

ATTACHMENT D
RFP#: R-89-14-8019
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 and at the location specified in Section III. The RLB?	III. V., A., 1.		
2	Did the vendor submit one (1) original and three (3) copies and one electronic copy of their Technical Proposal labeled: “TECHNICAL PROPOSAL ENCLOSED FOR U.C. COURT REPORTING SERVICES PROJECT, RLB#: R-89-14-8019 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION)” ?	V., A., 2.		
3	Did the vendor submit three (one signed original and two copies) copies of the Cost Proposal in a separate, sealed envelope, and labeled: “NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FOR U.C. COURT REPORTING SERVICES PROJECT, RLB#: R-89-14-8019 SUBMITTED BY (VENDOR NAME AND DATE OF SUBMISSION).” ?	V., A., 3.		
4	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 C to the RLB?	V., A., 4. Attach., A. and C.		
5	Included in those certifications, has the vendor stated 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?	V., A., 5.; XII., M. Attach., A.		
6	Has ODJFS’ review of the Auditor of State website verified that the vendor is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery?	V., A., 6.; XII., K. Attach., A.		
7	Has the vendor demonstrated at least five (5) years experience in recording and transcription of public hearings and/or other legal proceedings. Vendor staffing of the proposed project must be employees of the vendor and include persons certified and/or licensed as a recording stenographer and/or transcriber.	V., A., 7.		

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 **167 points** (indicating that a vendor has adequately demonstrated the ability to successfully perform contractual duties) out of a maximum of **190 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 RLB.	V., A., 4. Attach. A.	3				
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has provided background information , indicating sufficient organizational experience and staffing to perform the required procured functions.	V., B., 1.	2				
3	The vendor has included descriptions 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., 1.	3				
4	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. The provided information about each project including the following information about each: a) company name; b) contact person and phone number; c) project name and time span; and, d) a detailed description of the scope of services provided that relate to the requirements of this RLB.	V., B., 2.	3				
STAFF EXPERIENCE AND CAPABILITIES							
5	The vendor has identified, at minimum, the individual(s) to be assigned for the duration of this project and key to the project success has at least five (5) years experience recording and transcribing public hearings and/or other legal proceedings..	V., C., 1.	3				
6	The vendor has included resume(s) or curriculum vital for the assigned positions expected to work on the project.	V., C., 2.	2				
7	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				
8	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				
9	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				
10	The vendor has included a sample transcript typed on 20# bond paper with 25 numbered lines per page.	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 167 points.)

Yes _____

No _____

(If “No,” Vendor’s Cost Proposal will not be opened.)