



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: July 15, 2016

To: Eric Klinefelter, Deputy Director of Strategic Sourcing & Buyer Operations
Indiana Department of Administration

From: Patrick O'Connor, Strategic Sourcing Analyst

Subject: Request for Proposal 16-069, Cost Information Data Sourcing

Estimated 2-year Contract Amount: \$58,710.00

Based on the evaluation of our team, we recommend for selection **Craftsman Book Company** to begin contract negotiations to provide Cost Information Data Sourcing for the State of Indiana's Department of Local Government Finance.

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

- Core Logic
- Craftsman Book Company

The proposals were 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 (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority Business Participation (5 +1 potential points)
- Woman-Owned Business Participation (5+1 potential points)
- Indiana Veteran Business Enterprise (5+1 potential 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

All 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 the respondent's information provided in the business 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

Technical Proposal

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

- Question 2.4.1 - Requirements
- Question 2.4.2 - Requirements
- Question 2.4.3 - Requirements
- Question 2.4.4 - Requirements

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

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

Table 1: Management Assessment/Quality Scores

RESPONDENT	MAQ SCORE (40 Max)
Core Logic	21.81
Craftsman Book Company	21.19

C. Cost Proposal

Cost scores were then normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 35 points. The normalization formula is as follows:

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 35$$

The cost scoring is as follows:

Table 2: Cost Scores

RESPONDENT	COST SCORE (35 Max)
Core Logic	2.31
Craftsman Book Company	35.00

D. IDOA Scoring

IDOA scored the respondents in the following areas – Indiana Economic Impact (5 points), Buy Indiana (5 points), Minority Business Participation (5 +1 potential points), Women Business Participation (5 +1 potential points), and Indiana Veteran Business Enterprise (5 +1 potential points) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Indiana Economic Impact, Buy Indiana, Minority and Women Business Participation, and Indiana Veteran Business Enterprise information with the respondents. Once the final IEI, MWBE, and IVBE forms were received from the respondents, the total scores out of 103 possible points were tabulated, and are as follows:

Table 3: Final Overall Evaluation Scores

RESPONDENT	MAQ SCORE (40 Max)	COST SCORE (35 Max)	IEI (5 Max)	Buy Indiana (5 Max)	MBE (6 Max)	WBE (6 Max)	IVBE (6 Max)	TOTAL SCORE (103 Max)
Core Logic	21.81	2.31	0.00	0.00	-1.00	-1.00	-1.00	21.12
Craftsman Book Company	21.19	35.00	0.00	0.00	-1.00	-1.00	-1.00	53.19

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.

Patrick O'Connor, Strategic Sourcing Analyst
Indiana Department of Administration