



STATE OF INDIANA

Eric Holcomb, Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division

402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3053

Award Recommendation Letter

Date: June 18, 2021

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

From: Emily Cranfill, CPPB; Senior Account Manager
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 20-058; Accessibility for Disabled (ADA)

Based on the evaluation of responses to RFP 20-058, it is the evaluation team's recommendation that **Automated Doors & Access, Inc.** be selected to begin contract negotiations to provide the Accessibility for Disabled (ADA) for the Indiana Department of Administration.

The terms of this recommendation are included in this letter.

Estimated Two-Year Contract: \$168,616 (for supplies and services based on historical amounts)

The evaluation team received proposals from one (1) respondent:

- Automated Doors & Access, Inc.

The proposal was evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (40 points)
- Cost Proposal (40 points)
- Buy Indiana (5 points)
- Minority Business Enterprise Participation (5+1 potential points)
- Woman-Owned Business Enterprise Participation (5+1 potential points)
- Indiana Veteran Owned Small Business Enterprise (5+1 potential points)

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 adherence to mandatory requirements.

The respondent adhered to the mandatory requirements and was then evaluated based on their business proposal, technical proposal, and cost proposal.

B. Management Assessment/Quality

Business Proposal

For the business proposal evaluation, the team considered the respondent's proposal in the following areas:

- Respondent Information and Financial Stability
- References
- Proposed Subcontractors and Team Structure
- All other remaining sections of the Business Proposal

Technical Proposal

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

- Experience & Ability Repairing/Replacing Items Associated with Automated Doors
- Experience & Ability Repairing/Replacing Items Associated with Listed Manufacturers
- Labor Warranty
- Preventative Maintenance
- Ability to Manage High-Demand Parts/Materials

The evaluation team's scores were based on a review of the respondent's business proposal, Section 2.3, and the respondent's proposed approach to each section of the technical proposal, Section 2.4.

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

Table 1: Initial Management Assessment/Quality Scores

RESPONDENT	MAQ SCORE (40 Max)
Automated Doors & Access, Inc.	32.33

C. Cost Proposal

Cost scores were then normalized to one another, with the lowest cost receiving a total of 40 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30 \text{ points}$$

The initial cost scoring is as follows:

Table 2: Initial Cost Scores

RESPONDENT	Cost Score (40 Max)
Automated Doors & Access, Inc.	40.00

D. Initial Round Total Scores

The cost score was combined with the management assessment and quality score to generate the total score for this step of the evaluation process as described in the RFP. The combined scores out of a maximum possible 80 points are tabulated in Table 3 below.

Table 3: Round 1 Total Scores

RESPONDENT	Total Score (80 Max)
Automated Doors & Access, Inc.	72.33

The respondent was given the opportunity to update their cost proposal during the Best and Final Offer (BAFO) round. The respondent's score did not change as a result of the BAFO round.

E. Final Evaluation Scores

IDOA scored the respondent in the following areas: Buy Indiana (5 points), Minority Business Enterprises Subcontractor Commitment (5 points + 1 available bonus point), Women Business Enterprises Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veteran Owned Small Business (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 Respondent. The total scores, out of 103 possible points, were tabulated and are as shown below:

Table 4: Final Overall Evaluation Scores

Respondent	MAQ	Cost	Buy IN	MBE*	WBE*	IVOSB*	Total Score
Points Possible	40	40	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pts.)
Automated Doors & Access, Inc.	32.33	40.00	0.00	-1.00	-1.00	-1.00	69.33

** See Sections 3.2.5 and 3.2.6 of the RFP for information on available M/WBE and IVOSB bonus points.

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the state. The team evaluated proposals 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 two (2), one-year renewals for a total of four (4) years at the State's option.

Emily Cranfill

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