

**ATTACHMENT E**  
**RFGA#: R-89-01-0902**  
**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	RFGA Sec. Ref.	YES	NO
1	Was the applicant’s proposal received by the deadline as specified in the RFGA?	1.6/5.1		
2	Did the applicant submit five (5) paper copies (one original and four copies) and one CD-ROM copy of their grant application (proposal)?	5.1		
3	Does the applicant’s proposal include all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in <b>Attachments A., and C.</b> to the RFGA?	5.2, B., 1.		
4	According to those certifications, does the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS?	4.17/4.18		
5	Does ODJFS’ review of the Auditor of State website verify that the applicant is not excluded from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery ( <i>i.e.</i> , the proposal of any applicant whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	4.16		
6	Has the applicant has demonstrated that they are: A. An Ohio 501(c)(3) nonprofit organization, including FBCOs (applicants will be required to provide a photocopy of their valid 501(c)(3) designations, <b>OR</b> ; B. A charitable foundation that is registered with the Ohio Attorney General under the 3.3 Charitable Trust Act (applicants will be required to provide a photocopy of their registration as a Charitable Trust or other substantive proof of the organization’s operating status), <b>OR</b> ; C. An Ohio university or college?	2.1 A.		
7	Has the applicant demonstrated at least (3) three years of experience working in the capacity building field in a detailed description along with a letter of reference from two separate clients?	2.1 C.		
8	Has the applicant provided documentation of the organization’s capacity and experience to handle federally funded programs? The documentation must demonstrate the organization’s financial ability to operate on a reimbursement basis and previous experience managing federal funds.	2.1, D.		
9	Has the applicant identified a specific region (Northwest, Northeast, North Central, Central, Southwest or Southeast) their organization will serve (See <b>Appendix A, Map of Designated Training Regions</b> ) - <b>AND</b> - has identified and assigned a Program Director with a minimum of two (2) years of experience in community outreach/development/organizing activities in the applicant’s respective/proposed region - <b>AND</b> - a degree from an accredited college/university?	2.1 B. 2.1 E. 5.1		
10	Has the applicant designated a Program Trainer with a minimum of two years of training experience? (Note: One qualified person may be offered in the Application to fill both roles of Program Director and Program Trainer.)	2.1 F.		

**PHASE II: Criteria for Scoring of Technical Proposal**

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by the Governor’s Office for Faith Based and Community Initiatives (GOFBCI). 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 **324** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **414** 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.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>REQ. APPLICANT INFO. &amp; CERTIFICATIONS</b>							
1	The applicant has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFGA.	5.2, B., 1.	.5				
<b>APPLICANT QUALIFICATIONS</b>							
<b>MANDATORY APPLICANT QUALIFICATIONS</b>							
2	The applicant has demonstrated (in a detailed description) at least (3) three years of experience working in the capacity building field along with a letter of reference from two separate clients.	2.1, C.	4				
3	The applicant has provided documentation of the organization's capacity and experience to handle federally funded programs. The documentation must demonstrate the organization's financial ability to operate on a reimbursement basis.	2.1, D.	4				
4	The applicant has identified and assigned a Program Director with a minimum of two (2) years of experience in community outreach/development/organizing activities in the applicant's respective/proposed region -AND- a degree from an accredited college/university.	2.1, E.	4				
5	The applicant has designated a Program Trainer with a minimum of two years of training experience (Note: One qualified person may be offered in the Application to fill both roles of Program Director and Program Trainer.).	2.1, F.	4				
<b>STAFF EXPERIENCE &amp; CAPABILITIES</b>							
6	The applicant has identified, by position and by name, those staff considered key to the project's success [Key staff must include, at minimum, a Program Director and at least one support staff person. At least one key staff person must be designated as a Program Trainer.]. In addition, the applicant has demonstrated that any other program staff member(s) assigned to this project have had experience working with non-profit organizations.	2.2 A.	4				
7	The applicant has provided a detailed narrative description of any relevant education, training, and/or demonstrated experience the identified staff members have had providing training to adults. The narrative description may include, but is not limited to, information about relevant classes and certifications; presentation skills and techniques; understanding of learning styles; proficiency with relevant equipment; organizational skills; and proficiency in the management, design, delivery and evaluation of training.	2.2 B.	4				
8	The applicant has included resumes of all key staff expected to work on the project.	2.2 C.	4				
<b>ADMIN. STRUCTURES</b>							
9	The applicant has provided a status reporting procedure for reporting work completed and has provided a statement agreeing to adhere to GOFBCI reporting standards and timelines.	3.1 A9 3.2 A.	4				
10	The applicant has provided a current organizational chart (including any subcontractors) and specified the key management and administrative personnel who will be assigned to this project.	3.2 B.	4				
11	The applicant has provided a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved and has included a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by applicant or sub-contractor staff. The applicant has also provided the percentage of time each key management person will devote to the project.	3.2 C.	5				
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>PHASE II TOTAL SCORE:</b>							

Based upon the Phase II Total Technical Score earned, does the applicant's proposal proceed to the Phase III evaluation of its Project Budget? (Applicant's Phase II Total Technical Score must be at least 324 points.)

Yes \_\_\_\_\_ No \_\_\_\_\_ (If "No," applicant's submission will be disqualified from further consideration.)

**Phase II. Review—Criteria for Scoring the Technical Proposal:**

Any proposal receiving a “Doesn’t Meet” response to any of the following qualifying criteria **shall be disqualified from consideration.**

<b>PHASE III—PROJECT BUDGET EVALUATION</b>							
<b>ITEM #</b>	<b>EVALUATION CRITERIA</b>	<b>RFGA SEC. REF.</b>	<b>Weight</b>	<b>Doesn't Meet 0</b>	<b>Partially Meets 6</b>	<b>Meets 8</b>	<b>Exceeds 10</b>
1	The applicant’s proposed Project Budget is within the \$25,000 per quarter limit as specified in the RFGA.	1.10 3.4, 5.2 B4	1				
2	The applicant has included a budget narrative and justification which clearly displays how approximate costs and allocations were determined.	5.2, B4.	1				
3	The applicant’s Project Budget and budget item descriptions support the objectives and program activities outlined for the project as well as any and/or all of the grant training program activities.	5.2, B4.	1				
4	The applicant’s Project Budget only shows expenses directly related to the proposal project and shows justification for the overall program costs which clearly displays how approximate costs were determined.	5.2, B4.	1				
5	If the applicant shall use a subcontractor, the applicant has demonstrated an understanding and has complied with subcontractor requirements and costs which cannot exceed \$4,000 of the total budget per quarter. [If the applicant has not proposed use of a subcontractor, the applicant shall receive a scoring value of “8” (Meets) times the assigned weighting.]	2.2 4.7 5.2, B4.	1				
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>PHASE III TOTAL SCORE: [46 max. pts allowable]</b>							

<b>GRAND TOTAL SCORE: [Phase II + Phase III pts.—460 max. pts. allowable]</b>							
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