



## 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: November 1, 2016

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

From: Jennifer Mayfield, Senior Account Manager  
Indiana Department of Administration

Subject: Request for Proposal 16-080; Educational and Vocational Services

Based on the evaluation of responses to RFP 16-080, the Evaluation Team recommends **Oakland City University** to begin contract negotiations to provide Educational and Vocational Services for the Indiana Department of Correction (IDOC).

*Oakland City University has committed to subcontracting 1.27% of the total contract value to **Guy Brown Management, LLC**. (a certified Minority-owned Business (MBE)); 0.30% of the total contract value to **T.M.T, Incorporated** (a certified Women-owned Business (WBE)), and 0.92% of the total contract value to **Southern Business Machines, Inc.**. (a certified Women-owned Business (WBE)).*

*Dunn & Associates did not meet the following M/WBE criteria that is listed in Section 1.21 Minority & Women's Business Enterprises RFP Subcontractor Commitment: Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date.*

The terms of the recommendations are included in this letter.

Estimated Two-Year Contract Amount: \$ 19,715,075.00

The evaluation team received proposals from two (2) vendors:

- Grace Community Education, Inc.
- Oakland City University

The proposals were evaluated by IDOC and IDOA according to the following criteria established in the RFP:

<b>Criteria</b>	<b>Points</b>
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	<b>40 available points</b>
3. Cost (Cost Proposal)	<b>35 available points</b>
4. Indiana Economic Impact	5
5. Buy Indiana	5
6. Minority Business Enterprise Subcontractor Commitment	5 ( 1 bonus point is available, see Section 3.2.6)
7. Women Business Enterprise Subcontractor Commitment	5 ( 1 bonus point is available, see Section 3.2.6)
8. Indiana Veteran Business Enterprise (IVBE) Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.7)
<b>Total</b>	<b>100 (103 if bonus awarded)</b>

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**

All proposals were reviewed for adherence to mandatory requirements and deemed responsive.

**B. Management Assessment/Quality**

All proposals were then evaluated based Business Proposal and Technical Proposal.

**Business Proposal**

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

- Company structure
- Financial information
- Integrity of company structure
- Subcontractors
- Experience serving similar clients and state government clients
- General Information

### Technical Proposal

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

- Sections 2.4.1 – 2.4.4; Administration and Management
- Sections 2.4.5 – 2.4.6; Educational/Vocational Requirements
- Sections 2.4.7 – 2.4.20; Adult Educational/Vocational Requirements
- Sections 2.4.21 – 2.4.30; Juvenile Educational/Vocational Requirements

The evaluation team’s scores were based on a review of each Respondent’s proposal to each section of the Business and Technical Proposals, as well as specific questions that Respondents were asked to respond to in the RFP and clarifications. The results of the management assessment/quality evaluation are shown below:

**Table 1: Management Assessment/Quality Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (40 Max)</b>
Grace Community Education, Inc.	10.15
Oakland City University	37.10

### C. Cost Proposal

Cost proposals were then 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:

- *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) x 35*

The cost scoring as a result of Respondents’ initial proposals are as follows:

**Table 2: Initial Cost Scores**

<b>RESPONDENT</b>	<b>COST SCORE (35 Max)</b>
Grace Community Education, Inc.	35.00
Oakland City University	34.48

### D. IDOA Scoring

Respondents were then given the chance to improve their pricing through a Best and Final Offer (BAFO) round and the cost scores are reflected in Table 3 (below). Lastly, IDOA scored the respondents in the following areas: Indiana Economic Impact (5 points), Buy Indiana (5 points), Minority Business Enterprise Participation (5 +1 potential bonus point), Women Business Enterprise Participation (5 +1 potential bonus point), and Indiana Veteran Business Enterprise Participation (5 +1 potential bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact (IEI), Buy Indiana, Minority and Women Business Enterprises

Participation (MWBE), and Indiana Veteran Business Enterprise Participation (IVBE) information with the respondents. Once the final IEI, MWBE, and IVBE forms were received from the respondents, the total scores out of 103 possible points were tabulated, and are as follows:

**Table 3: Final Overall Evaluation Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (40 Max)</b>	<b>COST SCORE (35 Max)</b>	<b>Buy Indiana (5 Max)</b>	<b>IEI (5 Max)</b>	<b>MBE (6 Max)</b>	<b>WBE (6 Max)</b>	<b>IVBE (6 Max)</b>	<b>TOTAL SCORE (103 Max)</b>
Grace Community Education, Inc.	10.15	35.00	5.00	4.35	0.63	0.63	-1.00	54.75
Oakland City University	37.10	34.12	5.00	5.00	0.63	0.63	-1.00	<b>81.47</b>

**Award Summary**

During the course of evaluation, the state scrutinized all proposals to determine the viability of the proposed business 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.