

ATTACHMENT E
RFP#: R-89-06-0601
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor: _____

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 proposal received by the deadline as specified in Section 1.6?	1.6/6.1		
2	Did the vendor submit seven (7) paper copies and one electronic copy of their Technical Proposal, as well as their Cost Proposal (in a separate sealed envelope labeled: “NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR ADOPTION SERVICES SPECIALIZED ADMIN. SUPPORT QA RFP#: R-89-06-0601 SUBMITTED BY [VENDOR’S NAME HERE].”)?	6.1		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachments A and C to the RFP?	5.2 B..1.		
4	According to those certifications, does the vendor 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 a contract with ODJFS?	4.19/4.20		
5	Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	4.18		
6	Did the vendor’s proposal demonstrate at least five (5) years experience in the field of child welfare and/or adoption?	2.1 A.		
7	Did the vendor’s proposal demonstrate at least five (5) years experience which demonstrates knowledge of adoption measures related to HHS’ CFRs, child welfare permanency planning issues and methodologies, and group facilitation?	2.1 B.		

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 for Children and Families. 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

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 **823** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **1,058** 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
REQ. VENDOR INFO. & CERTIFICATIONS							
1	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	5.2,B.1.	1				
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has provided Information on the background of the company; including any sub-contractors; financial capacity; and any prior experience relevant to this RFP.	2.2 A.	2				
3	The vendor has provided a sample of a similar-sized project completed in the past five (5) years that demonstrates expertise in the field of adoption, child welfare and quality assurance.	2.2 B.	4				
4	The vendor has provided names and contact information for an entity for which the vendor has performed similar project in the past five (5) years.	2.2 C.	1				
5	The vendor has demonstrated at least five (5) years experience in providing quality assurance services.	2.2 D.	2				
6	The vendor has demonstrated experience in the past five (5) years which demonstrates adequate knowledge-base regarding standard adoption issues and practices, qualifications in performing large group (of 10 or more) assessments and evidence of evaluating short and long-term outcomes.	2.2 E.	4				
STAFF EXPERIENCE & CAPABILITIES							
7	The vendor has identified and assigned an individual who will serve as the Project Manager, including: 1. The role in the project that the Project Manager will perform; and, 2. The minimum qualifications required for that position if not yet filled, or if filled, the Project Manager's resume, education and experience in the areas described in Section III (Scope of Work and Specifications of Deliverables) of this RFP.	2.2 A.	2				
8	The vendor has identified all other key positions the vendor (including any sub-contractors, if applicable) deems key to success of their proposed project; For each key position, the vendor has specified: 1. The role in the project that the key position will perform; and, 2. The minimum qualifications required for that key position if not yet filled, or if filled, the member's resume, education and experience in the areas described in Section III (Scope of Work and Specifications of Deliverables) of this RFP.	2.2 B.	3				
9	The vendor has included a current Table of Organization for all staff involved in this project (including vendor's own staff and any sub-contractor staff, if applicable) and a chart showing the number of hours devoted to the project by vendor or sub-contractor staff as well as provided the percentage of time each key management person will devote to the project.	2.2 C.	4				
SCOPE OF WORK							
10	The vendor has provided a plan to evaluate the overall effectiveness of the Adoption Services program.	3.1	5				
11	The vendor has provided a plan to develop, analyze, and complete reports on the number of foster and adoptive placements, characteristics and number of children placed, the length of time to finalization, profiles of families most likely to adopt, the outcome of recruitment activities that occurred (including faith-based and child specific).	3.1	6				
12	The vendor has provided a plan to meet with adoption professionals and families, as well as facilitate group discussions in order to obtain the statistical information required in Section 3.3 of the RFP.	3.1	6				
ADMIN. STRUCTURES—PROPOSED WORK PLAN							
13	The vendor has provided an explanation of the vendor's key objectives and technical approach to be implemented for the proposed project, identifying how the proposed approach will meet ODJFS' objectives as stated in Section 1.5 of this RFP. [Note: Vendors are not to simply restate the objectives identified in Section 1.5 of this RFP]	3.2 A.	6				
14	The vendor has provided a procedure for reporting work completed, and resolution of anticipated problems.	3.2 B.	5				
15	The vendor has provided a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved.	3.2 C.	6				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
SPECIFICATIONS OF DELIVERABLES							
16	<p>The vendor has provided a plan to develop and produce a semi-annual statewide report to be used by: 1.) ODJFS staff to perform trend analysis or answer media reports, allocations for funding, guide ODJFS in CFSR work, post on ODJFS' website for public viewing; and 2.) county staff for the same purposes as well as for the development of policy. The semi-annual statewide report shall include, but may or may not be limited to, the following information:</p> <p>1. Analysis of issues and trends impacting the number of children in foster care for whom the plan is for some type of permanency other than reunification with birth family, including: length of time in placement, permanency outcomes, comparison of permanency outcomes in the 88 counties, and matching procedures;</p> <p>2. Analysis of the counties' annual foster care and adoptive recruitment plans and activities and their impact on the numbers and characteristics of family resources recruited and retained in the counties as well as identification of promising/best practices;</p> <p>3. Analysis of the degree to which the pool of waiting families reflects the pool of waiting children; and,</p> <p>4. Analysis of all children in Permanent Custody (PC) and all children in Planned Permanent Living Arrangements (PPLA).</p>	3.3 A.	6				
17	The vendor has provided a plan to facilitate a series of six (6) committee meetings with up to 50 participants per meeting, representing stakeholders and public and private agencies to address the adoption measures and recruitment of foster caregivers and adoption components of the CFSR statewide assessment during March 2008 through June 30, 2008 and recording and processing the official notes from the meetings.	3.3 B.	6				
18	The vendor has provided a plan to provide technical assistance to ODJFS as needed to analyze data in regards to adoption and foster care measures.	3.3 C.	4				
19	The vendor has provided a plan to prepare the final statewide assessment for the Adoption and Recruitment measures.	3.3 D.	5				
20	The vendor has provided a plan to facilitate two (2) meetings per month for a six-month period to prepare the PIP as it relates to the adoption measure and recruitment of adoptive and foster caregivers. Approximately 100 participants will be at these meetings representing stakeholders, courts, foster and adoptive parents, and public and private agencies and recording and processing the official notes from the meetings.	3.3 E.	6				
21	The vendor has provided a plan to monitor identified measures that will be listed in the PIP to be developed by ODJFS. ODJFS' PIP will address areas in which it was found out of conformity with any of the systemic factors under review by ACF.	3.3 F.	5				
22	The vendor has provided a plan to, beginning March 2009, prepare and submit quarterly reports to ODJFS' Adoption Services Section for the Adoption measure and the recruitment of foster caregivers and adoptive parents for the PIP.	3.3 G.	6				
23	The vendor has provided a plan to: facilitate stakeholder meetings for up to 200 people for the ongoing quarterly meetings associated with the Permanency Adoption outcomes and Recruitment outcomes; include data collected/developed from the adoption and recruitment outcomes in the quarterly reports and record and process the official notes from the meetings.	3.3 H.	5				
24	The vendor has provided a plan to provide on-site technical assistance to counties which score below ACF's minimum required composite score. The vendor's technical assistance plan includes, at minimum, analysis of CFSR data and barriers that are contributing to the county's low performance on the CFSR measure.	3.3 I.	3				
25	The vendor has provided a plan to attend face-to-face quarterly meetings with ODJFS to review progress and identify strategies for the CFSR.	3.3 J.	3				
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 vendor's proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor's Grand Total Technical Score must be at least 823 points.)

Yes _____

No _____

(If "No," Vendor's Cost Proposal will not be opened.)