

ATTACHMENT E
RFP#: R-89-07-0943
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Vendor 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?	1.5 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 5.2 C		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A and C to the RFP?	5.2 B. 1		
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.	4.19 Attach. 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 Attach. A		
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 at least five (5) years of adequate prior experience in performing survey development, analysis and reporting?	2.1, A.		
8	Has the vendor adequately demonstrated the ability to establish the validity of the response rate by being able to calculate statistical standards such as mean, standard deviation, standard error, median, and confidence level?	2.1, B.		

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 Ohio Health Plans. 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 (including weighting). The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **223** points (a score which represents that the vendor can successfully perform the resulting contractual duties) out of a maximum of **289** 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.	5.2 A., 1.	.5				
VENDOR QUALIFICATIONS							
ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has provided background information on the company, including subcontractors, if appropriate, indicating sufficient organizational experience and staffing to perform the required contractual functions.	2.2 A.	1.5				
3	The vendor has provided samples of at least two, but no more than four, similar sized projects completed in the past five (5) years that demonstrate expertise in performing survey development, analysis and reporting.	2.2 B.	2.5				
4	The vendor has provided names and contact information for at least three entities for which the vendor has performed similar large scale projects in the past five (5) years.	2.2 C.	2.5				
STAFF EXPERIENCE & CAPABILITIES							
5	The vendor has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified includes a project manager).	2.3 A.	2				
6	The vendor has included resume(s) of key staff expected to work on the project.	2.3 B.	2				
7	The vendor has demonstrated how the Project Manager's and key staff's qualifications and experience are adequate to perform the required contractual functions.	2.3 C.	2.5				
ADMIN. STRUCTURES—PROPOSED WORK PLAN							
8	The vendor has stated the key objectives of the proposed project and has not simply restated the objectives as identified in this RFP.	3.2 A.	1.5				
9	The vendor has provided a technical approach and work plan to be implemented which includes a proposed timeline for the project which complies with the work phases as specified in Section 1.9, Time Frames & Funding Source.	3.2 B.	2				
10	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems.	3.2 C.	1.5				
11	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.	3.2 D.	1.5				
12	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.	3.2 E.	2				
SPECIFICATIONS OF DELIVERABLES							
13	The vendor has proposed a survey instrument (in accordance with ORC 5111.07) which will ascertain the following information: operational data and direct prescription expenses; professional services and personnel costs; usual and customary overhead expenses; profit data of the retail pharmacies surveyed; and possibly survey questions related to drug utilization review being performed by pharmacies.	3.1 A.	2.5				
14	The vendor has proposed a plan in regards to the distribution of the survey as well as ascertaining the appropriate response rate of at least a 95% confidence interval.	3.1 B.	2.5				
15	The vendor has proposed a plan in regards to the compilation, statistical analysis and reporting of all data received. The proposed reports include, at minimum, an executive summary, a statistical analysis, raw data, demographics, financial data, and drug utilization review components.	3.1 C.	2				
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.]				NO	YES	
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 vendor’s proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor’s Grand Total Technical Score must be at least 223 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]:			