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| **Reviewer Name:** *(please print)* | **Date:** |
| **Vendor/Supplier:** | **RFP#** |
| **Reviewer Signature:** |  |

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| **Points Summary** | **Available Points** | **Awarded Points** |
| **Price** |  |  |
| **Scope of Work** |  |  |
| **Performance Activities** |  |  |
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|  |  |  |
| **Total Score** |  |  |

**Evaluator Instructions:**

1. **Scoring Tool:** All evaluators will complete an individual scoring tool for each bid proposal being evaluated. Points are assigned to each evaluation criteria within the limits set forth in the scoring tool. **All changes must be initialed by the evaluator. Submit in Word Format.**
2. **Evaluation:** The evaluation committee’s overall responsibility is to provide a justifiable and defensible recommendation for award based upon how well each bid proposal meets the evaluation criteria stated in the Request for Proposal (RFP) and scoring tool.Evaluators should read each bid proposal in its entirety and score each proposal based on quality of content, without being influenced by format or method of presentation. **Each proposal should be reviewed and scored independently against the evaluation criteria defined by the scoring tool, and not against other proposals**.
3. **Public Record:** All evaluation documents will become public record after the award process and could possibly become legal evidence in the event of a protest. Therefore, **the Office of Management and Enterprise Services Central Purchasing Division (OMES/CP) requires a narrative explanation for all responses.** When providing the narrative, do not use subjective phrases such as “did not look good to me” or “weak write-up”. All evaluators should be able to defend any notes they have made, therefore should not make notes that they cannot defend. All notes should be legible, specific, and objective in nature, concisely identifying strengths, deficiencies, and/or omissions for each evaluation criteria.
4. **Confidentiality:** All information surrounding the bid evaluation must remain confidential to ensure integrity and fairness of the process. No details of the evaluation process, including but not limited to number of bid proposals, identity of the bidders, proposal contents, cost, or score shall be discussed with anyone outside of the evaluation team, even after the awarding of the contract(s) has occurred. The evaluation team consists of evaluation committee members, designated Procurement officials, and designated individuals within the Program Area. **Evaluation committee members should refer any attempted communications by a bidder to the Procurement/Contracting Officer listed on the RFP cover page and/or Agency Bid Evaluation Notice.**

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| **Section #** | **MANDATORY REQUIREMENTS** | **Met Requirement** | **Comments: (Required)** |
| 2.1.1. | The curriculum must be research-based and employ the principles of effective adult learning. | **🞏 PASS**  **🞏 FAIL** |  |
| 2.1.2. | The curriculum will effectively implement at least 12 in-person or virtual sessions led by curriculum-trained facilitators selected by OSDE. | **🞏 PASS**  **🞏 FAIL** |  |
| 2.1.3 | Supplier must have at least five (5) years of experience developing online learning platforms and smart phone applications. | **🞏 PASS**  **🞏 FAIL** |  |
|  |  | **🞏 PASS**  **🞏 FAIL** |  |
|  | **IF SUPPLIER DOES NOT “PASS” MANDATORY REQUIREMENTS, DO NOT PROCEED WITH EVALUATION.** |  |  |
|  | **PRICE (40 points possible)** | **Awarded Points** | **Comments (Show Your Calculation Work)** |
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|  | **Total Price Points** |  |  |

**Lowest bid amount divided by price of current bid being evaluated x Total Points Available for Price.**

**SCORING CRITERIA \*Do Not Change Scoring Criteria\***

**“\*Non-Responsive/invalid scope”** means bidder did not provide the requested information.

**“\*Insufficient scope/lacking detail”** means bidder provided information and/or response that did not include detailed information that could be easily understood by the evaluator. Shows limited or no experience regarding this request.”

**“\*Fully meets scope”** means the response provides fully detailed information that can be easily understood by the reviewer. Provides required levels of past experience regarding this request.

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| **Section #** | **SCOPE OF WORK (60 points possible)**  The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements. | **Awarded Points** | **Comments (Comments are required for all scores)** |
| **2.2.1.** | The curriculum will include a capstone project to culminate the learning of the participants. | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
| **3.1** | Contribute expert consultation for the development of an OKMTSS Framework and Implementation Guide for use by Oklahoma school professionals to implement an integrated and comprehensive multitiered system of supports (MTSS). | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
| **4.1** | Three (3) business references are required to establish that a Bidder has successful implementation experience. | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  | **Total Scope of Work Points** |  |  |

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| **Section #** | **PERFORMANCE ACTIVITIES (50 points possible)**  The supplier is to state in its response any experience it has with each requirement and exactly how it plans to comply with all requirements of this section, providing detailed information and stating affirmatively its understanding of the requirements. | **Awarded Points** | **Comments (Comments are required for all scores)** |
| **4.2** | Develop professional development offerings for assessments, leadership, coaching/consultation, teaming, intervention protocols and implementation, implementation science, and continuous improvement in an MTSS training sequence. Specific professional development topics will be identified collaboratively with SPDG staff using available state data and following completion of activities within 3.2. | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
| **4.6** | Collaboratively develop a coaching model to support practitioner implementation of skills necessary for the implementation and sustainability of MTSS. This coaching model will be integrated within the professional development sequence developed and carried out under 3.2, 4.2, and 4.3. | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
| **4.7** | Supplier has an accounting system that is capable of tracking and reporting expenditures separately by individual program | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  |  | **🞏** Nonresponsive/invalid scope  = **0** Pts  **🞏** Insufficient scope/lacking detail = **5** Pts  **🞏** Fully meets scope =**10** Pts |  |
|  | **Total Performance Activities Points** |  |  |

**\*Leave Evaluation Tool in WORD Format\***