



# STATE OF INDIANA

MICHAEL R. PENCE, Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
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Indianapolis, Indiana 46204  
317 / 232-3053

## Award Recommendation Letter

Date: August 10, 2016

To: Stan Judson, Director of Account Management  
Indiana Department of Administration

From: Eric Klinefelter, Deputy Director of Strategic Sourcing & Buyer Operations

Subject: Request for Proposal 16-074, Laboratory Analytical Services

Based on the evaluation of our team, we recommend a split award between **Eurofins Eaton Analytical, Inc., Pace Analytical Services, Inc., and TestAmerica Laboratories, Inc.** to begin contract negotiations to provide Laboratory Analytical Services for the State of Indiana.

*Eurofins Eaton Analytical, Inc. is committed to subcontracting 9.00% of the total contract value to **Crescent Chemical Company, Inc.** (a certified Women-owned Business (WBE)). Terms of the State's recommendations are included in this letter.*

The evaluation team received proposals from three (3) vendors:

- Eurofins Eaton Analytical, Inc.
- Pace Analytical Services, Inc.
- TestAmerica Laboratories, Inc.

The proposals were evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (40 points)
- Cost Proposal (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority Business Participation (5 +1 potential points)
- Woman-Owned Business Participation (5+1 potential points)
- Indiana Veteran Business Enterprise (5+1 potential points)

The proposals were evaluated according to the process outlined in section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:

### A. Adherence to Requirements

All proposals were reviewed for adherence to mandatory requirements. All of the Respondents adhered to the mandatory requirements and were then evaluated based on their business proposal, technical proposal, and cost proposal.

### B. Management Assessment/Quality

#### Business Proposal

For the business proposal evaluation, the team considered the Respondent's information provided in the business proposal. These areas were reviewed to assess the Respondent's ability to serve the state:

- Respondent Information and Financial Stability
- References
- Experience Serving Similar Clients

**Technical Proposal**

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

- Question 1; Ability and desire to perform work
- Question 2; Subcontractors proposed and their responsibilities and qualifications
- Question 3; Key Personnel
- Question 4; Quality Assurance/Quality Control Program
- Question 5; Analytical reporting/explanations available
- Question 6; Facilities diagram, description, and instrumentation
- Question 7; Plan to participate in a PT sample program
- Question 8; Previous two (2) years’ PT results
- Question 9; MDL Studies for each analyte
- Question 10; Laboratory capacity
- Question 11; Hours of delivery/after-hour deliveries/Friday Deliveries
- Question 12; Maintaining all documentation and data
- Question 13; Capabilities for providing sampling equipment/assistance

The evaluation team’s scores were based on a review of each Respondent’s business proposal, Section 2.3, and each Respondent’s proposed approach to each section of the technical proposal, Section 2.4, as well as responses to proposal clarifications.

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

**Table 1: Management Assessment/Quality (MAQ) Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (40 Max)</b>
Eurofins Eaton Analytical, Inc.	35.39
Pace Analytical Services, Inc.	33.97
TestAmerica Laboratories, Inc.	28.18

**C. Cost Proposal**

Cost scores were then normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 35 points. The normalization formula is as follows:

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

The initial cost scoring is as follows:

**Table 2: Initial Cost Scores**

<b>RESPONDENT</b>	<b>COST SCORE (35 Max)</b>
Eurofins Eaton Analytical, Inc.	19.07
Pace Analytical Services, Inc.	22.60
TestAmerica Laboratories, Inc.	35.00

**D. Total Scores**

The Cost Scores were then combined with the Management Assessment and Quality Scores to generate the total scores for this step of the evaluation process as described in the RFP. The combined scores out of a maximum possible 75 points are tabulated in Table 3 below.

**Table 3: MAQ + Cost Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (40 Max)</b>	<b>COST SCORE (35 Max)</b>	<b>TOTAL SCORE (75 Max)</b>
Eurofins Eaton Analytical, Inc.	35.39	19.07	54.46
Pace Analytical Services, Inc.	33.97	22.60	56.57
TestAmerica Laboratories, Inc.	28.18	35.00	63.18

All Respondents were deemed viable for contract award and moved forward to the final evaluation step. Prior to further evaluation, IDOA sent out a best-and-final-offer (BAFO). The updated scoring is reflected in Table 4 below.

**E. IDOA Scoring**

IDOA scored the Respondents in the following areas – Indiana Economic Impact (5 points), Buy Indiana (5 points), Minority Business Participation (5 +1 potential points), Women Business Participation (5 +1 potential points), and Indiana Veteran Business Enterprise (5 +1 potential points) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact, Buy Indiana, Minority and Women Business Participation, and Indiana Veteran Business Enterprise information with the Respondents. Once the final IEI, MWBE, and IVBE forms were received from the Respondents, the total scores out of 103 possible points were tabulated, and are as follows:

**Table 4: Final Overall Evaluation Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE (40 Max)</b>	<b>COST SCORE (35 Max)</b>	<b>IEI (5 Max)</b>	<b>Buy Indiana (5 Max)</b>	<b>MBE (6 Max)</b>	<b>WBE (6 Max)</b>	<b>IVBE (6 Max)</b>	<b>TOTAL SCORE (103 Max)</b>
Eurofins Eaton Analytical, Inc.	35.39	22.01	5.00	0.00	-1.00	6.00	-1.00	66.40
Pace Analytical Services, Inc.	33.97	21.93	3.24	0.00	-1.00	-1.00	-1.00	56.14
TestAmerica Laboratories, Inc.	28.18	35.00	0.00	0.00	-1.00	-1.00	-1.00	60.18

**Award Summary**

During the course of evaluation, the state scrutinized all 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 proposals based on the stipulated criteria outlined in the RFP document.

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

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Eric Klinefelter, Deputy Director of Strategic Sourcing & Buyer Operations  
Indiana Department of Administration