



## STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION  
Procurement Division  
402 W Washington Street, Room W468  
Indianapolis, Indiana 46204  
317 / 232-3053

### Award Recommendation Letter

Date: May 21, 2010

To: Jessica Robertson, Director of Strategic Sourcing   
Indiana Department of Administration

From: Nicole Kenney, Strategic Sourcing Analyst

Subject: Recommendation of Selection for RFP 10-50  
Solicitation for Cost Table Translation Services  
for the Indiana Department of Local Government Finance

#### Estimated Amount of Two Year Contract: \$89,100.00

Based on the evaluation of our team, we recommend for selection **J Wayne Moore PHD, LLC** to begin contract negotiations to provide cost table translation services for the Indiana Department of Local Government Finance (DLGF). J Wayne Moore PHD, LLC is committed to subcontract 10% to *Briljent* (a certified minority-owned business) and 10% to *ENTAP, Inc.* (a certified woman-owned business) of the annual contract value. Terms of this recommendation are included in this letter.

The evaluation team received proposals from two (2) vendors:

- J Wayne Moore PHD, LLC
- Nexus Group, Inc.

The proposals were evaluated by DLGF and IDOA according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (25 points)
  - Business Proposal (5 points)
  - Technical Proposal (20 points)
- Pricing Proposal (30 points)
- Indiana Economic Impact (15 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Woman-Owned Business Participation (10 points)

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**

Both proposals were reviewed for adherence to mandatory requirements. All of the respondents adhered to the mandatory requirements and were 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 each respondent's general information, integrity of company structure, financial information, references, subcontractors, and experience. These areas were reviewed to assess each respondent's ability to serve the state.

**Technical Proposal**

For the technical proposal evaluation, the team considered each respondent's proposal for general information, project methodology, documentation, experience, technical and training assistance, and a turnkey solution.

The evaluation team's scores were based on a review of each respondent's 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 clarifications.

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

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

RESPONDENT	MAQ SCORE (25 Max)
J Wayne Moore	22.5
Nexus Group	17.5

During business and technical proposal evaluation, the evaluation team observed the following regarding each respondent:

**J Wayne Moore**

J Wayne Moore scored 22.5 points out of the possible 25 qualitative points. The evaluation team was impressed by the respondent's willingness to provide technical and training assistance to the DLGF, and establish an in-house capability of future cost table maintenance. Furthermore, the respondent's references were impressive and positive. The proposal identified a step-by-step procedure to be used in performing the proposed services, including a paper delivered by Dr. Moore on cost data and the cost translation process. Additionally, the evaluation team was intrigued by the turnkey solution and the field-testing proposal. No major concerns were identified with the proposal to the state.

## Nexus Group

Nexus Group scored 17.5 points out of the possible 25 qualitative points. The evaluation team is familiar with the respondent's variety of involvement in all aspects of assessment-related services throughout the state, the number of jurisdictions, and percentage of parcels that they serve. Additionally, the respondent's company structure and financial situation appears to be sound. The team felt the references were positive, but not as strong as the other respondent's. The respondent's updates and their experience in this area were viewed positively by the team. Although the respondent provided some examples of their current efforts in providing updated cost information to their clients, the overall proposal lacked detail regarding the project methodology, training assistance, or providing a turnkey solution compared to the other respondent.

### C. Cost Proposal

Price is measured against the state's baseline cost for this scope of work (\$50,000). Cost scoring points will be assigned as follows:

- Respondents who meet the state's current baseline cost will receive zero (0) cost points.
- Respondents who propose a decrease to the state's current costs will receive positive points at the same rate as bid increasing cost.
- Respondents who propose an increase to the state's current cost will receive negative points at the same rate as bid lowering cost.
- Respondents who propose a 10% decrease to the state's current baseline cost will receive all of the available cost points.
- If multiple respondents decrease costs below 10% of the current baseline, an additional 5 points will be added to the respondent proposing the lowest cost to the state.

All respondents were given an opportunity to improve their cost score through target pricing. The updated cost proposals were resubmitted in a timely manner. J Wayne Moore took advantage of the target pricing and proposed more than a 10% decrease to the state's current cost while Nexus Group did not change from the original pricing proposed. The cost scores based on the final pricing provided are as follows:

**Table 2: Final Cost Scores**

RESPONDENT	COST SCORE (-30 to +30)
J Wayne Moore	30.00
Nexus Group	(30.00)

The evaluation team deemed both proposals viable for contract award and moved them forward to the final evaluation step – IDOA Indiana Economic Impact, Buy Indiana, and Minority and Woman-Owned Business Participation scoring.

### D. IDOA Scoring

IDOA scored the respondents in the following areas – Buy Indiana (10 points), Indiana Economic Impact (15 points), and Minority and Women Business Participation (10 points each) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy

Indiana, Indiana Economic Impact, and Minority and Women Business Participation information with the respondents. Once the final MWBE and IEI forms were received from respondents, the total scores out of 100 possible points were tabulated, and are as follows:

**Table 3: Final Overall Evaluation Scores**

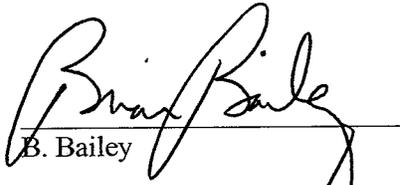
RESPONDENT	MAQ SCORE (25 max)	COST SCORE (30 max)	BUY INDIANA (10 max)	IEI (15 max)	MBE (10 max)	WBE (10 max)	TOTAL SCORE (100 max)
J Wayne Moore	22.5	30.00	0.00	0.26	10.00	10.00	72.76
Nexus Group	17.5	(30.00)	10.00	15.00	0.00	0.00	12.50

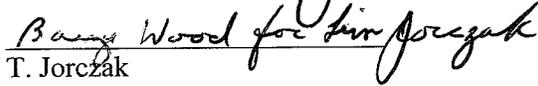
**Award Summary**

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.

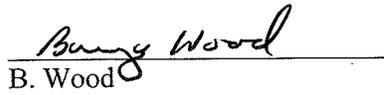
This agreement will be for a period of two (2) years. At the discretion of the state, there may be two (2) one (1) year renewals.

Signed By:

  
B. Bailey

  
T. Jorczak

  
C. Wolter

  
B. Wood

RFP 10-50 Evaluation Team

  
Nicole Kenney  
Indiana Department of Administration