

ATTACHMENT E
RFP#: R-89-09-8004
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 from consideration.**

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFP Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	1.5/5.1		
2	Did the vendor submit one (1) signed original and five (5) paper copies and one (1) 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 ECONOMIC STUDY FOR 2009 CHILD SUPPORT GUIDELINES COUNCIL, RFP#: R-89-09-8004 SUBMITTED BY [VENDOR’S NAME HERE].”)?	5.1		
3	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A , and Attachment C ?	5.2 B. 1		
4	Included in those certifications, the vendor states 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.	4.19 4.20		
5	ODJFS’ review of the Auditor of State website verifies that the vendor is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	4.18		
6	Did the review team (in its initial/cursory review of the vendor’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP?	4.5 5.2, D.		

PHASE II A: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Child Support. 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	4	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 285 **points** (a score which represents that the vendor can successfully perform the resulting contractual duties) out of a maximum of 358 **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.	Weight	Doesn’t Meet 0	Partially Meets 4	Meets 8	Exceeds 10
REQ. VENDOR INFO. & CERTIFICATIONS							
1	The vendor has included, properly completed and signed, the Req. Vendor Info. & Certifications as specified in the RFP.	5.2, B., 1. Attach. A	1				
VENDOR QUALIFICATIONS							
2	The vendor has provided evidence of experience in performing in-dept research, evaluation and statistical analysis in the area of child-rearing costs and/or economics.	2.1, 1.	3				
3	The vendor has provided experience and knowledge related to the various child support statistical guideline methodologies, child welfare, education, family life, social planning, and child costs by differing methodologies.	2.1, 2.	3				
4	The vendor has provided evidence of experience in constructing child support guidelines economic charts or ability to show how it could do so.	2.1, 3.	3				
5	The vendor has included samples of at least two, but no more than four, similar sized projects completed in the past 5-7 years that demonstrated expertise in providing the type of deliverables identified the RFP.	2.1, 4.	3				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weight	Doesn't Meet 0	Partially Meets 4	Meets 8	Exceeds 10
STAFF EXPERIENCE & CAPABILITIES							
6	The vendor has identified by position type those staff they consider key to the project's success (at minimum, key staff identified must include a project manager).	2.2, 1.	3				
7	The vendor included resume (s) of key staff expected to work on the project with at least one of the key staff positions possessing a Master's Degree relevant to this project (e.g., Economics, Finance, Business, Social Planning, Sociology, MBA).	2.2, 2.	3				
SCOPE OF WORK							
Administrative Structures – Proposed Work Plan							
8	Does the vendors proposal state the key objectives of the proposed project.	3.2, A.	1				
9	Does the vendors proposal include a plan for successfully completing the project.	3.2, B.	3				
10	The vendor has provided a reporting procedure for reporting work completed, and resolution of unanticipated problems.	3.2, C.	3				
11	The vendor has provided a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project.	3.2, D.	2				
12	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, E.	3				
13	The vendor has provided a Table of Organization (including any subcontractors) and chart showing the number of hours devotes to the project by vendor sub-contractor staff.	3.2, F.	2				
14	The vendor has provided a high level introductory narrative which describes the reasons for the economic study (i.e. 45 CFR 302.56, Ohio Revised Code 3119.024) and provides a description of the methodology to be used by the vendor to derive the estimated costs represented in Deliverable B (Child Support Schedule) and Deliverable C (Comparison of Obligations).	3.3	3				
PROPOSAL ORGANIZATION							
15	The vendor has submitted a proposal which is free of self-promotional claims.	6.1	0.5				
16	The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	0.5				
TRADE SECRET INFORMATION							
23	The review team in its comprehensive review of the vendor'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 vendor's proposal and will not advance to the consideration of the vendor's Cost Proposal.]	4.5 5.2, D.			YES	NO	
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 285 points.)

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

If yes, has the vendor provided evidence of having an Ohio presence? If there is no demonstrated Ohio presence, the vendor's proposal advances to Phase III review but the final technical score remains unchanged. If there is a demonstrated Ohio presence, the vendor's technical score is increased by ten (10) points for the Phase III review.

PHASE II B.— Additional Consideration for an Ohio Presence	4.24 & 6.1, B.	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the vendor provided evidence of having an Ohio presence?			
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			