



STATE OF INDIANA

DEPARTMENT OF ADMINISTRATION
Commissioner's Office

Michael R. Pence, Governor

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204

Award Recommendation Letter

Date: December 8, 2015

To: Stanley Judson, Director of Strategic Sourcing
Indiana Department of Administration

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

Subject: Recommendation selection for Negotiated Bid ASA-16-049, Luggage for the Department of Child Services.

Total Purchase Price: \$52,100.00

Based on the evaluation of the bids received, Ask Us First, LLC is recommended for award. Terms of this recommendation are included in this letter.

The State of Indiana received one (1) proposal:

- Ask Us First, LLC

The following line items and quantities were requested from the using agencies:

PRODUCT	PRODUCT DESCRIPTION	QTY
Product A	Expandable Rolling Duffel Bag	300
Product B	Child Rolling Duffel Bag	300
Product C	Child Luggage/Trolley Case	200
Product D	25" Expandable Upright Spinner	300

When necessary, the state clarified with the respondent to ensure specifications were met for each item. Additionally, respondent was given the opportunity to improve pricing from their original bid.

Ask Us First, LLC, claimed the U.S. Manufactured Preference.

Ask Us First, LLC claimed and qualifies for the Indiana Small Business Preference.

The final evaluation is detailed in the table below:

Vendor	Total Bid Amount	Price Preference	Total Evaluation Amount	Award Amount	Line Item(s) Award	# of Line Items Bid
Ask Us First, LLC	\$52,100.00	ISBP – 15%	\$44,285.00	\$52,100.00	All	All

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of each proposed business solution to meet the needs of the State. The Indiana Department of Administration evaluated proposals and awarded in accordance with the requirements set forth in the published process and pursuant to Indiana law.

This award will result in contract award for two years with a one two-year renewal.

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