



STATE OF INDIANA

Eric J. Holcomb, Governor

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

AMENDED Award Recommendation Letter

Date: November 29, 2022
To: Erin Kellam, Deputy Commissioner, Procurement Division
Indiana Department of Administration
From: Teresa Deaton-Reese, CPPB, CPPO, Procurement Consultant
Indiana Department of Administration
Subject: Recommendation of Award for 502-23-73218; Process Servers Services

Estimated Amount of two (2) year contract; \$783,600.00

Based on the State’s evaluation of responses received for Negotiated Bid 502-23-73218, Express Legal Services is recommended for award to provide the Department of Child Services with Process Servers Services. Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from three (3) bids:

- Evolution Process Services
- Express Legal Services
- Integrity Discovery Solution Group

Bid Summary

The solicitation was issued as a negotiated bid for a contract for all 92 counties for process server services. Integrity Discovery Solutions was disqualified and not considered for award.

See Attachment A for the cost proposal spreadsheet.

The proposals were evaluated by IDOA and DCS according to the criteria established in the bid documents. The supplier met the required and requested specifications. Therefore, the State evaluated the supplier for cost.

Award Summary

The table below outlines the award summary for 502-23-73518:

Respondent	Total Evaluation Amount	Preferences	Total Evaluation amount with Preference applied	Total Award Amount	Line Items Award
Express Legal Services	\$783,600.00	IBP – 3%		\$783,600.00	ALL

			\$760,092.00		
Evolution Process Services	\$951,720.00	IBP – 3%	\$923,168.40	None	None

During the course of the evaluation, the State scrutinized the proposal to determine the viability of the proposed business solutions and ability to meet the goals of the program and the needs of the State. IDOA evaluated proposal response based on the stipulated criteria outlined in the bid documents.