

Division of Sewerage and Drainage
REQUEST FOR PROPOSALS - EVALUATION FORM

Workforce & Economic Development Program
PROJECT: Consulting Services

EVALUATOR: DB, KS, DA, TJ

DATE: 5/9/2014

EVALUATION CRITERIA		MAX PTS	TEAM SCORE	DIVERSITY SEARCH GROUP
Section 1	Proposal Quality	35		Offeror's proposal lacked sufficient detail in its approach, beyond reiterating requirements of the RFP. In many wa
	Project approach is well-structured, clear, and succinct; the proposal is well organized; easy to read and free of acronyms/ jargon (15 pts)		7	
	Project approach shows creativity and innovation (5 pts)		3	
	Project approach demonstrates knowledge of project subject matter and is realistic (15 pts)		7	
Section 2	Project Team Experience	30		Experience chart was very helpful. However, the lead consultant's experience (DSG) seemed very heavy in the recruiting and workforce diversity arenas. The subconsultant, Jim White, also demonstrated a very experienced background in workforce diversity. Overall, the team as a whole lacks experience in supplier diversity programs. Years of experience for subconsultant James White was unclear -- referenced differently in two places. Past Performance - The offerors were able to provide some similar projects in which they've worked with other entities performing workforce diversity (i.e., training, culture assessments). Again, their experience is limited in the supplier diversity area. Subconsultant has a very strong background in workforce diversity training, including some previous experience with DPU.
	Team has full range of education and demonstrated expertise to meet the project's needs. Team includes experience professionals in each subject matter detailed in the RFP who have achieved demonstrated success. (15 pts)		10	
	Past performance of the prime/lead consultant as reflected by relevancy of the projects including those performed for the City of Columbus Department of Public Utilities, other city agencies and other public sector clients of the team, with respect to such factors as demonstrated success in managing a diverse suite of programs or managing across disciplines, similarity, scope, quality of work, creativity; project management responsibilities including controlling costs, managing sub consultants and meeting deadlines. (10 pts)		7	
	Past performance of the sub consultants as reflected by relevancy of the projects in their area of subject matter expertise including those performed for the City of Columbus Department of Public Utilities, other city agencies and other public sector clients of the team, with respect to such factors as similarity, scope, quality of work, success in controlling costs, and success in meeting deadlines. (5 pts)		4	
Section 3	Project Team Workload	10		Offerors provided a brief statement about their availability, but failed to provide information on the status of projects. We were unable to determine if projects were ongoing or completed.
	Proposal demonstrates the availability of the project team to complete the project expeditiously (10 pts)		6	
Section 4	Environmentally Preferable Offeror	5		The proposal addressed the environmental preference very well.
	Demonstration that the services offered are equal to or superior to those of a non-environmentally preferred offeror.		5	
Section 5	Local Workforce	20		100% local workforce.
	At least 90% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted, or at least 90% of the Team's project labor costs are assignable to the office location within Franklin County if office established prior to 1995 - (20pts)		20	
	At least 75% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted - (15pts)			
	At least 90% of the Team's labor will be performed in an office location within Franklin County but outside of the Columbus Corporate limits on the date the proposal is submitted - (7pts)			
	At least 50% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted - (5 pts)			

Division of Sewerage and Drainage
REQUEST FOR PROPOSALS - EVALUATION FORM

Workforce & Economic Development Program
PROJECT: Consulting Services

EVALUATOR: DB, KS, DA, TJ

DATE: 5/9/2014

EVALUATION CRITERIA		MAX PTS	TEAM SCORE	RAMA
Section 1	Proposal Quality	35		Offeror did a very good job presented their approach in the two distinct areas of work: workforce and supplier diversity. The approach, however, appeared to remain focused on the work that they have been doing for DPU and failed to offer any new and innovative approaches. The approach to the supplier diversity efforts (Small Business Plan) is minimal due to the offerors inexperience in this area; as well as the infancy of the City SBI program. However, the offeror, along with the subconsultants, have been engaged in various small business inclusion efforts including authoring DPU's Economic Inclusion Plan (2012) and development of Cincinnati MSD's Small Business Enterprise program and the City's current small business inclusion effort.
	Project approach is well-structured, clear, and succinct; the proposal is well organized; easy to read and free of acronyms/ jargon (15 pts)		13	
	Project approach shows creativity and innovation (5 pts)		4	
	Project approach demonstrates knowledge of project subject matter and is realistic (15 pts)		13	
Section 2	Project Team Experience	30		The offeror proposes a very strong and diverse team. The team was developed very skillfully, as they are able to address any deficiencies or gaps in experience the others may have. The team's overall inexperience in the supplier diversity area show through in the approach, as they describe their initial steps to involve a great deal of learning and discovery. Again, their SBI experience, we believe will help to accelerate that learning curve. Past Performance - The offerors highlighted their exemplary work on DPU's PUMP program. While our experience has been good, the review committee would have liked to have the opportunity to explore other projects in which they're engaged. Subconsultants have been involved in various small business inclusion initiatives including similar work at Cincinnati MSD and City of Columbus.
	Team has full range of education and demonstrated expertise to meet the project's needs. Team includes experience professionals in each subject matter detailed in the RFP who have achieved demonstrated success. (15 pts)		13	
	Past performance of the prime/lead consultant as reflected by relevancy of the projects including those performed for the City of Columbus Department of Public Utilities, other city agencies and other public sector clients of the team, with respect to such factors as demonstrated success in managing a diverse suite of programs or managing across disciplines, similarity, scope, quality of work, creativity; project management responsibilities including controlling costs, managing sub consultants and meeting deadlines. (10 pts)		8	
	Past performance of the sub consultants as reflected by relevancy of the projects in their area of subject matter expertise including those performed for the City of Columbus Department of Public Utilities, other city agencies and other public sector clients of the team, with respect to such factors as similarity, scope, quality of work, success in controlling costs, and success in meeting deadlines. (5 pts)		5	
Section 3	Project Team Workload	10		The offeror's comments regarding the need to work overtime to meet the demands of their clients reflect what we feel is the reality for small businesses. With good past performance with DPU, they scored high in this area.
	Proposal demonstrates the availability of the project team to complete the project expeditiously (10 pts)		9	
Section 4	Environmentally Preferable Offeror	5		The proposal addressed the environmental preference.
	Demonstration that the services offered are equal to or superior to those of a non-environmentally preferred offeror.		5	
Section 5	Local Workforce	20		60% local workforce.
	At least 90% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted, or at least 90% of the Team's project labor costs are assignable to the office location within Franklin County if office established prior to 1995 - (20pts)			
	At least 75% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted - (15pts)			
	At least 90% of the Team's labor will be performed in an office location within Franklin County but outside of the Columbus Corporate limits on the date the proposal is submitted - (7pts)			
	At least 50% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted. (5 pts)		5	