



**STATE OF INDIANA**

**Eric Holcomb, Governor**

**Department of Administration  
Procurement Division**

Indiana Government Center South  
402 W. Washington Street, Room W462  
Indianapolis, Indiana 46204

**Award Recommendation Letter**

Date: May 14, 2021

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

From: Stephanie Nelson, Senior Account Manager  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-66919; Laboratory Analytical Services for Fish Tissues and Sediment Analyses

Based on the evaluation of responses to RFP 21-66919, it is the evaluation team's recommendation that Pace Analytical Services, LLC be selected to begin contract negotiations to provide Laboratory Analytical Services for Fish Tissues and Sediment Analyses.

The terms of this recommendation are included in this letter.

Estimated two (2) year contract value: \$287,330.00

The evaluation team received one (1) RFP response:

- Pace Analytical Services, LLC

The proposal was evaluated by the Indiana Department of Environmental Management (IDEM) and the Indiana Department of Administration (IDOA) according to the following criteria established in the RFP:

<b>Criteria</b>	<b>Points</b>
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
7. Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point available)

Total: 100 (103 if bonus awarded)

The proposal was evaluated according to the process outlined in Section 3.2 (“Evaluation Criteria”) of the RFP.

Scoring was completed as follows:

**A. Adherence to Requirements**

The proposal was reviewed for responsiveness and adherence to mandatory requirements. The Respondent met the mandatory requirements and was moved forward for further evaluation.

**B. Management Assessment/Quality (45 points)**

The Respondents proposal was evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal (3 points)**

For the Business Proposal evaluation, the evaluation team considered the Respondents organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

**Technical Proposal (42 points)**

For the Technical Proposal evaluation, the evaluation team considered the Respondents ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation teams scoring is based on a review of the Respondents proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality Evaluation is shown below:

**Table 1: Initial Management Assessment/Quality Scores**

<b>Respondent</b>	<b>MAQ Score 45 pts.</b>
Pace Analytical Services, LLC	36.56

**C. Cost Proposal (35)**

Cost scores would then be normalized to one another, based on the lowest cost proposal evaluated. The lowest (and only) cost proposal received a total of 35 points. The normalization formula is as follows:

- Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

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

**Table 2: Initial Cost Score**

<b>Respondent</b>	<b>Cost Score 35 pts.</b>
Pace Analytical Services, LLC	35.00

#### D. Initial Total Scores and Shortlisting

The initial Management Assessment and Quality Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Score from the initial evaluation is listed below.

**Table 3: Combined Initial MAQ and Cost Score**

<b>Respondent</b>	<b>MAQ Score (45 pts.)</b>	<b>Cost Score (35 pts.)</b>	<b>Total Score (80 pts.)</b>
Pace Analytical Services, LLC	36.56	35.00	71.56

The evaluation team elected to issue a Best and Final Offer (BAFO) request to the Respondent.

#### E. Post BAFO Response

The Respondents cost score was reviewed and re-evaluated based on the BAFO. The scores for the Respondent after the BAFO response was as follows (same as above):

**Table 4: Post BAFO Response – MAQ and Cost Score**

<b>Respondent</b>	<b>MAQ Score (45)</b>	<b>Cost Score (35)</b>	<b>Total Score (80)</b>
Pace Analytical Services, LLC	36.56	35.00	71.56

#### F. IDOA Scoring

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veterans Owned Small Business Subcontractor Commitment (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 5: Final Overall Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>45</b>	<b>35</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100(+3 bonus pts.)</b>
Pace Analytical Services, LLC	36.56	35.00	0.00	-1.00	-1.00	-1.00	68.56

### **Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposed solutions to meet the goals of the program and the needs of the State. The team evaluated the proposal 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 one (1) two-year renewal for a total of four (4) years at the State's option.

*Stephanie Nelson*

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Stephanie Nelson  
Senior Account Manager  
Indiana Department of Administration