



STATE OF INDIANA

MICHAEL R. PENCE, Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3053

Award Recommendation Letter

Date: December 16, 2015

To: Debby Walker, Deputy Commissioner
Indiana Department of Administration

From: Eric Klinefelter, Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Request for Proposal 16-011, Vehicles (Mobility Vans)

Based on the evaluation of our team, we recommend for selection **Midwest Transit** to begin contract negotiations to provide Mobility Van Vehicles for the following categories, for the State of Indiana:

- *Low Floor Minivan*
- *Small Transit*
- *Large Transit*

The evaluation team received proposals from four (4) vendors for Mobility Van Vehicles:

- Hoekstra Transportation
- Midwest Transit
- Shepard Bros
- Tesco

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 (35 points)
- Cost Proposal (40 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:

- Respondents Information, Financial Stability, and Contract Terms/Clauses
- References
- Proposed Subcontractors and Team Structure

Technical Proposal

For the technical proposal evaluation, the team considered the respondent's proposal in the following areas:

Service Factors

- Order Confirmation, Delivery Requirements, Order Due Date Notification Guarantee, and Price Decrease Reciprocation
- Report Submission Requirements and Auditing
- Vehicle Requirements, Service Center Locations, Aftermarket Installation, and LPG Conversion Requirement (excluding State of Michigan Test and Police Vehicle Equipment Installation Tests)
- Performance Metrics, Invoice Credits and Corrective Actions for Non-Compliance
- Timely Response to Inquiry and Quarterly Meetings

Account Management

- Team Members
- Problem Resolution/Escalation

Other Documents

- All Other Documents

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.

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 40 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 40$$

D. IDOA Scoring

Mobility Vans were not be scored on IEI, BI, MBE, WBE, and IVBE criteria as federal funding used for these vehicles excludes these criteria from consideration. The total scores out of 75 possible points were tabulated and are reflected in Exhibit C.

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.