



REQUEST FOR PROPOSAL FOR:

Professional Services

DATE ISSUED: July 31, 2023

DUE DATE FOR PROPOSALS: August 14, 2023

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP, contact:

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Perry County Job and Family Services
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1.0 REQUIREMENTS AND SPECIFICATIONS

1.1 Introduction and Purpose of the Request for Proposal

The Region 8 Mobility Solution Center hosted by Perry County Job & Family Services is seeking a quote for professional services of a business analyst for the purpose of developing standard operating procedures, governance structure and technical equipment assessment and plan.

Region 8 Mobility Solution Center was established in May 2018 in response to the need identified in 2016 Perry County Coordinated Transportation Plan to secure and launch a mobility management program in our community. The Center is housed and operated within Perry County Mobility Management which is hosted by Perry County Job & Family Services. R8MSC serves 8 counties including Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington. Collaborating with R8MSC's 5 mobility managers, the region has developed and implemented a database of regional mobility resources that serves to deliver travel options for Southeastern Ohio.

The role of the Mobility Managers within the region is to provide transportation options to individuals experiencing travel barriers and to introduce the community to mobility resources they may not be aware are available. Identifying, solutioning, and connecting transportation services for individuals, serves to ensure access to critical life sustaining resources such as healthcare, employment, nutrition, recreation, addiction services and so much more.

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner that will ensure the highest possible quality of services for the region. Region 8 Mobility Solution Center/Perry County Job & Family Services intends to use the results of this process to award a contract for professional consultant services. Any contract awarded must be approved by Perry County Job and Family Services Director, Assistant Director and the Perry County Commissioners.

1.2 Terms and Abbreviations

The following terms and acronyms are used throughout the request for proposal:

- R8MSC means Region 8 Mobility Solution Center
- PCJFS means Perry County Job and Family Services
- Contractor means the successful Proposer awarded the contract
- Proposer means an organization or agency submitting a written proposal in response to the RFP
- RFP means Request for Proposal

1.3 Scope of Service

Interested providers should submit a proposal that satisfies the general requirements identified in this RFP. R8MSC/PCJFS is seeking a vendor that demonstrates a high level of experience in providing the types of services referenced in this RFP. Please prepare a timeline of the work to be completed by December 8th, 2023.

1.4 Project Components

The following items will be taken into consideration by R8MSC/PCJFS when evaluating each vendor's proposal. The following deliverables and RFP requirements should be addressed in detail within the vendor's proposal:

- Develop a project charter following traditional project management methodologies;
- In conjunction with all counties in the region, jointly develop the goals and vision of the Region 8 Mobility Solution Center for development of standard operating procedures (SOP's)
- With assistance from Region 8 subject matter experts (SME's), execute an analysis that includes documentation of the current ("as-is") processes and future ("to-be") processes; The Business Analysts will work with the SME's to obtain needed operational information.
- Have knowledge with ODOT rules and regulations
- Provide status reports and track action items;
- In collaboration with R8 SME, identify key performance indicators for process control and create a performance dashboard and data collection plan procedures for maintenance and sustainability of workflow processes;
- Complete assessment of the current technical environment and provide written recommendations for technologies that will enhance workflow process under project;
- Prepare report for County Commissioner and other Agencies at the local level.
- Ability to successfully complete project by December 8th, 2023.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS

2.1 General Instructions

The evaluation and selection of a proposer and the contract will be based on the information submitted in the proposal plus references and any required on-site visits or oral presentations. Elaborate proposals (i.e., excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. R8MSC/PCJFS is not liable for any cost incurred by Proposers who reply to this RFP.

2.2 Contract Period

The contract shall be for a period of August 16, 2023, through December 31, 2023.

2.3 Funding Level for Contract Period

Total funds available for this project are estimated to be \$25,000.00 Actual contract amount is contingent upon the winning proposal, final negotiated cost, and availability of funds.

2.4 Subcontracting

Any subcontracts not identified in the proposal will require the prior written approval of R8MSC/PCJFS. Region 8 Mobility Solution Center/Perry County Job & Family Services reserves

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the right to approve or reject any subcontracts requested by the Vendor subsequent to the submission of any proposal.

2.5 Public Information

All proposals shall be deemed public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses for the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation process. If a Proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions within specific dates must be completed as indicated unless otherwise changed by R8MSC/PCJFS in the event that R8MSC/PCJFS finds it necessary to change any of the specific dates and times in the calendar of events, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Action Item	Delivery Date
RFP Issued	July 31, 2023
Deadline for Receiving RFP Questions	August 9, 2023, by 2:00 pm
Deadline for Issuing RFP Answers	August 10, 2023, by 3:30pm
RFP Deadline	August 14, 2023, 12:00pm noon
Proposals Opened	August 14, 2023, 1:00 pm
Notification of Intent to Award	August 14 - 18, 2023

2.7 Provider Email Address

All prospective Proposers must provide an email address to PCJFS, by emailing mendra.hupp@jfs.ohio.gov in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from R8MSC/PCJFS.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSALS

3.1 RFP Availability

Copies of this RFP may be obtained by visiting our website www.perryjfs.org, telephone, mail, or email from R8MSC/PCJFS by contacting Mendra Hupp, 740-621-0496, mendra.hupp@jfs.ohio.gov

3.2 RFP Deliverable

All proposals must be addressed to and received by PCJFS in the following format:

Region 8 Mobility Solution Center
Perry County Job and Family Services

Region 8 Mobility Solution Center/Perry County Job & Family Services
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ATTN: Professional Consultant RFP
5454 OH 37 E
PO Box 311
New Lexington, OH 43764

- **OR** -

Via email with PDF Attachments to:

mendra.hupp@jfs.ohio.gov

All proposals must be received on or **before August 14th, 2023, NOON**. Proposals should be clearly marked "Professional Consultant RFP", or email submission's subject line should read "Professional Consultant RFP". Proposals must be received either via mail or email prior to the specified deadline. All proposals must be time-stamped by the stated time. Proposals not time stamped will not be accepted. All proposals must be packaged, sealed and showing information on the outside of the package:

- Proposer's name and address
- RFP title
- Proposal due date

3.3 RFP Original and Copies, or Email Submission

Each Proposer must submit:

HARD COPY:

- One original and three (3) copies, packaged and sealed
- A separate sealed envelope labeled "Cost Proposal" for all costs associated.

EMAIL SUBMISSION:

- One PDF attachment with proposal
- One separate PDF attachment with Cost Proposal for all costs associated (can be included within the same email message)

3.4 RFP Inquiries

Written questions concerning this RFP must be submitted and be received by R8MSC/PCJFS no later than the date specified in Section 2.6 Calendar of Events. Questions may be submitted to the address given above or emailed to: mendra.hupp@jfs.ohio.gov. R8MSC/PCJFS will endeavor, but shall not be required to answer, any such request for information. If PCJFS does respond, the answers will be furnished to all persons/firms who have received copies of this RFP and provided its email address to PCJFS. All answers will be sent to the email address provided by the Proposer.

3.5 Proposals are Unconditional

Each proposer/vendor shall execute the signature affidavit certificate attached hereto as Attachment B, shall agree to execute a contract in a form satisfactory to R8MSC/PCJFS. In addition, the proposer/vendor must complete and include the Cover Sheet (Attachment A) and submit no less than three (3) references in the format shown in Attachment C. All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be

deemed responsive. R8MSC/PCJFS may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the R8MSC/PCJFS or to fair competition. The successful proposer will be required to execute a contract within fifteen (15) calendar days from acceptance of the proposal or within such further time the R8MSC/PCJFS agrees.

3.6 Oral Presentations

Selected Proposers could be required to make oral presentations to supplement their proposals, if requested by R8MSC/PCJFS. R8MSC/PCJFS will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the vendor. Failure of the vendor to conduct a presentation on the date scheduled may result in rejection of the proposer's proposal.

3.7 Revision/Withdrawal of Proposal

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.8 Limitations

The RFP does not commit R8MSC/PCJFS to award a contract to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. R8MSC/PCJFS reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFP if it is in the best interest of R8MSC/PCJFS. R8MSC/PCJFS may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.9 Contract Award

R8MSC/PCJFS may award a cost reimbursement or similar contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost, programmatic, and technical standpoint. However, R8MSC/PCJFS reserves the right to request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative of the proposal must present the following information and be organized with the following headings. Each heading should be separated by tables or otherwise clearly marked.

4.1 Letter of Transmittal

On business letterhead paper, prepare a letter transmitting the proposal. The letter should identify the name and phone number of a key contact person and have the signature of a person

with authority to obligate the Proposer. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 Organizational and Individual Capabilities

Provide a current description of yourself or your organization. Include a discussion of the history of yourself or your organization and describe any experience in providing similar services to those specified within this RFP. Be specific and identify projects, dates, services performed and results. Proposers must describe their ability to provide, in a cost-effective manner, the services in their proposals. The vendor must address at a minimum the following criteria to be eligible for selection:

1. Effective prior performance in the services to be provided;
2. Prior experience delivering services similar to those requested in this RFP; and
3. Any prior experience in offering similar services to public agencies.

If the Proposer plans to subcontract services/activities, an Organization History/Statement of Demonstrated Effectiveness must be presented for the subcontractor as well.

4.3 Qualifications of Staff

Provide resumes describing the educational and work experiences for each staff member who would likely be assigned to the project and the percentage of total project hours each would be working on the project. Stress knowledge, skills and experience of staff related to the requirements of this RFP. Any substitution in staff or material changes in the amount of staff time to be devoted to the project may not be made without the prior written authorization of R8MSC/PCJFS.

4.4 Service Components

Describe how you will fulfill the scope requirements specified in Section 1.3. Each of the stated criteria or deliverable should be addressed in this section. Provide supporting documentation of cited past performance.

4.5 Proposer References

Proposer must include within the proposal a list of organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment C to provide this information. Selected organizations may be contacted to determine the quality of work performed and personnel assigned.

4.6 Required Forms

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A: Cover Sheet
- Attachment B: Signature Affidavit

- Attachment C: Reference Form

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal should be submitted in a separate sealed envelope with the written proposal, or a separate PDF attachment if submitted via email. Cost proposals will not be opened until the evaluation of the written proposals has been completed by the evaluation committee. The overall proposal will be scored using a qualitative and quantitative calculations where the most points will be awarded to the proposal that provides the most value to R8MSC/PCJFS. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCJFS. PCJFS will select one method and use it consistently throughout the evaluation process.

5.2 Format for Submitting Cost Proposals

Proposers are to use their professional comprehension of the effort required to perform the services described in Section 1.3. The prices offered in the vendor's cost proposal will be the prices in effect throughout the contract period. No other fees, rates, expenses, or costs of any sort may be billed to R8MSC/PCJFS. All services actually performed must be billed to R8MSC/PCJFS using the rates and units of service (or portions thereof) defined in the cost proposal. Vendor should provide a detailed budget outlining the anticipated costs to complete the project and identify a billing methodology.

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 Preliminary Evaluation

A preliminary review of all proposals submitted on time will be completed to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at the discretion of R8MSC/PCJFS. In the event that all Proposers do not meet one or more of the mandatory requirements, R8MSC/PCJFS reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP. Qualified proposals in response to this RFP must contain the following mandatory requirements:

- a. Timely Submission – the proposal is received at the address designated in Section 3.2 no later than 12:00 noon on August 14, 2023, and according to instructions. Proposals mailed but not received at the designated location by the specified date shall be deemed non-qualified and rejected.

- b. Transmittal Letter Section 4.1;
- c. Signed and completed Cover Sheet, Section 4.6 (Attachment A);
- d. Responses to Project Components, Section 4.4;
- e. One (1) completed cost proposal, Section 5.2;
- f. Three (3) customer references, Section 4.5 (Attachment C);
- g. Vendor Qualifications, Section 4.3; and
- h. Signature Affidavit, Section 4.6 (Attachment B)

6.2 Evaluation Committee

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals in making a decision.

6.3 Right to Reject Proposals and Negotiate Contract Terms

R8MSC/PCJFS reserves the right to accept or reject any and all proposals or reject any part thereof. Further, R8MSC/PCJFS reserves the right to negotiate the terms of the contract, including the award amount, with the selected vendor(s) prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring vendor, R8MSC/PCJFS may negotiate a contract with the next highest scoring proposer.

6.4 Evaluation Process

PCJFS reserves the right to interview or to seek additional information related to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interest of R8MSC/PCJFS, and to award a contract to the next qualified Proposer. R8MSC/PCJFS reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal. Based upon the results of the evaluation, R8MSC/PCJFS will select the most advantageous proposal(s) for the project, with price and other factors considered. R8MSC/PCJFS reserves the right to award a contract based on considerations other than price.

6.5 Award of Contract

R8MSC/PCJFS will prepare a contract with the successful proposer and recommend its approval by the Perry County Commissioners.

7.0 EVALUATION CRITERIA

7.1 Mandatory Criteria

PCJFS will evaluate the proposals based on the required criteria listed in the RFP.

7.2 Qualifications of Staff Assigned to Project

It should be noted that the evaluation criteria are designed to evaluate the individuals and firms. If the proposer is a firm whose staff will collectively fulfill the requirements, the firm should submit qualifications of individuals that will be working on the project on behalf of PCJFS.

Proposals, where the work is done by an unqualified employee/consultant under supervision of a qualified individual, will be deemed as non-responsive.

7.3 Scoring

Proposers will receive scores based on firm capabilities, knowledge and experience of staff, Proposer's references, and price. See Attachment D for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 Protests

A. Any potential, or actual, Proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. The protest shall be in writing and contain the following:

- a. The name, address and telephone number of the protestor.
- b. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents.
- c. A request for a ruling by R8MSC/PCJFS.
- d. A statement as to the form of relief requested from R8MSC/PCJFS.
- e. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.

B. A timely protest shall be considered by R8MSC/PCJFS if it is received within the following periods:

- a. A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00pm on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
- b. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00pm of the fifth (5th) calendar days after the notification of intent to award date as specified in the Calendar of Events of this RFP.

C. An untimely protest may be considered by R8MSC/PCJFS if it determined that the protest raises issues significant to R8MSC/PCJFS's procurement system. An untimely protest is one received by R8MSC/PCJFS after the time period mentioned in item B of this section.

D. All protests must be filed at the following location:

Region 8 Mobility Solution Center
Perry County Job and Family Services
ATTN: Professional Consultant RFP

5454 OH 37 E
PO Box 311
New Lexington, OH 43764
mendra.hupp@jfs.ohio.gov

E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless R8MSC/PCJFS determines that a delay will severely disadvantage R8MSC/PCJFS. The Proposer(s) who would have been awarded the contract shall be notified in receipt of the protest.

F. R8MSC/PCJFS will issue a written decision on all timely protests and shall notify any proposer who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

R8MSC/PCJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of R8MSC/PCJFS, none of the proposals are responsive to the objectives and needs of R8MSC/PCJFS. R8MSC/PCJFS reserves the right to not select any proposer should R8MSC/PCJFS decide not to proceed. Changes in this RFP of a material nature will be provided to the email address provided to R8MSC/PCJFS. All Proposers are responsible for supplying R8MSC/PCJFS with a valid email address and for obtaining any such changes without further notice by R8MSC/PCJFS.

ATTACHMENT A: COVER SHEET
PCJFS REQUEST FOR PROPOSAL
Professional Consultant

SECTION I. PROPOSER CONTACT INFORMATION

Proposer Name			
Address			
Contact Name		Email	
Phone		Fax	

SECTION II. TYPE OF ORGANIZATION

<input type="radio"/> Public	Type (County, School District, College)	
<input type="radio"/> Private	Type (Not for Profit)	
Date Incorporated (If Applicable)		Tax Exempt Status

SECTION III. ORGANIZATIONAL STRUCTURE (Select One)

<input type="radio"/> Organization is independently operated (Legally Unaffiliated: do not complete Section IV)
<input type="radio"/> Organization is affiliated with a parent organization (complete Section IV)

SECTION IV. PARENT ORGANIZATION INFORMATION

Type of Affiliation	<input type="radio"/> Subsidiary <input type="radio"/> Chapter <input type="radio"/> Branch <input type="radio"/> Other (Describe):
Parent Organization	
Address	

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Contact Name		Email	
Phone		Fax	

ATTACHMENT B
SIGNATURE AFFIDAVIT

In signing this proposal, we also certify that we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or proposals to any other proposer or competitor, that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by PCJFS in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

SIGNATURE

DATE

NAME (Type or Print)

FIRM

TITLE

ADDRESS

EMAIL

PHONE

ATTACHMENT C
REFERENCE SHEET FORMAT

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past five years with requirements similar to those included in this RFP.

ORGANIZATION REFERENCE 1:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ORGANIZATION REFERENCE 2:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ORGANIZATION REFERENCE 3:

BUSINESS NAME			
ADDRESS			
CONTACT PERSON		PHONE	
SERVICES PERFORMED			

ATTACHMENT D
PROPOSAL EVALUATION SHEET

PROPOSAL SUBMITTED BY: _____

COMPLIANCE CHECKLIST FOR PROPOSAL ACCEPTANCE:

- Submitted by Deadline
- Submitted in Proper Manner
 - One Original and Three Copies – OR –
 - Email Submission
- RFP Formatted Correctly
- Organizational History and Statement of Demonstrated Effectiveness
- Proposal Narrative Response to Service Components
- Cost Proposal Submitted in a Separate Sealed Envelope (or separate PDF attachment)
- Staff Resumes and Qualifications
- Required Attachments
- Cover Sheet
- Signature Affidavit
- References

EVALUATOR'S ASSESSMENT

- Responsive
- Non-Responsive

EVALUATION CRITERIA
RFP for Technical Assistance Services

Name of Proposer: _____

Evaluation Criteria – 100 Points

Points may be awarded in units of tenth of a point (.10 points)

A. Strength and stability of the vendor to provide the requested services	10 points	<input type="text"/>
B. Overall responsiveness and completeness of the bid proposal as well As the likelihood that the bid proposal best meets or exceeds the Specifications.	10 points	<input type="text"/>
C. Scope of service being proposed	15 points	<input type="text"/>
D. Customer References	10 points	<input type="text"/>
E. Price of proposed service	20 points	<input type="text"/>
F. Experience providing similar services to other like agencies and Knowledge of all applicable rules and laws.	20 points	<input type="text"/>
G. Meeting proposed project deadline of Dec 8 th , 2023	10 points	<input type="text"/>
H. Other factors considered relevant by R8MSC/PCJFS and demonstrated By the bid proposal or investigation by R8MSC/PCJFS	5 points	<input type="text"/>

TOTAL POINTS _____

Comments:

Signature of Evaluators

Date

Signature of Evaluators

Date

Signature of Evaluators

Date

