



Award Recommendation Letter

Date: February 15, 2021

To: Roxie Coble, IDOA Director of Strategic Sourcing
Indiana Department of Administration

From: Arthur L. Sample IV, Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Selection Recommendation for RFP 21-3754
Lottery Drawing Witness

Estimated 4 years Year Contract: \$269,900.00

Based on the evaluation of responses to Request for Proposal (“RFP”) 21-3754, it is the evaluation team’s recommendation that **Certified Fraud & Forensic Investigation** be selected to begin contract negotiations for the implementing of Lottery Drawing Witness for the State Lottery Commission of Indiana

Certified Fraud & Forensic Investigation is committed to subcontracting 8.7% of the total contract value to Bondry Management Consultants, LLC (a certified Minority-Owned Business), 8.7% of the total contract value to STLogics (a certified Woman-Owned Business) and 8.7% of the total contract value to Vespa Group, LLC (a certified Veteran-Owned Business).

Terms of this recommendation are included in this letter.

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

- Certified Fraud & Forensic Investigation
- Stopp & VanHoy CPAs and Business Advisors, LLC

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)
- Buy Indiana/Indiana Company (5 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)
- Indiana Veteran Owned Small 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

The proposals were reviewed for adherence to mandatory requirements. The respondents met these requirements and were then evaluated based on the business proposal, technical proposal, and cost proposal.

B. Management Assessment/Quality (“MAQ”)

Business Proposal - For the business proposal evaluation, the evaluation team considered the respondent’s organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation team’s scores were based on a review of each respondent’s business proposal, Attachment E.

Technical Proposal - For the technical proposal evaluation, the team considered the respondent’s ability to effectively perform the scope of work as defined in Section 2.4 of the RFP. The evaluation team’s scores were based on a review of each respondent’s technical proposal, Attachment F.

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

Table 1: Initial MAQ Score

Respondent	MAQ Score (45 Max)
Certified Fraud & Forensic Investigation	32.90
Stopp & VanHoy CPAs and Business Advisors, LLC	34.90

C. Cost Proposal

Cost scores were normalized, based on the lowest cost proposal evaluated. The lowest cost proposal, relative to their total cost, received a total of 35 points. Other proposals received scores based on the following normalization formula where the total cost of the proposal remains the respondent’s total cost:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 35 \text{ points}$$

The cost scoring is as follows:

Table 2: Initial Cost Score

Respondent	Cost Score (35 Max)
Certified Fraud & Forensic Investigation	35
Stopp & VanHoy CPAs and Business Advisors, LLC	28.76

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)
Certified Fraud & Forensic Investigation	32.90	35	67.90
Stopp & VanHoy CPAs and Business Advisors, LLC	34.90	28.76	63.66

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 the clarification questions. The scores for the Respondents after the oral presentations, BAFOs, and clarification questions were as follows:

Both Respondents Certified Fraud & Forensic Investigation and Stopp & VanHoy CPAs and Business opted out of Best and Final Offer (BAFO).

Table 4: BAFO, and Clarification Questions - Evaluation Scores

Respondent	MAQ Score (45 Max)	Cost Score (35 Max)	Total Score (80 Max)
Certified Fraud & Forensic Investigation	32.90	35	67.90
Stopp & VanHoy CPAs and Business Advisors, LLC	34.90	28.76	63.66

F. IDOA Scoring

IDOA scored the respondents in the following areas using criteria published in the RFP: Buy Indiana (5 points); Indiana Economic Impact (5 points); Minority and Women Business Participation (5 points each); and Indiana Veteran Owned Small Business Participation (5 points). When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, Minority and Women Business Participation and Indiana Veteran Owned Small Business Participation information with the respondents.

Table 7: Final Overall Evaluation Scores

Respondent	MAQ Score (45Max)	Cost Score (35)	Buy Indiana (5 max)	MBE (5 max + 1 bonus)	WBE (5 max + 1 bonus)	IVBE (5 max + 1 bonus)	Total Score ¹ (100 max + 3 bonus)
Certified Fraud & Forensic Investigation	32.90	35.00	0.00	5.00	5.00	5.00	82.90
Stopp & VanHoy CPAs and Business Advisors, LLC	34.90	28.76	0.00	6.00	6.00	-1.00	74.66

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.

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State’s option.

Arthur L. Sample IV
 Strategic Sourcing Analyst
 Indiana Department of Administration