



STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION
Procurement Division
402 W Washington Street, Room W468
Indianapolis, Indiana 46204
317 / 232-3053

Award Recommendation Letter

Date: September 7, 2016

To: Eric Klinefelter, Deputy Director of Strategic Sourcing and Buying Operations
Indiana Department of Administration

From: Teresa Deaton-Reese, CPPO, CPPB, and Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Recommendation for Selection for RFP 16-079, Uniforms

Estimated Amount of Initial 2-Year Contract Term: \$924,938.41

Based on the State's evaluation of responses for RFP 16-079, we recommend the following to be eligible to begin contract negotiations to provide Uniforms for the Board of Animal Health (BOAH), Department of Correction (DOC), Department of Natural Resources (DNR), Indiana State Excise Police (ISEP), and the Indiana State Police (ISP).

Board of Animal Health, Department of Natural Resources, and Indiana State Excise Police – The Uniform House
Department of Correction – Blackjack Uniforms
Indiana State Police – Galls, LLC

Board of Animal Health

The Uniform House is committed to subcontracting 6.4% of the total contract value to M. Nelson & Associates (a certified Minority-owned Business (MBE)), 6.4% of the total contract value to All Pack Specialists (A certified Women-owned Business (WBE)).

Department of Natural Resources

The Uniform House is committed to subcontracting 0.40% of the total contract value to M. Nelson & Associates (a certified Minority-owned Business (MBE)), 0.40% of the total contract value to All Pack Specialists (A certified Women-owned Business (WBE)).

Indiana State Excise Police

The Uniform House is committed to subcontracting 5.1% of the total contract value to M. Nelson & Associates (a certified Minority-owned Business (MBE)), 2.5% of the total contract value to All Pack Specialists (A certified Women-owned Business (WBE)).

Indiana Department of Corrections

Blackjack Uniforms is committed to subcontracting 8.00% of the total contract value to Lakeside Specialties (a certified Minority-owned Business (MBE)), 8.00% of the total contract value to Print Solutions (A certified Women-owned Business (WBE)).

The terms of this recommendation are outlined in this letter.

The evaluation team received three (3) proposals from the following:

- Blackjack Uniforms
- Galls, LLC
- The Uniform House

The proposals were evaluated by BOAH, DOC, DNR, ISEP, ISP, and IDOA according to the following criteria established in the RFP:

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (40 points)
- Cost Proposal (-/+ 35 points)

- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority and Women Participation (10 points, with an additional 2 points if certain criteria was met); and
- Indiana Veteran Business Enterprise Participation (5 points, with 1 additional point if certain criteria was met).

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 adherence to mandatory requirements. All Respondents were deemed responsive with the exception of the Uniform House for Indiana State Police. Each proposal was then evaluated based on its Business Proposal and Technical Proposal.

B. Management Assessment/Quality (40 Pts)

Business Proposal (5 points)

For the business proposal evaluation, the team considered the information each respondent provided in the business proposal. These areas were reviewed to assess the respondent’s ability to serve the State:

- Company Structure and Financials
- Contract Terms/Clauses
- Subcontracts
- Experience with providers

Technical Proposal (35 Points)

For the technical proposal evaluation, the team considered each respondent’s proposal in the following areas:

- Uniform Business – 5 years
- Accounting Records – 7 years
- Account Representative
- Responsible for all cost (manufacturing)
- Discrepancies corrected within 48 hours
- Warehouse Space (Indiana)
- Adherence to Specifications
- Inventory Components for all sizes
- Changes in work
- Reporting and tracking
- Customer Service and Account Management
- Implementation
- Continuity of Service
- Website
- Order Process
- Quality Control
- Invoices and Payments

The evaluation team’s scores were based on a review of each Respondent’s business proposal, Section 2.3, and each Respondent’s proposed approach to each section of the technical proposal, Section 2.4, as well as responses to proposal clarifications.

Results of the management assessment/quality evaluation are shown below:

C. Cost Proposal (35 Points)

Price – **-35 to +35** available points

Price will be measured against the State’s baseline cost for this scope of work. The cost that the State is currently paying or its best estimate will constitute the baseline cost. Cost scoring points will be assigned as follows:

- Respondents who meet the State’s current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the State’s current costs will receive positive points at the same rate as bid increasing cost.

- Respondents who propose an increase to the State’s current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the State’s current baseline cost will receive all of the available cost points.
- If multiple Respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the Respondent proposing the lowest cost to the State.

D. MAQ and Cost Scores

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

Table 1: Combined Management Assessment/Quality Scores and Cost Scores

All proposals were ranked on the basis of their combined scores for Management Assessment/Quality and Cost.

Board of Animal Health

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
The Uniform House	38.75	-35.00	3.75

Department of Correction

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
Blackjack Uniforms	24.00	-35.00	-11.00
Galls, LLC	22.13	-35.00	-12.88
The Uniform House	15.25	-35.00	-19.75

Department of Natural Resources

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
The Uniform House	40.00	-35.00	5.00

Indiana State Excise Police

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
Galls, LLC	37.13	35.00	72.13
The Uniform House	37.50	35.00	72.50

Indiana State Police

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
Galls, LLC	15.38	-35.00	-19.63

E. IDOA Scoring

IDOA scored the Respondents in the following areas – Indiana Economic Impact (5 points), Buy Indiana (5 points), Minority Business Participation (5 +1 potential points), Women Business Participation (5 +1 potential points), and Indiana Veteran Business Enterprise (5 +1 potential points) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact, Buy Indiana, Minority and Women Business Participation, and Indiana Veteran Business Enterprise information with the Respondents. Once the final IEI, MWBE, and IVBE forms were received from the Respondents, the total scores out of 108 possible points were tabulated, and are as follows:

Table 2: Final Overall Evaluation Scores

Board of Animal Health

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 108 Max
The Uniform House.	38.75	-35.00	5.00	5.00	3.75	3.75	-1.00	20.25

Department of Correction

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 108 Max
Blackjack Uniforms	24.00	-35.00	5.00	0.17	5.00	5.00	-1.00	3.17
Galls, LLC	22.13	-35.00	0.00	0.00	-1.00	-1.00	-1.00	-15.88
The Uniform House	15.25	-35.00	5.00	5.00	0.00	0.00	-1.00	-10.75

Department of Natural Resources

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 108 Max
The Uniform House	40.00	-35.00	5.00	5.00	0.00	0.00	-1.00	14.00

Indiana State Excise Police

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 108 Max
Galls, LLC	37.13	35.00	0.00	0.00	-1.00	-1.00	-1.00	69.13
The Uniform House	37.50	35.00	5.00	5.00	3.13	1.88	-1.00	86.50

Indiana State Police

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 108 Max
Galls, LLC	15.38	-35.00	0.00	0.00	-1.00	-1.00	-1.00	-22.63

Award Summary

During the course of the evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions and ability 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 State of Indiana determined its best interests were also served by reducing the number of contracts it administers for these services. As such, IDOA exercised its reservation of rights set forth in the RFP document and recommended the contract awards accordingly.

The term of each initial 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.

Teresa Deaton-Reese, CPPB, CPPO
Department of Administration