

ATTACHMENT D
RFP#: R-1011-15-8031
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	Did the fiscal agent of the applicant partnership register an expression of interest in applying for recovery funds by Thursday, October 8, 2009 at 10:00 AM,, by using the on-line “submit proposal” form at http://apps.das.ohio.gov/dasoitrecovery/Default.aspx ?	2.1.A		
2	Was the application received by ODJFS no later than 3:00 PM on Thursday, October 8, 2009?	2.1.B		
3	Did the applicant submit seven paper copies of the application (one signed original and six duplicates) and one CD-ROM copy . And do all eight copies include the Partnership Qualifications section, the Technical Proposal, the Project Budget, all required attachments, and (if provided) optional attachments?	2.1.C		
4	Has ODJFS’ review of the Auditor of State’s website verified that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery?	2.1.D, 6.16, 7.2		
5	Did the grant application include all of the following parts?			
	A. Partnership Qualifications -- This section must include the information defined in Section III, including a partnership list, a separate letter of commitment from each partner, a description of communication procedures, plus: 1. a narrative of eight pages or less regarding partner organizations’ experience; 2. for each partner organization, a current organizational chart of no more than two (2) pages; 3. a second narrative of eight pages or less regarding key leadership positions.	2.1 D, 3.1-3.3, 7.2		
	B. Technical Proposal -- This document must contain tabs and sub-tabs for all deliverables as described in Section VII. If an operating plan is already established for some or all of the program, this should be attached to the Technical Proposal.	2.1 D, 4.1, 4.2, 7.2		
	C. Project Budget -- This portion must include a one-page narrative plus Attachment E, Project Budget Form. (Initial review for compliance done in Phase I; final evaluation of compliance done in Phase III.)	2.1 D, 5.A., 5.B, 7.2		
	D. Attachments -- The following forms must be completed separately for each member organization in the partnership: 1. Attachment A - Required Applicant Information and Certifications, and Attachment C - Declaration of Material Assistance -- with complete and through responses, signed by the organization’s responsible representative 2. Attachment B - Request for Taxpayer Identification Number (W-9) Form.	2.1 D, 6.21 7.2, Sec. X		
6	Has the applicant’s proposal identified a Registered Apprenticeship sponsor as the partnership’s lead entity responsible for administration and reporting; and identified which member organization in the partnership will serve as fiscal agent for the funded program?	1.1, 3.1.A, 7.2		
7	Does the applicant’s list of constituent partners include all of the following details? -- each organization’s name and address; -- the contact information for its authorized representative; -- a notation of which organization will serve as the program’s fiscal agent; -- for any Registered Apprenticeship sponsor, its apprenticeship system program code; and -- for partnerships with more than one Registered Apprenticeship sponsor, a notation of which one is the lead entity for the project.	3.1 A.		
8	Does the partnership include representatives from each of the following required groups? 1. Registered Apprenticeship sponsors; 2. authorized area entities -- i.e., local boards and/or administrative entities -- for the Workforce Investment Act (WIA) employment and training system; 3. technical and/or academic programs in the University System of Ohio (USO) -- e.g., those provided by state colleges, state universities, adult technical education, etc.;; 4. Adult Basic Literacy & Education (ABLE) program sponsors (which are part of the USO); and 5. non-profit community-based organizations helping the target population to attain viable careers through direct job placement, training, supportive services, referrals, and/or other services.	3.1.A, 7.2		

9	Has the applicant’s proposal demonstrated leveraging support for the project from some source(s) other than this fund, with a total dollar value equivalent to 25% or more of the grant amount. (Initial review for compliance done in Phase I; final evaluation for compliance done in Phase III.)	1.1 & Sec. V.		
10	Did the review team (in its initial/cursory review of the applicant’s proposal) determine that the proposal was free of trade secret/proprietary information as specified/restricted in the RFP? (Initial review for compliance done in Phase I; final evaluation of compliance done in Phase II.)	2.1 E. 6.5		

PHASE II: Evaluation Criteria for Scoring of Proposal

Each proposal that meets all the Phase I requirements, will be scored by a Proposal Review Team (PRT) appointed by ODJFS, based on the evaluation criteria listed below. For each of the following evaluation criterion, the reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets, or fails to meet the corresponding requirements of the RFP, and will assign the appropriate point value, as follows.

0 Does Not Meet Requirement **6** Partially Meets **8** Adequately Meets **10** Exceeds Requirement

The point value assigned under each criterion will be multiplied by a designated weight, reflecting the criterion’s relative importance. A proposal’s total PHASE II score will be the sum of the point values, multiplied by their respective weights, for all criteria. In scoring a proposal, the reviewers will consider its thoroughness in providing required information, as well as how much quality is demonstrated in the likely operations and performance of the proposed program. Proposals which do not meet or exceed a total score of at least **200 points** (which a proposal would earn if, for instance, it “meets” all the evaluation criteria) out of a maximum of **246 points**, will be disqualified from further consideration, and its cost proposal will not be reviewed. The minimum acceptable score of 200 indicates to ODJFS that the proposal generally meets expectations and that the applicant has the capability of success on the project being proposed.

ITEM	EVALUATION CRITERIA (25 criteria -- total weight - 25)	RFP Sec. Ref.	Weighting	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceeds 10
PARTNERSHIP QUALIFICATIONS (TAB 3) (8 criteria -- total weight - 3.0)							
1	The application includes a separate letter of commitment from every required partner, stating specifically what activities and services it will perform in terms of planning and implementing the program to be funded by this grant.	3.1.B	1				
2	Within an eight-page section, the proposal describes the experience that organizations in the partnership have had in planning and/or administering services of the kind required of Constructing Futures grantees, including, where applicable, the names and contact information for organizations (such as employers, public agencies, etc.) which they collaborated with or worked for to provide these services.	3.2 A	0.25				
3	For each partner organization, the application includes a current organizational chart of no more than two (2) pages; identifying the management and administrative personnel who will be assigned to this project; specifying for each one the percentage of work time to be allocated to the project; and stating the aggregate total hours to be devoted to the project by all other staff.	3.2.A	0.25				
4	Within a second eight-page section, the proposal has provided: a job description for each of three key leadership roles within the program (project manager, case manager, and outreach coordinator), and a profile, resume, and/or curriculum vitae for the Project Manager (optionally for the other two positions).	3.2 B	0.25				

5	The eight-page section demonstrates that the Project Manager has a minimum of two years administrative or instructional experience with Registered Apprenticeship programs in the construction trades.	3.2 B.1	0.25				
6	The eight-page section demonstrates that the Case Manager position will arrange relevant services to non-working low-income adults and/or dislocated workers and will have at least two years experience working with the target population identified in the submitted proposal.	3.2.B.2	0.25				
7	The eight-page section demonstrates that the Outreach Coordinator will oversee recruitment of trainees and of instructional providers and employers offering post-program placement opportunities; and will have at least two years experience working with the target population, including minority and female workers, in the context of employment and training services.	3.2.B.3	0.25				
8	The applicant has provided a detailed description of all procedures that will be used for communicating with ODJFS during the program’s operation, to report work completed and to report and resolve any unanticipated problems.	3.3	0.50				
TECHNICAL PROPOSAL (TAB 4) (3 criteria -- total weight - 2.0)							
Introduction							
9	The application contains an Introduction of no more than five (5) pages double spaced which summarizes the objectives of the proposed program; the collaborative process by which the program will be -- or in the case of existing programs, was -- planned; and the methods, resources, partner relationships, and procedures through which the program will be implemented.	4.1	0.50				
10	The applicant’s Introduction includes an exact statement of the geographic area to be served by the program under this grant and also designates which segment of the workforce -- low-income unemployed adults, dislocated workers, or specific percentages of both -- will be served. This narrative must specify: -- the research methods that were used to identify what segment is most in need of pre-apprenticeship training in the service area; -- how this selection allows for recruiting a high percentage of minority and female workers; and, -- where this segment and these sub-groups are distributed geographically in the service area.	4.1	1				
11	The Introduction demonstrates that targeting was planned in close collaboration with entities that provide relevant services to the targeted workforce segment and sub-groups.	4.1	0.50				
Specification of Deliverables (12 criteria - total weight - 18.0)							
For each deliverable, as listed below, the technical proposal: o shows the ability and commitment to provide ALL details described in the relevant portion of 4.2; o demonstrates that the operating plan will be (or in the case of existing programs, was) well planned ; o demonstrates full collaboration by the appropriate partners in planning and implementation ; and shows that ample resources are available to implement the plan successfully; o specifically includes: -- the “ <u>route</u> ” to the <u>operating plan</u> -- a description of how the partners will or did formulate the operating plan as it relates to each program activity: i.e., the manner and frequency of							

	communication between them, the planning methods used, all research and data sources, and any other details that demonstrate the partners' ability to produce a satisfactory operating plan; -- <u>the list of resources</u> -- staff allotments, specific facilities, etc., that will be available for implementing each program activity; -- <u>a timeline</u> -- the calendar for all planning processes and (to the degree of detail possible at this stage) for the implementation of program activities; and o demonstrates the attributes described here in parentheses:						
12	Outreach and Recruitment (collaboration to include entities that provide relevant services to the targeted population segment and sub-groups)	4.2 A.	2				
13	Intake (collaboration to include WIA entity)	4.2 B.	1				
14	Technical Instruction (to be based in part on Registered Apprenticeship survey; to identify specific occupation or occupational sector and "green" applications; collaboration to include USO)	4.2 C.	2.5				
15	Work Experience and/or Observation (collaboration to include area employers)	4.2 D.	2				
16	Remedial Training (to be based in part on Registered Apprenticeship survey; collaboration to include USO and ABLÉ)	4.2 E.	1				
17	Skill-Defined Career Development (collaboration to include relevant entities especially USO and ABLÉ)	4.2 F.	2.5				
18	Supplemental Services (collaboration to include WIA entity(s))	4.2 G.	1				
19	Administration	4.2 H.	1				
20	Attendance at mandatory meetings and training	4.2 I.	1				
21	Performance	4.2 J.	2				
22	Reporting (collaboration to include WIA entity)	4.2 K.	1				
23	Follow-Up	4.2 L.	1				
PROPOSAL ORGANIZATION							
(2 criteria -- total weight - 2.0)							
24	The applicant has submitted a proposal which complies with the required submission organization/format.	8.1	1				
25	The applicant has submitted a proposal which has been thoroughly proofread for spelling and grammatical errors.	8.1	1				
TRADE SECRET INFORMATION (Potential for Disqualification)							
26	The review team in its comprehensive review of the applicant'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 applicant's proposal.]	6.5			YES	NO	
Subtotal of "Partially Meets" points multiplied by specified weights							
Subtotal of "Meets" points multiplied by specified weights							
Subtotal of "Exceeds" points multiplied by specified weights							
TOTAL SCORE:							

Applicant Name: _____ p. 4 of 4

FINAL SCORING OF PROPOSAL

Based upon the Total Proposal Score earned, does the applicant's proposal proceed to the Phase III evaluation of its Project Budget? (Applicant's Grand Total Proposal Score must be at least 200 points.)

Yes _____ No _____ (If "No," Applicant's Project Budget will not be considered.)