

ATTACHMENT E.
RLB#: R-89-01-0488
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

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**, and none of its offered candidates will be considered for the project.

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RLB?	II.		
2	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor/vendor’s responsible representative, as described in Attachment A to the RLB?	IX., Tab 1 & Attach. A.		
3	Included in those certifications, does the vendor state that he or she 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?	IX., Tab 1 & Attach. A.		
4	Does the review by ODJFS of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery?	IX., Tab 1 & Attach. A.		
5	Does the proposal indicate that the vendor has ten or more years (cumulative) of county, state, or federal experience in development, evaluation, and/or administration of at least one of the major program areas for which ODJFS holds responsibility?	V., A1.		
6	Does the proposal indicate that the vendor holds a bachelor’s or graduate degree in public administration, social work, education, communications, or in financial management or a related degree?	V., A2.		

PHASE II: Criteria for Scoring of Technical Quality

Technical proposals for each qualifying vendor (*i.e.*, those passing all Phase I criteria) will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. Each vendor will be scored according to the criteria provided below. For each of the evaluation criteria on the score sheet, reviewers will collectively judge whether the vendor, according to the submitted proposal, exceed, meet, only partially meet, or fail to meet the requirements and expectations expressed in the RLB, and applying the appropriate weight, assign the appropriate point value, as follows:

- Does Not Meet Requirement/Expectation = 0 points
- Partially Meets Requirement/Expectation = 6 points
- Meets Requirement/Expectation = 8 points
- Exceeds Requirement/Expectation = 10 points

Each qualifying vendor will be scored collectively by the review team, with all scores decided on through team consensus. Each vendor’s total technical quality score will be the sum of the point value for all PHASE II evaluation criteria. Vendors who do not earn a total score of at least **154 points** (a score which represents that the vendor generally “meets” all the evaluation criteria) out of a maximum of **200 points**, will be disqualified from further consideration. Only those vendors earning scores at or above the minimum required technical points may advance to PHASE III of the scoring and vendor selection process.

ITEM #	PHASE II EVALUATION CRITERIA for TECHNICAL QUALITY	RLB SEC. REF.	weight	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceeds 10
MANDATORY QUALIFICATIONS							
1	Does the vendor’s resume or curriculum vitae indicate that the vendor has the necessary professional experience to successfully perform the work described in this RLB?	V., A. and IX., Tab 2	2	If score = 0, vendor is disqualified			

2	Does the vendor's resume or curriculum vitae indicate that the vendor has the necessary education to successfully perform the work described in this RLB?	V., A. and IX., Tab 2	2	If score = 0, vendor is disqualified			
3	Do the three (or more) professional references provided indicate the vendor should be capable of successfully performing the work described in this RLB? Is any additional documentation provided in support of the vendor's capabilities?	V., A. and IX., Tab 2	2				
ADDITIONAL EXPERIENCE & QUALIFICATIONS							
(Items 4 thru 11)	Proposals are to include a narrative description of the vendor's professional experiences which would be necessary for the successful performance of <u>relevant administrative functions</u> within this project. For each of the following eight categories, to what degree does the vendor's experience meet ODJFS expectations regarding the type and/or quality of experience that would be important for this project?	V., B. and IX., Tab 2					
4	In the category of training, training needs assessment, or curriculum development?	V., B., 1 and IX., Tab 2	1				
5	In the category of county-to-state, and/or state-to-federal administrative interactions?	V., B., 1 and IX., Tab 2	1				
6	In the category of public program development, implementation, and/or evaluation?	V., B., 1 and IX., Tab 2	1				
7	In the category of development or implementation of public program policy or rules, and/or interpretation and implementation of local, state, and/or federal rules, guidance, or directives?	V., B., 1 and IX., Tab 2	1				
8	In the category of program or agency administration?	V., B., 1 and IX., Tab 2	1				
9	In the category of needs assessments and analysis?	V., B., 1 and IX., Tab 2	1				
10	In the category of financial management?	V., B., 1 and IX., Tab 2	1				
11	In the category of report writing and written communications skills?	V., B., 1 and IX., Tab 2	1				
12	To what extent does the vendor's <u>Program Experience</u> (in one or more specific public programs such as Food Stamps, Medicaid, Child Support Enforcement, etc., particularly with problem mediation, training, and rule or policy implementation within those programs) meet ODJFS expectations regarding the type and/or quality of experience that would be important for this project?	V., B., 2 and IX., Tab 2	1				
13	To what extent does the vendor's <u>Problem Solving and Technical Assistance</u> experience (providing technical assistance to public service entities) meet ODJFS expectations regarding the type and/or quality of experience that would be important for this project?	V., B., 3 and IX., Tab 2	1				
14	To what extent does the vendor's <u>Planning and Project Management Experience</u> and qualifications (project planning, development, implementation, and management) meet ODJFS expectations regarding the type and/or quality of experience and qualifications that would be important for this project?	V., B., 4 and IX., Tab 2	1				
15	To what extent does the vendor's group or process <u>Facilitation Experience</u> (involving diverse stakeholders of differing viewpoints or interests who arrived at common approaches with positive results) meet ODJFS expectations regarding the type and/or quality of experience and qualifications that would be important for	V., B., 5 and IX., Tab 2	1				

	this project?						
SCOPE OF WORK AND PROPOSED APPROACH							
16	Does the proposal meet ODJFS expectations for a discussion of how the vendor's professional experiences, skill-sets, and strengths could be applied to a general approach to the project's scope of work so that the project goals would be successfully achieved?	VI. and IX., Tab 3	2				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
PHASE II TOTAL TECHNICAL SCORE: (The point value earned on each criterion is multiplied by that criterion's weight, then the sum of all those weighted scores is the Phase II total score.)							

Based upon the Phase II Total Technical Score earned, does the vendor's proposal proceed to the Phase III - Interview? (Candidate's Phase II Total Technical Score must be at least 154 points to be considered for further review or contract award.)

Yes _____ **No** _____
(If "No," this candidate is disqualified from any further consideration for this project.)

PHASE III, Qualifying Vendor Interviews:

Only individual candidates earning at least one-hundred fifty-four (154) points in Phase II scoring may be advanced to Phase III review. Vendors selected to advance to the interview phase of the selection process. Vendor interviews will consist of one set of questions or discussion topics presented to qualifying vendors prior to the interview; vendors' scores earned in the interview phase will be added to their total Phase II Technical Quality scores.

VENDOR SELECTION:

Those vendors earning the highest total scores in the review process will be recommended for award of the contracts.