



Award Recommendation Letter

Date: March 8, 2021

To: Roxie Coble, Director of Strategic Sourcing
Indiana Department of Administration

From: Stephanie Nelson, Senior Account Manager
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-3530; Waste Tire Removal and Disposal Services

Based on the evaluation of responses to RFP 21-3530, it is the evaluation team's recommendation that SET Environmental Services, Inc. dba Environmental Remediation Services, Inc. be selected to begin contract negotiations to provide Waste Tire Removal and Disposal Services.

SET Environmental, Inc. dba Environmental Remediation Services, Inc. has committed to subcontract 2.68% of the contract value to Fritch Construction Company, Inc. (a certified Women-owned Business (WBE)) and 1.45% of the contract value to Jacobi Oil Service (a certified Women-owned Business (WBE)).

The terms of this recommendation are included in this letter.

Estimated one (1) year contract value: \$112,000

The evaluation team received two (2) RFP responses:

- SET Environmental, Inc. dba Environmental Remediation Services, Inc.
- Rushmen Logistics Services, LLC

The proposals were evaluated by the Indiana Department of Environmental Management (IDEM) and the Indiana Department of Administration (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)	40 points
3. Cost (Cost Proposal)	40 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 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 Respondents were deemed responsive and adhered to the mandatory requirements and were moved forward for evaluation.

B. Management Assessment/Quality (40 points)

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 Respondent’s organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of each Respondent’s business proposal, Attachment E.

Technical Proposal (35 points)

For the Technical Proposal evaluation, the evaluation team considered the Respondent’s 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 each Respondent’s Technical Proposal, Attachment F.

The evaluation teams scoring is based on a review of the Respondent’s 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: Initial Management Assessment/Quality Scores

Respondent	MAQ Score 40 pts.
Environmental Remediation Services, Inc.	33.42
Rushmen Logistics, LLC	32.33

C. Cost Proposal (40)

Cost scores were then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 40 points. The normalization formula is as follows:

- *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 40*

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

Table 2: Initial Cost Scores

Respondent	Cost Score 40 pts.
Environmental Remediation Services, Inc.	40.00
Rushmen Logistics, LLC	3.12

D. Initial Total Scores and Shortlisting

The initial Management Assessment and Quality Score in Table 1 were combined with the initial Cost Scores 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: Combined Initial MAQ and Cost Scores

Respondent	MAQ Score (40 pts.)	Cost Score (40 pts.)	Total Score (80 pts.)
Environmental Remediation Services, Inc.	33.42	40.00	73.42
Rushmen Logistics, LLC	32.33	3.12	35.45

The evaluation team elected to issue Best and Final Offer (BAFO) requests to all Respondents.

E. Post BAFO Responses

The Respondent’s cost scores were reviewed and re-evaluated based on the BAFO. The scores for the Respondents after the BAFO responses were as follows:

Table 4: Post BAFO Responses – MAQ and Cost Scores

Respondent	MAQ Score (40)	Cost Score (40)	Total Score (80)
Environmental Remediation Services, Inc.	33.42	40.00	73.42
Rushmen Logistics, LLC	32.33	3.37	35.70

F. IDOA Scoring

IDOA scored the Respondents 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. When necessary, IDOA clarified certain M/WBE and IVOSB information with the Respondents. Once the final M/WBE forms were received from the Respondents, 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	40	40	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100(+3 bonus pts.)
Environmental Remediation Services, Inc.	33.42	40.00	5.00	-1.00	2.50	-1.00	78.92
Rushmen Logistics, LLC	32.33	3.37	5.00	-1.00	-1.00	-1.00	37.70

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 proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of one (1) year from the date of contract execution.

Stephanie Nelson

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Senior Account Manager
Indiana Department of Administration