



Award Recommendation Letter

Date: November 20, 2023

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

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

Subject: Recommendation of Selection for RFP 24-76291; Broad Comprehensive Liability and Legal Insurance for Department of Child Services (DCS)

Based on the evaluation of responses to RFP 24-76291, it is the evaluation team's recommendation that MJ Insurance, Inc. be selected to begin contract negotiations to provide Broad Comprehensive Liability and Legal Insurance for DCS.

The terms of this recommendation are included in this letter.

Estimated two (2) Year Contract Value: \$634,000.00

The evaluation team received two (2) RFP responses:

- Arthur J. Gallagher Risk Management Services, LLC
- MJ Insurance Inc.

The proposals were evaluated by IDOC and the Indiana Department of Administration (IDOA) according to the following 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) |

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. Arthur J. Gallagher Risk Management Services, LLC did not adhere to the mandatory requirements therefore was disqualified. The other Respondent adhered to the mandatory requirements and were moved to the next step in the evaluation process.

B. Management Assessment/Quality (45 points)

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

Business Proposal (5 points)

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 (40 points)

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 teams Round 1 scoring was 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 – MAQ

| Respondents Name | MAQ Score |
|--------------------|-----------|
| MJ Insurance, Inc. | 26.06 |

C. Cost Proposal (35)

Cost scores would 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:

- *Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

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

Table 2 – Cost

| Respondents Name | Cost Score |
|--------------------|------------|
| MJ Insurance, Inc. | 35.00 |

D. Initial (Round 1) Total Scores

The initial Management Assessment and Quality (MAQ) Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Scores from the initial evaluations are listed below:

Table 3 – Total Scores

| Respondent | Total Score 80 pts. |
|-------------------|--------------------------------|
| MJ Insurance, Inc | 61.06 |

E. Second Round Scores – BAFO Responses

The Respondent Cost Score was not changed in the round as the respondent elected not to change their cost proposal.

Table 4: BAFO Responses

| Respondent | MAQ Score (45) | Cost Score (35) | Total Score (80) |
|--------------------|---------------------------|----------------------------|-----------------------------|
| MJ Insurance, Inc. | 26.06 | 35.00 | 61.06 |

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 Veterans 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

| 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.) |
| MJ Insurance, Inc. | 26.06 | 35.00 | 0.00 | -1.00 | -1.00 | -1.00 | 58.06 |

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed solutions 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 two (2) one-year renewals for a total of four (4) years at the State’s option.