

**Screening Checklist
OEC QIS 024**

Respondent:		
 Screener Name:		 Screening Date:
Application Accepted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Screeners only mark YES if: 1. All information requested on required forms is complete AND 2. Respondent followed proposal format

Requirement Met	Yes	No	Notes (provided but not complete, missing sig, etc.)
Secretary of State Recognition (BizNet)			
Non-Profit status (if applicable) (BizNet)			
Notification of Bidders Form (BizNet)			
Consulting Agreement Affidavit (BizNet) OPM Form 5			
Affirmation of Receipt of Ethics Affidavit (BizNet) OPM Form 6			
Iran Certificate (BizNet) OPM Form 7			
Letter of Intent OEC.RFP@CT.GOV			
Agency Agreements & Assurances OEC.RFP@CT.GOV			
Declaration of Confidential Information (if applicable) OEC.RFP@CT.GOV			
Conflict of Interest Disclosure Statement OEC.RFP@CT.GOV			
Meets Format Requirements: <ul style="list-style-type: none"> • Cover Sheet • Table of Contents 			

Attachment A6: Screening and Scoring Rubric

<ul style="list-style-type: none">• Executive Summary• Main Proposal• Attachments• Declaration of Confidential Information• Conflict of Interest Disclosure Statement• OEC Statement of Assurances			
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**Scoring Rubric
OEC QIS 024**

Respondent:			
Reviewer Name:		Scoring Date:	
Section 1 Raw Score = / Section 1 Weighted =	Section 2 Raw Score = / Section 2 Weighted =	Section 3 Raw Score = / Section 3 Weighted =	Average Weighted Score (add section weighted scores together)
Reviewer Comments:			

Section 1 Weighted 30%	Scoring Criteria			
Organizational Profile Elements	0	3	5	Notes
Organization establishment date and mission. (Org profile)	No information provided or partial information provided. <input type="checkbox"/>	Organization establishment date and mission stated. <input type="checkbox"/>		
Organization chart showing the structure of functions and positions within the organization. (attachment#)	Organizational chart missing or partial information provided. <input type="checkbox"/>	Chart clearly indicates structure and function of the organization. <input type="checkbox"/>		

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<p>Statements regarding how organization staff including managerial and administrative support, will be able to implement the services required by this RFP including the ability to meet data/technology and reporting requirements.</p> <p>(Org profile & attachment#)</p>	<p>Proposal does not address organization staff.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Statements about organization staff oversight and involvement in activities are general statements that do not reflect activity specific detail.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Statements clearly indicate how organization staff will provide oversight and involvement in activities including the ability to meet data/reporting requirements.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Description of how the organization is well positioned to communicate, cooperate and serve people from all cultural identities with respect, professionalism, integrity, and fairness. A working definition of cultural diversity for this application includes <i>differences in race, ethnicity, nationality, religion, gender, sexual identity, socioeconomic status, physical ability, language beliefs, values, behavior patterns, or customs among various groups within a community, organization, or nation.</i> It is all-inclusive and</p>	<p>Description does not address diversity or identify ways to promote diversity.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Description generally addresses ability to service diverse populations AND/OR provides a plan to promote diversity in reference to associated activities.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Description clearly identifies ability to communicate, cooperate, and serve diverse populations AND provides a plan to promote diversity in reference to associated activities.</p> <p style="text-align: center;"><input type="checkbox"/></p>	

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<p>recognizes everyone and every group as part of the diversity that should be valued. In addition, how will your organization promote diversity in its work with individuals, organizations, and providers in reference to each of the associated activities?</p> <p>Organizational Profile</p>				
<p>Applicant has experience in providing technical assistance to early care and education settings with at least three (3) years' experience related to contract work relevant to the activities chosen.</p> <p>(Evidenced through reading main proposal, Application for Service Delivery and attachment#)</p>	<p>Evidence shows less than 3 years of experience providing TA to early care and education settings related to the work for which the Respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Evidence shows 3 years experience providing TA to early care and education settings related to the work for which the Respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Evidence shows more than 3 years experience providing TA to early care and education settings related to the work for which the Respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Description of financial, programmatic and/or administrative sanctions, fines, penalties, or letters of noncompliance issued against the Respondent by any</p>	<p>No statement provided indicating whether or not the organization has had sanctions, penalties, etc.</p>	<p>Statement provided detailing nature of the issues.</p>	<p>Statement provided indicating no issues.</p>	

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<p>contracting entities such as government or philanthropy.</p> <p>(Organizational Experience Section)</p>	<p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>	
<p>A description of the agency's computer hardware and software capabilities, including software and/or applications specific to technical assistance and/or data collection. Include information on plans to use technology for the purposes of this proposal. Describe access to IT supports, how the organization will secure data, implement a data recovery plan and protect against data breach.</p> <p>(Organizational Experience Section)</p>	<p>Description has missing criteria elements.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Description provides general statement about criteria elements that lead to lack of clarity about how data is collected, secured, and/or the organization's capability to engage in data collection and sharing.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Description provides clear connection to each criteria element so that the reader can visualize how data is secured and the capability of the organization to engage in data collection and sharing.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Special consideration will be given to those Respondents who document their use of a certified small business or show the Respondent's commitment to, whenever possible, use of a certified small</p>	<p>No evidence to suggest the organization engages with certified small businesses or that the organization will seek to contract with small, minority or women-owned business.</p>	<p>There is evidence that the organization engages with certified small businesses or that the organization will seek to contract with small, minority or women-owned business.</p>	<p>Evidence suggests that the organization demonstrates a commitment to expanding the diversity in the workforce, including recruiting, retention, and promotion of utilizing small, minority or women-</p>	

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<p>business. Businesses must be certified with the State of Connecticut. To submit a responsive proposal, THE RESPONDENT SHALL describe its effort to set aside a portion of the resultant contract for a small, minority, or women’s business enterprise as a proposed subcontractor if it is proposing the use of a subcontractor.</p> <p>(Organizational Experience Section)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>owned business as sub-contractors and collaborative partners.</p> <input type="checkbox"/>	
				<p>Raw Score = Multiply by .3 =</p>

Section 2 Weighted 40%	Scoring Criteria			
Scope of Service Elements	0	3	5	Notes
Application for Service Delivery Parts 1 and 2 indicate Respondent choices of activity and corresponding Scope of Work details. (Application for Service Delivery)	Items chosen on Service Summary Chart DO NOT match the Scope of Work details submitted. <input type="checkbox"/>	Items chosen on Service Summary Chart match the Scope of Work details submitted. <input type="checkbox"/>		
Proposed cost of the activity (Service Summary)	Proposed cost exceeds OEC cost in one or more activities. <input type="checkbox"/>	Proposed cost does not exceed OEC cost in any proposed activity. <input type="checkbox"/>	Proposed cost is less than OEC cost in one or more proposed activity. <input type="checkbox"/>	
Personnel list shows individuals meet OEC criteria. List includes organization personnel and sub-contractors. (attachment#)	Few personnel, including sub-contractors, meet OEC personnel criteria and many staff are not identified, leaving the majority of positions to be filled in order to perform the activity. <input type="checkbox"/>	Some personnel, including sub-contractors, meet OEC personnel criteria but many staff are not identified, leaving the majority of positions to be filled in order to perform the activity. <input type="checkbox"/>	Most or all personnel, including sub-contractors, meet or exceed OEC personnel criteria. <input type="checkbox"/>	

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<p>The number of personnel seem reasonable to perform the number of activities proposed.</p> <p>(attachment# compared to Scope of Work Details description)</p>	<p>The number of personnel identified, including sub-contractors, could not perform the activity described.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>The number of personnel identified, including sub-contractors, could perform the majority of the work involved in the activity described.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>The number of personnel identified, including sub-contractors, is sufficient to perform the activity described.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Respondent provides a plan to recruit individuals to meet the OEC personnel criteria.</p> <p>(attachment #)</p>	<p>No plan submitted yet there are non-identified personnel/sub-contractors for activities.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Plan identifies general strategies for recruiting personnel to meet OEC personnel criteria. Plan does not address recruiting bilingual ability.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Plan identifies specific strategies for recruiting personnel to meet OEC personnel criteria, especially recruiting for bilingual ability.</p> <p style="text-align: center;">OR</p> <p>All personnel meet OEC personnel criteria therefore a recruitment plan is not applicable.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Use of Sub-contractors. Respondent provides a list of sub-contractors intending to be potential sub-grantees to perform activities.</p> <p>(attachment)</p>	<p>List of sub-contractors is not provided yet personnel list indicates sub-contractors will be utilized.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>List of sub-contractors is complete.</p> <p style="text-align: center;">OR</p> <p>Organization will perform work and indicates that sub-contractors will not be used.</p> <p style="text-align: center;"><input type="checkbox"/></p>		

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<p>Prior experience with the activity or activities chosen.</p> <p>(Scope of Work Details)</p>	<p>Comments do not indicate prior experience performing similar activities chosen or knowledge of the content.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments indicate some prior experience with performing similar activities or content knowledge.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments clearly indicate experience with the content of the activities and performing similar activities.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Data collection and reporting capability</p> <p>(Scope of Work Details and Proposal Overview)</p>	<p>Comments do not reflect information related to the common elements of data collection and any unique elements by activity regarding the ability to collect information and report information to OEC.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments provide general information related to the common elements of data collection and any unique elements by activity regarding the ability to collect information and report information to OEC.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments provide specific information related to the common elements of data collection and any unique elements by activity regarding the ability to collect information and report information to OEC.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
<p>Plan to reach intended audience described in scope of work details.</p> <p>(Scope of Work Details)</p>	<p>Comments do not provide a plan to reach the target audience.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments provide a general plan to market materials to the target audience.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Comments provide a clear plan to market materials to the target audience that would engage the audience to participate.</p> <p style="text-align: center;"><input type="checkbox"/></p>	

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<p>Identify all State agencies and commercial vendors for which the Respondent has engaged in similar or related contract work or projects completed within the last three (3) years with emphasis on activities relevant and related to the proposed activities for which the Respondent is seeking funding. If this is not applicable, it is clearly stated that the organization has not engaged in related contracts.</p> <p>(Organizational Experience)</p>	<p>Response indicates no activity similar in nature to the activities for which the respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Response identifies State agencies and commercial vendors for which the Respondent has engaged in contract work or projects completed within the last three (3) years but contracts/activities listed are not clearly connected to the activities for which the Respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>Response identifies State agencies and commercial vendors for which the Respondent has engaged in similar or related contract work or projects completed within the last three (3) years with emphasis on activities relevant and related to the proposed activities for which the Respondent is seeking funding.</p> <p style="text-align: center;"><input type="checkbox"/></p>	
				<p>Raw Score =</p> <p>Multiply by .4 =</p>

Section 3 Weighted 20%	Scoring Criteria			
Fiscal Information	0	3	5	Notes
Proposed administrative costs do not exceed identified federal percentage, if applicable, or 15% as set by OEC (Service Summary)	Proposed administrative costs exceeds the Respondent identified federal or OEC percentage. <input type="checkbox"/>	Proposed administrative meets the Respondent identified federal or OEC percentage. <input type="checkbox"/>	Proposed administrative costs is below the Respondent identified federal or OEC percentage. <input type="checkbox"/>	
Audited financial statements for last two years OR comparable statements about financial stability if two years of audit statements are not available (attachment provided by Respondent)	Audit information OR statements about financial stability not provided. <input type="checkbox"/>	Audit information or statements provided indicate issues (such as operating in the negative balance, repeated issues indicated by auditor, etc.) <input type="checkbox"/>	Audit information or statements provided indicate organization is operating in the neutral or positive balance with few issues indicated by auditor. <input type="checkbox"/>	
OEC Budget and Justification (attachment # and Scope of Work Details)	OEC Budget and Justification missing. <input type="checkbox"/>	OEC Budget and Justification information may not exactly align with the fiscal information provided in the Application for Service Delivery. <input type="checkbox"/>	OEC Budget and Justification information aligns with the fiscal information provided in the Application for Service Delivery. <input type="checkbox"/>	
				Raw Score = Multiply by .2 =

Section 4 Weighted 10%		Scoring Criteria			
General	0	3	5	Notes	
Activities selected match the capability of the Respondent to perform the work. (overall review of application for service delivery in alignment with organizational information)	Activities requested match personnel able to perform the activity and the organization has the ability to collect and share data. <input type="checkbox"/>	Activities selected do not have sufficient personnel to perform the activity OR the organization does not show the ability to collect and share data. <input type="checkbox"/>	Activities selected match personnel able to perform the activity and the organization has the ability to collect and share data. <input type="checkbox"/>		
Comments to OEC about the activities. (Scope of Work Details)	No comments provided in each activity requested. <input type="checkbox"/>	Comments to the OEC in the Scope of Work Details reflect general statements about Respondent's capability, challenges, and/or concerns about the activity. <input type="checkbox"/>	Comments to the OEC in the Scope of Work Details reflect specificity about Respondent's capability, challenges, and/or concerns about the activity. <input type="checkbox"/>		
				Raw Score = Multiply by .1 =	

Weighted average calculation (score each section then multiple section score by section weight % = #. Add numbers = total weighted score

	Score	Weight	weighting factor		
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Section 1		0.3	0		
Section 2		0.4	0		
Section 3		0.2	0		
Section 4		0.1	0		
			0	Average	