



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: August 10, 2016

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

From: Lottie Hooyer, Senior Account Manager
Indiana Department of Administration

Subject: Recommendation for Selection for RFP 16-085
Armored Car Services

Total Annual Estimated Value of Award: \$51,336.48

Based on the State's evaluation of bids received for RFP 16-085, **Dunbar Armored, Inc.** is recommended for award to provide Armored Car Services - Region 1 for the Bureau of Motor Vehicles (BMV) as specified below. Terms of the award recommendation are outlined in this letter.

The State of Indiana received proposals from one (1) Respondent:

- Dunbar Armored, Inc.

The proposal was evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (40 points)
- Cost Proposal (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority Business Sub-Contractor Commitment (5 points + 1 available bonus point)
- Women Business Sub-Contractor Commitment (5 points + 1 available bonus point)
- Indiana Veteran Business Enterprise Sub-Contractor Commitment (5 points + 1 available bonus point)

The proposal was 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 proposal was reviewed for adherence to mandatory requirements. The Respondent's proposal adhered to the mandatory requirements and was then evaluated based on its Business Proposal, Technical Proposal, and Cost Proposal.

B. Management Assessment/Quality

Business Proposal (5 points)

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:

- Company Structure
- Company Financial Information
- Integrity of Company Structure and Financial Reporting
- References
- Subcontractors

Technical Proposal (35 Points)

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

Criteria/Question	RFP Section / Technical Proposal Section
Describe how you would comply with IC 5-13-6-1. Specifically address how funds will be picked-up (every day a branch is open for business) and deposited at a State approved banking depository (within a 24-hour period from the time funds are received).	2.4.1 / Question 1
Describe how you would handle unforeseen circumstances (e.g., inclement weather, a truck breaks down, employee calls off) to ensure that the requirements of IC 5-13-6-1 are met.	2.4.1 / Question 2
Describe the security measures used to transport funds (e.g., marked containers, sealed containers, armored vehicle)	2.4.1 / Question 3
Describe how your company will provide communication of which employees will be servicing which BMV locations and the frequency of that communication.	2.4.2 / Question 1
Describe security measures that will be used to ensure quick and easy identification of employees (e.g., identification badges, uniforms, etc.)	2.4.2 / Question 2
Describe the documentation provided for each fund pick-up.	2.4.3 / Question 1
Describe your company’s process once funds are picked-up.	2.4.3 / Question 2
Describe your company’s fund exchange (order for coin and paper currencies) procedures.	2.4.3 / Question 3
Describe the timeline used for coin/paper currency change orders.	2.4.3 / Question 4
List supplies provided for pick-up and currency change orders (e.g. deposit books, tamper free deposit bags, etc.)	2.4.3 / Question 5
Describe the procedures for a lost shipment.	2.4.3 / Question 6
Describe customer service support that is to be provided.	2.4.3 / Question 7

The evaluation team’s scores were based on a review of the Respondent’s proposed approaches to each section of the Business and Technical proposals, Section 2.3 and Section 2.4, as well as specific questions that respondents were asked to respond to in the RFP. The results of the initial management assessment/quality evaluation are shown below:

Table 1: Initial Management Assessment/Quality Scores

RESPONDENT	MAQ SCORE
Dunbar Armored, Inc.	16.75

C. Cost Proposal (35 Points)

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

$$(\text{Lowest proposed cost} / \text{Respondent’s cost} * \text{available points})$$

The cost scoring is as follows:

Table 2: Cost Scores

RESPONDENT	COST SCORE
Dunbar Armored, Inc.	35.00

D. IDOA Scoring

The respondent was then given the chance to improve their pricing through a Best and Final Offer (BAFO) round and the cost scores are reflected in Table 3 (below). IDOA scored the Respondents in the following areas: Buy Indiana (5 points), Indiana Economic Impact (5 points), Minority Business Participation (5 points + 1 available bonus point), Women Business Participation (5 points + 1 available bonus point), and Indiana Veteran Business Enterprise Participation (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, Indiana Economic Impact, Minority and Women Business Participation and Indiana Veteran Business Enterprise Participation information with the Respondent. The total scores out of 103 possible points were tabulated and are as follows:

Table 3: Final Evaluation Scores

Respondent	Management Assessment/Quality	Price	Buy Indiana	IEI	MBE	WBE	IVBE	Total Score
Dunbar Armored, Inc.	16.75	35.00	0.00	0.00	-1.00	-1.00	-1.00	48.75

Award Summary

During the course of the evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions and ability to meet the goals of the program and the needs of the State. The team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The term of the initial 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.