

**ATTACHMENT E**  
**RFP#: R-89-06-0002**  
**Proposal Score Sheet**

**PHASE I: Initial Qualifying Criteria**

**Vendor 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.**

#	PROPOSAL ACCEPTANCE CRITERIA	RFP Sec. Ref.	Y E S	N O
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	1.5/5.1		
2	Did the vendor submit a proposal packet comprised of an original Proposal and four copies along with one CD-ROM copy?	5.1		
3	Did the vendor’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?	5.2 B. Attach. A & C		
4	Did the vendor include in those certifications that the vendor 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?	4.19 4.20		
5	Did ODJFS’ review 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?	4.18		
6	Is the vendor an Ohio juvenile court?	2.1 A.		
7	Did the vendor provided assurance that, if awarded a contract for CRB services, they will be the party holding responsibility for all contractual duties?	2.1 A.		
8	Did the vendor provide documentation in its proposal that it currently has a CRB or has the ability to have an operational CRB by the time the contract is executed, and are in compliance with CAPTA as well as provide a statement that the vendor will remain in compliance with CAPTA for the entire duration of the resulting contract?	2.1 B.		
9	Did the vendor demonstrate that they have the ability to establish a CRB which consists of at least the statutorily required five board members for case record review which complies with ORC Section 2151.41.7 as well as the ability to assign one of the five boards members as the CRB Project Manager or has the ability to assign a juvenile court staff person to serve as the CRB Project Manager?	2.1 C.		
10	Did the vendor demonstrate that either they have implemented an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children and has provided a description of their initiative in their proposal? -OR- If the vendor has not yet created an initiative to coordinate with their local PCSA and the CASA/GAL program to impact service provision and permanency for children, Did the vendor include a detailed description of how they will create and implement the initiative?	2.1 D.		

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

Qualifying proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office for Children and Families. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the 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 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. Proposals which do not meet or exceed a total score of at least **682** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **868** points, will be disqualified from further consideration, and its project budget will not be considered. Only those vendors whose proposals meet or exceed the minimum required Phase II proposal points will advance to PHASE III of the proposal score sheet.

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>REQ. VENDOR INFO. &amp; CERTIFICATIONS</b>							
1	The vendor has included, properly completed and signed, the Req. Vendor Info.& Certif. Doc. specified in the RFP.	5.2, B., 1. Attach A.	1				
<b>VENDOR QUALIFICATIONS</b>							
<b>STAFF EXPERIENCE &amp; CAPABILITIES</b>							
2	The vendor has identified, by position and by name, those staff (at minimum, the five statutorily required board members, a CRB PM as well as any additional key staff—whether by paid or voluntary service) they consider key to the project's success.	2.2, A.	2				
3	The vendor has included resume(s), education, experience, and list of related published works (if applicable) of the board members, CRB PM and any additional key staff (if applicable) for this project.	2.2, B.	1				
<b>SCOPE OF WORK</b>							
4	The vendor has provided a plan as to how they will, through case reviews, document information from case records and/or interviews pertaining to specified criteria as outlined by ODJFS related to child demographics to include age, race, and sex; child custody status; child placement type; length of time in placement; placement moves; caseworker contacts with parents and children; parent participation in the development of the case plan; service provision to the family; parental participation in the semi-annual review; type of parent(s) contact to specify if whether the contact/engagement are with mother, father, step-parent, and/or paramour of a parent; and setting of the child at reunification.	3.1	4				
5	The vendor has provided a plan as to how they will review all court involved child protective services cases to obtain necessary data to make policy recommendations to the state and local public children services agency to improve the delivery of services to children and families involved in the child welfare system.	3.1	5				
6	The vendor has provided a plan as to how they will: include collaboration of the local PCSA and CASA/GAL program; identify barriers to the case review process and trends; and identify procedures to work with community stakeholders to address local trends or recommendations identified.	3.1	5				
7	The vendor has provided a plan as to how they will provide for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community.	3.1	5				
8	The vendor has provided a plan as to how they will submit semi-annual reports of activities as outlined by ODJFS to include specific recommendations for the local PCSA and ODJFS to improve the state and local child protective services systems.	3.1	5				
9	The vendor has provided a plan as to how they will, per ORC Section 2151.417, conduct a review hearing pertaining to a child in which the court has issued dispositional orders at any time, but no less than every twelve months, to review the: child's placement or custody arrangement; case plan prepared for the child; actions of the PCSA implementing the case plan; and, the child's permanency plan, if applicable.	3.1	3				
10	The vendor has provided an assurance that the CRB will meet no less than once every three (3) months.	3.1	5				
<b>ADMIN. STRUCTURES—PROPOSED WORK PLAN</b>							
11	The vendor has provided a detailed description of the structure of the board membership.	3.2, A.	2				
12	The vendor has included the duties of the CRB Project Manager which includes, at minimum: communicating and reporting back to ODJFS regarding performance on project deliverables and program performance outcomes.	3.2, B.	2				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
13	The vendor has included a detailed plan on how the vendor will establish policies and procedures for: 1. Conducting a records review process; 2. Developing and implementing confidentiality policies; 3. Providing professional development, training and continual recruitment of board members; 4. Maintaining stability in staffing; 5. Providing recommendations and findings of case record review to the courts; and, 6. Reporting to PCSA and CASA/GAL their recommendation after case records review.	3.2, C.	4				
14	The vendor has provided a technical approach and work plan to be implemented which includes a proposed timeline for the project.	3.2, D.	2				
15	The vendor has provided a plan on how the vendor will: 1. Monitor implementation of case plan objectives and timeframes for permanency for children who have been adjudicated as abused, neglected and/or dependent; 2. Monitor the number of contacts the PCSA caseworker has with a child and his/her parents; 3. Monitor the involvement of the parent in the development of the case plan; 4. Monitor parental participation in semi-annual reviews; 5. Collect demographics regarding each child and which parent is engaged; 6. Collaborate with the local PCSA and CASA/GAL program; 7. Identify barriers to the case review process and trends; 8. Identify procedures to work with community stakeholders to address local trends or recommendations; and, 9. Provide recommendation of the various approaches to the local, state, and fed. levels for the enhancement of the child protective systems; and the ability to gather data and provide reports.	3.2, E.	5				
16	The vendor has identified which staff will be responsible for: 1) collecting, tabulating, and collecting data; and, 2) writing and submitting the semi-annual and annual reports.	3.2, F.	2				
17	The vendor has provided specific goals or outcomes the CRB would like to accomplish during the next 6 mo. period of review including a detailed plan toward achieving the specific goal or outcome.	3.2, G.	3				
18	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems.	3.2, H.	2				
19	The vendor has provided a current or proposed organizational chart and specify the key management and admin. staff (if applicable) who will be assigned to this project.	3.2, I.	2				
<b>SPECIFICATIONS OF DELIVERABLES</b>							
20	The vendor has provided a mechanism for public outreach and comment in order to assess the impact of current procedures and practices upon children and families in the community and report these findings to ODJFS.	3.3, A.	5				
21	The vendor has provided ODJFS with a minimum of three (3) specific outcome measures regarding the local public child welfare agency's policy and procedures, service provision to families, collaboration of local service providers and timely permanency for children as identified by the CRB.	3.3, B.	4				
22	The vendor has provided a plan for providing specific recommendation for improvement to the local, state and federal levels of protective child welfare systems through the examination of the policies and procedures of state and local agencies and specific cases.	3.3, C.	5				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet	Partially Meets	Meets	Exceeds
				0	6	8	10
23	<p>The vendor has provided a plan for conducting administrative reviews of all court involved child protective services cases dated August 8, 2007 to May 31, 2009 and, at minimum, identifying:</p> <ol style="list-style-type: none"> <li>1. The number of juveniles with an order of protective supervision to the PCSA;</li> <li>2. Child demographics of each case to include: a. age; b. race; and, c. sex;</li> <li>3. The number of juveniles in the custody of the PCSA by custody type, to include: a. Temporary custody; b. Permanent custody; or c. Planned permanent living arrangement;</li> <li>4. The type of placement for the juvenile at the point of the case review, to include: a. Relative/Kin; b. PCSA foster/adoptive home; c. Private agency foster/adoptive home; d. Residential program/hospital setting; e. AWOL; or, f. Other;</li> <li>5. The length of time the juveniles identified above have been in custody and list them according to the following categories: a. Zero (0) to three (3) months in custody; b. Between three (3) to six (6) months in custody; c. Between six (6) and twelve (12) months in custody; or, d. Over twelve (12) months in custody.</li> <li>6. Number of placements child experienced by custody type and list them according to the following categories: <ol style="list-style-type: none"> <li>a. One placement (being the initial placement); b. Two placements; c. Three placements; or, d. Four or more placements;</li> </ol> </li> <li>7. If the above juvenile was reunified, identify the setting child returned to at reunification, to include: a. Removal Parent; b. Parent, other than removal parent; c. Relative/kin; or, d. Other;</li> <li>8. The services most frequently identified as planned and not provided;</li> <li>9. Identify barriers to services; and,</li> <li>10. Identify any case plan objectives modified as a result of a CRB review.</li> </ol>	3.3, D.	4				
24	<p>The vendor has provided a plan for providing identification of:</p> <ol style="list-style-type: none"> <li>1. The number and percentage of: a. Parent(s) participating in development of the case plan; and, b. Cases that received monthly face to face visits by the case worker during the period being review.</li> <li>2. Parental involvement: a. Which parent(s) are participating in the development of the case plan to include, mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; b. Which parent(s) received monthly face to face visits by the case worker during the period being reviewed to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; c. Which parent(s) attended the semi-annual review to include mother, father, step-parent, and/or paramour (boyfriend/girlfriend) of a parent; and, d. The number of semi-annual reviews with parent participation.</li> </ol>	3.3, E.	4				
25	<p>The vendor has provided a plan for submitting the following reports to ODJFS:</p> <ol style="list-style-type: none"> <li>1. Semi-annual reports in the format outlined in <b>Appendix A</b> according to the following time periods: a. By February 5, 2008 covering the period from August 8, 2007 through December 31, 2007; and, b. By February 4, 2009, covering the period from July 1, 2008 through December 31, 2008.</li> <li>2. Annual reports in the format outlined in <b>Appendix A</b> according to the following time periods: a. By August 15, 2008 covering the period from January 1, 2008 through June 30, 2008; and, b. By August 14, 2009 covering the period from January 1, 2009 through June 30, 2009.</li> </ol>	3.3, F.	5				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<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. SUB-TOTAL SCORE:</b>							

Based upon the Phase II. Total Technical Score earned, does the vendor's proposal proceed to the Phase III. evaluation of its Project Budget? (Vendor's Phase II. Total Technical Score must be at least 682 points.)

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

### PHASE III: Criteria for Scoring of the Project Budget

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>PROJECT BUDGET</b>							
1	The vendor has included a project budget which includes a budget narrative that explains project costs.	5.2, B., 5.	1				
2	The vendor's project budget and budget item descriptions support the objectives outlined for the project.	5.2, B., 5.	3				
<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. SUB-TOTAL SCORE [Max. Phase III. Score= 40 pts.]:</b>							
<b>GRAND TOTAL SCORE [Phase II + Phase III Scores]:</b> Max. Achievable Grand Total Score=908 pts.							