



# Department of Job and Family Services

## ATTACHMENT C RFP#: JFS-IS-10-06 Virtual Video Orientation Technical Proposal Score Sheet

### 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   | YES | NO |
|------|--|-----|----|
| 1    | Did the vendor submit five (5) copies of their Technical Proposal (with respective CD-ROMs) in a separate sealed envelope labeled: <b>“PROPOSAL ENCLOSED FROM [VENDOR’S NAME] FOR RFP#: JFS-IS-10-06 Virtual Video Orientation.”</b>   |     |    |
| 2    | The vendor must have an existing State Term Schedule agreement with the State of Ohio.   |     |    |
| 3    | The vendor must 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 that are comparable to the requirements in the RFP. These references must relate to work that was completed within the past five (5) years. |     |    |
| 4    | The vendor’s proposal must be received, complete, by the specified time and date deadline.   |     |    |
| 5    | The vendor must submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal.   |     |    |
| 6    | The vendor’s proposal (Proposal Tab 1.) must include all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachments A and C to the RFP.  |     |    |
| 7    | The vendor may not be excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or as established at O.R.C. § 9.24.   |     |    |

### PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. 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 Does Not Meet Requirements**

**5 Meets Requirements**

**8 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 **855 points** (indicating a proposal that demonstrates adequate ability to perform contractual duties) out of a maximum of **1368 points**, will be disqualified from further consideration. ODJFS will recommend for contract the vendor with the highest technical score.

| Item Number                                       | EVALUATION CRITERIA   | Weight | Doesn't Meet 0 | Meets 5 | Exceeds 8 |
|---|---|--------|----------------|---------|-----------|
| <b>ORGANIZATIONAL EXPERIENCE AND CAPABILITIES</b> |   |        |                |         |           |
| 1   | Samples of at least two, but no more than four, similar sized projects completed in the past five years that demonstrate expertise in video & graphic production materials. These samples must each be in the form of a written narrative (of not more than four pages total, cumulative for all projects described) describing each project, its audience, purpose, and the steps taken by the vendor to successfully complete the projects. | 5      |                |         |           |
| 2   | Samples of at least two, but no more than four, similar sized projects completed in the past five years, that demonstrate web technology video & graphic production sites. These samples must each include a written narrative (of not more than four pages total, cumulative for all projects described) describing each project, and a live or test URL demonstrating the vendors techniques and skills in similar formatting.              | 5      |                |         |           |
| 3   | The vendor information provided for all of the above topics should include summary descriptions of projects in which the vendor gained the experience and knowledge, any notable accomplishments and outcomes, and <u>contact information for the vendor customers</u> receiving the services provided.   | 3      |                |         |           |
| <b>Staff Experience and Capabilities</b>          |   |        |                |         |           |
| 4   | Identify one key staff person with project administration experience to serve as Project Manager. Project management for this work includes, at minimum, scheduling, talent and resource coordination, reporting, and budget management.  | 5      |                |         |           |
| 5   | Identify 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.  | 5      |                |         |           |
| 6   | Identify 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.   | 5      |                |         |           |
| <b>Scope of Work</b>                              |   |        |                |         |           |
| 7   | <u>Administration:</u> Conduct an initial consultation with ODJFS; Provide preliminary ideas and storyboard to ODJFS; Include ODJFS in the process of deciding how the elements are artistically incorporated into the website; Receive approval from ODJFS for all preproduction and production elements throughout the project.   | 5      |                |         |           |
| 8   | <u>Preproduction:</u> Provide an ODJFS-approved storyboard to ODJFS; Provide a list of production activities for review, clarification, and approval by ODJFS; Provide a tentative production schedule (pre-production, production, and post-production) and final script due within thirty (30) days of the initial consultation with ODJFS.   | 5      |                |         |           |
| 9   | <u>Production:</u> Secure appropriate props, actors and locations to shoot live footage to demonstrate key points of the education/orientation content provided by ODJFS  | 5      |                |         |           |
| 10  | <u>Production:</u> Provide 30 minutes intervals of live action footage demonstrating the 7 mandatory modules An introduction and detailed explanation of the services available in every Ohio One-Stop.   | 5      |                |         |           |
| 11  | <u>Production:</u> Link to SkillsMax site for completion of the self-assessment Barriers to Employment Success Inventory (BESI) via Internet This assessment must be completed after the mandatory modules and before giving access to any optional training.   | 5      |                |         |           |
| 12  | <u>Production:</u> Provide cut through to existing material or up to 90 minutes intervals of live action footage demonstrating the Reemployment services and tools optional modules that are only available after the BESI assessment is completed:   | 5      |                |         |           |
| 13  | <u>Production:</u> Provide voiceover in English from the script approved by ODJFS.  | 5      |                |         |           |

|    |   |   |  |  |  |
|----|---|---|--|--|--|
| 14 | <u>Production:</u> Provide text feed in English from the script approved by ODJFS.  | 3 |  |  |  |
| 15 | <u>Production:</u> Hire and direct an English language voiceover artist to narrate each module. ODJFS must approve the product at this point prior to the vendor proceeding to the next step.   | 5 |  |  |  |
| 16 | <u>Production:</u> Provide all video and sound editing  | 5 |  |  |  |
| 17 | <u>Production:</u> Provide any PowerPoint or other static material to be used in the orientation  | 5 |  |  |  |
| 18 | <u>Production:</u> Provide appropriate menu guides on website for user navigation between modules   | 3 |  |  |  |
| 19 | <u>Production:</u> Provide appropriate branding for ODJFS   | 5 |  |  |  |
| 20 | <u>Hosting:</u> Specify an option where the vendor supplies (or subcontracts) the hosting services for the website  | 3 |  |  |  |
| 21 | <u>Hosting:</u> Specify what availability and reliability of the hosting solution that you propose  | 3 |  |  |  |
| 22 | Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project;  | 5 |  |  |  |
| 23 | Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems;  | 3 |  |  |  |
| 24 | Provide a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project;   | 3 |  |  |  |
| 25 | Provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved. Include 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. The vendor must provide the percentage of time each key management person will devote to the project. | 3 |  |  |  |
| 26 | The vendor must outline a structure where they will provide updates to this material for a 2-year period. Normal priority updates should be completed in a 30 day period.   | 3 |  |  |  |
| 27 | <u>Administration:</u> Provide summary of initial consultation with ODJFS.  | 3 |  |  |  |
| 28 | <u>Administration:</u> Provide summary of preliminary ideas and storyboard to ODJFS.  | 3 |  |  |  |
| 29 | <u>Pre-production:</u> Provide approved storyboard to ODJFS..   | 3 |  |  |  |
| 30 | <u>Pre-production:</u> Provide list of production activities to ODJFS.  | 3 |  |  |  |
| 31 | <u>Pre-production:</u> Provide a final production schedule and final script due within thirty (30) days of the initial consultation with ODJFS.   | 5 |  |  |  |
| 32 | <u>Production:</u> Provide an website the supports this orientation process by addressing mandatory, BESI and optional education/orientation modules, provided by ODJFS   | 5 |  |  |  |
| 33 | <u>Production:</u> The presentation on the website needs to support multiple split-screen arrangement as described above.   | 3 |  |  |  |
| 34 | <u>Production:</u> Ability to track progress of the services sought and completed by claimant in real time without compromising individual privacy.   | 3 |  |  |  |
| 35 | <u>Production:</u> Ability to request reports – individual and batch  | 3 |  |  |  |
| 36 | <u>Production:</u> Ability to capture, archive and retrieve individual and report data  | 3 |  |  |  |
| 37 | <u>Production:</u> Customer Service Survey upon completion of specific sections/modules with reporting capabilities to feedback effectiveness and improvement data  | 3 |  |  |  |
| 38 | <u>Production:</u> Comply with a bandwidth choice that would allow libraries to support such orientation sessions   | 3 |  |  |  |
| 39 | <u>Production:</u> A website that is ADA compliant  | 3 |  |  |  |
| 40 | <u>Production:</u> Provide a Technical Assistance guide and desk aid for One Stop office and libraries  | 3 |  |  |  |
| 41 | <u>Production:</u> Deliver the source material for the website  | 3 |  |  |  |
| 42 | <u>Production:</u> Provide the raw video and audio files for later use. Note: ODJFS retains ownership of the products and raw files for duplication purposes with no restrictions.  | 5 |  |  |  |

|              |   |   |  |  |  |
|--------------|---|---|--|--|--|
| 43           | Hosting: Provide an optional proposal for vendor hosting of the website   | 3 |  |  |  |
| 44           | Each vendor must submit five (5) complete and signed copies of its response. The vendor must clearly mark the exterior of the envelope "Virtual Reemployment Orientation System RFP." The vendor must describe how the features and capabilities described in the Scope of Work can be accomplished by the vendor at no cost. The majority of the validation will be done by the review of the URLs listed in the proposal. | 1 |  |  |  |
| 45           | Also, the Vendor must provide an electronic copy of everything contained within its response on CD-ROM in Microsoft Word 2002, Microsoft Excel 2002, Microsoft Project 2003, and PDF format, as appropriate.  | 1 |  |  |  |
| <b>Total</b> |   |   |  |  |  |

**Column Subtotal of "Does Not Meet" points**

**Column Subtotal of "Meets" points**

**Column Subtotal of "Exceeds" points**

**GRAND TOTAL SCORE (Vendor's Grand Total Technical Score must be at least 855 points.)**

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