



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration
Procurement Division

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Award Recommendation Letter

Date: October 20, 2020

To: Mark Hempel, Director of Account Management
Indiana Department of Administration

From: David Brandon-Friedman, Senior Account Manager,
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-1788, Single Imaging Vendor

Based on its evaluation of responses to RFP 21-1788, it is the evaluation team's recommendation that **Fairfax Imaging, Inc. dba Fairfax Software** be selected to begin contract negotiations to provide Single Imaging Vendor services for the Indiana Department of Revenue (DOR).

Fairfax Imaging, Inc. dba Fairfax Software has committed to subcontract 8% of the contract value to **Ryan Consulting Group, Inc.** (a certified Minority-owned Business), 8% of the contract value to **AimHire IT, LLC** (a certified Women-owned Business), and 3% of the contract value to **Vespa Group, LLC** (a certified Indiana Veteran-owned Small Business).

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$733,771

The evaluation team received four (4) proposals from:

1. Fairfax Imaging, Inc. dba Fairfax Software
2. J & B Software dba Exela
3. MetaSource LLC
4. Ricoh USA, Inc.

The proposals were evaluated by DOR 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 Respondents were deemed responsive and adhered to the mandatory requirements and were moved forward for evaluation.

B. Management Assessment/Quality: Initial Scoring (50 Points)

The four (4) responsive Respondents’ proposals were each evaluated based on their respective Business Proposal and Technical Proposal.

These areas were reviewed to assess the Respondent’s ability to serve the State:

- Respondent Information and Financial Stability
- Contract Terms/Clauses
- References
- Proposed Subcontractors and Team Structure
- Experience Serving State Government
- Experience Serving Similar Clients
- Non-Mandatory Requirements
- Service Level Agreements
- Project Management
- Functional Requirements
- Application Support
- Security
- Technical
- Training

The evaluation team’s Round 1 scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal as well as initial clarifications. The initial results of the Management Assessment/Quality Evaluation are shown below:

Table 1: Management Assessment/Quality Scores Round 1

Respondent	MAQ Score 50 pts.
Fairfax Imaging, Inc. dba Fairfax Software	45.02
J & B Software dba Exela	32.59
MetaSource LLC	26.61
Ricoh USA, Inc.	23.81

C. Cost Proposal (30 Points)

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

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

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

Table 2: Cost Scores – Round 1

Respondent	Cost Score 30 pts.
Fairfax Imaging, Inc. dba Fairfax Software	30.00
J & B Software dba Exela	16.74
MetaSource LLC	2.73
Ricoh USA, Inc.	3.30

D. First Round Total Scores

The combined Round 1 MAQ and Cost scores from the initial evaluations are listed below.

Table 3: Round 1 - Total Scores

Respondent	Total Score 80 pts.
Fairfax Imaging, Inc. dba Fairfax Software	75.02
J & B Software dba Exela	49.33
MetaSource LLC	29.34
Ricoh USA, Inc.	27.11

The evaluation team elected to invite two Respondents to give oral presentations: Fairfax Imaging, Inc. dba Fairfax Software and J & B Software dba Exela.

E. Post Oral Presentations, BAFO Evaluations, and Clarification Questions

The Respondents' cost scores were updated based on their BAFOs. The Respondents' MAQ scores were reviewed based on the oral presentations and the responses to clarification questions. The scores for the Respondents after the oral presentations, BAFOs, and clarification questions were as follows:

Table 4: Post-Oral Presentation, BAFO, and Clarification Questions Round 2 - Evaluation Scores

Respondent	MAQ Score (50)	Cost Score (30)
Fairfax Imaging, Inc. dba Fairfax Software	47.01	30.00
J & B Software dba Exela	33.27	19.90

F. IDOA Scoring

IDOA scored the short-listed Respondents in the following areas: Buy Indiana (5 points), 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 clarified certain M/WBE and IVOSB information with the Respondents. Once the final M/WBE and IVOSB forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

Table 5: 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 pt.)
Fairfax Imaging, Inc. dba Fairfax Software	47.01	30.00	0	5.00	5.00	5.00	92.01
J & B Software dba Exela	33.27	19.90	0	-1.00	-1.00	4.00	55.17

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

Award Summary

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

The term of the contract shall be for a period of five (5) years from the date of contract execution. There may be one (1) four (4)-year renewal for a total of nine (9) years at the State's option.