

**ATTACHMENT E.**  
**ODJFS RFP#: R-89-15-8015**  
**OWD**  
**Training & Technical Assistance**  
**Proposal 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	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	Does the vendor’s proposal include three (3) references for which the vendor has successfully provided services on projects of a size and scope that are comparable to this statewide project and comparable to the requirements in the RFP.	2.1, 1.		
3	Does the vendor’s proposal include key staff (e.g., Project Manager/Trainer) with five (5) years workforce development and training experience, and possess a bachelor degree in public administration, social work, or related field?	2.1, 2		
4	Does the vendor’s proposal include a Technical Proposal (consisting of the required signed original, plus paper and electronic copies) and, in separate, appropriately labeled, sealed envelope, a Cost Proposal?	2.1, 3.		
5	Does the vendor’s proposal include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in <b>Attachment A</b> , and <b>Attachment C</b> ?	5.2 B. 1		
6	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		
7	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		
8	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 and sensitive personal information as specified/restricted in the RFP?	4.5 5.2, D		

**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 Workforce Development. 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 **440 points** (indicating a proposal that demonstrates adequate ability to perform contractual duties) out of a maximum of **574 points**, will be disqualified from further consideration. Only that vendor who’s Technical Proposal meets or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFP SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>REQUIRED VENDOR INFO. &amp; CERTIFICATIONS</b>							
1	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	1	4.2 A., 1.				
<b>VENDOR QUALIFICATIONS</b>							
<b>ORGANIZATIONAL VENDOR EXPERIENCE &amp; CAPABILITIES</b>							
2	The vendor has demonstrated a minimum of five (5) cumulative years of experience in effective statewide planning, delivering and brokering of staff training in a technical or regulated environment.	1	2.2., 1.				
3	The vendor has demonstrated experience providing training on a wide range of workforce development topics.	2	2.2., 2.				
4	The vendor has demonstrated experience conducting training in workforce development areas within the past twenty-four (24) months.	1	2.2., 3.				
5	The vendor has demonstrated experience providing workforce development training on a national level that meets the requirements of this RFP.	1	2.2., 4.				
6	The vendor has demonstrated knowledge of Ohio's Workforce Development System and the laws and regulations impacting its operations.	3	2.2., 5.				
7	The vendor has demonstrated experience in training public workforce development system staff.	3	2.2., 6.				
8	The vendor has provided information including a summary of projects, accomplishments, and contact information of their customers receiving the services provided.	2	2.2., 7.				
<b>STAFF EXPERIENCE &amp; CAPABILITIES</b>							
9	The vendor has identified, by position and by name, those staff the vendor considers key to the project's success (at minimum, key staff identified must include a project manager).	1	2.3., 1.				
10	The vendor has included resume(s), education and pertinent experience of the Project Manager and all key personnel for this project (including any subcontractors), and has specifically listed their qualifications and experience (in the areas described in Section II, Scope of Work and Specifications of Deliverables of this RFP, see Sections 2.3 and 2.4) of key staff expected to work on the project.	3	2.3., 2.				
11	The vendor has identified key staff with a bachelors degree in social work, public administration or related degree with five (5) years of workforce development program experience.	1	2.3., 3.				
12	The vendor has provided a narrative discussing their ability to subcontract with other qualified services providers for training and technical assistance services as needed in a timely and cost effective manner.	3	2.3., 4.				
<b>ADMINISTRATIVE STRUCTURES</b>							
13	The vendor has thoroughly expressed the key objectives of the proposed project.	2	3.3., A 5.2 A. & B.				
14	The vendor has provided a quality technical approach and work plan to be implemented, that addresses appropriate methodologies for successful completion of project activities.	2	3.3., B 5.2 A. & B.				
15	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems.	1	3.3., C. 5.2 A. & B.				
16	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 and the deliverables or functions that will be their responsibility.	1	3.3., D 5.2 A. & B.				
17	The vendor has provided a timeline for initial implementation activities and to a reasonable extent for the project overall, as discussed in the RFP.	2	3.3., E 5.2 A. & B.				
<b>SCOPE of WORK/SPECIFICATIONS of DELIVERABLES</b>							
<b>SERVICE PLANNING</b>							
18	The vendor has provided a plan for how it would manage effective communication with designated ODJFS staff to determine needed technical assistance both statewide and in specific local areas of the State.	2	3.4., A., 1. 5.2 A. & B.				
19	The vendor has described an effective process for using training course evaluations to assist in identifying additional training needs.	1	3.4., 2 5.2 A. & B.				
20	The vendor has provided an effective process for identifying training requested by local One-Stop staff, partners, governing boards, elected officials and others, and for providing ODJFS with those requests and/or information gathered, to ensure the integrity of the process.	1	3.4., A., 3. 5.2 A. & B.				
21	The vendor has provided a detailed, effective plan for designing a series of training modules intended to measure the achievement of generally acceptable skill standards for One-Stop staff.	2	3.4., A., 4. 5.2 A. & B.				
<b>ORIENTATION AND SYSTEM OVERVIEW SERVICES</b>							
22	The vendor has described an effective process for providing an on-going series of quality, general overviews of the Workforce Investment Act and Ohio's One-Stop system, as framed by the vendor's description of a thorough response to scenario #3	2	3.4., B 5.2 A. & B.				

	from Appendix A.						
ITEM #	EVALUATION CRITERIA	Weight	RFP SEC. REF.	Doesn't Meet 0	Party Meets 6	Meets 8	Exceeds 10
<b>TRAINING AND TRAINER REQUIREMENTS</b>							
23	The vendor has provided a description of a sound and effective plan for providing training and/or brokering with other training providers to assist ODJFS in training needs beyond the expertise of the vendor organization, as framed by the vendor's description of thorough responses to scenario #1 and to scenario #2, Appendix A.	4	3.4., C. 5.2 A. & B.				
24	The vendor has provided an effective plan for securing the services of various trainers, with varying skills levels and expertise as expressed in the RFP, to be utilized as appropriate to meet an expressed ODJFS need.	3	3.4., C., 1. – C. 4 5.2 A. & B.				
<b>BROKERING OF TECHNICAL ASSISTANCE SERVICES</b>							
25	The vendor has provided a description of a sound, efficient, and effective plan for subcontracting an experienced grant writer to fulfill an expressed program need, or for providing the service directly without subcontracting.	2	3.4., D., 1. 5.2 A. & B.				
26	The vendor has provided a description of a sound, efficient, and effective plan for subcontracting for the collection and evaluation of information about program continuation, improvement, or replication, or for providing the service directly without subcontracting.	1	3.4., D., 2. 5.2 A. & B.				
27	The vendor has provided a sound, efficient, and effective plan to gather and analyze data related to issues of importance to workforce development system performance, either directly or through a subcontractor.	1	3.4., D., 3. 5.2 A. & B.				
28	The vendor has provided a sound, efficient, and effective plan for convening customer or stakeholder groups to support the continuous improvement of the workforce development system, either directly or through a subcontractor.	1	3.4., D., 4. 5.2 A. & B.				
29	The vendor has provided a sound, efficient, and effective plan for conducting, either directly or through a subcontractor, a series of mystery shopping visits at local One-Stop sites.	1	3.4., D., 5. 5.2 A. & B.				
30	The vendor has provided a sound, efficient, and effective plan for provision, either directly or through a subcontractor, of evaluation and consultation services, to help local systems improve service delivery and performance.	2	3.4., D., 6. 5.2 A. & B.				
31	The vendor has provided a sound, efficient, and effective plan to coordinate, facilitate, and handle all planning and logistics, including speaker recruitment, for statewide workforce development conferences for one 3 to 3 ½ day conference with 800 attendees and one 1 ½ day conference with 100-200 attendees, performed either by the vendor directly or through a subcontractor.	3	3.4., D., 7. 5.2 A. & B.				
32	The vendor has provided a sound, efficient, and effective plan to, either directly or through a subcontractor, develop curriculum supportive of training that promotes the improvement of the management, service quality and program outcomes at all levels of the workforces development system.	2	3.4., D., 8. 5.2 A. & B.				
<b>PROPOSAL ORGANIZATION</b>							
33	The vendor has submitted a proposal which complies with the proposal format as specified in the RFP.	1	4.2				
34	The vendor has submitted a well-written, well-organized, professional quality proposal essentially free of grammatical, spelling, organizational, or typographical errors, indicative of professional-quality communications capabilities.	1	5.1				
	<b>EVALUATION CRITERIA</b>	<b>Weight</b>	<b>RFP SEC. REF.</b>	<b>Doesn't Meet 0</b>	<b>Partially Meets 6</b>	<b>Meets 8</b>	<b>Exceeds 10</b>
<b>Column Subtotal of "Does Not Meet" points</b>							
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>GRAND TOTAL SCORE</b>							

Based upon the Grand Total Technical Score earned above, does the vendor's proposal proceed for consideration for award of the contract? (Vendor's Grand Total Technical Score must be at least 448 points.)

Yes \_\_\_\_\_ No \_\_\_\_\_ (If "No," Vendor's Proposal will **not** be considered for award.)

If yes, has the vendor provided evidence of an Ohio presence? If yes, the vendor's technical score is increased by ten (10) points.

<b>PHASE II B.— Additional Consideration for Ohio presence?</b>	Sec. 4.24	<b>NO</b> – Phase II A technical score unchanged	<b>YES</b> - Phase II A technical score plus 10 pts.
Ohio presence?			

<b>FINAL GRAND TOTAL SCORE</b>	
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