

ERIE COUNTY DEPARTMENT OF THE COUNTY EXECUTIVE

RFP # 2023-037VF

SCORING PROCEDURES

1. The original RFP, Proposal Scoring Forms, and copies of the proposals will be distributed to each member of the RFP review committee, as appointed by Erie County. The initial scoring will be based on the Technical Proposal and Organizational Support and Experience. The fiscal reviewer will receive the Budget/Cost Proposal to create an analysis of proposals for the review committee.
2. Prior to scoring the individual proposals, questions regarding the use of these scoring forms can be clarified by contacting joseph.abdulla@erie.gov. Reviewers are to read each proposal thoroughly, and then use the scoring form to individually rate without prejudice the agency's capacity to design and implement specified services. Each reviewer will assign a value to each criteria being evaluated, using the attached scoring matrix.
3. Should a reviewer believe that the packet is incomplete, contact Jason Hurley immediately and a determination will be made whether to contact the agency for missing information.
4. Each member of the RFP review committee will complete a separate scoring form for each proposal and return to Joseph Abdulla as soon as possible.
5. If applicable, each member of the RFP review committee will receive the Division of Finance's fiscal analysis and budget/cost proposals as well as a compilation of the reviewer's scores and comments. The budget/cost proposal; most recent Audit report prepared by an independent CPA; listing of Officers and Board of Directors; and most recent Management Letter will be available by contacting Vallie Ferraraccio, if needed.
6. **A post-scoring meeting** will be held for reviewers to discuss their scores and observations of submissions. **It is imperative that all reviewers attend this meeting.** At the conclusion of this meeting, the panel will agree upon an awardee or awardees for a final recommendation to the Commissioner. The meeting will be scheduled and reviewers will be informed as soon as possible.

Scoring Matrix

Reviewer will assign a number score of 0 through 4 to each evaluation criteria item based on the following spectrum:

RFP # 2023-037VF: 608 WILLIAM SCORING FORM

NAME OF AGENCY/PROPOSER:								
	Unacceptable 0	Marginal 1	Acceptable 2	Good 3	Outstanding 4	Score	Weight	Total
Overall	A proposal that does not meet the requirements of the solicitation and thus contains one or more deficiencies and is not awardable.	A proposal that does not demonstrate an adequate approach and understanding of requirements	A proposal with an adequate approach and understanding of requirements and has no strengths.	A proposal with a thorough approach and understanding of requirements and contains at least one strength.	A proposal with an exceptional approach and understanding of requirements that contains multiple strengths.		25%	
Target Population Served & Goals	The agency does not target the correct population or does not specify who it will target.	The agency is only equipped to provide services to a portion of the target population and lacks sufficient capacity.	The agency is equipped to provide services with most of the target population at a sufficient capacity.	The agency is equipped to provide services with most of the target population at a sufficient capacity.	The agency will be able to effectively provide high-quality services to the entire target population at a desired capacity.		25%	
Program Plan	The agency lacks a plan to provide the desired service.	The plan does not utilize a successful model or the agency cannot execute the plan successfully.	The agency uses a successful model, and seems capable of meeting the requirements.	The agency uses a successful model and seems capable of exceeding the requirements.	The program plan and execution strategy should be a model for other agencies.		25%	
Program Staffing	Agency staff are not qualified to provide the requested service.	Agency staff meets minimum qualifications to provide requested service.	Agency staff meets minimum qualifications and receive adequate ongoing professional development.	Agency staff exceed minimum qualifications or receive excellent ongoing professional development.	Agency staff exceeds minimum qualifications and receive excellent ongoing professional development.		25%	

Proposal Strengths		
Proposal Weaknesses		
Reviewer Name (printed)	Signature	Date

Compliance Review

To Be Completed by Commissioner's Office Staff

10%	Minority workforce/MWBE utilization		
	Submit Erie County MBE/WBE Certification letter with their proposal?	<input type="checkbox"/> Yes (10)	<input type="checkbox"/> No or N/A (0)
5%	RFP Compliance		
	Submit the response on or before deadline?	If no, RFP is not compliant – will not be considered.	
	Submit the response with the correct method?	If no, RFP is not compliant – will not be considered.	
	All required documents were submitted?	If no, RFP is not compliant – will not be considered.	
	Did the submitter include elaborate promotional materials?	<input type="checkbox"/> Yes No points for RFP compliance	<input type="checkbox"/> No
	Does the RFP have a complete Appendix A: Proposal to Provide Service?	<input type="checkbox"/> Yes No points for RFP compliance	<input type="checkbox"/> No
	Respondents that do not Currently Hold the Contract Did the respondent include references and data from similar work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No No points for RFP compliance

To Be Completed by Fiscal Staff

	Fiscal Compliance/Soundness		
5%	Does the proposal include the correct fiscal form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Is each table on the fiscal forms complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Used the correct units of service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Does the proposal include the most recent Audit report prepared by an independent CPA	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Does the proposal include the current listing of Officers and Board of Directors	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Does the proposal include the most recent Management Letter	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)
	Was the proposal signed by the principal officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (0)