



Award Recommendation Letter

Date: June 14, 2021

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

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

Subject: RFS 21-67195 Cancer Control Evaluation Services

Estimated 1-year Contract Amount: \$109,005.00

Based on the evaluation of our team, we recommend **Community Solutions, Inc** as the successful respondent of the RFS process for Cancer Control Evaluation Services.

Community Solution has not committed to any minority business subcontracting but is a certified Women Owned Business registered with the Indiana Department of Administration.

The evaluation team received proposals from one (1) vendor:

- Community Solutions, Inc

The proposal was evaluated by IDOA and the evaluation team according to the following criteria established in the RFP:

- Adherence to Requirements (Pass/Fail)
- Management Assessment/Quality (50 points)
- Price (40 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 proposal was evaluated according to the published process outlined in Section 3.2, "Evaluation Criteria, of the RFS. Scoring was completed as follows:

A. Adherence to Requirements

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

B. Management Assessment/Quality ("MAQ")

Business Proposal

For the business proposal evaluation, IDOA and the evaluation team considered the respondent’s ability to serve the State regarding the following sections of the business proposal:

- References
- Experience Serving State Government

Technical Proposal

For the technical proposal evaluation, the team considered the respondent’s ability to serve the State regarding the following sections of the technical proposal:

- General Information
- Account Management Structure
- Problem Resolution
- Subcontractor
- In-Kind Support
- Project Plan & Estimate

The evaluation team’s scores were based on a review of the respondent’s business proposal, Section 2.3, and the respondent’s proposed approach to each section of the technical proposal, Section 2.4, as well as responses to proposal clarifications.

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

Table 1: Initial MAQ Score

| Respondent | MAQ Score (50pts Max) |
|--------------------------|--------------------------|
| Community Solutions, Inc | 36.55 |

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

$$\text{Respondent's Cost Score} = (\text{Lowest Cost Proposal} / \text{Total Cost of Proposal}) \times 40 \text{ points}$$

The cost scoring is as follows:

Table 2: Initial Cost Score

| Respondent | Cost Score (40pts Max) |
|---------------------|---------------------------|
| Community Solutions | 40 |

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.

Table 3: Pre-Short Scores

| Respondent | MAQ Score (50 Max) | Cost Score (40 max) | Total Score (90 max) |
|--------------------------|-------------------------------|--------------------------------|---------------------------------|
| Community Solutions, Inc | 36.55 | 40 | 76.55 |

E. IDOA Scoring

IDOA then scored the respondent in the following areas –Minority and Women Business Participation (5 points each) using the criteria outlined in the RFS. Once the final MWBE forms were received from the respondents, the total scores out of 102 possible points were tabulated, and are as follows:

Table 4: Final Overall Evaluation Scores

| Respondent | MAQ Score (50 Max) | Cost Score (40 Max) | MBE (5 max + 1 bonus) | WBE (5 max + 1 bonus) | Total Score¹ (100 max + 2 bonus) |
|--------------------------|---------------------------------------|--|--------------------------------------|--------------------------------------|--|
| Community Solutions, Inc | 36.55 | 40 | -1 | -1 | 74.55 |

Award Summary

During the course of 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 one (1) year from the date of contract execution. There may be three (3) one-year renewals for a total of four (4) years at the State's option.

Traci Davidson
Sr. Strategic Sourcing Analyst
Indiana Department of Administration

¹ Totals may not foot due to rounding differences.