



# STATE OF INDIANA

Michael R. Pence, Governor

Department of Administration  
Procurement Division

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## Award Recommendation Letter

Date: September 9, 2016

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

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

Subject: Recommendation of Selection for RFP 16-103: Indiana Sector Partnership Initiative

Based on the evaluation of responses to RFP 16-103, the Evaluation Team recommends **Jobs for the Future** for award and contract negotiations to provide Indiana Sector Partnership Consultation Services for IDWD.

*JFF has committed to subcontract 7.52% to **Community Solutions Inc.** (a certified Woman-owned Business (WBE)) and 4.01% to the **Indiana Black Expo** (a certified Minority-owned Business (MBE)). (Certified Indiana Veteran Owned Business and other geographical preferences were not permitted in this award, in compliance with Federal Code 2CFR 200.319 7b, as detailed in RFP 16-103.)*

The terms of the recommendation are included in this letter.

Estimated 1-year Contract Value: \$386,030.54

The evaluation team received three (5) proposals from:

- Crowe Horwath
- Jobs for the Future
- Sequoia
- Thomas P. Miller & Associates
- University of Indianapolis

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

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	60
3. Cost (Cost Proposal)	30

4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
Total: 100 (102 if bonus awarded)	

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**

Each proposal was reviewed for adherence to mandatory requirements and deemed responsive.

**B. Management Assessment/Quality**

Each proposal was then evaluated based on its Business Proposal and Technical Proposal.

**Business Proposal**

For the business proposal evaluation, the team considered the information each Respondent provided in the business proposal. These areas were reviewed to assess the Respondent’s ability to serve the State:

- Proposer Information (including ability to service the State)
- References

**Technical Proposal**

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

- Section 1 – Sector Partnership Development Assistance
- Section 2 – Planning and Execution of Sectors Summit
- Section 3 – Cross-Agency Efforts and Plan
- Section 4 – Technical Assistance Plan
- Section 5 – Account Management and Reporting
- Section 6 – Other Desirable Attributes and Qualifications

The evaluation team’s scoring is based on a review of the Respondents’ proposed approach to each section of the business and technical proposal, as well as specific questions that Respondents were asked to respond to in the RFP and clarifications. The results of the management assessment/quality evaluation are shown below:

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

RESPONDENT	MAQ SCORE 60 pt.
Crowe Horwath	27.70
Jobs for the Future	57.65
Sequoia	30
Thomas P. Miller & Associates	52.85
University of Indianapolis	43.9

### C. Cost Proposal

Cost proposals were then normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 30 points. The normalization formula is as follows:

- $Respondent's\ Cost\ Score = (Lowest\ Cost\ Proposal / Total\ Cost\ of\ Proposal) \times 30$

The cost scoring as a result of Respondents' initial proposals are as follows:

**Table 2: Initial Cost Scores**

RESPONDENT	Cost Score 30 pt.
Crowe Horwath	4.63
Jobs for the Future	17.39
Sequoia	19.26
Thomas P. Miller & Associates	30.
University of Indianapolis	20.66

### D. First Round Total Scores

The combined MAQ and Cost scores from the initial evaluations are listed below.

**Table 3: First Round Total Scores**

RESPONDENT	MAQ SCORE (60 MAX)	COST SCORE (30 MAX)	TOTAL SCORE (90 Max)	FIRST ROUND RESULT
Crowe Horwath	27.70	4.63	32.33	Removed
Jobs for the Future	57.65	17.39	75.04	Short-Listed
Sequoia	30.	19.26	49.26	Removed
Thomas P. Miller & Associates	52.85	30.	82.85	Short-Listed
University of Indianapolis	43.9	20.66	64.56	Short-Listed

There was a clear and natural break in the scores between Jobs for the Future, Thomas P. Miller & Associates, and University of Indianapolis from Crowe Horwath and Sequoia. As such, both Crowe Horwath and Sequoia were eliminated from further consideration. The remaining three Respondents were short-listed for further consideration. Short-listed Respondents were asked to participate in oral presentations and respond to clarification questions, as needed.

The short-listed Respondents are listed below:

- Jobs for the Future
- Thomas P. Miller and Associates
- University of Indianapolis

## E. Post Short-Listing Evaluations

After short-listing, the remaining Respondents' MAQ scores were updated based on oral presentations and clarification responses. The State dispatched a best and final offer (BAFO). The final scores for the short-listed Respondents after these events are as follows:

**Table 4: Post Short-Listing Evaluation Scores**

<b>RESPONDENT</b>	<b>MAQ SCORE 60 Max</b>	<b>COST SCORE 30 Max</b>	<b>TOTAL SCORE 90 Max</b>
Jobs for the Future	57.05	18.54	75.59
Thomas P. Miller and Associates	30.65	30.00	60.65
University of Indianapolis	32.75	19.82	52.57

## F. IDOA Scoring

IDOA scored the Respondents in the following areas: MBE Subcontractor Commitment (5 points + 1 available bonus point) and WBE Subcontractor Commitment (5 points + 1 available bonus point), using the criteria outlined in the RFP. When necessary, IDOA clarified certain MWBE information with the Respondents. Once the final MWBE forms were received from the Respondents, the total scores out of 102 possible points were tabulated and are as follows:

**Table 5: Final Evaluation Scores**

<b>Respondent</b>	<b>Management Assessment/Quality</b>	<b>Price</b>	<b>MBE</b>	<b>WBE</b>	<b>Total Score</b>
Jobs for the Future	57.05	18.54	2.5	5.	83.09
Thomas P. Miller and Associates	30.65	30.00	6	-1	65.65
University of Indianapolis	32.75	19.82	-1.	.63	52.20

## Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions' 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 contract shall be for a total of 1 year. There may be three (3) one-year renewals for a total of four (4) years at the State's option.