



**STATE OF INDIANA**

**Eric Holcomb, Governor**

**Department of Administration  
Procurement Division**

Indiana Government Center South  
402 W. Washington Street, Room W462  
Indianapolis, Indiana 46204

**Award Recommendation Letter**

Date: October 28, 2021

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

From: Stephanie Nelson, Senior Account Manager  
Indiana Department of Administration

Subject: Recommendation of Selection for RFP 21-67284  
Laboratory Analytical Services for Environmental Samples

Based on the evaluation of responses to RFP 21-67284, it is the evaluation team's recommendation that Eurofins NDSC Environment Testing America and Pace Analytical Services, Inc. be selected to begin contract negotiations to provide Laboratory Analytical Services for Environmental Samples for the Indiana Department of Environmental Management (IDEM) Office of Land Quality (OLQ).

The terms of this recommendation are included in this letter.

Estimated Annual Contract Value to:

- Eurofins NDSC Environment Testing America - \$6,593.00
- Pace Analytical Services, Inc. - \$7,975.00

The evaluation team received three (3) RFP responses:

**SW846 Protocol**

- Eurofins NDSC Environment Testing America (Eurofins)
- Microbac Lab, Inc.
- Pace Analytical Services, Inc.

**Drinking Water Protocol**

- Eurofins NDSC Environment Testing America (Eurofins)
- Pace Analytical Services, Inc.

**Indoor Air Ambient Air Protocol**

- Eurofins NDSC Environment Testing America (Eurofins)
- Pace Analytical Services, Inc.

The proposals were evaluated according to the 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**

Each proposal was reviewed for responsiveness and adherence to mandatory requirements. Microbac Lab, Inc. did not meet the criteria established in the RFP documents and was eliminated from further consideration. All other 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 proposals were evaluated based on their respective Business Proposal and Technical Proposal.

**Business Proposal**

For the Business Proposal evaluation, the evaluation team considered the Respondents organizational structure and financial stability as defined in Section 2.3 of the RFP. The evaluation teams scores were based on a review of the Respondents Business Proposal, Attachment E.

**Technical Proposal**

For the Technical Proposal evaluation, the evaluation team considered the Respondents ability to effectively perform the scope of work in Section 2.4 of the RFP. The evaluation teams scores were based on a review of the Respondents Technical Proposal, Attachment F.

The evaluation teams Round 1 scoring was 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 1a: Round 1 – MAQ SW846 Protocol**

Respondent	MAQ Score
Eurofins	35.58
Pace Analytical Services, Inc.	26.42

**Table 1b: Round 1 – MAQ Drinking Water Protocol**

Respondent	MAQ Score
Eurofins	35.67
Pace Analytical Services, Inc.	22.83

**Table 1c: Round 1 – MAQ Indoor Air Ambient Air Protocol**

Respondent	MAQ Score
Eurofins	34.33
Pace Analytical Services, Inc.	22.33

### C. Cost Proposal (40)

Cost scores would 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:

- Respondents Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 40*

The cost scoring as a result of the Respondents cost proposal is as follows:

**Table 2a: Round 1 – Cost - SW846 Protocol**

Respondent	Cost Score
Eurofins	40.00
Pace Analytical Services, Inc.	32.79

**Table 2b: Round 1 – Cost - Drinking Water Protocol**

Respondent	Cost Score
Eurofins	24.43
Pace Analytical Services, Inc.	40.00

**Table 2c: Round 1 – Cost - Indoor Air Ambient Air Protocol**

Respondent	Cost Score
Eurofins	31.20
Pace Analytical Services, Inc.	40.00

### D. Initial (Round 1) Total Scores and Shortlisting

The initial Management Assessment and Quality (MAQ) Score in Table 1 were combined with the initial Cost Score in Table 2 to generate the combined initial scores in Table 3. The combined initial MAQ and Cost Scores from the initial evaluations are listed below.

**Table 3a: Round 1 – SW846 Protocol Total Scores**

Respondent	Total Score 80 pts.
Eurofins	75.58
Pace Analytical Services, Inc.	59.21

**Table 3b: Round 1 – Drinking Water Protocol Total Scores**

Respondent	Total Score 80 pts.
Eurofins	60.10
Pace Analytical Services, Inc.	62.83

**Table 3c: Round 1 – Indoor Air Ambient Air Protocol Total Scores**

<b>Respondent</b>	<b>Total Score 80 pts.</b>
Eurofins	65.53
Pace Analytical Services, Inc.	62.33

Based on the initial (Round 1) scores, both Respondents were deemed viable for recommendation of award and were moved forward to the final evaluation step. Additionally, the evaluation team elected to issue a Best and Final Offer (BAFO) request to both Respondents. None of the Respondents elected to change their pricing.

#### **E. Second Round Scores - BAFO Responses**

The Respondents MAQ and Cost Scores were reviewed and re-evaluated based on the BAFO responses. The Round 2 scores for the Respondents after the BAFO responses were as follows:

**Table 4a: BAFO Responses – SW846 Protocol**

<b>Respondent</b>	<b>MAQ Score (40)</b>	<b>Cost Score (40)</b>	<b>Total Score (80)</b>
Eurofins	35.58	40.00	75.58
Pace Analytical Services, Inc.	26.42	32.79	59.21

**Table 4b: BAFO Responses – Drinking Water Protocol**

<b>Respondent</b>	<b>MAQ Score (40)</b>	<b>Cost Score (40)</b>	<b>Total Score (80)</b>
Eurofins	35.67	24.43	60.10
Pace Analytical Services, Inc.	22.83	40.00	62.83

**Table 4c: BAFO Responses – Indoor Air Ambient Air Protocol**

<b>Respondent</b>	<b>MAQ Score (40)</b>	<b>Cost Score (40)</b>	<b>Total Score (80)</b>
Eurofins	34.33	31.20	65.53
Pace Analytical Services, Inc.	22.33	40.00	62.33

#### **F. IDOA Scoring**

IDOA scored the Respondent in the following areas: Buy Indiana (5 pts.), MBE Subcontractor Commitment (5 points + 1 available bonus point), WBE Subcontractor Commitment (5 points + 1 available bonus point), and Indiana Veterans Owned Small Business Subcontractor Commitment (5 points + 1 available bonus point) using the criteria outlined in the RFP. The total scores out of 103 possible points were tabulated and are as follows:

**Table 5a: Final Overall Evaluation Scores – SW846 Protocol**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
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<b>Points Possible</b>	<b>40</b>	<b>40</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
Eurofins	35.58	40.00	0.00	-1.00	-1.00	-1.00	72.58
Pace Analytical Services, Inc.	26.42	32.79	0.00	-1.00	-1.00	-1.00	56.21

**Table 5b: Final Overall Evaluation Scores – Drinking Water Protocol**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>40</b>	<b>40</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
Eurofins	35.67	24.43	0.00	-1.00	-1.00	-1.00	57.10
Pace Analytical Services, Inc.	22.83	40.00	0.00	-1.00	-1.00	-1.00	59.83

**Table 5c: Final Overall Evaluation Scores – Indoor Air Ambient Air Protocol**

<b>Respondent</b>	<b>MAQ Score</b>	<b>Cost Score</b>	<b>Buy Indiana</b>	<b>MBE</b>	<b>WBE</b>	<b>IVOSB</b>	<b>Total Score</b>
<b>Points Possible</b>	<b>40</b>	<b>40</b>	<b>5</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>5 (+1 bonus pt.)</b>	<b>100 (+3 bonus pts.)</b>
Eurofins	34.33	31.20	0.00	-1.00	-1.00	-1.00	62.53
Pace Analytical Services, Inc.	22.33	40.00	0.00	-1.00	-1.00	-1.00	59.33

### **Award Summary**

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed solutions 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 four (4) years from the date of contract execution.

*Stephanie Nelson*

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Stephanie Nelson  
Senior Account Manager  
Indiana Department of Administration