



# 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: September 22, 2016

To: Stan Judson, Director of Account Management and Sourcing Operations  
Indiana Department of Administration

From: Greg Moorman, Account Manager  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 16-088  
Laboratory Analytical Services

### Estimated Two-Year Contract Amount: \$224,775.00

Based on the State's evaluation, I recommend selecting **Pace Analytical Services, Inc.** to begin contract negotiations to provide Laboratory Analytical Services for the Indiana Department of Environmental Management.

The evaluation team received one (1) proposal from one (1) vendor:

- Pace Analytical Services, Inc. (Pace)

The proposal was evaluated by the Indiana Department of Administration (IDOA) and a four (4) member evaluation team from the Indiana Department of Environmental Management according to the following criteria established in RFP 16-088:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (40 points)
- Cost (35 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority and Women Business participation (5 points, with an additional 2 bonus points if certain criteria was met)
- Indiana Veteran Business participation (5 points, with an additional bonus point if certain criteria was met)

The proposal was evaluated according to the process outlined in Section 3.2, Evaluation Criteria, of RFP 16-088 as follows:

### A. Adherence to Requirements

The proposal was reviewed for adherence to mandatory requirements. Pace's proposal met the requirements and was then evaluated based on the business proposal, technical proposal and cost proposal.

## B. Management Assessment/Quality

### Business Proposal

For the Business Proposal evaluation, the team considered the respondent's provided information, including:

- References
- Financial information
- Experience serving similar clients and state government clients

### Technical Proposal

For the Technical Proposal evaluation, the team considered the respondent's provided information, including:

- Vendor ability and desire to perform the work
- Subcontractors proposed and their responsibilities and qualifications
- Key personnel - Experience and Qualifications
- Quality Assurance/Quality Control Program
- Analytical reporting
- Facilities diagram, description, and instrumentation
- Plan to participate in a PT sample program
- Previous two (2) years' PT results
- MDL studies for each analyte
- Laboratory capacity
- Delivery hours
- Maintaining all documentation and data
- Capabilities for providing sampling supplies/transportation

The evaluation team's scores were based on a review of the business proposal, the respondent's proposed approaches outlined in the technical proposal, and the respondent's responses to specific questions asked in the RFP. The resulting scores of the management assessment/quality evaluation are listed below:

Table 1: MAQ Score

Respondent	MAQ Score
Pace	35.13

## C. Cost Proposal

Cost scores 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:

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

Pace was offered the opportunity to improve its pricing through a Best and Final Offer (BAFO) round. The cost scoring, as a result of BAFO, is as follows:

Table 2: Cost Score

Respondent	Cost Score
Pace	35.00

**D. IDOA Scoring**

IDOA scored the respondent in the following areas: Buy Indiana, Indiana Economic Impact (IEI), Minority and Women Business Participation, and Indiana Veteran Business Participation.

The total score, out of 103 possible points, is listed below:

Table 3: Overall Score

Respondent	MAQ Score (40 Max)	Cost Score (35 Max)	Buy Indiana (5 max)	IEI (5 Max)	MBE (5 Max + 1 Bonus Point)	WBE (5 Max + 1 Bonus Point)	IVBE (5 Max + 1 Bonus Point)	Total Score (100 Max + 3 Bonus)
Pace	35.13	35.00	0.00	5.00	0.63	1.25	-1.00	76.01

**E. AWARD SUMMARY**

During the course of evaluations, the evaluation team studied Pace’s proposal to determine the viability of the proposed business solutions 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 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.

---

Greg Moorman  
 Account Manager  
 Indiana Department of Administration