

**ATTACHMENT D.  
RFP#: R-1011-15-8024**

**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 RFP?	1.7 2.1 A., 1.		
2	Did the applicant submit <b>seven</b> paper copies ( <b>one signed original and six copies</b> ) <b>and</b> one CD-ROM copy of the proposal, including the <u>Technical Proposal and the Project budget, and any required or optional attachments?</u>	2.1 A., 2.		
3	Applicant’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in <b>Attachment A and C</b> to the RFP?	2.1 B., 1.		
4	Included in those certifications, the applicant has stated/affirmed 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?	2.1 B., 2.		
5	Has ODJFS’ review of the Auditor of State’s website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery?	2.1 B., 3.		
6	Did the applicant register a corresponding expression of interest in applying for these funds, by using the State of Ohio Federal Stimulus Initiative website at <a href="http://recovery.ohio.gov/opportunities/state/">http://recovery.ohio.gov/opportunities/state/</a> by July 24, 2009 including the specified verification?	1.1 2.1 A., 3.		
7	Has the applicant’s proposal identified a Registered Apprenticeship sponsor as the partnership’s lead entity responsible for administration and reporting; <b>and</b> identified a local WIA Board (LWIB) as fiscal agent for the proposed project?	1.1 2.1 B., 6.		
8	Has the applicant provided evidence that it is a collaborative partnership that includes one or more entity in each of the following five categories: 1. Local WIA Boards (LWIBs); 2. Registered Apprenticeship sponsors; 3. Campuses of the State University System of Ohio; 4. ABLE program sponsors; and, 5. Community-based organizations helping the target population to attain viable careers through direct job placement, training, supportive services, referrals, and/or other services.	1.1 2.1 B., 4.		
9	Has the applicant included a letter of commitment from each partner organization?	2.1 B., 5.		
10	Has the applicant’s proposal attested to the partnership members having a physical presence in the geographic area to be served?	2.1 B., 7.		
11	Has the applicant included a narrative of eight pages or less describing: a. the experience that member organizations of the partnership have had in the planning and administration of services detailed in Sections 1 and 3, including, where applicable; b. the names and contact information for organizations (such as employers, public agencies, etc.) that might have contracted with them, or with whom they may have collaborated, for these services.	2.1 B., 9.		
12	Has the applicant identified and a Project Manager who has a minimum of two years administrative or instructional experience with Registered Apprenticeship programs in the construction trades?	2.1 B., 10.		
13	Has the applicant’s proposal demonstrated leveraging support for the project from some source(s) other than this fund, which must be equivalent to 100% or more of the grant amount?	1.1/1.5 2.1 B., 8.		
14	Did the review team (in its initial/cursory review of the applicant’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP?	4.5 5.2, D.		

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Workforce Development. 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

The point values assigned by the PRT on each individual criterion will then be multiplied by its designated weight. That weight designation indicates the criterion’s relative importance. A technical proposal’s total PHASE II score will be the sum of the point values, multiplied by their respective weights, for all the evaluation criteria. The review team will collectively score each individual qualifying proposal, considering the proposal’s responsiveness, as well as its quality and thoroughness relative to the program needs and expectations as established in the RFP. Technical proposals which do not meet or exceed a total score of at least **160** points (**which a proposal would earn if, for instance, it “meets” all the evaluation criteria**) out of a maximum of **197** 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
<b>REQ. APPLICANT INFO. &amp; CERTIFICATIONS (weight 0.5)</b>							
1	The applicant has included, properly completed and signed, the Required Applicant Information & Certifications as specified in the RFP.	5.2 B., 1.	0.5				
<b>APPLICANT QUALIFICATIONS (weight 2.0)</b>							
<b>STAFF EXPERIENCE AND CAPABILITIES</b>							
2	In eight pages or less, the applicant’s proposal has demonstrated that staff with significant expertise will fill the key leadership roles for the project. This proposal section has provided a job description for each of these positions, as well as the qualifications and experience required to fill them, including those described in the RFP. Within the eight-page section, the applicant has identified a project manager by name and provided a profile, resume, and/or curriculum vitae to demonstrate qualifications. Wherever possible, the same information should be provided for individuals assigned to other key roles.	2.2	1				
3	The applicant has identified a <b>Project Manager</b> who has a minimum of two years administrative or instructional experience with Registered Apprenticeship programs in the construction trades.	2.2 A.	0.5				
4	The applicant has identified a <b>Case Manager</b> , who arranges relevant services to non-working low-income adults and/or dislocated workers and has at least two years experience working with the target population identified in the submitted proposal.	2.2 B.	0.25				
5	The applicant has identified an <b>Outreach Coordinator</b> who oversees recruitment of trainees and of employers and instructional providers offering post-program placement opportunities, and who has at least two years experience working with the target population, including minority and female workers, in the context of employment and training services.	2.2 C.	0.25				
<b>SCOPE OF WORK (weight 14.0)</b>							
6	The application contains a work plan clearly describing the ways that partnership members will collaborate to achieve the objectives defined in Section 1.6 (Objectives of the Project) and to achieve program activity and design requirements described in Sections 1.5 (Overview of the Project) and 3.3 (Specifications of Deliverables).	3.1 A.	0.5				
7	In the work plan, the applicant has described in detail the planning processes that will be used to develop and implement all the deliverables described in 3.3 and all the resources -- organizations, staff, facilities, etc. -- to be used in each program activity (or, if the component services are already being delivered by partnership members in a different program context, or have already been planned for this one, the applicant proposal should include the full implementation plan for those and an explanation of how they were developed).	3.1 B.	3				
8	The applicant’s proposal has demonstrated that all project activities were or will be planned collaboratively, through full participation of each of the defined partners; and, empirically, based on the best methods of research and/or using best existing research findings, about labor market conditions and current best-practices.	3.1 C.	0.5				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
9	The applicant's proposal has realistically projected the applicant's expected number of total enrollments for the grant period and its expected attainment levels under the three dimensions of performance listed in Section 3.3 H of the RFP. (Note: This information must also be consistently reflected in the program implementation plan. The size and reliability of these projections will be an important factor in awarding grant funds.)	3.1 D.	2				
10	The applicant's proposal has described how the project would address outreach and recruitment to non-working low-income adults and dislocated workers, with special emphasis on female and minority workers. Applicant proposals must demonstrate that recruitment will be planned in close collaboration with entities that provide relevant services to the target populations.	3.1 E., 1.	0.5				
11	The applicant's proposal has described how the project would address an instructional component that identifies the skills needed for success in Registered Apprenticeship; sets attainment goals on that basis; provides the corresponding courses, work experience and/or observation, and pre- and post-assessment activities; and is developed in close collaboration with assessment and curriculum experts of the University System of Ohio, based on reliable research and data.	3.1 E., 2.	4				
12	The applicant's proposal has described how the project would address supplemental services as outlined in Sections 1.5 and 3.3, that facilitate trainees' participation in the program and their success in subsequent employment and training.	3.1 E., 3.	0.5				
13	The applicant's proposal has described how the project would address reporting according to the schedules and topics stipulated in Section 3.3.J. The proposal must state the partnership's commitment to comply with the reporting requirements as detailed and specify the means and methods to be used.	3.1 E., 4.	0.5				
14	The applicant's proposal has provided details on how follow-up monitoring of post-program outcomes for trainees will be carried out, including, at minimum, a description of methods, schedules, procedures, and partnership responsibilities.	3.1 F.	0.5				
15	The applicant's proposal has described how the proposed project would successfully accomplish all four goals established in Section 1.6, Objectives of the Project (i.e.: <b>data-driven instructional design; preparing trainees for success in Registered Apprenticeship; alignment with Ohio economic trends and growth of green industry; and improving knowledge of what works in pre-apprenticeship training.</b> )	3.1 G.	2				
<b>MGMT. STRUCTURES - WORK PLAN (weight 2.5)</b>							
16	The applicant's proposal includes a proposed timeline and resource allocation for all planning processes and service delivery.	3.2 A.	1				
17	The applicant proposal includes a detailed description of all procedures for reporting to ODJFS during the program's operation, regarding work completed and the resolution of unanticipated problems.	3.2 B.	0.5				
18	The applicant's proposal includes (for each partner organization and subgrantee) a current organizational chart; identifying the key management and administrative personnel who will be assigned to this project; stating the number of hours to be devoted to the project by staff; and specifying the percentage of each key management person's time that will be allocated to the project.	3.2 C.	1				
<b>PROPOSAL ORGANIZATION (weight 1.0)</b>							
19	The applicant has submitted a proposal which complies with the required submission organization/format.	6.1	0.5				
20	The applicant has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	0.5				
<b>TRADE SECRET INFORMATION</b>							
21	The review team in its comprehensive review of the applicant'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 applicant's proposal and will not advance to the consideration of the applicant's Project Budget.]	4.5 5.2, D.			YES	NO	
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>TOTAL SCORE:</b>							

Applicant Name: \_\_\_\_\_

**PHASE II: Criteria for Scoring of Technical Proposal - Applicant Name:\_\_\_\_\_**

**Based upon the Total Technical Score earned, does the applicant's proposal proceed to the Phase III evaluation of its Project Budget? (Applicant's Grand Total Technical Score must be at least 160 points.)**

**Yes \_\_\_\_\_ No \_\_\_\_\_** (If "No," Applicant's Project Budget will not be considered.)