

ATTACHMENT D
RFP#: R-1011-05-8026
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor/Applicant Name: _____

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFP Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	Section V, A.1.		
2	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A and C to the RLB?	Section V, A.2.		
3	Included in those certifications, the vendor states that it is not excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	Section V, A.3.		
4	ODJFS’ review of the Auditor of State website verifies that the vendor is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	Section V, A.4.		
5	Vendor’s proposal indicates a minimum of minimum of five (5) years experience in the field of employment verifications.	Section V, A.5.		
6	Vendor’s proposal indicates a minimum of 100 million employee payroll records	Section V, A.6.		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Bureau of Program Integrity. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RFP, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

A technical proposal’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **175** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **223** points, will be disqualified from further consideration, and its cost proposal will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceeds 10
REQ. VENDOR INFO. & CERTIFICATIONS							
1	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	Section V, A.2.	1				
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has demonstrated employment and income data for a minimum of ten million unique, unduplicated, individual employees.	Section V, B.1.	2				
3	The vendor has demonstrated at least 1,000 unique employers in database. The variety of employers must include the following: national and large retailers, government employers, local Ohio employers.	Section V, B.2.	2				
4	The vendor has demonstrated a minimum of 25 (twenty-five) of Ohio’s largest 100 employers as defined by the Labor Market Information Bureau of ODJFS.	Section V, B.3.	2				
5	The vendor has included policies and procedures for data encryption between where the data is housed and customers who access the website to obtain employment verification data.	Section V, B.4.	1				
6	The vendor has included samples of request form that will be used to request employment verification service.	Section V, B.5.	.5				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
7	The vendor has included one (1) sample report which includes the minimum information to be supplied to ODJFS per request. The minimum information is as follows: Employer full name, employee name, last four digits of the employee's social security number, employee address, employment status, most recent start date of employment, total time with the employer, current position, current rate of pay and gross earnings.	Section V, B.6.	2				
SCOPE OF WORK							
8	The vendor has indicated that they will establish a user identification number and password for each ODJFS staff member authorized to access the database.	Section VI	1				
9	The vendor has indicated how the data accessed will be encrypted between where the data is housed and customers who access the website to obtain employment verification data.	Section VI	1				
10	The vendor has indicated the number of large and small employers that are included within their database of employment information. Large employers are defined by the Bureau of Labor Statistics as having a minimum of 1000 employees.	Section VI	1.5				
11	The vendor has indicated that they will be able to provide the requested information or a response that indicates that the requested information is not contained in the vendor's database within 10 days.	Section VI	1				
SPECIFICATIONS OF DELIVERABLES							
13	The vendor has indicated they have the ability for automated access by specified ODJFS staff to employment information provided by various employers to the selected vendor's electronic data base. ODJFS staff will access this information for the purpose of verification of ODJFS program consumers' employment status, employer records, and for other program quality-assurance and auditing needs.	Section VII, 1	1				
14	The vendor has indicated that requesting ODJFS staff will be able to request employment and income verification information from the vendor between the hours of 7:00 AM and 7:00 PM, Monday through Friday.	Section VII, 2	.5				
15	The vendor has included a sample employment and income information report that includes at a minimum: Employer full name, employee name, last four digits of the employee's social security number, employee address, employment status, most recent start date of employment, total time with the employer, current position, current rate of pay and gross earnings.	Section VII, 3	2				
16	The vendor has indicated they will be able within ten calendar days to provide the requested information or a response that indicates that the requested information is not contained in the vendor's database. In the event that a particular request cannot be fulfilled within that time frame, the vendor will be required to provide a written explanation of the cause of the delay and a plan for correction if the cause is systemic.	Section VII, 4	2				
16	The vendor has included a sample detailed monthly usage reports. The monthly reports must indicate, at a minimum, the date and time of the verification request, the type of verification request, the name or assigned user number of the person requesting the verification, the employer's full name and tax identification number, and the last four digits of the employee's social security number.	Section VII, 5	2				
TRADE SECRET INFORMATION							
17	The review team in its comprehensive review of the vendor's proposal has determined that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP. [A "no" response will disqualify the vendor's proposal and will not be considered for award of the contract.]	Section XI, E.			YES	NO	
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
TOTAL SCORE:							

Based upon the Total Technical Score earned, will the vendor's proposal be considered for award of the contract? (Vendor's Grand Total Technical Score must be at least 175 points.)

Yes _____ No _____ (If "No," Vendor's Proposal will not be considered for award of the contract.)