



STATE OF INDIANA
Eric Holcomb, Governor

Department of Administration
Procurement Division
402 W Washington Street, Room W468
Indianapolis, Indiana 46204
317.232.3053

Award Recommendation Letter

Date: May 17, 2022

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

From: Teresa Deaton-Reese, Procurement Consultant
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 22-69733 - Fiscal Agent for Mental Health Funds Recovery Program for Division on Mental Health and Addiction

Estimated four (4) year contract value: Administrative Portion - \$2,740,000.00 – Medicaid Claims \$320,000,000.00

The vendor will be paid the \$2,740,000.00 for the administrative portion of the Fiscal Agent and \$320,000,000.00 for the Medicaid Claims for the Mental Health Fund Recovery.

Based on its evaluation of responses to RFP 22-69733, it is the evaluation team's recommendation that InteCare, Inc. be selected to begin contract negotiations to provide Fiscal Agent for Mental Health Funds Recovery.

InteCare, Inc. committed to subcontract 10.22% of the contract value to Revi, LLC (a certified Minority-owned Business (MBE) and 11.68% to Engaging Solutions, LLC (a certified Women-Owned Business (WBE)), and 0.58% to JB Graphics (a certified Women-owned Business (WBE)) and 3.02% to GenTech Associates (a Veteran Owned Small Business (IVOSB)).

The terms of this recommendation are included in this letter.

The evaluation team received one (1) proposal from:

- InteCare, Inc.

The proposal was evaluated by FSSA, Division of Mental Health and Addiction 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)	45 points

3. Cost (Cost Proposal)	35 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. InteCare, Inc. was deemed responsive and adhered to the mandatory requirements and was moved forward for evaluation.

B. Management Assessment/Quality (45 points)

The Respondents’ proposal was 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 Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

- Company Financial Information
- References
- Experience Serving Similar Clients

Technical Proposal (40 points)

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

- Sample of Participants
- Correctness of claims
- Administrative activities
- Sufficient data to substantiate the provider’s claims
- Adequate quality assurance
- Evaluate and ensure compliance
- Administrative/fiscal plan
- Methodology
- Contractual Agreement
- Administrative claiming expenses
- Single point of contact
- Week-long time study
- Certifications of match
- Medicaid Eligibility Rates
- Act as a technical consultant
- Physical claim calculation
- Preparation and presentation of the physical MHFRP claim
- Process claims disbursement and maintenance
- Cooperation
- Detailed work plan

Table 1: Management Assessment/Quality Scores – Round 1

Respondent	MAQ Score 45 pts.
InteCare, Inc.	42.50

C. Cost Proposal (35)

Cost scores were then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 35 points. The normalization formula is as follows:

- *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

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

Table 2: Cost Scores – Round 1

Respondent	Cost Score 35 pts.
InteCare, Inc.	35.00

D. First Round Total Scores and Short list

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

Table 3: Round 1 – Total Scores

Respondent	Total Score 80 pts.
InteCare, Inc.	77.50

The evaluation team elected to issue Best and Final Offer (BAFO) requests, to the Respondent.

E. Post Clarifications and BAFO Responses

The Respondent's cost score was reviewed and re-evaluated based on the clarifications and BAFO. The score for the Respondent after the BAFO response are as follows:

Table 4: Post BAFO Responses Round 2 – Evaluation Scores

Respondent	MAQ Score (45)	Cost Score (35)	Total Score (80)
InteCare, Inc.	42.50	35.00	77.50

F. IDOA Scoring

IDOA scored the Respondent 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 Indiana Veterans Owned Small Business (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain M/WBE and IVOSB information with the Respondents. Once the final M/WBE forms were received from the Respondent, the total scores out of 103 possible points were tabulated and are as follows:

Table 5: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	45	35	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100(+3 bonus pts.)
InteCare, Inc.	42.50	35.00	5.00	6.00	6.00	6.00	100.5

Award Summary

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposal 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 anticipated resulting contract shall be for a period of four (4) years from the date of contract execution. There will be no renewals.