

ATTACHMENT D.
RLB#: R-89-11-0470
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**, and none of its offered candidates will be considered for the project.

Vendor Name: _____

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RLB?	IV./V.		
2	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A to the RFP?	VIII. Attach. B.		
3	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.	VIII. Attach. B.		
4	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.	VIII. Attach. B.		
5	Does the proposal indicate that the vendor has an appropriate STS for the period of time in which the work described in the RLB is to be done?	I. and X.		

PHASE II: Criteria for Scoring of Technical Quality

Technical proposals for each qualifying vendor (*i.e.*, those passing all Phase I criteria) and each Report Professional Candidate offered by each qualifying vendor will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. Each candidate offered by the vendor will be score separately according to the criteria provided below. For each of the evaluation criteria on the score sheet, reviewers will collectively judge whether the proposal and candidate exceed, meet, or fail to meet the requirements expressed in the RLB, and applying the appropriate weight, assign the appropriate point value, as follows:

- Does Not Meet Requirement/Expectation = 0 points
- Meets Requirement/Expectation = 2 points
- Exceeds Requirement/Expectation = 4 points

Each candidate offered in the proposals of each qualifying vendor will be scored collectively by the review team; each such candidate will be scored on a separate score sheet. Each candidate’s total technical quality score will be the sum of the point value for all PHASE II evaluation criteria. The candidates who do not earn a total score of at least **50** points (a score which represents that the candidate generally “meets” all the evaluation criteria) out of a maximum of **90** points, will be disqualified from further consideration. Only those candidates who earn scores at or above the minimum required technical points will advance to PHASE III of the score sheet and selection process.

Candidate Name: _____

ITEM #	PHASE II EVALUATION CRITERIA	RLB SEC. REF.	weight	Doesn't Meet 0	Meets 2	Exceeds 4
ORGANIZATIONAL EXPERIENCE & CAPABILITIES						
1	Does the Bid Cover Letter give brief descriptions of, and provide contact information for at least three recent references (within the past five years), for similar work? (Yes = 2 pts., No = 0 pts.)	VII., A.	2			
2	Do the work projects described indicate the general capabilities of the vendor to successfully manage the work described in this RLB?	VII., A.	2			

CANDIDATE MINIMUM QUALIFICATIONS						
3	According to the proposal, how applicable are this candidate's characteristics, experience, education, etc., to the work described in this RLB?	VII, B.	2			
4	Does the Candidate have at minimum an Associate Degree in a field related to information technology;?	VII, B.	2			
5	Does the Candidate have at minimum 3 years experience in data centric and report development, specifically engaging business intelligence, data warehouse projects, business intelligence tools such as COGNOS, understanding of dimensional data models, analytics and reporting, business analysis, data analysis, logical data modeling?	VII, B.	2			
6	Does the Candidate have at minimum 2 years experience working with large scale, complex system (data structure and usage, reporting requirements, interfaces with other systems) in a government and/or corporate setting?	VII, B.	2			
7	Does the candidate have at minimum one year of experience with the COGNOS Report Net tool in the areas of Metadata, Portal, and user management and administration, and creating simple and complex reports using data from a data warehouse?	VII, B.	2			
8	Has the candidate completed formal Cognos Report Net training? (Yes = 2 pts., No = 0 pts.)	VII, B.	2			
9	Does the Candidate have at minimum 2 years experience performing work projects which require sound analytical, verbal, and written skills?	VII, B.	2			
10	Does the Candidate have at minimum 2 years experience communicating with management, application users, and technical staff?	VII, B.	2			
(NOTE: If the vendor or candidate earned a score of "0" for any of the above criteria, the vendor or candidate may be disqualified at this point.)						
CANDIDATE DESIRABLE QUALIFICATIONS						
11	Does the candidate have at least one year of experience with enterprise resource planning systems (such as PeopleSoft Financials)?		1			
12	Does the candidate have certification as a Cognos ReportNet Authoring Product Professional? (Yes = 2 pts., No = 0 pts.)		1			
13	Does the candidate have any State of Ohio experience in report development?		1			
14	Does the candidate have any experience with State of Ohio fiscal services reporting?		1			
15	Does the candidate profile demonstrate any ability to deliver guidance and coaching to others?		2			
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
PHASE II TOTAL TECHNICAL SCORE: (The point value earned on each criterion is multiplied by that criterion's weight, then the sum of all those weighted scores is the Phase II score for the candidate.)						

Based upon the Phase II Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation? (Candidate's Phase II Total Technical Score must be at least 50 points.)

Yes _____ No _____
(If "No," this candidate is disqualified from any further consideration for this project.)

PHASE III, Cost Consideration:

Only individual candidates earning at least fifty (50) points in Phase II scoring will be advanced to Phase III review. Costs will then be considered for those candidates by ranking the vendors' hourly rate offered for their candidates'

services. The Phase III cost score earned by a vendor will be added to the Phase II scores for each of the qualifying candidates offered by that vendor.

The vendor offering the lowest rate will earn a score of forty (40) points for the Phase III cost score. Vendors offering rates no more than 10 % above the lowest rate will earn a score of thirty (30) points; those whose rates are more than 10% above but less than 20% above will earn twenty (20) points; those whose rates more than 20% above but less than 30% above will earn ten (10) points; and those offering rates more than 30% above but less than 40% above will earn only five (5) points. Vendors offering rates in excess of 40% over the lowest rate offered will earn no points in the Phase III cost consideration. The points earned through this process are the vendor's Phase III score.

The final grand total score for each qualified candidate will be the sum of the Phase II Total Technical Score plus the offering vendor's Phase III Cost Score.

ODJFS will select vendors' candidates based on higher final grand total (Phase II plus Phase III) scores. Even if the vendor earning the highest total score could offer all candidates needed for this work, ODJFS may, at its sole discretion for any administrative reasons, offer portions of the work to more than one vendor. However, if selections of multiple vendors' candidates are made, the candidates will be the successively highest scoring individuals.

Caveat: In scoring vendor bids, ODJFS reserves the right to waive minor defects, errors, or omissions in a vendor's submissions if those items do not unreasonably obscure the meaning of the information in the bids. ODJFS further reserves the right to contact vendors to request clarification of any information or materials in the bid packet. Any such communication initiated by ODJFS is not considered a violation of the Communication Prohibition Section of this RLB (Section XVII.).