



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration
Procurement Division

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Award Recommendation Letter

Date: January 22, 2021

To: Roxie Coble, IDOA Director of Strategic Sourcing
Indiana Department of Administration

From: Arthur L. Sample IV, Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-3389, Volunteer Program Curriculum Development

Based on its evaluation of responses to RFP 21-3389, it is the evaluation team's recommendation that **Leadership Indianapolis**, be selected to begin contract negotiations to provide Volunteer Program Curriculum Development for the Department of Workforce Development.

Leadership Indianapolis has no Subcontractor Commitment with Minority or Women owned Business.

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$38,000.00

The evaluation team received two (2) proposals from:

1. Leadership Indianapolis
2. Skill Demand

The proposals were evaluated by 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)	45
3. Cost (Cost Proposal)	35
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)

Total: 90 (92 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 ("MAQ")

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.

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

Table 1: Management Assessment/Quality Scores

Respondent	MAQ Score 45 pts.
Leadership Indianapolis	36.25
Skill Demand	18.83

C. Cost Proposal

Cost scores were normalized, based on the lowest cost proposal evaluated. The lowest cost proposal, relative to their total cost, received a total of 35 points. Other proposals received scores based on the following normalization formula shown below.

Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35 points

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

Table 2: Cost Scores

Respondent	Cost Score 35 pts.
Leadership Indianapolis	35.00
Skill Demand	31.11

D. First Round Total Scores

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

Table 3: Total Scores

Respondent	Total Score 80 pts.
Leadership Indianapolis	71.25
Skill Demand	49.94

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 the clarification questions. The scores for the Respondents after the oral presentations, BAFOs, and clarification questions were as follows:

Table 4: BAFO, and Clarification Questions - Evaluation Scores

Respondent	MAQ Score (45)	Cost Score (35)
Leadership Indianapolis	36.25	35.00
Skill Demand	18.83	31.67

F. IDOA Scoring

IDOA scored Respondents in the following areas: MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain M/WBE information with the Respondents. Once the final M/WBE forms were received from the Respondents, the total scores out of 93 possible points were tabulated and are as follows:

Table 5: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	MBE*	WBE*	Total Score
Points Possible	45	35	5 (+1 bonus pt.)	5 (+1 bonus pt.)	90 (+2 bonus pt.)
Leadership Indianapolis	36.25	35	-1.00	-1.00	69.25
Skill Demand	18.83	31.67	5.00	-1.00	54.50

* 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 State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period not-to-exceed 6 months from the date of contract execution; however, the State anticipates a vendor may be able to complete the work requested sooner than the contract timeframe. The State does not anticipate any future renewals of this contract.