



Date: November 5, 2019

To: RFA Participants

From: Office of Contracts and Procurement

Re: ODMR20210011 Addenda

The following changes are affecting ODMR2021-0011:

1. Attached is an updated Attachment C, Score Sheet.

RFA#: ODMR-2021-0011
Application Score Sheet

PHASE I: Initial Qualifying Criteria

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFA Section Reference	YES	NO
1	Was the supplier’s application received by ODM on or before the published deadline at the location specified in Section II of this RFA?	Section II		
2	Did the supplier submit one (1) copy of their Application for consideration of supplier applications as established to this RFA?	Section II		
3	Does the supplier’s application include all required affirmative statements and certifications, signed by the supplier’s responsible representative, as described in Attachment A to the RFA?	Section V		
4	Has the supplier affirmatively indicated that it is not on the federal debarment list; that there are no unfair labor findings against it, and therefore may enter into a contract with ODM?	Attachment B		
5	Has the ODM review of the Auditor of State website verified that the supplier is not excluded from contracting with ODM by ORC Section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the application of any supplier whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	Attachment B		
6	Has the supplier provided documentation showing at least five (5) years as a licensed attorney?	Section V		
7	Has the supplier demonstrated at least two (2) years of experience in Ohio administrative law, preferably either in administrative or judicial proceedings regarding Ohio state agencies, or as a hearing examiner conducting Ohio Revised Code Chapter 119 adjudication hearings?	Section V		
8	Has the supplier submitted one 10-12 page writing sample as an example of the applicant’s work product. The writing sample should include, at minimum, issue, relevant law, application of the law, and legal conclusion. Each writing sample will be graded on a scale of 1-10 based on grammar, clarity, knowledge of law, and appropriate legal conclusions?	Section V		
9	Has the supplier submitted a letter containing a brief narrative describing the nature and extent of the attorney’s relevant experience is to be included in addition to a resume?	Section V		
10	Has the supplier identified any clients or other grounds which might present such a conflict for them in performing administrative hearing examiner duties for ODM?	Section V		
11	Is the supplier a State of Ohio certified Minority Business Enterprise (MBE)?	Section V		

PHASE II: Criteria for Scoring of Application

Qualifying applications will be collectively scored by an Application Review Team (ART) appointed by ODM. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the application exceeds, meets, partially meets or does not meet the requirements expressed in the RFA, and assign the appropriate point value, as follows:

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

An application’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 application. Applications which do not meet or exceed a total score of at least **126**

points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **210** points, will be disqualified from further consideration.

ITEM #	EVALUATION CRITERIA	RFA SEC. REF.	Scale of 1-10				
SUPPLIER QUALIFICATIONS							
QUALIFICATIONS & CAPABILITIES							
1	The supplier has provided one 10-12 page writing sample as an example of the applicant’s work product. The writing sample should include, at minimum, issue, relevant law, application of the law, and legal conclusion. Each writing sample will be graded on a scale of 1-10 based on grammar, clarity, knowledge of law, and appropriate legal conclusions.	Section V					
		RFA SEC. REF.	Weighting	Doesn’t Meet 0	Partially Meets 6	Meets 8	Exceed 10
QUALIFICATIONS & CAPABILITIES			QUA				
2	The supplier has submitted a letter containing a brief narrative describing the nature and extent of the attorney’s relevant experience is to be included in addition to a resume.	Section V	3				
	The supplier has provided resumes for the assigned staff expected to work on the project.	Section V	3				
SPECIFICATIONS OF DELIVERABLES							
3	The supplier has demonstrated ability to Act as an Administrative Hearing Examiner for hearings conducted pursuant to ORC Chapter 119 and/or for other administrative hearings conducted by ODM.	Section VII	5				
4	The supplier has demonstrated ability to conduct pre-hearing conferences and issue pre-hearing orders setting forth, in detail, all discovery and other pre-hearing matters and establishing a final hearing date.	Section VI & VII	3				
	The supplier has demonstrated ability to conduct other pre-hearing conferences and rule on motions and other matters as necessary.	Section VII	3				
	The supplier has demonstrated ability to conduct final hearings and submit Findings of Fact, Conclusions of Law, and recommendations to ODM.	Section VII	3				
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE:							

Based upon the Grand Total Score earned, does the supplier’s application meet the minimum of at least 126 points?

Yes _____

No _____

(If “No,” Supplier will not be considered.)