



STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION
Procurement Division
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Award Recommendation Letter

Date: January 6, 2016

To: Debra Walker, Deputy Commissioner, Procurement
Indiana Department of Administration

From: Teresa Deaton-Reese, CPPO, CPPB, Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Recommendation for Selection for RFP 16-010 – Fleet Card Services

Estimated Amount of Initial 2-Year Contract Term: Zero based Contract

Based on the State's evaluation of responses for RFP 16-010, we recommend that Wex Bank be eligible to begin contract negotiations to provide Fleet Card Services for All State Agencies (ASA).

The terms of this recommendation are outlined in this letter.

The evaluation team received two (2) proposals from the following:

- US Bank
- Wex Bank

The proposals were evaluated by IDNR, IDOC, INDOT and IDOA according to the following criteria established in the RFP:

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (40 points)
- Cost Proposal (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority and Women Participation (10 points, with an additional 2 points if certain criteria was met); and
- Indiana Veteran Business Enterprise Participation (5 points, with 1 additional point if certain criteria was met).

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 adherence to mandatory requirements and all were deemed responsive. Each proposal was then evaluated based on its Business Proposal and Technical Proposal.

B. Management Assessment/Quality (40 Pts)

Business Proposal (5 points)

For the business proposal evaluation, the team considered the information each respondent provided in the business proposal. These areas were reviewed to assess the respondent’s ability to serve the State:

- Company Structure
- Financial Information
- Integrity of Company Structure
- Contract Terms/Clauses
- References
- Experience Serving State Government
- Experience Serving Similar Clients

Technical Proposal (35 Points)

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

- Fleet Card Usage
- Fleet Card
- Fleet Card Issuance
- Fleet Card Reissuance
- Lost or Theft of Fleet Card
- Fleet Card Restrictions
- Customer Service
- Contract Implementation
- Implementation
- Training
- Transaction Posting
- Supplier Payment
- Authorization and Controls
- Billing and Payment
- Disputed Transactions
- Reporting
- Accounting of Transactions
- Software
- Online Security
- Insurance
- Optional Products and Services
- Data
- Credit Limit
- Disaster Recovery
- Additional Offerings

The evaluation team’s scoring is based on a review of the Respondents’ proposed approach to each section of the technical proposal, Section 2.4, as well as specific questions that respondents were asked to respond to in the RFP and oral presentations. The results of the management assessment/quality evaluation are shown below:

Table 1: Management Assessment/Quality Scores

RESPONDENT	MAQ SCORE
US Bank	27.67
Wex Bank	31.06

C. Cost Proposal (35 Points)

Cost proposals were normalized to one another based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 35 points. The normalization formula is as follows:

$$(\text{Lowest proposed cost} / \text{Respondent's cost}) * \text{available points}$$

Table 2: Cost Scores

RESPONDENT	COST SCORE
US Bank	0
Wex Bank	35

D. IDOA Scoring

IDOA scored the Respondents in the following areas: Buy Indiana (5 points), Indiana Economic Impact (5 points), Minority and Women Business Participation, and the Indiana Veteran's Business Participation.

The total score, out of 103 possible point, is listed below:

Table 3: Final Evaluation Scores

RESPONDENT	MAQ SCORE 40 Max	COST SCORE 35 Max	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE 103 Max
US Bank	27.67	0	0	5	-1	-1	-1	29.67
Wex Bank	31.06	35	0	0.05	-1	5	-1	69.11

Award Summary

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

The term of each initial 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.