**Notice of Evaluation Methodology for Proposals for Child Protective Services Assessment**

**ACFS 23-080**

**September 2, 2022**

The Department of Health and Human Services (“Agency”) is providing notice regarding aspects of the evaluation process for RFP ACFS 23-080. The following are details regarding how the proposal scoring referenced in RFP Section 4.3 will be conducted.

**Written Technical Proposal Responses**

Points for Bidder’s written technical proposal responses will be assigned based on the Bidder’s response to RFP Sections 3.2.3, 3.2.4, and 3.2.5. Bid proposals that pass the mandatory requirements review step will be scored against the criteria in the table below.

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder’s capability and performance under other contracts, and the Bidder’s authority and ability to conduct business in the State of Iowa. Such other sources may include subject matter experts. (See RFP Section 2.17, Information from Other Sources).

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| --- | --- | --- | --- |
| **Criteria** | **RFP Section** | **Weight** | **Potential Maximum Points** |
| **RFP Section 3.2.3 "Information to Include Behind Tab 3: Bidder’s Approach to Meeting Deliverables"** |
| Background and Assessment Background | 1.1 and 1.1.1  | 4 | 16 |
| Assessment Topics | 1.3.1.1 | 7 | 28 |
| Assessment Activities | 1.3.1.2 | 15 | 60 |
| Assessment Outcomes | 1.3.1.3 | 10 | 40 |
| Assessment Recommendations | 1.3.1.4 | 9 | 36 |
| Milestone Deliverables | 1.3.1.5 | 9 | 36 |
| Project Timeline | 1.3.1.6 | 4 | 16 |
| Implementation of Final Recommendations | 1.3.1.7 | 5 | 20 |
| Project Management | 1.3.1.8 | 6 | 24 |
| Staffing | 1.3.1.9 | 6 | 24 |
| **RFP Section 3.2.4 "Information to Include Behind Tab 4: Bidder’s Experience"** |
| Bidder’s Experience | 3.2.4  | 9 | 36 |
| **RFP Section 3.2.5 “Information to Include Behind Tab 5: Personnel”** |
| Personnel | 3.2.5  | 6 | 24 |
| **TOTAL POINTS** | **90** | **360** |

**Oral Presentations**

At the discretion of the Agency, the Bidder may be required to provide a presentation of the Bid Proposal on the date(s) provided in the RFP Procurement Timetable unless the Bidder is notified of a change prior to the presentation date(s). The order and schedule of the presentations is at the sole discretion of the Agency.

If presentations of Bid Proposals are requested, presentations may be limited to Bidders within a competitive range as determined at the sole discretion of the Agency. The competitive range comprises the most highly rated Proposals, and Bidders outside this range are removed from further consideration. The Agency reserves the right to create a short list/competitive range regardless of whether the Agency requests Bidder presentations.

Bidders will be given additional instructions on what to prepare, timing, and attendance information prior to the oral presentations. The presentation shall not materially change the information contained in the Bid Proposal. Oral presentations will be scored against the criteria in the table below.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight** | **Potential Maximum Points** |
| **Oral Presentations** |
| Overview of Bid Proposal | 3 | 12 |
| Response to Agenda Questions | 4 | 16 |
| Response to Additional Questions | 3 | 12 |
| **TOTAL POINTS** | **10** | **40** |

**Cost Proposal**

Cost Proposal pricing will be scored based on a ratio of the lowest Cost Proposal versus the cost of each higher priced Bid Proposal. The lowest Cost Proposal is defined as the Cost Proposal with the lowest proposed Total Bid Amount. Under this formula, the lowest Cost Proposal receives all of the points assigned to pricing. A Cost Proposal twice as expensive as the lowest Cost Proposal would earn half of the available points. The formula is:

*Weighted Cost Score = (price of lowest Cost Proposal/price of each higher priced Cost Proposal) X (points assigned to pricing)*

|  |  |  |
| --- | --- | --- |
| **Criteria** | **RFP Section** | **Potential Maximum Points** |
| Cost Proposal | 3.3 | 100 |
| **TOTAL POINTS** | **100** |

**Scoring Methodology**

During the evaluation process, the written technical proposal responses and oral presentations (if held) will be scored against each of the scoring criteria on a scale ranging from 0-4. Scores will be assigned based on the sole judgement of the evaluation committee, as follows:

|  |  |
| --- | --- |
| 4 | Bidder has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Bidder’s proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the Agency. |
| 3 | Bidder has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the Agency. |
| 2 | Bidder has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the Agency. |
| 1 | Bidder has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the Agency will be met. |
| 0 | Bidder has not addressed any of the requirements or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the Agency’s needs would be met. |

When written technical proposal responses and oral presentations (if held) are evaluated, the total points for each component are comprised of the component’s assigned weight multiplied by the score the component earns. All sections are scored on a scale of 0 to 4, with a 4 receiving the full amount (100%) of potential maximum points, a 3 receiving 75% of the potential maximum points, a 2 receiving 50% of the potential maximum points, a 1 receiving 25% of the potential maximum points, and a 0 receiving no points. Points for all components will be added together. The evaluation components, including maximum points that may be awarded, are listed above. For example, if a criterion has a weight of 15, it therefore has 60 potential maximum points. In this case, a score of 3 would lead to a weighted score of 45.

The cost proposal is evaluated separately based on the scoring formula provided above and in RFP Section 4.3.

The weighted score across all criteria will be summed to arrive at a total score, first for the written technical proposal responses, secondly for oral presentations (if held), and lastly for the cost proposal. The combined, weighted scores for the written technical proposal, the oral presentation (if held), and the cost proposal will be considered the total score for that Bidder.