



Award Recommendation Letter

Date: October 22, 2020

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

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

Subject: Selection Recommendation for RFP 21-1076
Compliance Evaluation and Strategic Plan Development: Workforce Development Monitoring

Estimated Contract Value: \$69,956.34

Based on the evaluation of responses to Request for Proposal (“RFP”) 21-1076 it is the evaluation team’s recommendation that **PCG-Indiana, Inc.** be selected to begin contract negotiations for Compliance Evaluation and Strategic Plan Development: Workforce Development Monitoring services for the Indiana Department of Workforce Development

PCG-Indiana, Inc. has committed to subcontract 11.4% of the contract value to **Transform Consulting Group, Inc.** (a certified Women-owned Business).

Terms of this recommendation are included in this letter.

The evaluation team received proposals from four (4) vendors:

- Bronner Group, LLC
- Crowe LLP
- KSM Consulting, LLC
- PCG-Indiana, Inc.

According to the following criteria, which were published in Section 3, Proposal Evaluation, of the RFP, proposals were evaluated by the Indiana Department of Administration (“IDOA”) and scored by the evaluation team:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (45 points)
- Price (35 points)
- Minority Business Participation (5 points plus 1 bonus point if certain criteria are met)
- Women Business Participation (5 points plus 1 bonus point if certain criteria are met)

The proposals were evaluated according to the published 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. All Respondents were deemed responsive and adhered to the mandatory requirements and were moved forward for evaluation.

B. Management Assessment/Quality (“MAQ”)

The four (4) responsive Respondents’ proposals were each evaluated based on their respective Business Proposal and Technical proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

Business Proposal

- Respondent Information and Financial Stability
- References
- Proposed Subcontractors and Team Structure
- All other remaining sections of the Business Proposal

Technical Proposal

- Applicant Qualifications and Demonstrated Effectiveness
- Service Delivery and Project Management Approach

The evaluation team’s scores were based on a review of the respondent’s proposed approach to each section of the business and technical proposals.

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

Table 1: Initial MAQ Score

Respondent	MAQ Score (45 Max)
Bronner Group, LLC	31.58
Crowe LLP	28.33
KSM Consulting, LLC	36.33
PCG-Indiana, Inc.	40.17

C. Cost Proposal

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

Score = {

- If Respondent’s Cost amount is lowest among all Respondents, then score is 35.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:

$$35 * \frac{\text{(Lowest Respondent’s Cost amount)}}{\text{(Respondent’s Cost amount)}}$$

The cost scoring as a result of the Respondents’ cost proposals is as follows:

Table 2: Initial Cost Score

Respondent	Cost Score (35 Max)
Bronner Group, LLC	34.33
Crowe LLP	35.00
KSM Consulting, LLC	34.47
PCG-Indiana, Inc.	34.32

D. Initial Round Total Scores

The Cost Score was then combined with the Management Assessment and Quality Score to generate the total score for this step of the evaluation process as described in the RFP. The combined scores out of a maximum possible 80 points are tabulated in Table 3 below.

Table 3: Initial MAQ + Cost Score

Respondent	MAQ Score (45 Max)	Cost Score (35 Max)	Total Score (80 Max)
Bronner Group, LLC	31.58	34.33	65.91
Crowe LLP	28.33	35.00	63.33
KSM Consulting, LLC	36.33	34.47	70.81
PCG-Indiana, Inc.	40.17	34.32	74.49

The evaluation team elected to create a short list and moved two Respondents forward for further evaluation: KSM Consulting, LLC and PCG-Indiana, Inc.

E. Best and Final Offer

Prior to further evaluation, IDOA dispatched a request for the Best and Final Offer (BAFO). The updated scoring is reflected in Table 4 below:

Table 4: Initial MAQ + BAFO Cost Score

Respondent	MAQ Score (45 Max)	BAFO Cost Score (35 Max)	Total Score (80 Max)
KSM Consulting, LLC	36.33	33.82	70.15
PCG-Indiana, Inc.	40.17	35.00	75.17

F. IDOA Scoring

IDOA scored the short-listed Respondents in the following areas using criteria published in the RFP: MBE Subcontractor Commitment (5 points + 1 available bonus point) and WBE Subcontractor Commitment (5 points + 1 available bonus point). When necessary, IDOA clarified certain Minority and Women Business Participation information with the respondents.

Table 5: Final Overall Evaluation Scores

Respondent	MAQ Score (45 Max)	Cost Score (35 Max)	MBE ¹ (5 Max + 1 bonus)	WBE ¹ (5 Max + 1 bonus)	Total Score (90 Max + 2 bonus)
KSM Consulting, LLC	36.33	33.82	-1.00	6.00	75.15
PCG-Indiana, Inc.	40.17	35.00	-1.00	5.00	79.17

Award Summary

During the course of evaluation, the State scrutinized the proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the State. The team evaluated the proposals based on the stipulated criteria outlined in the RFP.

¹ M/WBE points were based upon adherence to the criteria and instructions laid out in Sections 1.21 and 3.26 of the RFP.

The term of the contract shall be for a period of one (1) year from the date of contract execution with no option for renewal.

David Brandon-Friedman
Senior Account Manager
Indiana Department of Administration