



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration  
Procurement Division

Indiana Government Center South  
402 W. Washington Street, Room W462  
Indianapolis, Indiana 46204

**Award Recommendation Letter**

Date: April 22, 2024

To: L. Erin Kellam, Deputy Commissioner  
Indiana Department of Administration

From: Christina Garcia, Sourcing Specialist  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 24-78221; Coroner's Toxicology Testing Services

Based on the evaluation of responses to RFP 24-78221, it is the evaluation team's recommendation that **Axis Forensic Toxicology, Inc.** be selected to begin contract negotiations to provide Coroner Toxicology Testing Services for the Indiana Department of Health (IDOH).

The terms of this recommendation are included in this letter.

Four (4) year contract with an estimated value of \$4,951,820.00.

The evaluation team received one (1) RFP response:

- Axis Forensic Toxicology, Inc.

The proposal was evaluated by IDOH and the Indiana Department of Administration (IDOA) according to the following in the RFP:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
7. Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point 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. The Respondent adhered to the mandatory requirements and was moved to the next step in the evaluation process.

**B. Management Assessment/Quality (50 points)**

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 Respondent’s organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondent’s Business Proposal, Attachment E.

**Technical Proposal (47 points)**

For the Technical Proposal evaluation, the evaluation team considered the Respondent’s ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondent’s Technical Proposal, Attachment F.

The evaluation teams Round 1 scoring was 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 – MAQ**

<b>Respondents Name</b>	<b>MAQ Score</b>
Axis Forensic Toxicology, Inc.	38.96

**C. Cost Proposal (35)**

Cost scores would then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 30 points. The normalization formula is as follows:

- *Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

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

**Table 2 – Cost**

<b>Respondents Name</b>	<b>Cost Score</b>
Axis Forensic Toxicology, Inc.	30.00

**D. Initial (Round 1) Total Scores**

The initial Management Assessment and Quality (MAQ) Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Scores from the initial evaluations are listed below:

**Table 3 – Total Scores**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
Axis Forensic Toxicology, Inc.	68.96

Respondent elected not to change their pricing.

#### **E. Second Round Scores – BAFO Responses**

The Respondent MAQ and Cost Scores were reviewed and re-evaluated based on clarification and BAFO responses. The Round 2 scores for the Respondent after clarification and the BAFO responses were as follows:

**Table 4: BAFO Responses**

<b>Respondent</b>	<b>MAQ Score (50)</b>	<b>Cost Score (30)</b>	<b>Total Score (80)</b>
Axis Forensic Toxicology, Inc.	38.96	30.00	68.96

#### **F. IDOA Scoring**

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veterans Owned Small Business 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 5: Final Overall Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>50</b>	<b>30</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
Axis Forensic Toxicology, Inc.	38.96	30.00	5.00	-1.00	-1.00	-1.00	70.96

#### **Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solutions 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 four (4) years from the date of contract execution.