



STATE OF INDIANA

Eric J. Holcomb, Governor

DEPARTMENT OF ADMINISTRATION Commissioner's Office

Indiana Government Center South
402 West Washington Street, Room W462
Indianapolis, IN 46204

Award Recommendation Letter

Date: September 5, 2023

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

From: Arthur L. Sample IV, Procurement Specialist
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 23-74923, WorkKeys Job Profiling Service

Based on its evaluation of responses to RFP 23-74923, it is the evaluation team's recommendation that **Tecumseh Area Partnership, Inc.**, be selected to begin contract negotiations to provides quality WorkKeys job profiling for the JOBS Program.

Tecumseh Area Partnership, Inc. has committed to subcontract twenty-six percent (26%) of the contract value to **Suzanne Wheeler** which is a certified Women-owned Business (WBE).

Estimated Contract Value: \$170,000.00

The evaluation team received one (1) proposal from:

1. Tecumseh Area Partnership, Inc

The proposals were evaluated by DWD 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 Owned Small Business Subcontractor Commitment	5 (1 bonus pt. available)

Total: 100 (103 if bonus awarded)

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

Each proposal was reviewed for responsiveness and adherence to mandatory requirements. All of the Respondents were deemed responsive as they met the mandatory requirements listed in the RFP.

B. Management Assessment/Quality: Consensus Scoring

The one (1) responsive Respondent proposal was evaluated based on the respective Business Proposal and Technical Proposal.

- **Business Proposal**

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 team's scores were based on a review of each respondent's business proposal, Attachment E.

- **Technical Proposal**

For the technical proposal evaluation, the team considered the respondent's ability to effectively perform the scope of work as defined in Section 2.4 of the RFP. The evaluation team's scores were based on a review of each respondent's technical proposal, Attachment F.

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

Table 1: Management Assessment/Quality (MAQ) Scores

Respondent	MAQ Score 50 pts.
Tecumseh Area Partnership, Inc	37.25

C. Cost Proposal (30 Points) and Shortlisting

Price points were awarded on the Respondents' Costs as follows:

Score =

$$\begin{cases}
 \bullet \text{ If Respondent's Cost amount is lowest among all Respondents, then score is 30.} \\
 \bullet \text{ If Respondent's Cost amount is NOT lowest among all Respondents, then score is:} \\
 30 * \frac{(\text{Lowest Respondent's Cost amount})}{(\text{Respondent's Cost amount})}
 \end{cases}$$

The cost scoring as a result of the Respondents' cost proposals is as follows:

Table 2: Cost Scores

Respondent	Cost Score 30 pts.
Tecumseh Area Partnership, Inc	30.00

The combined MAQ and Cost scores from the evaluations are listed below.

Table 3: Combined MAQ and Cost Scores

Respondent	Combined Score 80 pts.
Tecumseh Area Partnership, Inc	67.25

With IDOA approval, the evaluation team issued clarification questions and a request for a Best and Final Offer (BAFO) from the Respondent.

D. BAFO Evaluations and IDOA Scoring

The Respondent's cost score was updated based on their BAFO. IDOA scored the Respondent in the following areas: 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. When necessary, IDOA clarifies certain M/WBE/IVOSB information with Respondents. Once the final M/WBE/IVOSB forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

Table 4: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy Indiana	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 pts.)
Tecumseh Area Partnership, Inc	37.25	30.00	5.00	-1.00	6.00	-1.00	76.25

* See Section 3.2.5/6/7 of the RFP for information on available M/WBE/IVOSB bonus points.

Award Summary

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

The term of the contract shall be for a period of one (1) year from the date of contract execution. There may be three (4) one-year renewals for a total of four (5) years at the State's option.