

**ATTACHMENT E**  
**Technical Proposal Score Sheet**  
**RFGA#: R-89-01-8013**

**PHASE I: Initial Qualifying Criteria**

**Applicant Name:** \_\_\_\_\_  
**Name of Program:** \_\_\_\_\_  
 \_\_\_\_\_ **New**    **-OR-**    \_\_\_\_\_ **Expansion Program**

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	RFGA Section Reference	YES	NO
1	Was the applicant’s proposal received by the deadline as specified in the RFGA?	4.1		
2	Did the applicant submit five (5) paper copies (one original and four copies) <u>and</u> one CD-ROM copy of the <u>Application</u> (including all components of the Application)?	4.1		
3	Did the applicant’s proposal include all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in <b>Attachments A., and C.</b> to the RFGA?	4.2		
4	According to those certifications, did the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS?	4.2		
5	Did the applicant provide an affirmation that it is not excluded (by the Auditor of State) from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery ( <i>i.e.</i> , the proposal of any applicant whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	4.2		
6	Is the applicant an Ohio public governmental agency (e.g., CDJFS, PCSAs, etc.) as defined by Ohio Revised Code (ORC) Section 307.981 or private non-profit (including non-profit civic organizations and community coalition groups) Ohio 501(c)3 organizations? [All non-public governmental agency applicants must include a copy of their current and valid non-profit Ohio 501(c)3 IRS tax status determination letter with their grant proposals or their proposals will be disqualified]	2.1, F.		
7	Has the applicant provided an affirmation that, if awarded a grant(s), all paid and volunteer staff members under the resulting grant(s) shall undergo and pass a mandatory background check at no cost to the State?	2.1, G.		
8	Did the applicant submit a program budget requesting funds under or equal to the maximum allowable award of \$20,000 total for any and all proposed IY program(s)?	2.1, H.		

**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 the Director. 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	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. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **256 points** (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **333 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
<b>REQ. APPLICANT INFO. &amp; CERTIFICATIONS</b>							
1	The applicant has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFGA.	4.2, B.	0.5				
<b>APPLICANT QUALIFICATIONS</b>							
<b>STAFF EXPERIENCE &amp; CAPABILITIES</b>							
2	The applicant has identified, by position and by name, (if possible to provide name) those staff they consider key to the project's success.	2.2 A.	0.5				
3	The applicant has included resume(s) of key staff expected to work on the project along with job titles of key staff and any training and/or experience as it relates to this project.	2.2 A., 1.	0.5				
4	The applicant has identified and assigned a Program Director for the applicant's proposed new or expanded IY Program who has at least two (2) years experience in delivering/directing child abuse and neglect prevention programs.	2.2 A., 2.	1				
5	The applicant has provided documentation that IY Group Leaders have attended an authorized Incredible Years Program Group Leader Training or has provided a statement that the applicant will complete necessary training prior to contract execution. [Note: Applicants with two or more trained Group Leaders will be given preference over those with only one person trained to be a group leader. The specified Program Director may also serve as a Group Leader or other appropriately trained persons may serve as Group Leaders.]	2.2 A., 3.	2.5				
<b>ORGANIZATIONAL EXPERIENCE &amp; CAPABILITIES</b>							
6	The applicant has demonstrated the capacity to manage the scope of work (see Sec. 3.1) based on a description in the proposal of adequate facilities where the services will be provided—where the program will be administered.	2.3, A.	2				
7	The applicant has demonstrated the capacity to manage the scope of work (see Sec. 3.1) based on a description in the proposal of adequate fiscal controls which include reconciliation of accounts, auditing procedures and the organization's financial resources.	2.3, B.	1				
8	The applicant has demonstrated an appropriate management structure and staffing as documented in a current organizational chart/Table of Organization; a description of the key positions and the work each performs.	2.3, C.	1				
9	The applicant has demonstrated the ability to work collaboratively, as documented by a description of its inclusion of "partners" and/or a plan that will utilize/participate with partners in program service delivery. The documentation states the applicant's plan to maintain, foster and sustain ongoing relationships with their partnership(s) and community organizations during the grant agreement period.	2.3, D.	1.5				
10	The applicant has demonstrated a history of serving parents, children and families as documented in a detailed description of services provided in the past year and a brief evaluation from other child-serving organizations within that community of its performance, based on data provided from previous projects.	2.3, E.	2.5				
11	The applicant has demonstrated established ties to their community's child-serving systems, such as the ADAMH/CMH Board.	2.3, F.	2				
<b>PROJECT TARGET POPULATION</b>							
12	The applicant has proposed a program which maximizes the participation of at-risk children, parents, racial and ethnic minorities, children and adults with disabilities and members of other underserved or underrepresented groups.	1.7	1				
<b>NUMBER OF PARTICIPANTS</b>							
13	The applicant has provided an estimation/goal of those that they shall serve via their proposed program(s).	3.2	1				
<b>ADMIN. STRUCTURES—PROPOSED WORK PLAN</b>							
14	The applicant has identified and explained how the key objectives delineated in Section 1.6 of this RFGA will be met as a result of the proposed project and has described why those key objectives identified are appropriate for the regional target population in addition to the applicant's key objectives, as well as how the progress of meeting those objectives (outcome measurement) will be measured, has been demonstrated by the applicant.	3.3 A.	2				
15	The applicant has justified the need for an IY program in the intended service area by describing the demographics of the proposed service region in terms of the number of parents and children who could potentially be served by the IY program.	3.3 B. 1.,a	1				

ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Weighting	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
16	The applicant has justified the need for an IY program in the intended service area by clearly articulating the need within the community and has provided justification of the need based upon needs assessment(s) completed by local Family and Children First Council (FCFC) or data from the local public children's services agency (PCSA).	3.3 B. 1.,b	1				
17	The applicant has justified the need for an IY program in the intended service area by outlining clear goals and activities to meet the need and has demonstrated how the proposed activities and programs will be sufficient in meeting the community's need(s).	3.3 B. 1.,c	1.5				
18	The applicant has justified the need for an IY program in the intended service area by clearly defining program outcomes that will be used to guide program implementation and used in the program's evaluation.	3.3 B. 1.,d	1.5				
19	The applicant has provided a plan to conduct pre- and post-assessments with program participants, including children enrolled in their programs, in an effort to ensure that program objectives are being met.	3.3 B., 2.	1.5				
20	The applicant has provided a detailed discussion as to how the implementation of the applicant's proposed program will address either primary or primary and secondary prevention (as defined in Section 1.6 of this RFGA) of child abuse and neglect.	3.3 B., 3.	1.5				
21	The applicant has presented a clear and realistic timetable which includes a time-frame for implementing programs, delivering services, etc.	3.3 B., 4.	1				
22	The applicant has described the evaluation process and has specified what methodology and/or tool(s) they will use to evaluate the program's impact and outcomes.	3.3 B., 5.	1				
23	The applicant has provided a plan to meet reporting requirements for program and fiscal reports (as specified in Section 3.4 A. & B.).	3.3 B., 6.	1				
24	The applicant has provided a plan to engage parents, including fathers, as partners and leaders and have described the plan or process that will be used to ensure parent participants are involved in the planning, implementation and evaluation of the program(s).	3.3 B., 7.	1				
25	The applicant has provided a plan to engage in outreach activities for special populations and has included a description of outreach activities that will be undertaken to maximize participation of underserved groups including ethnic minority parents; children and adults with disabilities. Parents with disabilities as defined in Section 209 of the Child Abuse Prevention and Treatment Act should be considered a target population for this outreach for all applicant programs.	3.3 B., 8.	1				
26	The applicant has provided a plan to promote events and activities that promote April as Child Abuse and Neglect Prevention Month and has included a description of the special activity/activities that will take place as part of recognition of April 2009 as Child Abuse and Neglect Prevention Month.	3.3 B., 9.	.5				
27	The applicant has provided a status reporting procedure for reporting work completed and for resolution of unanticipated problems.	3.3 C.	.5				
<b>ORGANIZATION OF PROPOSAL</b>							
28	The applicant has organized their proposal in compliance with the specified organization format required in Section 4.2 of the RFGA.	4.2	.5				
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>TOTAL TECHNICAL SCORE:</b>							

**Based upon the Total Technical Score earned, does the applicant's proposal proceed to the Phase III evaluation of its Project Budget? (Applicant's Total Technical Score must be at least 256 pts.)**

Yes \_\_\_\_\_

No \_\_\_\_\_

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

**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 “Does Not Meet” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM #	EVALUATION CRITERIA	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
<b>PROJECT BUDGET-</b>						
1	Did the applicant submit a budget which only shows expenses directly related to the proposal project?	4.2, B., 4.				
2	Did the applicant submit a budget narrative and justification which clearly displays how approximate costs and allocations were determined?	4.2, B., 4.				
3	Did the applicant submit a budget and budget item descriptions which support the objectives and program activities outlined for the project as well as any and/or all of the grant program activities?	4.2, B., 4.				
4	Did the applicant submit a budget in which all dollars have been used for community-based prevention focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, and comply with all of the requirements and restrictions outlined in the RFGA?	4.2, B., 4.				

<b>GRAND TOTAL APPLICATION SCORE:</b>		
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