



STATE OF INDIANA

ERIC J. HOLCOMB, GOVERNOR

DEPARTMENT OF ADMINISTRATION

Commissioner's Office

402 West Washington Street, Room W469  
Indiana Government Center – South  
Indianapolis, Indiana 46204-2746

**Award Recommendation Letter**

Date: December 10, 2024  
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 **265-25-80618, Equine Drug Testing**

Based on its evaluation of response to RFP **265-25-80618**, it is the evaluation team's recommendation that **The Industrial Laboratories Company, Inc.**, be selected to begin contract negotiations to administer the **Indiana Horse Racing Commission (IHRC)**

The details of this recommendation are included in this letter.

**Two (2) year initial contract term** with an estimated value of **\$ 2,072,090.00**. The term of the contract may be extended and/or renewed for a period not to exceed four (4) years from the date of contract execution.

The evaluation team received one (1) proposal from:

- **The Industrial Laboratories Company, Inc**

The Proposal was evaluated by IHRC 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. 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 Enterprise Subcontractor Commitment	5 (1 bonus pt. 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 proposal was deemed responsive and adhered to the mandatory requirements.

**B. Management Assessment/Quality: Initial Scoring**

The Respondent's Proposal was evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal**

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

- Respondent Information and Financial Stability
- References
- Proposed Subcontractors and Team Structure

**Technical Proposal**

For the Technical Proposal evaluation, the evaluation team considered the Respondent’s proposal in the following areas:

- Preliminary Requirements
- Testing of Samples
- Graded Stakes Testing
- Record Keeping and Record Retention
- Ownership
- Standard Operating Procedures and Laboratory Manual
- Collecting and Shipping Samples
- Methodology
- Quality Assurance/Quality Control Program/Proficiency and Blind Sample Testing Program
- Laboratory Staff
- Laboratory Facilities
- Laboratory Equipment
- Additional Requirements
- Suggested Additional Information

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

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

Respondent	MAQ Score 45 pts.
The Industrial Laboratories Company, Inc	34.78

**C. Cost Proposal (35 Points)**

The price points on the Respondent’s Costs were awarded as follows:

Score =

- If Respondent’s Cost amount is lowest among all Respondents, then score is 35.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:

$$35 * \frac{\text{Lowest Respondent's Cost Amount}}{\text{Respondent's Cost Amount}}$$

The cost scoring as a result of the Respondent’s cost Proposal is as follows:

**Table 2: Initial Cost Scores**

<b>Respondent</b>	<b>Cost Score 35 pts.</b>
<b>The Industrial Laboratories Company, Inc</b>	35.00

**D. Combined MAQ and Cost Scores**

The MAQ and Cost Combined Scoring as a result of the Respondent's Business, Technical and Cost Proposals= is as follows:

**Table 3: Round 1 – Total Scores (MAQ + Cost)**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
<b>The Industrial Laboratories Company, Inc</b>	69.78

**E. Clarifications**

Score was finalized and remained unchanged after the clarification.

**Table 4: Round 2 – Management Assessment/Quality Scores**

<b>Respondent</b>	<b>MAQ Score 45 pts.</b>
<b>The Industrial Laboratories Company, Inc</b>	34.78

**F. Best and Final Offer Opportunity – Final Round Cost Scores**

The Respondent's score was reviewed and re-evaluated based on the BAFO response.

The cost scoring as a result of the Respondent's BAFO Cost Proposal is as follows:

**Table 5: Round 2 – BAFO Cost Scores**

<b>Respondent</b>	<b>Cost Score 35 pts.</b>
<b>The Industrial Laboratories Company, Inc</b>	35.00

**G. Round 2 - Total Scores**

The combined final scores for the Respondent, based on Round 2 Management Assessment/Quality and BAFO Cost Scores are listed below.

**Table 6: Round 2 - Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>45</b>	<b>35</b>	<b>80</b>
<b>The Industrial Laboratories Company, Inc</b>	34.78	35.00	69.78

**H. IDOA Scoring**

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), IVOSB Subcontractor Commitment (5 points + 1 available bonus point) and Buy Indiana (5 points) using the criteria outlined in the RFP. IDOA requested updated M/WBE and IVOSB commitments from the Respondent who submitted BAFO Cost Proposal. Once the final M/WBE and IVOSB forms were received from the Respondent, the total scores out of 100 possible points were tabulated and are as follows:

**Table 7: Final 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 pt.)</b>
<b>The Industrial Laboratories Company, Inc</b>	34.78	35.00	0.00	-1.00	6.00	6.00	80.78

**Award Summary**

During the course of evaluation, the State scrutinized the proposal to determine the viability 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 initial term of the contract(s) shall be for two (2) years. The term of the contract(s) may be extended and/or renewed for a period not to exceed four (4) years from the date of contract execution.



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