



Award Recommendation Letter

Date: March 29, 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 21-3605; External Evaluation Services

Based on the evaluation of responses to RFP 21-3605, it is the evaluation team's recommendation that Professional Data Analysts be selected to begin contract negotiations to provide External Evaluation Services.

Professional Data Analysts has committed to subcontract 3.84% of the contract value to Transform Consulting Group, Inc. (a certified Women-owned Business (WBE)), 3.67% of the contract value to InAct, LLC (a certified Women-owned Business (WBE)), and 3.14% of the contract value to Bingle Research Group, Inc. (a certified Indiana Veteran Owned Small Business).

The terms of this recommendation are included in this letter.

Estimated two (2) year contract value: \$794,010.50

The evaluation team received two (2) RFP responses:

- Measurement Resources Company
- Professional Data Analysts

The proposals were evaluated by the Indiana Department of Health (IDOH) 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)	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 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. Respondent’s that met the mandatory requirements were deemed responsive and were moved forward for evaluation.

Measurement Resources Company was not deemed viable to move forward in the evaluation process and was eliminated from further consideration

B. Management Assessment/Quality (45 points)

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

Business Proposal (3 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 each Respondents Business Proposal, Attachment E.

Technical Proposal (42 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 each Respondents Technical Proposal, Attachment F.

The evaluation teams 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 Evaluation are shown below:

Table 1: Initial Management Assessment/Quality Scores

Respondent	MAQ Score 45 pts.
Professional Data Analysts	40.88

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:

- *Respondents 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: Initial Cost Score

Respondent	Cost Score 35 pts.
Professional Data Analysts	35.00

D. Initial Total Scores and Shortlisting

The initial Management Assessment and Quality 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 Score from the initial evaluations are listed below.

Table 3: Combined Initial MAQ and Cost Score

Respondent	MAQ Score (45 pts.)	Cost Score (35 pts.)	Total Score (80 pts.)
Professional Data Analysts	40.88	35.00	75.88

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

E. Post BAFO Response

The Respondents cost score was reviewed and re-evaluated based on the BAFO. The scores for the Respondent after the BAFO responses were as follows (same as above):

Table 4: Post BAFO Responses – MAQ and Cost Score

Respondent	MAQ Score (45)	Cost Score (35)	Total Score (80)
Professional Data Analysts	40.88	35.00	75.88

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. When necessary, IDOA clarified certain M/WBE and IVOSB information with the Respondent. 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 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.)
Professional Data Analysts	40.88	35.00	0.00	-1.00	5.00	6.00	85.88

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 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.

Stephanie Nelson

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