Ohio Department of Job and Family Services
Request for Letterhead Bids (RLB)
Child Care CCIDS Project
RLB#: RLB-OIS-12-030

ADDENDA B

Revised Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria   **Vendor/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 "reject" response to any of the following qualifying criteria **shall be disqualified from consideration**.

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RLB Section Reference	ACCEPT	REJECT
1	Was the vendor's proposal received by the deadline as specified in the RLB?	II. and III.		
2	Did the vendor submit their proposals in the format described in Section VII., of this RLB?	VII.		
3	Vendor's proposal includes all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachments A and B, and provide copies of their Worker's Compensation and Insurance verifications as stated within this RLB?	VII., XI., XIII. and XVIII.		
4	Does ODJFS' review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (*i.e.,* the proposal of any vendor whose name appears on the Auditor's website as having an unresolved finding for recovery will be eliminated from further consideration.)?	VIII. and XIV.		
5	Does the vendor have a current STS which is appropriate for the work described in this RLB?	I., V.,VII. and VIII.		
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 RLB? **Please Note:** Any findings of trade secret/proprietary information will **disqualify** your proposal from further consideration immediately upon the discovery of such unallowable claim.	VIII. and XII.		
7	Does the proposal indicate that the vendor has an appropriate MBE/EDGE Certification?	VII		

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 Information Services, Infrastructure and Operations pillar. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, or does not meet the requirements expressed in the RLB, and assign the appropriate point value, as follows:

Does Not Meet	Partially Meets	Meets	Exceeds
0	2	4	8

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Score Sheet for Organizational Experience & Capabilities

Vendor: _____

ORGANIZATIONAL EXPERIENCE & CAPABILITIES						
Evaluation Criteria	**RLB SEC. REF.**	**Weight**	**Does Not Meet 0**	**Partially Meet 2**	**Meets 4**	**Exceeds 8**
1 Does the proposal give background information on the vendor, including subcontractors, if appropriate, indicating sufficient organizational experience and staffing to perform the required work. In the event that the vendor proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment are required as well	V.	10				
2 Does the proposal give descriptions of at least two (2), but no more than four (4) projects completed in the past three (3) years that demonstrate expertise which are similar in size, scope, and effort that is described in Section VI, Scope of Work	V.	10				
3 Does the proposal give the names and contact information from at least two (2) entities for which the vendor has performed similar scale projects in the past three (3) years	V.	10				
(NOTE: If the vendor or candidate earned a score of "0" for any of the above criteria, the vendor or candidate may be disqualified.						
Column Subtotal of "Partially Meets" points						
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
Total Organizational Experience & Capabilities Score						

Score Sheet for Project Manager

STAFF EXPERIENCE & CAPABILITIES						
Evaluation Criteria	**RLB SEC. REF.**	**Weight**	**Does Not Meet 0**	**Partially Meet 2**	**Meets 4**	**Exceeds 8**
Project Manager						
1 Five (5) years experience with project management on a major system development project that required the application of network infrastructure, software utilities and applications for IBM mainframes, Novell, Windows NT or Unix	V.	10				
2 Minimum of two (2) years experience in analysis, design and implementation of a large-scale custom software roll-out	V.	10				
3 Minimum of two (2) years experience in Joint Application Design (JAD) and System Requirements Definitions (SRD) facilitation in a development environment	V.	5				
4 Experience as the project manager on two (2) projects of similar size and scope during the past ten (10) years with a minimum of being from initiation to completion. In addition, a minimum of one (1) project must have been within the last five (5) years	V.	5				
5 Experience on two (2) or more large projects using project management tools such as Microsoft Project in defining tasks and developing project timelines	V.	5				
6 Experience with two (2) or more structured development methodologies in managing projects of similar size and scope of the past ten (10) years	V.	5				
7 Experience with change leadership analysis within two (2) projects, within the last three (3) years	V.	5				
Desirable Requirements						
8 Bachelor's Degree or higher or thirty-six (36) months training post secondary education	V.	1				
9 Forty (40) hours of formal project management training	V.	1				
10 Certified as a Project Management Professional by the Project Management Institute	V.	1				
(NOTE: If the vendor or candidate earned a score of "0" for any of the above criteria, the vendor or candidate may be disqualified.						
Column Subtotal of "Partially Meets" points						
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
Total Project Manager Score						

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Score Sheet for Business Analyst

STAFF EXPERIENCE & CAPABILITIES						
Evaluation Criteria	**RLB SEC. REF.**	**Weight**	**Does Not Meet 0**	**Partially Meets 2**	**Meets 4**	**Exceeds 8**
Business Analyst						
1 Two (2) years experience as an analyst with government policy and systems design experience for assistance programs i.e: program eligibility, payment systems, data analysis and reporting systems	V.	10				
2 Two (2) years experience as lead analyst implementing business changes through the use of technology solutions	V.	10				
3 One (1) year experience designing, testing and implementing systems that automate business process that manage individual demographic data, history, data changes and system processing for data interfaces, mailing and tracking of disbursement of funds	V.	10				
4 One (1) year experience leading and facilitating meetings to identify requirements, business rules and business flows	V.	5				
5 Experience in fiscal operations within at least one project within the last two (2) years for the disbursement of funds, adjustments and related processes operations that maintain quality and the integrity of business practices	V.	5				
6 Experience with the implementation of at least one system of the same size and scope as defined in this RLB, within the last three (3) years	V.	5				
Desirable Requirements						
7 One (1) year experience in development of policy changes and justification for legislative enactment	V.	1				
8 One (1) year experience training/mentoring individuals on the use and application of technology to automate business processes	V.	1				
9 Ability to use office automation and project planning tools such as Microsoft Project, Microsoft Office Visio, Microsoft Office tools sets	V.	1				
(NOTE: If the vendor or candidate earned a score of "0" for any of the above criteria, the vendor or candidate may be disqualified.						
Column Subtotal of "Partially Meets" points						
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
Total Business Analyst Score						