



**Award Recommendation Letter**

Date: July 27, 2021

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

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

Subject: RFS 21-67773 Mobile Swine Euthanasia Unit

**Estimated Contract Amount: \$160,000.00**

Based on the evaluation of our team, we recommend **Integrated Technology Resources, Inc.** as the successful respondent of the RFS process for Mobile Swine Euthanasia Unit.

Proposal for this RFS were due on May 25, 2021, IDOA received one (1) RFS responses:

- Integrated Technology Resources, Inc (ITR)

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 (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 (50 pts Max)
Integrated Technology Resources	23.33

## 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)
Integrated Technology Resources	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. This was utilized to create a "short-list", as described in the RFP: (Section 3.2), to move forward for Oral Presentations.

**Table 3: Initial Scores**

Respondent	MAQ Score (50 Max)	Cost Score (35 max)	Total Score (85 max)
Integrated Technology Resources	23.33	35	58.33

ITR was then asked to provide clarifications, then an oral presentation to the evaluation team. The updated MAQ and cost scores after clarifications, oral presentations are reflective in Table 4 (below).

## 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**

<b>Respondent</b>	<b>MAQ Score (45 max)</b>	<b>Cost Score (35 max)</b>	<b>MBE (5 max + 1 bonus)</b>	<b>WBE (5 max + 1 bonus)</b>	<b>Total Score (100 max + 3 bonus)</b>
Integrated Technology Resources	35.50	35.00	-1.00	-1.00	68.50

**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 eighteen (18) months from the date of contract execution.

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Traci Davidson  
Sr. Strategic Sourcing Analyst  
Indiana Department of Administration