

ATTACHMENT E
RFGA#: R-89-21-8014
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

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 applicant’s proposal received by the deadline as specified in the RFGA?	IV./V.		
2	Did the applicant submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Project Budget?	IV./IV.		
3	Applicant’s proposal includes all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachment A to the RFGA?	VIII. Attach. B.		
4	Included in those certifications, the applicant states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	V., X., & Attach. A.		
5	ODJFS’ review of the Auditor of State website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	V., X., & Attach. A.		
6	Is the proposal <u>free of any</u> prohibited proprietary information/trade secrets and free of any prohibited personal confidential information on the vendor or subcontractor staff?	V., B./ IX. C.		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, The Governor’s Office of Community and Faith Based Initiatives. 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 RFGA, and assign the appropriate point value, as follows:

0
Does Not Meet Requirement
6
Partially Meets Requirement
8
Meets Requirement
10
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 **798** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **988** points, will be disqualified from further consideration, and its project budget 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	RFGA SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
REQ. APPLICANT INFO. & CERTIFICATIONS							
1	The applicant has included properly completed and signed, the Required Vendor Information & Certifications as specified in the RFGA.	VII	1				
APPLICANT QUALIFICATIONS							
MANDATORY APPLICANT QUALIFICATIONS							
1	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	1				
2	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	1				
3	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	1				
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
4	The applicant has included a copy of their 501(c) (3) certification issued by the Internal Revenue Service (IRS).	III. III, A	1				
5	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	5				
ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
STAFF EXPERIENCE & CAPABILITIES							
6	The applicant has included resume(s) or curriculum vitae of key staff expected to work on the project.	III. II	3				
7	The applicant has identified, by position and by name, those staff they consider key to the project's success.	III. II, A	2				
8	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	3				
9	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	2				
10	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	2				
11	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	3				
SCOPE OF WORK							
12	The applicant has included a work plan that outlines 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	2				
13	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	5				
14	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	3				
15	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	4				
16	The applicant has stated they will attend all mandatory trainings during the spring and summer of 2009 as instructed by GOFBCI.	II. I, F	2				
17	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	5				
18	The applicant has provided a marketing and outreach plan to publicize	II. I, H	2				

	the SFSP sites and accompanying enrichment programs within the community.						
19	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	3				
20	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	4				
21	The applicant has stated they will expect and be prepared for scheduled and unscheduled GOFBCI visits to SFSP sites.	II. I, K	1				
SPECIFICATIONS OF DELIVERABLES							
22	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	2				
23	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	3				
24	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	5				
25	The applicant has provided a plan as to how they will publicize the SFSP sites and accompanying enrichment programs.	II. II, D	4				
26	The applicant has affirmed that they will attend all mandatory ODE and GOFBCI trainings.	II. II, E	3				
27	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	4				
28	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	1				
PROPOSED WORK PLAN							
29	The applicant has stated the key objectives of each proposed site.	V. I, A	3				
30	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	5				
31	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	2				
32	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	5				
33	The applicant has provided work plans that outline the physical infrastructure needs for the applicant's proposed SFSP sites.	V. I, E	3				
34	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	4				
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 applicant's proposal proceed to the Phase III evaluation of its Project Budget? (Vendor's Grand Total Technical Score must be at least 798 points.)

Yes _____

No _____

(If "No," applicant's Project Budget will not be opened.)

Phase III.—Criteria for Considering the Project Budget

The project budget proposal must meet all of the following 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.**

Evaluation Criteria	RFGA SEC.	YES	NO
PROJECT BUDGET-	5.5 C		
A budget summary and justification for the program costs is included which clearly displays how approximate costs and allocations were determined for each site.	5.5 C		
Budget only shows expenses directly related to the proposal project and does not include items listed as non-allowable costs.(See Appendix A, Attachment F)	5.5 C		
Budget displays total cost as well as costs for each deliverable/activity per SFY.	5.5 C		
Budget and budget item descriptions MUST support the objectives outlined for the project as well as any and/or all of the grant applicant’s proposed program activities.	5.5 C		
TOTAL:			

GRAND TOTAL APPLICATION SCORE:		
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