



STATE OF INDIANA  
Eric Holcomb, Governor

Department of Administration  
Procurement Division  
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### Award Recommendation Letter

Date: January 3, 2023 - Amended  
To: L. Erin Kellam, Deputy Commissioner  
Indiana Department of Administration *ELK*  
From: Christina Garcia, Procurement Specialist  
Indiana Department of Administration  
Subject: Recommendation of Selection for RFP 23-68162  
Document Destruction Services

Based on its evaluation of responses to RFP 23-68162, it is the evaluation team's recommendation that **Federal Records Management** (North Region) and **Shredding & Storage Unlimited** (Central and South Region) be selected to begin contract negotiations to provide Document Destruction Services for the All-State Agencies. Proposals were evaluated and awarded on a regional basis.

The terms of this recommendation are included in this letter.

The evaluation team received four (3) proposals from:

1. Federal Records Management
2. Shredding & Storage Unlimited
3. Opportunity Enterprise/Secure Shred

The proposals were evaluated by State Agencies 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)	50
3. Cost (Cost Proposal)	30
4. Buy Indiana	5
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus pt. available)
7. Indiana Veteran Owned Small Business Participation Plan	5 (1 bonus pt. available)

Total: 100 (103 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 responsiveness and adherence to mandatory requirements. All of the Respondents were deemed responsive and adhered to the mandatory requirements.

**B. Management Assessment/Quality (50 points)**

The Respondents’ proposals were each evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal (5 points)**

For the Business Proposal evaluation, the evaluation team considered the information the Respondents organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

**Technical Proposal (45 Points)**

For the Technical Proposal evaluation, the evaluation team considered the Respondents ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation team’s Round 1 scoring is based on a review of the Respondents’ proposed approach to each section of the Business Proposal and Technical Proposal. The initial results of the Management Assessment/Quality (MAQ) Evaluation are shown below:

**Table 1: Management Assessment/Quality Scores – Round 1**

MAQ Score 50 pts.			
Respondent	Federal Records Management	Shredding & Storage Unlimited	Opportunity Enterprise/Secure Shred
North	35.88	38.54	34.79
Central		38.54	
South		38.54	

**C. Cost Proposal (30 points)**

Cost scores would then be 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:

- *Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 35*

The cost scoring across Clusters as a result of the Respondents’ cost proposals is as follows:

**Table 3: Cost Scores – Round 1**

Cost Score			
Region	Federal Records Management	Shredding & Storage Unlimited	Opportunity Enterprise- Secure Shred
North	30.00	16.48	7.15
Central		30.00	

South		30.00	
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**D. First Round Total Scores**

The combined Round 1 MAQ and Cost scores from the initial evaluations are listed below.

**Table 4: Round 1 – Total Scores**

Total Scores (80 pts.)			
Region	Federal Records Management	Shredding & Storage Unlimited	Opportunity Enterprise-Secure Shred
North	65.88	55.02	41.94
Central			
South			

The evaluation team elected to issue Clarification Questions, Oral Presentations, and Best and Final Offers (BAFOs) requests to all Respondents.

**E. Clarification Responses, Oral Presentations, and Post BAFOs**

The Respondent’s MAQ scores were reviewed and re-evaluated based on the Clarification Responses and Oral Presentations. The Respondent’s cost scores were updated based on BAFOs. The scores for the Respondents after the Clarification Responses, Oral Presentations, and BAFOs were as follows:

**Table 5: Post Clarification Responses, Oral Presentations, and BAFOs Round 2 – Evaluation Scores**

Respondent	Federal Records Management			Shredding & Storage Unlimited			Opportunity Enterprise-Secure Shred		
	MAQ Score (50)	Cost Score (30)	Total Score (80)	MAQ Score (50)	Cost Score (30)	Total Score (80)	MAQ Score (50)	Cost Score (30)	Total Score (80)
North	37.33	30.00	67.33	38.96	16.48	55.43	33.96	8.24	42.20
Central				38.96	30.00	68.96			
South				38.96	30.00	68.96			

**F. IDOA Scoring**

IDOA scored the Respondents in the following areas: Buy Indiana (5 points), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and IVOSB Participation Plan (5 points + 1 available bonus point) using the criteria outlined in the RFP. When necessary, IDOA clarified certain Buy Indiana, M/WBE, and IVOSB information with the Respondents. Once the final Buy Indiana, M/WBE, and IVOSB forms were received from the Respondents, the final scores were tabulated as follows:

**Table 6: Federal Records Management**

Respondent	MAQ & Cost Score	Buy Indiana*	MBE	WBE	IVOSB	Total Score
<b>Points Possible</b>	<b>50</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
North	37.33	5.00	-1	-1	-1	39.33

Central						
South						

**Table 7: Shredding & Storage Unlimited**

Respondent	MAQ & Cost Score	Buy Indiana*	MBE	WBE	IVOSB	Total Score
<b>Points Possible</b>	<b>80</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
North	38.96	5.00	-1	-1	-1	40.96
Central	38.96	5.00	-1	-1	-1	40.96
South	38.96	5.00	-1	-1	-1	40.96

**Table 8: Opportunity Enterprise- Secure Shred**

Respondent	MAQ & Cost Score	Buy Indiana*	MBE	WBE	IVOSB	Total Score
<b>Points Possible</b>	<b>80</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
North	33.96	0	-1	-1	-1	30.96
Central						
South						

\*Please refer to RFP Section 2.6.2 Buy Indiana Initiative/Indiana Company; The Respondent's Buy Indiana status must be finalized when the solicitation response is submitted to the State.

The total scores across all regions out of 103 possible points are as follows:

**Table 10: Final Evaluation Scores**

<b>Total Scores (100 pts. + 3 bonus pts.)</b>			
Region	Federal Records Management	Shredding & Storage Unlimited	Opportunity Enterprises-Secure Shred
North	69.33	57.43	39.20
Central		70.96	
South		70.96	

**Award Summary**

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed ability to meet the goals of the program and the needs of the State. The team evaluated the proposals based on the stipulated criteria outlined in the RFP document. **It is in the best interest of the State of Indiana to award all three regions to Shredding & Storage Unlimited.**

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be up to three (3) one-year renewals for a total of five (5) years at the State's option.