

NOTE TO ALL APPLICANTS: This is an amended Attachment F to RFGA R-1011-06-8020. Throughout this score sheet the term “**Performance Plan**” is hereby changed to “**Work Plan**”. Refer to the posted Amendment Alert and the Amended RFGA for further clarification.

ATTACHMENT E
RFGA#: R-1011-06-8020
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

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 applicant’s proposal received by the deadline as specified in the RFGA?	1.7 & 1.11		
2	Did the applicant submit a proposal comprised of a Technical Proposal and a Project Budget (six paper copies -one original and five copies- and one electronic copy)?	4.1 & 4.2		
3	Applicant’s proposal includes all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachment A to the RFGA?	4.1 & 4.2		
4	Included in those certifications, the applicant states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	4.2 & 5.18		
5	ODJFS’ review of the Auditor of State website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	5.14 & 5.18		
6	The applicant has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFGA.	4.1		
7	The applicant has include a copy of the applicant organization’s current and valid non-profit Federal 501(c)3 tax status determination letter from the Internal Revenue Service (IRS) in order to be eligible for consideration for funding under this project.	2.1 A		
8	The applicant has provided a written statement that they are a community based non-profit organization that does not provide direct child care services (i.e. child care program).	2.1 B		
9	The applicant has provided a written statement that they are a community based non-profit that has delivered early care and education services for at least three years (i.e. community, foundation and organization that provide training and technical assistance).	2.1 C		
10	The applicant has provided proof they employ staff with the education, expertise and experience as required by ODJFS.	2.1 H		
11	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information (such as home addresses and social security numbers) as specified/restricted in the RFP?	2.3		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Family and Children (OFC) – Bureau of Child Care and Development (BCCD). 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 RFGA, 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 **691** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **890** points, will be disqualified from further consideration, and its project budget 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	RFGA SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
APPLICANT QUALIFICATIONS							
MANDATORY APPLICANT QUALIFICATIONS							
1	The applicant has provided a written statement stating they are a community based non-profit organization that does not provide direct child care services, (i.e. child care programs).	2.1	2				
2	The applicant has provided a written statement stating they are a community based non-profit that has delivered early care and education services for at least three years (i.e. community organization, foundation, organization that provides training and/or technical assistance etc.) identifying the services provided etc.	2.1	2				
3	The applicant has provided a statement detailing the assets and needs in the service delivery area and the efforts that will have the greatest impact on providers, families and stakeholders.	2.1	3				
TRADE SECRET INFORMATION							
4	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 advance to consideration for award of a grant.]	2.3		NO		YES	
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
5	The applicant has three (3) years of successfully completing similar or related work with providers, families and community stakeholders.	2.2	3				
6	The applicant has shown they have the capacity to undertake the scope of work based on an organizational structure with adequate facilities, fiscal controls and other resources.	2.2	2				
7	The applicant has shown that they are/will be an organization that seeks out and collaborates with early care and education partners who have the expertise to assist them meeting the goals of this grant.	2.2	3				
8	The applicant has shown they are/will be either best practice certified or best practice certified within 12 months from the initial contract start date by the National Association of Child Care Resource and Referral Agencies (NACCRRRA) and utilize NACCRRRA WARE for parent referral and tracking.	2.2	5				
9	The applicant has stated they are an organization that has as part of its mission the provision of services to all socio-economic groups.	2.1	4				
10	The applicant has stated that they will be accessible and responsive to all families and early care and education providers in all counties of the service delivery area.	2.1	5				
11	The applicant has stated they will be competent in providing culturally appropriate services to the linguistic and ethnic groups in their service delivery area.	2.1	4				
ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
STAFF EXPERIENCE & CAPABILITIES							
12	The applicant has included an organizational chart that identifies key staff responsible for the scope of work in this grant.	2.3	5				
13	The applicant has identified and assigned a Executive Director/Project Manager who must be a paid employee with, at minimum, an Associate's Degree and at least three (3) years experience working with programs serving families and children and include resume/bio.	2.3 A	5				
14	The applicant has included a job description with minimum qualifications if the position is not currently filled.	2.3 A	2				
15	The applicant has included documentation to clearly illustrate that no less than 50% of Executive Director's/Project Manager's work hours will be exclusively dedicated to the ODJFS project.	2.3 A	3				
16	The applicant has identified key leadership such as fiscal manager and data manager.	2.3 B	3				
17	The applicant has identified staff that will be responsible for: <ul style="list-style-type: none"> training and technical assistance services to infant, toddler, preschool and school-age staff. professional development services parent referral services 	2.3 C	4				

	<ul style="list-style-type: none"> other pertinent staff 						
18	The applicant has included a Excel spreadsheet which outlines staff, their title, highest level of education, years of experience, percentage of time staff will dedicate to project and whether the position(s) is to be filled or if already filled the resume for each key staff.	2.3 D	4				
SCOPE OF WORK							
19	The applicant has included a narrative description of how the agency will define and perform each of the outcomes and activities as specified, and, if applicable, how they will develop and manage those services performed under any and all sub-contracting arrangements.	3.1	5				
20	The applicant has included a completed Performance Plan describing how the applicant would achieve the performance indicators successfully and accomplish the outcomes indicators.	3.1	4				
21	The applicant has identified and explained the key objectives of the proposed project and describe why those objectives were identified as appropriate.	3.4 A	4				
22	The applicant has provided a internal reporting procedure that monitors the work completed and the process for addressing unanticipated problems.	3.4 B	4				
23	The applicant has provided a timeline for each performance indicator required by the scope of work and for the project overall.	3.4 C	3				
SPECIFICATIONS OF DELIVERABLES							
24	The applicant has provided a performance work plan to last approximately twenty-four (24) months, that: <ul style="list-style-type: none"> increases awareness, access and availability of early care and education services to providers, families and community stakeholders increases supply of quality early care and education services to providers, families and community stakeholders. 	3.5 A	5				
25	The applicant has stated they will provide monthly, quarterly and annual reports and all other materials requested by ODJFS upon request and prior to the deadline established.	3.5 B	5				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE:							

Based upon the Grand Total Technical Score earned, does the applicant’s proposal proceed to the Phase III evaluation of its Project Budget? (Vendor’s Grand Total Technical Score must be at least 691 points.)

Yes _____

No _____

(If “No,” applicant’s Project Budget will not be considered.)