



Award Recommendation Letter

Date: December 2, 2021

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

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

Subject: RFP 22-68795 Facility Maintenance and Repair

**Roxie
Coble**

Digitally signed by Roxie Coble
Date: 2021.12.02 05:52:28 -05'00'

Estimated Contract Amount: \$1,931,676.00

Based on the evaluation of our team, we recommend **Edwards Electrical & Mechanical, Inc.** as the successful respondent of the RFP process General Building Facility Maintenance and Repair services.

Edwards Electrical & Mechanical is committed to subcontracting a portion of the initial contract value to the following companies:

- WBE Service Pipe & Supply Co. 1.92%
- MBE First Electric Supply 1.14%
- IVOSB Worldwide Filters, Inc 2.94%

Proposal for this RFP were due on November 4, 2021, IDOA received one (1) RFP responses:

- Edwards Electrical & Mechanical, Inc

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

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (45 points)
- Price (35 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)

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

Respondent	MAQ Score (45 pts Max)
Edwards Electrical & Mechanical, Inc	33.42

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 35 points. Other proposals received scores based on the following normalization formula shown below.

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 35 \text{ points}$$

The cost scoring is as follows:

Table 2: Initial Cost Score

Respondent	Cost Score (35 pts Max)
Edwards Electrical & Mechanical, Inc	35.00

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. A short list was not necessary.

Table 3: Initial Scores

Respondent	MAQ Score (50 Max)	Cost Score (35 max)	Total Score (85 max)
Edwards Electrical & Mechanical, Inc	33.42	35	68.42

E. IDOA Scoring

IDOA scored the respondents in the following areas –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

Respondent	MAQ Score (45 max)	Cost Score (35 max)	Buy Indiana	MBE (5 max + 1 bonus)	WBE (5 max + 1 bonus)	IVOSB (5 max + 1 bonus)	Total Score (100 max + 3 bonus)
Edwards Electrical & Mechanical, Inc	33.43	35.00	0	.63	1.25	6	76.31

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 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.

Traci Davidson

Traci Davidson

Sr. Strategic Sourcing Analyst

Indiana Department of Administration