



STATE OF INDIANA

Michael R. Pence, Governor

DEPARTMENT OF ADMINISTRATION
Procurement Division
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Award Recommendation Letter

Date: October 4, 2016

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

From: Teresa Deaton-Reese, CPPO, CPPB, Strategic Sourcing Analyst
Indiana Department of Administration

Subject: Recommendation for Selection for RFP 17-005 – Community Outreach Program Coordination, Training Content Developer/Presenter Services – Department of Child Services (DCS)

Estimated Amount of Initial 4-Year Contract Term: \$252,000.00

Based on the State's evaluation of responses for RFP 17-005, we recommend, Stacia S. Lozer to be eligible to begin contract negotiations to provide both service components listed below for the Department of Child Services (DCS).

- Component 1 – Community Outreach Program Coordination
- Component 2 – Training Content Development and Presentation

The terms of this recommendation are outlined in this letter.

The evaluation team received two (2) proposals from the following:

- Briljent, LLC
- Stacia S. Lozer

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

- Adherence to Mandatory Requirements (Pass/Fail)
- Management Assessment/Quality (MAQ) (45 points)
- Cost Proposal (30 points)
- Indiana Economic Impact (5 points)
- Buy Indiana (5 points)
- Minority and Women Participation (10 points, with an additional 2 points if certain criteria was met); and
- Indiana Veteran Business Enterprise Participation (5 points, with 1 additional point if certain criteria was met).

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 (Pass/Fail)

Each proposal was reviewed for adherence to mandatory requirements. All Respondents were deemed responsive. Each proposal was then evaluated based on its Business Proposal and Technical Proposal.

B. Management Assessment/Quality (45 Points Total)

Business Proposal (5 Points)

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:

- Integrity of Company Structure and Financial Reporting
- Contract Terms/Clauses

- Subcontractors
- Experience

Technical Proposal (40 Points)

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

Component 1 – Community Outreach Program Coordination

- Community Outreach
- Special Projects

Component 2 – Training Content Development and Presentation

- Curriculum Development
- Special Projects

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 in Table 1 below:

C. Cost Proposal (30 Points)

Price – 30 available points

Cost scores will then be 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:

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

D. MAQ and Cost Scores

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

Table 1: Combined Management Assessment/Quality Scores and Cost Scores

All proposals were ranked on the basis of their combined scores for Management Assessment/Quality and Cost.

Component 1 – Community Outreach Program Coordination

RESPONDENT	MAQ SCORE (45 MAX)	COST SCORE (30 MAX)	TOTAL SCORE (75 Max)
Stacia S. Lozer	38.75	30.00	68.75

All proposals were ranked on the basis of their combined scores for Management Assessment/Quality and Cost.

Component 2 – Training Content Development and Presentation

RESPONDENT	MAQ SCORE (45 MAX)	COST SCORE (30 MAX)	TOTAL SCORE (75 Max)
Briljent LLC	33.75	14.34	48.09
Stacia S. Lozer	43.75	30.00	73.75

E. IDOA Scoring

IDOA scored the Respondents in the following areas: Buy Indiana (5 points), Indiana Economic Impact (IEI) (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus

point), and IVBE Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, IEI, MBE, WBE, IVBE information with the Respondents. Once the final forms were received from the Respondents, the total scores out of 103 possible points were tabulated and are as follows:

Table 2: Final Overall Evaluation Scores

Component 1 – Community Outreach Program Coordination

RESPONDENT	MAQ SCORE (45 Max)	COST SCORE (30 Max)	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE (103 Max)
Stacia S. Lozer	38.75	30.00	0.00	5.00	-1.00	-1.00	-1.00	70.75

Component 2 – Training Content Development and Presentation

RESPONDENT	MAQ SCORE (45 Max)	COST SCORE (30 Max)	Buy Indiana (5 Max)	IEI (5 Max)	MBE (5 max + 1 bonus point)	WBE (5 max + 1 bonus point)	VBE (5 max + 1 bonus point)	TOTAL SCORE (103 Max)
Briljent LLC	33.75	14.34	5.00	5.00	5.00	5.00	5.00	73.09
Stacia S. Lozer	43.75	30.00	0.00	3.70	-1.00	-1.00	-1.00	74.45

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 each 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.

Teresa Deaton-Reese, CPPB, CPPO
 Department of Administration