

ATTACHMENT E
RFP#: R-89-14-0005
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 vendor’s proposal received by the deadline as specified in the RLB?	II.		
2	Did the vendor submit one (1) original and three (3) copies of their Technical Proposal along with their Cost Proposal (in a separate sealed envelope) labeled: “NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR U.C. COURT REPORTING SERVICES, RLB#: R-89-14-0005 FROM (VENDOR’S NAME)”?	VII.		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A to the RLB?	VII., A. Attach. A (Tab 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.	VIII., A Attach. A (Tab 1)		
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.	VIII., A Attach. A (Tab 1)		
6	Does the vendor’s proposal include a signed and completed Attachment C ?	XVIII., Attach. C (Tab 5)		

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 Unemployment Compensation – Bureau of Program Services. 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 Requirements	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 **148 points** (indicating that a vendor has adequately demonstrated the ability to successfully perform contractual duties) out of a maximum of **260 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							
7	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RLB.	VI.	3				
8	The vendor has a minimum of five (5) years experience in recording and transcription of public hearings and/or other legal proceedings.	V., A, 1	3				
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
9	The vendor has provided background information , indicating sufficient organizational experience and staffing to perform the required procured functions.	V., B., 1.	2				
10	The vendor has provided samples of at least two (2) similar sized projects completed in the past two (2) years that demonstrate expertise in providing stenographic and court reporting services.	V., B., 2.	3				
11	The vendor has provided names and contact information for at least two (2) entities, other than ODJFS, for which the vendor has performed substantially similar scale projects in the past two (2) years.	V., B., 3.	3				
STAFF EXPERIENCE AND CAPABILITIES							
12	The vendor has identified the individual(s) to be assigned for the duration of this project and key to the project success.	V., C., 1.	1				
13	The vendor proposed all stenographers have at least five (5) years experience recording & transcribing public hearings and/or other legal proceedings.	V., C., 1.	3				
14	The vendor has included resume(s) or curriculum vital for the assigned positions expected to work on the project.	V., C., 2.	2				
15	The vendor has provided information confirming the vendor will be responsible for furnishing all equipment and supplies to record and transcribe the hearings.	V., C., 3.	2				
16	The vendor has provided a statement confirming all staff members can provide and/or secure reliable transportation to attend hearings in any county in Ohio.	V., C., 4.	2				
17	The vendor has provided a statement confirming they have the ability to work anytime during ODJFS normal business day (8:00 A.M. to 8:00 P.M.).	V., C., 5.	1				
18	The vendor is capable of providing the transcripts in the required formats, and within the timeframe specified by ODJFS.	V., C., 6.	1				
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 148 points.)

Yes _____

No _____

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