



STATE OF INDIANA
Eric Holcomb, Governor

Department of Administration
Procurement Division
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Indianapolis, Indiana 46204
317.232.3053

Award Recommendation Letter

Date: October 3, 2022

To: Erin Kellam, Deputy Commissioner
Indiana Department of Administration

From: Traci Davidson, Procurement Consultant
Indiana Department of Administration

Subject: Request for Proposal 22-71967 Vending Machines

L. Erin Kellam Digitally signed by L. Erin Kellam
Date: 2022.10.03 09:11:07 -04'00'

Estimated Total Purchase Price: \$2,020,650.67

Based on the evaluation of the response received for RFP 22-71967, **Shaffer Distributing Company** is recommended for award to provide the Vending Machines to FSSA Blind and Visually Impaired Services (BVIS) Department. Terms of this recommendation are included in this letter.

The evaluation team received bid responses from one (1) Respondent:

- Shaffer Distributing Company

The proposal was evaluated by FSSA, BVIS Department 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)	40 points
3. Cost (Cost Proposal)	40 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
6. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point available)
7. Indiana Veterans Owned Small Business Subcontractor Commitment	5 (1 bonus point 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

The proposals were reviewed for responsiveness and adherence to mandatory requirements. All Respondents adhered to the mandatory requirements and were moved to the next step in the evaluation process.

B. Management Assessment/Quality (40 points)

The Respondents’ proposal was 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 provided in their Business Proposals.

Technical Proposal (35 points)

For the Technical Proposal evaluation, the evaluation team considered the information the Respondents provided in their Technical Proposals.

The evaluation team’s initial (Round 1) scores were 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 Evaluation are shown below:

Table 1: Management Assessment/Quality Scores – Round 1

Respondent	MAQ Score 40 pts.
Shaffer Distributing Company	30.70

C. Cost Proposal (40)

Cost scores were then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal received a total of 40 points. The normalization formula is as follows:

- *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 40*

The cost scoring as a result of the Respondent’s cost proposal is as follows:

Table 2: Cost Scores – Round 1

Respondent	Cost Score 40 pts.
Shaffer Distributing Company	40.00

D. First Round Total Scores and Short list

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

Table 3: Round 1 – Total Scores

Respondent	Total Score 80 pts.
Shaffer Distributing Company	72.07

The evaluation team elected to issue Best and Final Offer (BAFO) requests, to the Respondent.

E. Post Clarifications and BAFO Responses

The Respondent declined the opportunity to provide a BAFO. The score for the Respondent remained unchanged.

Table 4: Post BAFO Responses Round 2 – Evaluation Scores

Respondent	MAQ Score (40)	Cost Score (40)	Total Score (80)
Shaffer Distributing Company	30.07	40.00	70.07

F. IDOA Scoring

IDOA scored the Respondent 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 Indiana Veterans Owned Small Business (5 points + 1 available bonus point) using the criteria outlined in the RFP, the total score out of 103 possible points was tabulated as follows:

Table 5: Final Evaluation Scores

Respondent	MAQ Score	Cost Score	Buy Indiana	MBE	WBE	IVOSB	Total Score
Points Possible	40	40	5	5 (+1 bonus pt.)	5 (+1 bonus pt.)	5 (+1 bonus pt.)	100(+3 bonus pts.)
Shaffer Distributing Company	30.07	40.00	0	-1.00	-1.00	-1.00	67.07

Award Summary

During the course of evaluation, the State scrutinized the proposal to determine the viability of the proposal to meet the goals of the program and the needs of the State. The team evaluated the proposal 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 up to three (3) one-year renewals for a total of five (5) years at the State’s option.