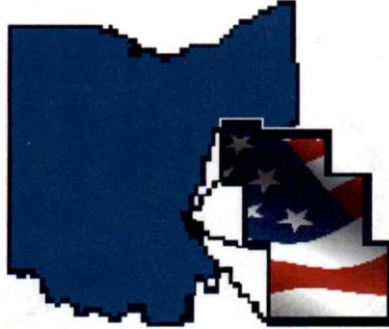


PERRY COUNTY JOB AND FAMILY SERVICES



**REQUEST FOR PROPOSALS
FOR
COPIER SERVICES**

Date issued: February 29, 2024

Due date for proposal: March 21, 2024 at 10:00 AM

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact:

Lori Hollingshead
Perry County Job and Family Services Administrative Office
5250 SR-37 E, P.O. Box 311
New Lexington, Ohio 43764-0311
Tel: (740) 777-7405
E-mail: lori.hollingshead@jfs.ohio.gov

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1.0 REQUIREMENTS AND SPECIFICATIONS

1.1 *Introduction and Purpose of the Request/or Proposal*

Perry County Department of Job and Family Services (PCJFS) is a combined service agency that administers public assistance, child support, and workforce investment programs under the general administrative authority of the Board of Perry County Commissioners. The purpose and intent of this Request for Proposal ("RFP") from experienced Contractors is to provide four multi-function digital copier/printer and related maintenance and support services.

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, to enable them to prepare and submit a written proposal for copier services. PCJFS intends to use the results of this process to award at least one contract for copier services. Any contract awarded must be approved by the Board of Perry County Commissioners.

PCJFS maintains the right to award a contract to one, multiple, all or none of the proposers based on needs fulfillment.

Successful Proposers will submit the required information on 8 1/2 x 11 white paper. A total of one original and three (3) copies of the proposal should be included in the proposal package. You may request a soft copy of the attachments for completion.

-OR-

Proposals may be sent via email to lori.hollingshead@jfs.ohio.gov. When submitting email please enclose TWO Attachments (1. Proposal, and 2. Cost Proposal) and label the subject line of email: "COPIER SERVICES RFP – (Company Name). You will receive an email confirmation once received.

The following required documents **should be typed:**

1. Letter of Intent which is a letter stating the contact information for the business.
2. Experience, Past Performance, and Service Components should be clearly identified within the proposal.
3. Additional information should be clearly identified within the proposal.

The following required documents **may be handwritten:**

1. Signature affidavit needs to be carefully read and completed. (Attachment A)
2. Reference Sheet is list of references that can speak to the quality and performance of the business for similar services. (Attachment B)

A successful Proposer will ensure that their proposal is either mailed or dropped off by March 21, 2024 at 10AM at the Perry County Job and Family Services Office at 5250 SR-37 E (PO Box 311), New Lexington, Ohio 43764 – ATTN: RFP for Copier Services; or emailed to lori.hollingshead@jfs.ohio.gov. **Proposals received after the deadline will not be accepted.**

1.2 Terms/Abbreviations

The following terms and acronyms are used throughout the RFP:

- Board means the Board of Perry County Commissioners.
- PCJFS means Perry County Job and Family Services.
- Contractor means the successful proposer awarded the contract.
- Department means the Perry County Job and Family Services.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.

1.3 Scope of Project

The selected Proposer shall provide four digital copiers, (Multifunction Printer, aka MFP), installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel.

1.4 Services to Be Provided

Services to be provided include, but are not limited to the following:

- ☐ Copy, Print, Scan and Fax availability
- ☐ Copy Speed: 35 PPM for B&W and Color
- ☐ Print resolution up to 2400 x 2400 dpi
- ☐ 1- 250 Sheet bypass tray
- ☐ 2-550 Capacity Paper Tray and Custom Sizes up to 11 x 17 inches
- ☐ 2-1000 Large Capacity Paper Tray
- ☐ Double Sided Printing
- ☐ Scanning speed: 36 sheets per minute
- ☐ Interface module
- ☐ High-Capacity Stacker
- ☐ Hole Punch
- ☐ Staple

- Ability for network connection using Ethernet TCP/IP protocol.
- Include all network requirements needed for installation. Contractor will be responsible for upgrades to copiers, if needed when the PCJFS upgrades network software.
- Supplies shall be delivered in sufficient quantities to operate all equipment for a minimum of thirty days. All supplies shall be original equipment manufacturer (OEM).
- Copier shall be kept in proper and good working condition so that work delays and copy problems will be minimized. Please list your uptime guarantee on the equipment. In the event a copier exhibits continuing breakdowns or poor copy quality for one month or three (3) service calls, PCJFS reserves the right to reject the copier. The Contractor will, at the PCJFS' option, replace the copier with an acceptable copier for the duration of the contract within 48 hours.
- Contractor shall provide telephone support and a toll-free phone number for placing service calls, which will be available Monday through Friday, 7:00 a.m. to 5:00 p.m. Within two hours of receiving the initial service call, the contractor is required to contact the PCJFS to establish an estimated time of arrival (ETA). A technician shall arrive at the Perry County Job and Family Services site within four (4) business hours of the initial service call.
- Contractor will remedy any defect in software or equipment within forty-eight (48) hours, excluding PCJFS recognized holidays, of initial service request.
- After being notified and the arrival of the repairperson, the repair of machine shall not exceed four (4) working hours. After three (3) complaints for non-response of service on any one machine, contract may be terminated.
- Contractor shall train at least two individuals on the day of the copier installation. Training of additional staff shall be conducted by the Contractor within three (3) business days of installation with each office in which copiers are installed.
- Upon award of the contract, Material Safety Data sheets for toner, developer, and other supplies shall be submitted to Lori Hollingshead.

- ☐ Products must be delivered by March 29, 2024, at 12:00 PM.

Cost Proposal

Cost includes installation, removal, preventative and scheduled maintenance, repairs, parts, all supplies (except paper) and proper training to key personnel. Please include an amortization schedule for the equipment. The cost proposal should be provided in the format listed below.

Cost per Print B&W: _____

Cost per Print Color: _____

Monthly Lease Cost for Copier: _____

Monthly Service Cost per Copier: _____

Total Monthly Payment: _____

Special Cost

In the event that the MFP's will need to be relocated, please provide the cost and any additional information for relocation.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR PROPOSERS

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required oral presentations. Elaborate proposals (e.g., excessive letters of recommendation) beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired. PCJFS and the Board of Perry County Commissioners are not liable for any cost incurred by proposers to reply to this RFP.

2.2 Contract Period

The contract will be for a period of three years beginning April 1, 2024, and ending March 31, 2027. PCJFS, at its sole discretion, may decide to extend the contract for a term of one or two years contingent upon the level of future federal and state funding, provider effectiveness and

demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners.

2.3 Funding Level for Contract

The successful Contractor may invoice for services on a monthly or other agreed upon time frame. PCJFS has budgeted an adequate amount of funds to cover any contract expenditure. Due to a significant portion of the Department's funding relying on the appropriations of the ODJFS, the budgeted funds should be considered conditional. Actual contract amount is contingent upon the winning proposal, final negotiated cost, and availability of funds.

2.4 Incurring Costs

Neither the Department nor the County is liable for any cost incurred by proposers in replying to this RFP

2.5 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to 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 Proposals Are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Department may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Department or to fair competition. The successful proposer will be required to execute a contract acceptable to the Department and the County within ten calendar days from acceptance of the proposal or within such further time as designated by the Department.

2.7 Calendar of Events

Listed in this section are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the Department. In the event that the Department finds it necessary to change any of the specific dates and times in the calendar of events listed below, 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	February 29, 2024
Deadline for receiving RFP questions	March 15, 2024 at 10:00 AM
Deadline for issuing RFP answers	March 15, 2024 at 4:30 PM
RFP deadline	March 21, 2024 at 10:00 AM
Proposals opened	March 21, 2024 at 3:00 PM at PCJFS Admin
Notification of intent to award	March 22-27, 2024

2.8 Provider E-mail Address

All prospective proposers must provide an e-mail address to PCJFS 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 the Department.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 RFP Availability

Copies of this RFP may be obtained by telephone, visiting www.perryjfs.org, or by contacting Lori Hollingshead at (740) 777-7405, e-mail: lori.hollingshead@jfs.ohio.gov, or by visiting 5250 State Route 37 E, New Lexington, Ohio 43764.

3.2 RFP Deliverable

All proposals must be addressed to and received by Lori Hollingshead at 5250 State Route 37 E, New Lexington, Ohio 43764. The envelope, or email, should also state "ATTN: Copier Services RFP". If mailing, please use P.O. Box 311, New Lexington, Ohio 43764.

Proposals should be received on or before 10:00 AM March 21, 2024. Proposals should be clearly marked "COPIER SERVICES RFP." Proposals must be received at the above address or email prior to the specified deadline. All proposals must be time-stamped by agency staff upon delivery. Proposals not stamped will not be accepted. All proposals must be packaged, sealed, and show the following information on the outside of the package:

- Proposer's name and address.
- Request for proposal title: "Copier Services RFP"
- Proposal Due Date.

3.3 RFP Documentation

Each proposer must submit an original and three (3) copies of its proposal. All proposals must be packaged and sealed. Or email submission with two (2) attachments (“Proposal” and “Cost Proposal”).

3.4 Inquiries

Written questions concerning this RFP must be submitted and received by PCJFS no later than the date specified in the Calendar of Events. Questions may be submitted to the address given above or e-mailed to: lori.hollingshead@jfs.ohio.gov. The Department will endeavor but shall not be required to answer any such request for information. If it does, and PCJFS deems it necessary, the answers will be provided to everyone that received copies of this RFP. All answers will be sent to the e-mail address provided by the proposer.

3.5 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.

3.6 Oral Presentations

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

3.7 Limitations

The RFP does not commit 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. The Department 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 the best interest of PCJFS. The Department 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.

3.8 *Contract Award*

The Department may award a cost reimbursement 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 and technical standpoint. However, the Department reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings (4.1, 4.2, 4.3, 4.4 and 4.5). Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

4.1 *Letter of Transmittal*

Prepare a letter transmitting the proposal on business letterhead. The letter should identify the name, phone number, and email address of a key contact person. The letter must have the signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 *Experience and Capabilities*

Provide a brief description of your organization. Include your organization's experience as it relates to the services specified in this RFP. Be specific and identify projects, dates, years of experience and services performed.

4.3 *Service Components*

Describe how you will fulfill the scope and service requirements specified in Section 1.3 and Section 1.4. Provide supporting documentation of cited past performance. Incorporate past experience working with public agencies, including a PCJFS if applicable.

4.4 *Proposer References*

Proposers must include in their proposals 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 B to provide this information. Selected organizations may be contacted to determine the quality of work performed and staff assigned.

4.5 Required Forms

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

- Attachment A - Signature Affidavit; and
- Attachment B - Reference Form (or similar format).

5.0 PREPARING THE COST PROPOSAL

5.1 General

The cost proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCJFS. The Department will select one method and use it consistently throughout the evaluation.

5.2 Format for Submitting Cost Proposals

The proposer should submit a cost proposal that clearly identifies all fees to be charged for the requested services as listed in Section 1.4. Any additional cost information needs to be provided in a manner that clearly defines cost for each additional item.

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 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 PCJFS 's discretion. In the event that all proposers do not meet one or more of the mandatory requirements, 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 above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal Letter;
- C. Experience and capabilities;
- D. Service Components;
- E. Cost proposal;
- F. Signature Affidavit; and
- G. References.

6.2 *Scoring Evaluation*

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.

6.3 *Right to Reject Proposals and Negotiate Contract Terms*

PCJFS reserves the right to accept or reject any and all proposals or reject any part thereof. Further, PCJFS reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, 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 relating 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 interests of the Department, and to award a contract to the next qualified proposer. The Department 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, PCJFS will select the proposal deemed to be most advantageous, with price and other factors considered. PCJFS reserves the right to award the contract based on considerations other than price.

6.5 *Award of Contract*

PCJFS will prepare a contract with the successful proposer and recommend its approval by the Board of 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 *Scoring*

Proposals will receive scores based on two categories:

1. Experience and Capabilities; and
2. Cost.

See Attachment C for the evaluation scoring sheet that will be utilized to score the proposals.

8.0 PROTEST PROCEDURE

8.1 *Protests*

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. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address, and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by PCJFS;
 - 4) A statement as to the form of relief requested from PCJFS;
 - 5) 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 PCJFS if it is received within the following periods:
 - 1) 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 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.
 - 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day 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 PCJFS if the Department determines that the protest raises issues significant to PCJFS ' procurement system. An untimely protest is one received by the Department after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:

Perry County Job and Family Services
5250 State Route 37 E
P.O. Box 311
New Lexington, Ohio 43764
- 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 PCJFS determines that a delay will severely disadvantage the Department. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. The Department will issue written decisions on all timely protests and shall notify any Contractor who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

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

ATTACHMENT A: SIGNATURE AFFIDAVIT

PERRY COUNTY JOB AND FAMILY SERVICES

SIGNATURE AFFIDAVIT

In signing this proposal, I/we also certify that I/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 Proposer to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury .

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

Signature

Date

Name (Type or Print)

Organization

Title

Address

Email

Phone

ATTACHMENT B: REFERENCE SHEET FORMAT**PERRY COUNTY JOB AND FAMILY SERVICES**

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference	
Business Name	
Address	
Contact Person	- Phone
Services Performed	

2) Organization Reference	
Business Name	
Address	
Contact Person	Phone
Services Performed	

3) Organization Reference	
Business Name	
Address	
Contact Person	Phone
Services Performed	

ATTACHMENT C: PROPOSAL EVALUATION SHEET

Copier Services RFP Evaluation

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- ☐ Submitted by deadline
- ☐ One original and three (3) copies -OR – email submission w/ two (2) attachments
- ☐ RFP formatted correctly
 - paper, font, margins
- ☐ Transmittal letter
- ☐ Experience and capabilities
- ☐ Service components
- ☐ Cost proposal
- ☐ Required attachments:
 - Signature Affidavit
 - References

Evaluator's Assessment

- ☐ Responsive
- ☐ Non-Responsive

Copier Services Evaluation Criteria

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
EXPERIENCE AND CAPABILITIES	50	
Able to provide four MFPs with installation.	10	
Ability to provide telephone support during normal business hours of 8AM to 4:30 PM.	10	
Ability to Provide maintenance within 4 hours of the initial service call	10	
Ability to copy, fax, print and scan with multiple users on a network.	10	
Contractor will supply all maintenance and supplies (except paper) at a standard rate	10	
Total Points Awarded	50	
PRICE AND COST	50	
Proposer's budget is in the clear and concise format based on Section 1.4.	10	
Proposer's rate does not exceed the cost analysis	25	
Overall cost effectiveness of proposer's budget (assess any additional expenses or fees included in the proposed rate).	15	
Total Points Awarded	50	
Grand Total Points Awarded	100	
Comments:		
Evaluator's Printed Name		
Evaluator's Signature	Date	