

ATTACHMENT D
RLB#: R-89-17-0838
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	RLB Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RLB?	IV./V.		
2	Did the vendor submit a proposal comprised of a Technical Proposal and, in a separate, appropriately labeled, sealed envelope, a Cost Proposal?	X.		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment B to the RFP?	X., XIV, Attach. B.		
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.	XII. (L) Attach. B.		
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.	XII. (J) Attach. B.		
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?	XII. (E)		
7	Vendor’s proposal has demonstrated at least two years of experience with populations affected by domestic violence in Ohio.	VII. (A)(1)		
8	Vendor’s proposal has demonstrated at least one year professional experience in dealing with public family service agencies (such as CDJFSs, CSEAs, and ODJFS).	VII. (A)(2)		
9	The vendor has demonstrated at least one year experience dealing with low income or TANF eligible populations in Ohio.	VII. (A)(3)		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Committee (PRC) appointed by ODJFS, Office of Family Stability. 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 RLB, 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 **390** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **528** 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	RLB 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 RLB.	X., XIV	1				
VENDOR QUALIFICATIONS							

ORGANIZATIONAL EXPERIENCE & CAPABILITIES							
2	The vendor has included samples of at least two similar sized projects completed in the past five years that demonstrate expertise necessary to successfully accomplish this project. The samples should include description of the project, timeline of the project, number of staff involved with the project, examples of materials prepared for the project, (which might include MS PowerPoint presentations and/or copies of brochures or handouts), total cost of the project, the geographic area of the project (if known), and the numbers served by the project (if known); and	VII. (B)(1)	5				
3	The vendor has included names and contact information for each of the entities involved in the projects cited as samples above.	VII. (B)(2)	2				
4	The vendor has demonstrated the capacity to provide training in all counties in Ohio. To demonstrate an organizations capacity to provide training in all Ohio counties, an organization can provide a description of similar projects in which there was extensive travel required, the number of instructors and percentage of time dedicated to project, or a project timeline to illustrate the completion of the task within the timeframe allotted. (This list is not an exhaustive list of possible items to demonstrate capacity. Other items can be utilized to demonstrate capacity.)	VII. (B)(3)	5				
5	The vendor has demonstrated experience with domestic violence laws and their knowledge of available domestic violence resources.	VII. (B)(3)	3				
STAFF EXPERIENCE & CAPABILITIES							
6	The vendor has demonstrated significant expertise by assigning staff to key leadership roles for this project, and specific responsibilities, duties, and functions assigned to each role are described.	VII. (C)	3				
7	The vendor has included resume(s) of key staff expected to work on the project.	VII. (C)	3				
8	The Project Manager has a Master's Degree, a minimum of three years experience in a domestic violence service agency, experience dealing with public services agency such as county departments of job and family services, county child support enforcement agencies, and ODJFS, and experience in project implementation and supervision.	VII. (C)(1)	3				
9	The Lead Trainer has Bachelor's Degree, a minimum of three years experience in providing training and facilitation, at least three years direct service experience in the field of domestic violence, and experience dealing with public services agency such as county departments of job and family services, county child support enforcement agencies, and ODJFS.	VII. (C)(2)	3				
10	The vendor has indicated the number of trainers and percentage of time dedicated to project.	VII (C) (3)	1				
11	The vendor has included details on all individual staff that will be assigned to this project.	VII. (C)(4)	1				
12	The vendor has provided a table of organization for the project clearly identifying the Project Manager, the Lead Trainer, the person(s) responsible for contract decisions, and all other staff involved with the project.	VII. (C)(5)	1				
SCOPE OF WORK							
13	The vendor has included documentation showing knowledge of recent changes in State and Federal statutes and regulations pertaining to TANF and domestic violence laws.	VIII.	3				
14	The vendor has included a Project Plan that at a minimum includes an estimated timeline and completion date for each task involved with the project. The timeline should clearly describe each implementation task and its components, as well as, the length of time associated with each.	VIII. (A)	4				
15	The vendor has included a plan to modify and update the tool kit design to reflect recent changes and additions in State law. The plan must also include steps for publishing and distributing the updated tool kit to trainees.	VIII. (B)	5				
16	The vendor has included a plan for developing a curriculum for the training sessions based on the redesigned tool kit. The curriculum should include adult learning methodologies (examples include group activities, facilitation of discussion,	VIII. (C)	5				

	lecture, application, etc.), appropriate course content, and evaluation of training.						
17	The vendor has included a plan for scheduling, setting up, and providing classroom style training in counties throughout the state of Ohio.	VIII. (D)	4				
TRADE SECRET INFORMATION							
18	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.]	XII. (E)			Yes	No	
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 390 points.)

Yes _____

No _____

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