

ATTACHMENT E
RFP#: R-89-17-0945
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor/Applicant Name: _____

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?	5.1		
2	Did the vendor submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost 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 A to the RFP?	5.2, A		
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.	6.1, A		
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.	4.18		
6	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 as specified/restricted in the RFP?	4.5 5.2, D.		
7	Does the vendor possess three (3) years experience producing culturally competent educational materials in English and languages other than English.	2.1		

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 Family Stability. 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 **180** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **238** 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 RFP.						
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor included samples (as described in the RFP) of at least two, but no more than four, similar sized projects completed in the past five years that demonstrate expertise in interpreting English language educational materials into other languages, including hiring and working with foreign language interpreters.	Section II, 2.2	1				
3	Is the sample of past work submitted indicative to the PRT that the vendor could successfully complete the scope of work described in this RFP?	Section II, 2.2	2				
4	The vendor has included samples of two to four, similar sized projects successfully completed in the past five years, demonstrating DVD format educational products, indicating likelihood of success in the ODJFS project.	Section II, 2.2	2				

ITEM #	EVALUATION CRITERIA	RFP SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
5	The vendor has included samples of three to five, similar sized projects completed in the past five years, that demonstrate use of health education terminology and/or use of medical terminology (scoring preference for those providing both topics).	Section II, 2.2	2				
6	Vendor has Included the names and contact information for the samples included with the above experience requirements?	Section II, 2.2	1				
STAFF EXPERIENCE & CAPABILITIES							
7	The vendor has identified, one key staff person with project administration experience (as described in the RFP) to serve as Project Manager. (One person may, if qualified, fill multiple roles.)	Section II, 2.3	2				
8	The vendor has included resume(s) of key staff expected to work on the project. Key staff to be assigned to this project with at least three years of professional video production experience, including, at minimum, camera functions, lighting, sound quality, editing, duplicating. (One person may, if qualified, fill multiple roles.)	Section II, 2.3	2				
9	The vendor has identified key staff to be assigned to this project with at least three years experience leading creative video production, including a background in such things as story-board development, set design, voice and on-screen talent direction, and editing for message delivery. (One person may, if qualified, fill multiple roles.)	Section II, 2.3	2				
ADMIN. STRUCTURES—PROPOSED WORK PLAN							
10	The vendor has provided a technical approach and work plan to be implemented which includes a proposed timeline for the project, and which describes the steps and quality measures the vendor proposes to undertake in order to complete the Scope of Work (e.g., administration, pre-production, and production) established in Section 3.1.	Section III, 3.2	4				
11	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems.	Section III, 3.2	2				
12	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.	Section III, 3.2	1				
13	The vendor has provided a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved; included a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or sub-contractor staff and has provided the percentage of time each key management person will devote to the project.	Section III, 3.2	2				
PROPOSAL ORGANIZATION							
14	The vendor has submitted a proposal which is free of self-promotional claims.	6.1	0.5				
15	The vendor has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	6.1	0.5				
TRADE SECRET INFORMATION							
16	The review team in its comprehensive review of the vendor's proposal has determined that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP. [A "no" response will disqualify the vendor's proposal and will not advance to the consideration of the vendor's Cost Proposal.]	4.5 5.2, D.			YES	NO	
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
TOTAL SCORE:							

Based upon the 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 180 points.)

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

If yes, has the vendor provided evidence of having an Ohio presence? If there is no demonstrated Ohio presence, the vendor's proposal advances to Phase III review but the final technical score remains unchanged. If there is a demonstrated Ohio presence, the vendor's technical score is increased by ten (10) points for the Phase III review.

PHASE II B.— Additional Consideration for an Ohio Presence	4.24 & 6.1, B.	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the vendor provided evidence of having an Ohio presence?			
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			