



Award Recommendation Letter

Date: June 18, 2021

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

From: Stephanie Nelson, Senior Account Manager,
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-66986,
Air Data Management System ("Air DMS")

Based on its evaluation of responses to RFP 21-66986, it is the evaluation team's recommendation that Agilaire LLC be selected to begin contract negotiations to provide an Air DMS for the Indiana Department of Environmental Management (IDEM).

*Agilaire LLC has committed to subcontract .68% of the contract value to **Fineline Printing Group** (a certified Minority-owned Business (MBE)), 8.52% of the contract value to **AFIT Staffing** (a certified Women-owned Business (WBE)), and 4.73% to **Indy Data Partners, Inc.** (a certified Indiana Veteran-Owned Small Business (IVOSB)).*

The terms of this recommendation are included in this letter.

Estimated 2.5-year Contract Value: \$333,594.12

The evaluation team received one (1) proposal from:

1. Agilaire LLC

Participation in this RFP was limited only to vendors that responded to RFI 21-2904.

The proposal was evaluated by IDEM and IDOA according to the following criteria established in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50
3. Cost (Cost Proposal)	30
4. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)

7. Indiana Veteran Business Enterprise Subcontractor Commitment 5 (1 bonus pt. available)

Total: 100 (103 if bonus awarded)

The proposal was evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP. Scoring was completed as follows:

A. Adherence to Requirements

The proposal was reviewed for responsiveness and adherence to mandatory requirements. Agilaire LLC was deemed responsive and adhered to the mandatory requirements.

B. Management Assessment/Quality: Initial Consensus Scoring

The Respondent’s proposal was evaluated based on their respective Business Proposal and Technical Proposal.

Business Proposal (3 points)

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

- Company Information
- References

Technical Proposal (47 Points)

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

- Introduction, Background, and Experience (Section 1) and Minimum Requirement (Section 2)
- Technical Requirements (Section 3) - Attachment F Narratives
- Technical Requirements (Section 3) - Attachment F1 Core System Requirements
- Technical Requirements (Section 3) - Attachment F1 Additional System Requirements
- Technical Requirements (Section 3) - Attachment F1 Hardware Requirements
- Project Methodology, Sprint Cadence, and Project Schedule (Section 4)
- On-Going Support and Enhancements (Section 5)
- Project Deliverables and Key Activities (Section 6)
- Project Governance (Section 7) and Project Management (Section 8)
- Staffing (Section 9)
- Payment (Section 10)
- Overall Ability to Meet State's Needs

The evaluation team’s Round 1 scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Round 1 – Management Assessment/Quality Scores

Respondent	MAQ Score 50 pts.
Agilaire LLC	32.50

C. Cost Proposal (30 Points)

The price points on the Respondent’s Costs were awarded as follows:

Score = {

- If Respondent’s Cost amount is lowest among all Respondents, then score is 30.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:

$$30 * \frac{\text{(Lowest Respondent’s Cost Amount)}}{\text{(Respondent’s Cost Amount)}}$$

The cost scoring as a result of the Respondent’s cost proposal is as follows:

Table 2: Round 1 – Cost Scores

Respondent	Cost Score 30 pts.
Agilaire LLC	30.00

D. First Round Total Scores

The combined Round 1 MAQ and Cost score from the initial evaluation is listed below.

Table 3: Round 1 – Total Scores

Respondent	Total Score 80 pts.
Agilaire LLC	62.50

The evaluation team elected to issue Clarifications Questions and an invite to an Oral Presentation to the Respondent . Additionally, the evaluation team elected to issue a Price Reduction Opportunity, where the Respondent was encouraged to provide a Revised Cost Proposal on the same template used in the RFP.

E. Post Oral Presentations and Clarification Questions – Second Round MAQ Scores

The Respondent’s MAQ scores were reviewed and re-evaluated based on the Oral Presentation and the responses to the Clarification Questions. The scores for the Respondent after the Oral Presentation and Clarification Questions were as follows.

Table 4: Round 2 – Management Assessment/Quality Scores

Respondent	MAQ Score 50 pts.
Agilaire LLC	38.00

F. Post Price Reduction Opportunity – Final Round Cost Scores

The cost scoring as a result of the Price Reduction Opportunity is as follows:

Table 5: Round 2 – Cost Scores

Respondent	Cost Score 30 pts.
Agilaire LLC	30.00

G. Post Price Reduction Opportunity – Final Round Total Scores

The combined final score for the Respondent after the Oral Presentation, Clarification Questions, and Price Reduction Opportunity is listed below.

Table 6: Post Price Reduction Opportunity - Final Round Evaluation Scores

Respondent	MAQ Score (50)	Cost Score (30)	Total Score (80)
Agilaire LLC	38.00	30.00	68.00

H. IDOA Scoring

IDOA scored the Respondent in the following areas: Buy Indiana (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVOSB Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 103 possible points were tabulated and are as follows:

Table 7: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy IN	MBE*	WBE*	IVOSB*	Total Score
Points Possible	50	30	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pt.)
Agilaire LLC	38.00	30.00	0.00	.63	6.00	6.00	80.63

* See Sections 3.2.5 and 3.2.6 of the RFP for information on available M/WBE and IVOSB bonus points.

Award Summary

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

The term of the contract shall be for a period of two-and-a-half (2.5) years from the date of contract execution, with three (3) optional one-year renewals.

Stephanie Nelson

Stephanie Nelson, Senior Account Manager
Indiana Department of Administration