



STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION
Procurement Division
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Award Recommendation Letter

Date: October 5, 2016
To: Stan Judson, Director of Account Management
Indiana Department of Administration
From: Leslie Jones, Account Manager
Indiana Department of Administration
Subject: Recommendation for Award of RFP 17-004
Vehicle Accessories

Based on the State’s evaluation of responses received for RFP 17-004, **NAPA Auto Parts** and **SafeLite Fulfillment, Inc.** are recommended to begin contract negotiations to provide Vehicle Accessories for All State Agencies and Other Governmental Bodies, as specified by the categories identified below.

Vehicle Accessories Category	Recommended Company
Batteries	NAPA Auto Parts
Body Parts	NONE*
Glass	SafeLite Fulfillment, Inc.
Maintenance Parts	NAPA Auto Parts

Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from three (3) respondents for the following categories:

- Interstate Batteries - Batteries
- NAPA Auto Parts– Batteries and Maintenance Parts
- SafeLite Fulfillment, Inc. – Glass

*No proposals were received for the Auto Body Parts category. As such, no companies are recommended for award under that category.

The proposals were evaluated by a six-member evaluation team and IDOA according to the following criteria established in the RFP for each category identified in the Vehicle Accessories RFP:

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (40 points per category)
- Cost Proposal (35 points per category)
- Indiana Economic Impact (5 points per category)
- Buy Indiana (5 points per category)
- Minority Business Sub-Contractor Commitment (5 points + 1 available bonus point per category)
- Women Business Sub-Contractor Commitment (5 points + 1 available bonus point per category)
- Indiana Veteran Business Enterprise Sub-Contractor Commitment (5 points + 1 available bonus point per category)

The proposals were evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP. Scoring, which was established and finalized prior to the proposal due date, was completed as follows:

A. Adherence to Requirements

The proposals were reviewed for adherence to mandatory requirements. The Respondents were deemed responsive and were then evaluated based on the Business Proposal, Technical Proposal, and Cost Proposal responses.

B. Management Assessment/Quality

Business Proposal (6 points per category)

For the business proposal evaluation, the evaluation team considered the information the Respondents provided in the Business Proposals. The following areas were reviewed to assess the Respondents’ abilities to serve the State:

- References
- Experience Serving Similar Clients

Technical Proposal (34 Points per category)

For the technical proposal evaluation, the team considered the Respondents’ proposals in the following areas:

CRITERIA / QUESTION	RFP SECTION
E-Procurement Guidelines	2.4.1
Ordering & Invoicing	2.4.2
Shipping & Delivery / On-Site Services	2.4.3
Account Management & Reporting	2.4.4
Implementation	2.4.5
Catalog	2.4.6
Customer Services	2.4.7

The evaluation team’s scores were based on a review of the Respondents’ proposed approaches to each section of the Business and Technical proposals, Section 2.3 and Section 2.4, as well as specific questions that the Respondents were asked to respond to in the RFP.

C. Cost Proposal (35 Points per category)

The category discounts were applied to the Respondent-provided list prices for each respective category to determine the Indiana Price for each item. Once the Indiana Price was determined, the following formulas were used to determine the Total Category Cost.

$$\text{Indiana Price} * \text{Quantity} = \text{Total Category Cost}$$

The minimum Total Category Cost received 30 points for the Cost Proposal. The minimum Total Category Cost was then used as a baseline to determine the point totals for the other Respondents, as described in the formula below:

$$30 \text{ points} * (\text{minimum Total Category Cost} / \text{Respondent’s Total Category Cost}) = \text{Category Cost Point Total}$$

Retrospective Discount Administrative Fee

In each category, the Retrospective Discount Administrative Fee was then used to assign a maximum of 5 possible points. The minimum Retrospective Discount Administrative Fee was used as a baseline to determine the point totals for the other Respondents, as described in the normalization formula below:

5 points X (Retrospective Discount Percentage X (Sum of category highest spend line items (Indiana Price X Quantity))) = Retrospective Discount Administrative Fee

Total Cost Score

The Total Cost Score was the sum of the Category Cost Point Total and the Retrospective Discount Point Total.

D. First Round Total Scores

The First Round Management Assessment and Quality Score (as described above) was combined with the Initial Cost Score (as described below) to generate a total score. The combined scores (out of a possible maximum of 75 points) are tabulated in Tables 1-3 below.

Table 1: First Round Total Scores - Batteries

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
Interstate Batteries	24.25	30.00	54.25
NAPA Auto Parts	31.96	25.34	57.30

Table 2: First Round Total Scores - Glass

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
SafeLite Fulfillment, Inc.	29.08	30.00	59.08

Table 3: First Round Total Scores – Maintenance Parts

RESPONDENT	MAQ SCORE (40 MAX)	COST SCORE (35 MAX)	TOTAL SCORE (75 Max)
NAPA Auto Parts	32.42	35.00	67.42

The Respondents were asked to respond to clarification questions, as needed, and invited to reduce pricing through a Target Pricing round.

IDOA then scored the Respondents in the following areas: Buy Indiana (5 points), Indiana Economic Impact (5 points), Minority Business Participation (5 points + 1 available bonus point), Women Business Participation (5 points + 1 available bonus point), and Indiana Veteran Business Enterprise Participation (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 4: Final Evaluation Scores - Batteries

Respondent	Management Assessment/Quality	Cost	Buy Indiana	IEI	MBE	WBE	IVBE	Total Score
Interstate Batteries	24.25	30.00	5.00	5.00	-1.00	-1.00	-1.00	61.25
NAPA Auto Parts	31.96	25.34	5.00	5.00	-1.00	-1.00	-1.00	64.30

Table 5: Final Evaluation Scores - Glass

Respondent	Management Assessment/Quality	Cost	Buy Indiana	IEI	MBE	WBE	IVBE	Total Score
SafeLite Fulfillment, Inc.	29.08	30.00	0.00	5.00	-1.00	-1.00	-1.00	61.08

Table 6: Final Evaluation Scores – Maintenance Parts

Respondent	Management Assessment/Quality	Cost	Buy Indiana	IEI	MBE	WBE	IVBE	Total Score
NAPA Auto Parts	32.42	35.00	5.00	5.00	-1.00	-1.00	-1.00	74.42

Award Summary

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

The term of each 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.