

ATTACHMENT D
RLB#: JFS-IS-09-07
Business Analyst
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**, and none of its offered candidates will be considered for the project.

Vendor Name: _____

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	YES	NO
1	Was the vendor's proposal received by the deadline as specified in the RLB?	II.		
2	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?	VII.		
3	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.	VIII.		
4	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.	VIII.		
5	Does the proposal indicate that the vendor has an appropriate STS for the period of time in which the work described in the RLB is to be done?	I., V., VII. and VIII.		

PHASE II: Criteria for Scoring of Technical Quality

Technical proposals for each qualifying vendor (i.e., those passing all Phase I criteria) and each Report Professional

Candidate offered by each qualifying vendor will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. Each candidate offered by the vendor will be scored separately according to the criteria provided below. For each of the evaluation criteria on the score sheet, reviewers will collectively judge whether the proposal and candidate exceed, meet, or fail to meet the requirements expressed in the RLB, and applying the appropriate weight, assign the appropriate point value, as follows:

- Does Not Meet Requirement/Expectation -- 0 points
- Partially Meets Requirement/Expectation = 6 points
- Meets Requirement/Expectation = 8 points
- Exceeds Requirement/Expectation = 10 points

Each candidate offered in the proposals of each qualifying vendor will be scored collectively by the review team; each such candidate will be scored on a separate score sheet. Each candidate's total technical quality score will be the sum of the point value for all PHASE II evaluation criteria. The candidates who do not earn a total score of at least **124** points (a score which represents that the candidate generally "meets" all the evaluation criteria) out of a maximum of **206** points, will be disqualified from further consideration. Only those candidates who earn scores at or above the minimum required technical points will advance to PHASE III of the score sheet and selection process.

Candidate's Name: _____

ITEM #	PHASE II EVALUATION CRITERIA	RLB SEC. REF.	weight	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
1	Does the Bid Cover Letter give brief descriptions of, and provide contact information for at least three recent references (within the past five years), for similar work?	VII	2				
2	Does the work projects described indicate the general capabilities of the vendor to successfully manage the work described in this RLB?	VII	2				
BUSINESS ANALYST MINIMUM QUALIFICATIONS							
3	Six (6) years experience as an analyst with government policy and systems design experience for assistance programs i.e.: program eligibility, child care applications, inspection systems	V	2				
4	Two (2) years experience as lead analyst implementing business changes through the use of technology solutions	V	2				
5	One (1) year experience programming and implementation of systems that automate business process that manage individual demographic data, history, data changes and system processing for data interfaces, mailing and tracking of disbursement of funds	V	2				
6	One (1) year experience leading and facilitating meetings to identify requirements, business rules and business flows.	V	2				
(NOTE: If the vendor or candidate earned a score of "0" for any of the above criteria, the vendor or candidate may be disqualified at this point.)							
BUSINESS ANALYST DESIRABLE QUALIFICATIONS							
7	Demonstrate experience in fiscal operations for the disbursement of funds, adjustments and related processes operations that maintain quality and the integrity of business practices	V	1				
8	Demonstrate experience with the implementation of child care systems for eligibility, time and attendance, provider application, provider licensing or inspections	V	1				
9	Demonstrate experience in development of policy and procedural changes and justification for legislative enactment	V	2				
10	Previous experience training/mentoring individuals on the use and application of technology to automate business processes	V	2				
11	Ability to use office automation and project planning tools such as Microsoft Project, Microsoft Office Visio, and Microsoft Office tools sets	V	1				
12	Ability to travel to various locations within Ohio to meet with CDJFS representatives to assist with identifying needs and to represent their interest to implement automation of child care Eligibility, Time & Attendance and Payment processes	V	1				
13	Does the candidate have a Bachelor Degree or higher or thirty-six (36) months training post secondary education.	V	1				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							

<p align="center">PHASE II TOTAL TECHNICAL SCORE:</p> <p>(The point value earned on each criterion is multiplied by that criterion's weight, and then the sum of all those weighted scores is the Phase II score for the candidate.)</p>			
---	--	--	--

Based upon the Phase II Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation? (Candidate's Phase II Total Technical Score must be at least 124 points.)

Yes _____ **No** _____

(If "No," this candidate is disqualified from any further consideration for this project.)

PHASE III: Cost Consideration

Only individual candidates earning at least **124** points in Phase II scoring will be advanced to Phase III review. Costs will then be considered for those candidates by ranking the vendor's hourly rate offered for their candidate's services. The Phase III cost score earned by a vendor will be added to the Phase II scores for each of the qualifying candidates offered by that vendor.

The vendor offering the lowest rate will earn a score of forty (40) points for the Phase III cost score. Vendors offering rates no more than 10% above the lowest rate will earn a score of thirty (30) points; those whose rates are more than 10% above but less than 20% above will earn twenty (20) points; those whose rates more than 20% above but less than 30% above will earn ten (10) points; and those offering rates more than 30% above but less than 40% above will earn only five (5) points. Vendors offering rates in excess of 40% over the lowest rate offered will earn no points in the Phase III cost consideration. The points earned through this process are the vendor's Phase III score.

The final grand total score for each qualified candidate will be the sum of the Phase II Total Technical Score plus the offering vendor's Phase III Cost Score.

ODJFS will select vendors' candidates based on higher final grand total (Phase II plus Phase III) scores. Even if the vendor earning the highest total score could offer all candidates needed for this work, ODJFS may, at its sole discretion for any administrative reasons, offer portions of the work to more than one vendor. However, if selections of multiple vendors' candidates are made, the candidates will be the successively highest scoring individuals.

Caveat: In scoring vendor bids, ODJFS reserves the right to waive minor defects, errors, or omissions in a vendor's submissions if those items do not unreasonably obscure the meaning of the information in the bids. ODJFS further reserves the right to contact vendors to request clarification of any information or materials in the bid packet. Any such communication initiated by ODJFS is not considered a violation of the Communication Prohibition Section of this RLB (Section XIV.).