



# STATE OF INDIANA

ERIC J. HOLCOMB, GOVERNOR

DEPARTMENT OF ADMINISTRATION

Commissioner's Office

402 West Washington Street, Room W469  
Indiana Government Center – South  
Indianapolis, Indiana 46204-2746

## Award Recommendation Letter

Date: August 4, 2021

To: Roxie Coble, Director Strategic Sourcing  
Indiana Department of Administration

From: Traci Davidson, Sr. Strategic Sourcing Analyst  
Indiana Department of Administration

Subject: RFP 21-68067 Security Control Audit Services

**Estimated Contract Amount: \$79,925.00**

Based on the evaluation of our team, we recommend **JANUS Software, Inc.** as the successful respondent of the RFP process for Security Control Audit Services.

Proposals for this RFP were due on June 28, 2021, IDOA received five (5) RFP responses:

- Gaming Laboratories International (GLI)
- JANUS
- Plante and Moran
- Rubin Brown
- Virchow Krause

The proposals were evaluated by the evaluation team according to the following criteria established in the RFS:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (50 points)
- Price (30 points)
- Buy Indiana (5 points)
- Minority Business Participation (5 points plus 1 bonus point if certain criteria are met)
- Women Business Participation (5 points plus 1 bonus point if certain criteria are met)
- Indiana Veteran Owned Business Participation (5 points plus 1 bonus point if certain criteria are met)

The proposals were evaluated according to the published process outlined in Section 3.2, "Evaluation Criteria, of the RFP. Scoring was completed as follows:

### A. Adherence to Requirements

All proposals were reviewed for adherence to mandatory requirements. All of the respondents adhered to the mandatory requirements and were then evaluated based on their business proposal, technical proposal, and cost proposal.

## B. Management Assessment/Quality (“MAQ”)

### Business Proposal

For the business proposal evaluation, the evaluation team considered the respondent’s organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation team’s scores were based on a review of each respondent’s business proposal, Attachment E.

### Technical Proposal

For the technical proposal evaluation, the team considered the respondent’s ability to effectively perform the scope of work as defined in Section 2.4 of the RFP. The evaluation team’s scores were based on a review of each respondent’s technical proposal, Attachment F.

Results of the initial management assessment/quality evaluation are shown below:

**Table 1: Initial MAQ Score**

<b>Respondent</b>	<b>MAQ Score (50 pts Max)</b>
GLI	39.16
JANUS	42.00
Plante & Moran	25.30
Rubin Brown	26.55
Virchow Krause	28.15

## C. Cost Proposal

Cost scores were normalized, based on the lowest cost proposal evaluated. The lowest cost proposal, relative to their total cost, received a total of 30 points. Other proposals received scores based on the following normalization formula shown below.

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 30\text{points}$$

The cost scoring is as follows:

**Table 2: Initial Cost Score**

<b>Respondent</b>	<b>Cost Score (30 pts Max)</b>
GLI	18.70
JANUS	22.04
Plante & Moran	30.00
Rubin Brown	24.64
Virchow Krause	22.47

## D. Short List

The initial Management Assessment and Quality Score in Table 1 (above) were combined with the Initial Cost Scores in Table 2 (above) to generate the total scores in Table 3. Based on the information provided in the proposal IDOA and the agency decided there was no need to create a short-list or to do oral presentations.

**Table 3: Initial Scores**

<b>Respondent</b>	<b>MAQ Score (50 Max)</b>	<b>Cost Score (30 max)</b>	<b>Total Score (80 max)</b>
GLI	39.16	18.70	57.86
JANUS	42.00	22.04	64.04
Plante & Moran	25.30	30.00	53.30
Rubin Brown	26.55	24.64	51.19
Virchow Krause	28.15	22.47	50.62

## E. IDOA Scoring

IDOA scored the respondents in the following areas –Buy Indiana (5 points), Minority and Women Business Participation, Indiana Veteran Owned Small Business Participation (5 points each) using the criteria outlined in the RFP. Once the final MWBE and IVOSB forms were received from the respondents, the total scores out of 103 possible points were tabulated, and are as follows:

**Table 4: Final Overall Evaluation Scores**

<b>Respondent</b>	<b>MAQ Score (50 max)</b>	<b>Cost Score (30max)</b>	<b>Buy Indiana (5 pts)</b>	<b>MBE (5 max + 1 bonus)</b>	<b>WBE (5 max + 1 bonus)</b>	<b>IVOSB (5 max + 1 bonus)</b>	<b>Total Score (100 max + 3 bonus)</b>
GLI	39.16	18.70	0	6	-1	5	67.86
JANUS	42.00	22.04	0	2.50	-1	3.60	69.14
Plante & Moran	25.30	30.00	0	-1	-1	-1	52.30
Rubin Brown	26.55	24.64	0	-1	-1	6	55.19
Virchow Krause	28.15	22.47	0	5	-1	-1	53.62

## Award Summary

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

The term of the contract shall be for a period of six (6) months from the date of contract execution.

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Traci Davidson  
Sr. Strategic Sourcing Analyst  
Indiana Department of Administration