



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

Indiana Government Center South
402 West Washington Street, Room W462
Indianapolis, IN 46204

Award Recommendation Letter

Date: June 10, 2021

To: Mark Hempel, Director of Account Management
Indiana Department of Administration

From: David Brandon-Friedman, Senior Account Manager,
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-67029, High School Equivalency Record Management

Based on its evaluation of responses to RFP 21-67029, it is the evaluation team's recommendation that **Lilac, LLC dba DiplomaSender** be selected to begin contract negotiations to provide High School Equivalency Record Management services for the Indiana Department of Workforce Development (DWD).

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$426,000.00 (zero cost to the State; amount is paid to the contractor by the requestors)

The evaluation team received one (1) proposal from:

1. Lilac, LLC dba DiplomaSender

The proposals were evaluated by DWD 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
3. Cost (Cost Proposal)	35
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 Subcontractor Commitment	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

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The Respondent was deemed responsive and adhered to the mandatory requirements and was moved forward for evaluation.

B. Management Assessment/Quality: Initial Scoring (45 Points)

The one (1) Respondent's proposal was evaluated based on its respective Business Proposal and Technical Proposal.

These areas were reviewed to assess the Respondent's ability to serve the State:

- Respondent Information and Financial Stability
- References
- Proposed Subcontractors and Team Structure
- All other sections of the Business Proposal
- Implementation
- System Functionality and Capabilities

The evaluation team's Round 1 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: Management Assessment/Quality Scores Round 1

Respondent	MAQ Score 45 pts.
Lilac, LLC dba DiplomaSender	26.63

C. Cost Proposal (35 Points)

Price points were awarded on the Respondents' Costs as follows:

$$\text{Score} = \left\{ \begin{array}{l} \bullet \text{ If Respondent's Cost amount is lowest among all Respondents,} \\ \text{then score is 35.} \\ \\ \bullet \text{ If Respondent's Cost amount is NOT lowest among all} \\ \text{Respondents, then score is:} \\ \\ 35 * \frac{(\text{Lowest Respondent's Cost amount})}{(\text{Respondent's Cost amount})} \end{array} \right.$$

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.
Lilac, LLC dba DiplomaSender	35.00

D. First Round Total Scores

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.
Lilac, LLC dba DiplomaSender	61.63

E. Post Oral Presentations, BAFO Evaluations, and Clarification Questions

The Respondents' cost scores were updated based on their BAFOs. The Respondents' MAQ scores were reviewed based on the oral presentations and the responses to additional clarification questions. The scores for the Respondents after the oral presentations, BAFOs, and clarification questions were as follows:

F. BAFO Evaluations and IDOA Scoring

Prior to final IDOA Scoring, the State issued a request for Best and Final Offer. IDOA then 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 IVOSB 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 and IVOSB forms were received from the Respondents, 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 pt.)
Lilac, LLC dba DiplomaSender	26.63	35.00	0	-1.00	-1.00	-1.00	58.63

* See Section 3.2.5 of the RFP for information on available M/WBE bonus points.

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the ability of the proposed solutions to meet the goals of the program and the needs of the State. The evaluation 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.