



STATE OF INDIANA

Eric Holcomb, Governor

Department of Administration  
Procurement Division

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**Award Recommendation Letter**

Date: October 7, 2020

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

From: David Brandon-Friedman, Senior Account Manager,  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-873, On Demand Production and Distribution of License Plates and Registration Documents

Based on its evaluation of responses to RFP 21-873, it is the evaluation team's recommendation that **Irwin Hodson Group Indiana, LLC** be selected to begin contract negotiations to provide On Demand Production and Distribution of License Plates and Registration Documents for the Indiana Bureau of Motor Vehicles / Commission (BMV/C).

Irwin Hodson Group Indiana, LLC has committed to subcontract 13.06% of the contract value to **Pillow Express Logistics** (a certified Minority-owned Business), 12.71% of the contract value to **Langham Logistics** (a certified Women-owned Business), and 4.26% of the contract value to **Performance Management Enterprises** (a certified Indiana Veteran-owned Small Business).

The terms of this recommendation are included in this letter.

Estimated Contract Value: \$44,874,710.00

The evaluation team received four (4) proposals from:

1. Department of Correction/Indiana Correctional Industries Division
2. Intellectual Technology, Inc.
3. Irwin Hodson Group Indiana, LLC
4. RR Donnelley & Sons Company

The proposals were evaluated by BMV/C 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)	50
3. Cost (Cost Proposal)	30
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 Subcontractor Commitment	5 (1 bonus pt. available)
Total: 100 (103 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. RR Donnelley & Sons Company did not meet all mandatory requirements because, as noted in Section 1.3 of the RFP, “It is mandatory for a respondent to bid on both the production and distribution of license plates and the production and distribution of the registration documents.” All other Respondents were deemed responsive and adhered to the mandatory requirements and were moved forward for evaluation.

#### B. Management Assessment/Quality: Initial Scoring (50 Points)

The three (3) responsive Respondents’ proposals were each evaluated based on their respective Business Proposal and Technical 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
- Implementation
- Design and Materials Requirements
- Account Management
- Process Requirements
- Customer Service
- Security

The evaluation team’s Round 1 scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality Evaluation are shown below:

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

Respondent	MAQ Score 50 pts.
Department of Correction/Indiana Correctional Industries Division	12.94
Intellectual Technology, Inc.	43.49
Irwin Hodson Group Indiana, LLC	41.14

#### C. Cost Proposal (30 Points)

Price points were awarded on the Respondents’ Costs as follows:

Score = {

- If Respondent’s Cost amount is lowest among all Respondents, then score is 30.
- If Respondent’s Cost amount is NOT lowest among all Respondents, then score is:

$$30 * \frac{(\text{Lowest Respondent's Cost amount})}{(\text{Respondent's Cost amount})}$$

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

**Table 2: Cost Scores – Round 1**

<b>Respondent</b>	<b>Cost Score 30 pts.</b>
Department of Correction/Indiana Correctional Industries Division	20.08
Intellectual Technology, Inc.	23.83
Irwin Hodson Group Indiana, LLC	30.00

**D. First Round Total Scores**

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

**Table 3: Round 1 - Total Scores**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
Department of Correction/Indiana Correctional Industries Division	33.02
Intellectual Technology, Inc.	67.32
Irwin Hodson Group Indiana, LLC	71.14

The evaluation team elected to invite two Respondents to give oral presentations: Intellectual Technology, Inc. and Irwin Hodson Group Indiana, LLC.

**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: Post-Oral Presentation, BAFO, and Clarification Questions Round 2 - Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score (50)</b>	<b>Cost Score (30)</b>
Intellectual Technology, Inc.	44.06	22.95
Irwin Hodson Group Indiana, LLC	42.30	30.00

**F. IDOA Scoring**

IDOA scored the short-listed Respondents in the following areas: Buy Indiana (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVOSB Subcontractor Commitment (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 Respondents. Once the final M/WBE and IVOSB forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

**Table 5: Final Evaluation Scores**

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE*	WBE*	IVOSB*	Total Score
Points Possible	50	30	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100 (+3 bonus pt.)
Intellectual Technology, Inc.	44.06	22.95	5.00	5.00	5.00	5.00	87.02
Irwin Hodson Group Indiana, LLC	42.30	30.00	5.00	6.00	6.00	6.00	95.30

\* 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 term of the contract shall be for a period of seven (7) years with no option for renewal.