

ATTACHMENT B
RFGA#: R-89-09-8007
Grant Application Score Sheet

Applicant: _____

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	RFGA Section Reference	YES	NO
1	Was the applicant’s proposal received at the specified location by the deadline as specified in the RFP?	1.6 5.1		
2	Did the applicant submit six (6) copies of their Proposal.	5.1		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment E to the RFP?	5.2 A. Attach. E		
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.	4.10 Attach. E		
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.	3.10 Attach. E		
6	Did the applicant address one or more of the following four areas of services: court ordered or voluntary mediation, neutral drop-off/pick-up points for visitation, supervised visitation, and/or parenting education classes?	Sect 2.1, 1		
7	The proposal was submitted to ODJFS by the local CSEA.	Sect 2.1, 2		

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 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	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 **190 points** (indicating a proposal that demonstrates adequate ability to perform contractual duties) out of a maximum of **248 points**, will be disqualified from further consideration. Only that vendor who’s Technical Proposals meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceeds 10
REQUIRED VENDOR INFO. & QUALIFICATIONS							
1	The applicant has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	1	5.2 A., 1.				
VENDOR QUALIFICATIONS							
REQUIRED VENDOR QUALIFICATIONS & EXPERIENCE							

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
2	The vendor has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.	1	Sec. 2.2, A., 1.				
3	The vendor has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.	1	Sec. 2.2, A., 2.				
STAFF EXPERIENCE & CAPABILITIES							
4	The vendor has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/ program manager at the CSEA).	1	Sec. 2.2, B., 1.				
5	The vendor has included resume(s)/CV of key staff expected to work on the project. Proposals lacking demonstration of the appropriate education and experience shall be disqualified from consideration.	1	Sec. 2.2, B., 2.				
6	The vendor has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.	1	Sec. 2.2, B., 3.				
7	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4.				
SCOPE OF WORK							
GENERAL ADMINISTRATIVE REQUIREMENTS							
8	The vendor clearly identified the deliverables, or program activities, to be accomplished with the grant funding including the following: a description of expected outcomes from those activities, such as rate of improvements, or numbers of parents to be enrolled in program-sponsored parenting classes, should also be included.	1	Sec. 3.3				
9	Did the vendor display deliverables (program activities), or distinct parts or phases of deliverables by state fiscal year?	1	Sec. 3.3				
10	The vendor has specified a schedule for program reports, and provides summaries of the proposed contents and purpose of each.	1	Sec. 3.3				
TECHNICAL REQUIREMENTS							
11	The vendor has provided a description of the key goals and objectives of the proposed program as well as a comprehensive and detailed description of each outcome to be achieved within each component of the program, indicating the type of change targeted.	2	Sec. 1.5, A.				
12	The vendor has provided a comprehensive and detailed description of each component of the activities that will be provided to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.: for neutral drop-off and pick-up services, a description of who will operate site. Where site will be located, what type of security will be provided, etc.: for supervised visitation services, a description of who will operate program site, where it will be located, what type of security will be provided etc.: for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	2	Sec. 1.5, B.				
					Yes	No	
13	If the vendor has included the Neutral drop-off and pick-up points and/or Supervised visitation as part of the proposal. Has the vendor included written policies and procedures for the required minimum security measures as outlined in section 3.1. If not the vendors proposal will be disqualified.		Sect 3.1				
14	The vendor has provided a detailed description of the target population(s) including information about the type and number of individuals or families to be served, their geographic location, other demographics and whether child support orders exist for those individuals or families. Did the vendor include how and why they have been under served in the past and how the proposed program will address those needs?	1	Sec. 1.5, C.				

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
15	The vendor has provided a time line for each component of the program, displayed by SFY, when deliverables or phases of deliverables will be performed and the duration of each deliverable.	1	Sec. 1.5, D				
16	The vendor has provided a comprehensive and detailed description of the roles and duties of any partners who will be participating in this program, such as; the program organization, administration, and staffing, including any private or public partners or sub-grantee(s).	2	Sec. 1.5, E				
17	The vendor has provided a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	1	Sec. 1.5, F				
18	The vendor has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported as requested by ODJFS. This data must include, at minimum, the number of participants in each program component; data which tracks the programs(s) progress toward reaching the outcomes which were specified in their program plan; and data on child support payments made by program participants three months before, during, and three months after program participation.	2	Sec. 1.5, G				
19	The vendor has provided a technical approach and work plan of the proposed program(s) deliverables/activities that are to be accomplished as well as a detailed discussion of how those deliverables will be accomplished. Note: All deliverables/program activities must be designed to advance the objectives of this RFP. Additionally, each deliverable/program activity must be explicitly identified as fitting into one of the four areas of service described in Section 2.2 of the RFP or a thorough justification for anything beyond those areas of services must be provided.	2	Sec. 1.5, H				
20	The vendor has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$50,000 per year.	1	Sec. 1.5, I				
Column Subtotal of "Does Not Meet" points							
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 for consideration for award of the grant? (Vendor's Grand Total Technical Score must be at least 190 points.)

Yes _____ No _____ (If "No," Vendor's Proposal will **not** be considered for award of the grant.)

If yes, has the vendor provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the vendor's proposal advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the vendor's technical score is increased by ten (10) points for consideration.

PHASE II B.— Additional Consideration for focusing on or including mediation or parenting education ?	Sec. 3.1	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the vendor provided evidence of focusing on or including mediation or parenting education ?			
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			