

APPENDIX D
RFGA#: R-89-21-8014
Applicant Proposal Check-List

Applicants are to complete this form and include it with their proposal. To ensure all required information submitted is included and scored, place the page number where the information can be found in their response to this RFGA in the column titled Proposal Reference Page.

ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Proposal Reference Page
REQ. APPLICANT INFO. & CERTIFICATIONS			
	The applicant has included properly completed and signed, the Required Vendor Information & Certifications as specified in the RFGA.	VII	
APPLICANT QUALIFICATIONS			
MANDATORY APPLICANT QUALIFICATIONS			
	The applicant has included all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachment A.	III. I, A	
	The applicant has stated in the aforementioned certifications that they are 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.	III. I, B	
	The applicant has stated that they are not excluded from contracting with ODJFS by R.C.§9.24 for an unresolved finding for recovery.	III. I, C	
ORGANIZATIONAL EXPERIENCE & CAPABILITIES			
	The applicant has included a copy of their 501(c) (3) certification issued by the Internal Revenue Service (IRS).	III. III, A	
	The applicant has included a detailed overview of the curriculum and how it will be used to meet the goals of the Project.	III. III, B	
ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Proposal Reference Page
STAFF EXPERIENCE & CAPABILITIES			
	The applicant has included resume(s) or curriculum vitae of key staff expected to work on the project.	III. II	
	The applicant has identified, by position and by name, those staff they consider key to the project's success.	III. II, A	
	The applicant has identified and assigned for each proposed site a separate enrichment Program Director who must be: <ul style="list-style-type: none"> • a paid employee and has, at minimum, • an Associate's Degree and • at least three years of experience working with children in a school setting, after-school program, enrichment program, or camp setting 	III. II, A. 1	
	The applicant has demonstrated that any other key enrichment program staff members have had at least six months experience working with children in a school setting, after-school program, or camp setting.	III. II, A. 2	
	The applicant has identified all support staff roles (support staff do not need to be named at this time/prior to grant award) and provide a justification for each staffing position.	III. II, B	
	The applicant has provided an affirmation that, if awarded a grant, all paid and volunteer staff members must undergo a mandatory background checks. This requires that a BCI check is conducted and an FBI check is conducted for individuals who have not been residents of Ohio for at least 5 years.	III. II, C	
SCOPE OF WORK			
	The applicant has outlined how they will develop and run USDA SFSP sites in areas throughout Ohio with a demonstrated need during the summer of 2009.	II. I, A	
	The applicant has stated how they will document a change in behavior and other supplemental data among participants that demonstrate the success of the curriculum and program activities in accordance with TANF Goal 3.	II. I, B	
	The applicant has stated that they will work with ODE during the spring and summer of 2009 to obtain SFSP site approval and certification for a program running a minimum of eight weeks beginning in June 2009.	II. I, D	
	The applicant has included a work plan that outlines how they will strengthen the infrastructure of the SFSP sponsor's proposed SFSP sites so they can become self-sustaining entities.	II. I, E	
	The applicant has stated they will attend all mandatory trainings during the spring and summer of 2009 as instructed by GOFBCI.	II. I, F	
	The applicant has provided a technical approach and plan for implementing a proven outcomes and research-based curriculum and program activities (which at minimum must feature activities that promote self-esteem development, self awareness and leadership development and support TANF Goal (3) that accompanies the SFSP meal to be implemented at each site.	II. I, G	

	The applicant has provided a marketing and outreach plan to publicize the SFSP sites and accompanying enrichment programs within the community.	II. I, H	
	The applicant has stated they will develop relationships with the local schools in order to pinpoint effective ways to inform eligible children and their parents about the SFSP sites and enrichment programs in their community.	II. I, I	
	The applicant has stated they will complete reports (as instructed by GOFBCI) that will track the number of children involved in the enrichment program and documentation reflecting the impact of the activities in relation to TANF Goal 3, throughout the summer.	II. I, J	
	The applicant has stated they will expect and be prepared for scheduled and unscheduled GOFBCI visits to SFSP sites.	II. I, K	
SPECIFICATIONS OF DELIVERABLES			
	The applicant has stated they will retain status of open or enrolled sites for a minimum of eight (8) weeks during the Summer of 2009.	II. II, A	
	The applicant has provided a plan to purchase necessary supplies (not food) in order to develop the infrastructure of the SFSP sites so that the sites can appropriately accommodate the expected number of children by the opening day of the site in June 2009.	II. II, B	
	The applicant has provided a plan as to how they will execute proposed enrichment program(s) at each proposed site around the SFSP meal and ensure that the enrichment program activities shall run for a duration of at least one hour surrounding lunchtime.	II. II, C	
	The applicant has provided a plan as to how they will publicize the SFSP sites and accompanying enrichment programs.	II. II, D	
	The applicant has affirmed that they will attend all mandatory ODE and GOFBCI trainings.	II. II, E	
	The applicant has provided a plan as to how they will provide GOFBCI with attendance reports that document the project's performance in increasing the number of children receiving SFSP meals and participating in the enrichment program.	II. II, F	
	The applicant has stated they will provide a monthly report and end-of-summer report for the enrichment program session weeks, utilizing the reporting system specified by GOFBCI for reporting and monitoring program performance.	II. II, G	
PROPOSED WORK PLAN			
	The applicant has stated the key objectives of each proposed site.	V. I, A	
	The applicant has provided a technical approach and work plan to be implemented as well as a proposed timeline for the project, and must explain in writing the need for an SFSP site at their proposed locations.	V. I, B	
	The applicant has provided a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project.	V. I, C	
	The applicant has provided a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved, and included a Table of Organization (including SFSP sites, enrichment Program Directors at each site, and other paid and volunteer staff), a chart showing the number of hours devoted to the project by the Applicant and the enrichment Program Directors at each site and provided the percentage of time each key management person will devote to the project.	V. I, D	
	The applicant has provided work plans that outline the physical infrastructure needs for the applicant's proposed SFSP sites.	V. I, E	
	The applicant has provided a work plan for the physical set up and design for each SFSP site and accompanying enrichment program.	V. I, F	
