



STATE OF INDIANA
Michael R. Pence, Governor

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

Award Recommendation Letter

Date: December 27, 2013

To: Justin Weidner, Director of Strategic Sourcing, Indiana Department of Administration *JW*

From: Jennifer Michael, CPPB, Strategic Sourcing Analyst, Indiana Department of Administration

Subject: Recommendation of Selection for RFP 14-035, Cafeteria Services

Estimated Amount of Commissions to the State for 2 year contract: \$600,000.00

Based on the evaluation by our team, I recommend for selection **Taher, Inc.**, to begin contract negotiations to provide cafeteria services for the State of Indiana.

Taher, Inc, is committed to subcontract 10.40% of the annual contract value to DiverseGOV, a certified Minority-owned firm, and 14.88% to CC Holdings, Inc, a Woman-owned firm. Terms of this recommendation are included in this letter.

The evaluation team received proposals from four (4) vendors:

- Aladdin
- Nayyarsons
- Taher
- Treat America

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

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (40 points)
- Price (20 points)
- Indiana Economic Impact (5 points)
- Buy Indiana/Indiana Company (10 points)
- Minority Business Participation (10 points)
- Women-Owned Business Participation (10 points)
- Veteran Business Enterprise participation (5 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

The proposals were reviewed for adherence to mandatory requirements. All respondents moved on from this step.

B. Management Assessment/Quality

Business Proposal

For the business proposal evaluation, the team considered each respondent’s ability to serve the state regarding the following sections of the business proposal: company structure, company financial information, references, and experience serving similar clients.

Technical Proposal

For the technical proposal evaluation, the team considered each respondent's processes/plan to provide requested services, reporting capabilities, and experience.

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: MAQ Scores

Respondent	MAQ Score (40 Max)
Aladdin	26.80
Nayyarsons	27.58
Taher	30.25
Treat America	21.88

C. Cost Proposal

Cost scores were normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received all of the available points. Points were awarded separately for everyday menu items and commission rates to the state and combined for an overall score. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 20$$

The scoring for step 2 of the evaluation process is outlined below:

Table 2: Cost Scores

Respondent	Cost Score (20 Pts Max)
Aladdin	19.26
Nayyarsons	17.90
Taher	17.23
Treat America	17.52

D. Short List

The Cost Scores were then combined with the First Round MAQ Scores to generate the total scores for this step of the evaluation process as described in the RFP. The combined scores out of a maximum of possible 60 points are tabulated in Table 3 below.

Table 3: Pre-Short List Scores

Respondent	Management Assessment / Quality Score (40 Pts Max)	Cost Score (20Pts Max)	Total Score (60 Pts Max)
Aladdin	26.80	19.26	46.06
Nayyarsons	27.58	17.90	45.48
Taher	30.25	17.23	47.48
Treat America	21.88	17.52	39.40

The evaluation team noted that the results in Table 3 highlighted a natural break in scores and Treat America was eliminated from consideration at this stage. The short-listed respondents, Aladdin, Nayyarsons, and Taher were then asked to provide an oral presentation to the evaluation team. Before the final scores were tabulated, IDOA conducted a target pricing round with short-listed Respondents to ensure they were providing their lowest price to the State. The final scores and MAQ scores, after oral presentations, are reflective in Table 4 below.

E. IDOA Scoring

IDOA scored the respondents in the following areas – Buy Indiana (10 points), Indiana Economic Impact (5 points), Minority and Women Business Participation (10 points each), and Veteran Business Enterprise (5 points) 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 respondent(s).

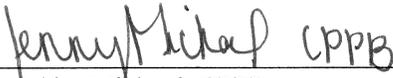
Table 4: Final Overall Evaluation Scores

Respondent	Management Assessment/ Quality Score (40 max)	Cost Score (20 max)	Buy Indiana (10)	Indiana Economic Impact (5 max)	MBE (10 max + 1 bonus)	WBE (10 max + 1 bonus)	VBE (5+1 bonus)	Total Score (100 max)
Aladdin	29.20	19.93	0	3.66	10	11	-1	72.79
Nayyarsons	32.70	18.96	0	5	2.50	10	-1	68.16
Taher	30.65	17.23	0	4.11	11	11	-1	72.99

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.



 Jennifer Michael, CPPB
 Indiana Department of Administration
 Strategic Sourcing Analyst