

PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

PROCUREMENT SHARED SERVICES

**MEMORANDUM**

**TO:** Jeff Mandel  
Director Procurement Shared Services

**FROM:** Linda Venneri  
Strategic Collaborative Contracts Manager  
Strategic Sourcing Issuing Office

**DATE:** July 14, 2025

**RE:** Recommendation for Contract Award for RFP #DOC1485497802 for Online Proctoring Services

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**Preface.** The Issuing Office, designated to conduct the above-mentioned procurement, has completed its evaluation in accordance with Commonwealth policies and procedures. As further described below, multiple suppliers are recommended for selection for contract negotiations for this procurement. This memorandum documents the necessary steps that were taken in conducting the procurement in accordance with the provisions of the Commonwealth Procurement Code. To the extent that written determinations are required under the Procurement Code for any of the following steps and no attached record exists, this memorandum shall serve as written confirmation that such step occurred.

**Procurement Process.**

- A. **Competitive Sealed Proposal Method.** A Request for Proposals was selected as the most appropriate procurement solicitation method in order obtain proposals that offer the requested services. The RFP was issued pursuant to Executive Order 2015-2, dated January 20, 2015, and in accordance with Section 518 of the Commonwealth Procurement Code, 62 Pa. C.S. §518. The RFP was expected to result in multiple participation award contracts for those offerors that qualified under the RFP requirements.
- B. **Purchasing Cooperative.** The State System partnered with OMNIA Partners to make the resultant contracts from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary, and higher education entities, non-profit entities, and agencies for the public benefit through OMNIA Partner's cooperative purchasing program. The State System acted as the lead contracting agency for this procurement.
- C. **Public Notice.** Public notice of the RFP was posted on the Ariba Discovery website on May 12, 2025.
- D. **Evaluation Committee.** An evaluation committee was established consisting of State System representatives from several State System universities (IT, Academic Affairs, and Disability Service departments).
- E. **Preproposal Conference.** A non-mandatory preproposal conference was conducted for this procurement on May 28, 2025.

- F. **Addenda to the RFP.** Offerors were given the opportunity to submit questions to the Issuing Office concerning this procurement. The official responses to the questions were incorporated into the RFP via the Ariba Discovery website by Notice of Addendum #1 on June 4, 2025.

**Evaluation.**

- A. The Issuing Office established the relative importance of the major evaluation criteria prior to opening the proposals, consisting of technical at 70 percent and cost at 30 percent. Specific evaluation criteria included the following: Understanding of the State System’s Requirements, Organization Qualifications and Experience, Technical Requirements, Value-Added Services, and Cost. Offerors were required to submit a response to the OMNIA Partners requirements. Proposals were required to achieve a minimum of 75 percent of the available technical points to be deemed responsive and considered for award.
- B. Proposals were reviewed in a manner to avoid disclosure of their contents to competing offerors. The technical proposals were distributed to the evaluation committee for evaluation purposes. The Issuing Office retained the cost proposals until the evaluation committee completed its technical evaluation.
- C. It was determined that one offeror did not submit a response to the OMNIA Partners requirements. That proposal was rejected as not responsive.
- D. Evaluating the cost proposals was complex due to the varying pricing structures of the services offered. However, since this was a qualifying procurement process, all cost proposals that were responsive to the RFP requirements received the full score for the cost criteria.

**Results of the Evaluation**

- A. The evaluation committee reported the results of its technical evaluation to the Issuing Office.
- B. The Issuing Office evaluated and scored the cost proposals and combined the technical and cost scores.
- C. After combining the final technical scores and cost scores in accordance with the relative weights assigned to these areas and fixed prior to the opening of the proposals, five proposals achieved the minimum score to be selected for award.

+	AVAILABLE POINTS	EXCELSOFT TECHNOLOGIES	FOCALPOINT	HONORLOCK	PROCTORIO	PROCTORU	YUJA
TECHNICAL	700	540	599	602	607	574	
Minimum?		Yes	Yes	Yes	Yes	Yes	
COST	300	300	300	300	300	300	
TOTAL	1000	840	899	902	907	874	
RANK		5	3	2	1	4	
<b>AWARD?</b>		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	
Yuja: Proposal non-responsive; did not submit OMNIA Partners requirements.							

Recommendation for Contract Award  
Page 3

**Recommendation**

The Issuing Office recommends that the above referenced offerors be selected for contract negotiations. This recommended selection is based upon the results of the evaluation and review of the proposals as summarized above.

**Contracting Officer Determination**

Contracting Officer Determination—Based upon the results of the evaluation, I have determined that the proposals submitted by the offerors listed above are advantageous to the State System.

DocuSigned by:  
*Linda Venneri* 7/15/2025  
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Linda Venneri  
Strategic Collaborative Contracts Manager

**Authorization**

[Select one of the following options.]

Based upon the Issuing Office’s recommendation, I authorize the Issuing Office to proceed with contract award to the offerors listed above.

DocuSigned by:  
*Jeff Mandel* 7/15/2025  
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Jeff Mandel  
Director Procurement Shared Services

Based upon the Issuing Office’s recommendation, I disapprove of the Issuing Office’s determination.

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Jeff Mandel  
Director Procurement Shared Services