs were as follows:

Table 5: Post Clarification Responses, Oral Presentations, and BAFOs Round 2 – Evaluation Scores

Respondent	1 st Kids			Thrive Alliance			Blue River Services			ProKids		
	MAQ Score (50)	Cost Score (30)	Total Score (80)	MAQ Score (50)	Cost Score (30)	Total Score (80)	MAQ Score (50)	Cost Score (30)	Total Score (80)	MAQ Score (50)	Cost Score (30)	Total Score (80)
Cluster A	31.00	30.00	61.00									
Cluster B	31.00	30.00	61.00									
Cluster C	31.00	30.00	61.00									
Cluster D	31.00	30.00	61.00									
Cluster F							31.25	30.00	61.25			
Cluster G										24.75	30.00	54.75
Cluster H				23.25	30.00	53.25						

Cluster I							31.25	30.00	61.25			
Cluster J				23.25	30.00	53.25						

F. 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 Participation Plan (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, M/WBE, and IVOSB information with the Respondents. Once the final Buy Indiana, M/WBE, and IVOSB forms were received from the Respondents, the final scores were tabulated as follows:

Table 6: 1st Kids Final Evaluation Score

Respondent	MAQ & Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	80	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
Cluster A	61.00	5.00	-1	0.45	-1	64.45
Cluster B	61.00	5.00	-1	0.45	-1	64.45
Cluster C	61.00	5.00	-1	0.90	-1	64.90
Cluster D	61.00	5.00	-1	0.90	-1	64.90

Table 7: Thrive Alliance Final Evaluation Score

Respondent	MAQ & Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	80	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
Cluster H	53.25	5.00	-1	0	-1	56.25
Cluster J	53.25	5.00	-1	0	-1	56.25

Table 8: Blue River Services Final Evaluation Scores

Respondent	MAQ & Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	80	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
Cluster F	61.25	5.00	-1	-1	-1	63.25
Cluster I	61.25	5.00	-1	-1	-1	63.25

Table 9: ProKids Final Evaluation Scores

Respondent	MAQ & Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	80	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
Cluster G	54.75	5.00	-1	-1	-1	56.75

The total scores across all clusters out of 103 possible points are as follows:

Table 10: Final Evaluation Scores

Total Scores (100 pts. + 3 bonus pts.)				
Region	1st Kids	Thrive Alliance	Blue River Services	ProKids
Cluster A	64.45			
Cluster B	64.45			
Cluster C	64.90			
Cluster D	64.90			
Cluster F			63.25	
Cluster G				56.75
Cluster H		56.25		
Cluster I			63.25	
Cluster J		56.25		

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed ability to meet the goals of the program and 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 contract start date of July 1, 2023. There may be two (2) two-year renewals for a total of six (6) years at the State's option.