

# Individual Score Worksheet

710-19-1043 Child Care Resource and Referral (Child Care Aware)

Prospective Contractor Name: White River Planning & Development District  
Child Care Aware of Northcentral Arkansas

## Key for Assignment of Points:

0 = Unacceptable 1 = Poor 2 = Marginal 3 = Acceptable 4 = Good 5 = Excellent

Criteria		Points Awarded	This column can be used for recording reasons for assigning a score.
<b>E.1 Executive Summary/Description of Project</b>			
A.	How well does the respondent summarize the full proposals? Is it clear?	4	
B.	Are there clear objectives or indicators of success?	3	
C.	How clearly does the respondent identify plans for meeting the objective and method to measure success?	3	
Total Points for E.1			

<b>E.2 Technical Approach to Scope of Work/Viable Implementation Plan</b>			
A.	How well does the proposal indicate how the requirements will be met?	4	
B.	Is there a specific, attainable plan that addresses how the respondent will provide trainings and technical assistance that includes clear objectives and goals for each of the following:		
	1. parents and families	3	
	2. family engagement	3	
	3. business management and on-site consultation	3	
	4. emergency preparedness	5 4	
	5. physical and mental health	5 4	
C.	Are the early care and education core competencies, target audience, training length, and PDR level identified?	5	
D.	Is there a clear method for evaluating training and services?	3	
E.	Are there a minimum of three (3) partnership agreements included that outline responsibilities?	5 4	
F.	Is there a specific, attainable plan that addresses how the respondent will promote and support infant/toddler quality?	4	
G.	Is the implementation plan for delivery included?	4	
Total Points for E.2			

<b>E.3 Project Organization, Staffing and Experience</b>			
A.	Does the proposal have an overall organizational chart and a project-specific organization chart showing proposed staff by job title and lines of supervision that are sufficient to meet objectives?	5	

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B	Are all staff identified as well as staff proposed to meet the requirements of the RFP?	5	
C	Are the backgrounds and experience listed for key staff indicating an ability to successfully perform the work?	5	
D	Does the proposal indicate that trainers be verified in the PDR system?	4	
E	Are agency locations with business hours identified? Are the hours listed sufficient to meet the needs of the project?	5	
F	Does the respondent show a clear understanding of the requirement and needs of the contract?	4	
G	Does the respondent give background information of ownership (whether public, partnership, subsidiary or specified other) and date of establishment?	5	
H	Are three (3) letters of recommendation included?	5	
Total Points for E.3			

<b>E.4 Management Plan/Financial Disclosure</b>			
A.	Is there a clear ability to manage and control projects activities, report progress and coordinate with DHS?	4	
B.	Is there a reliable method for collecting, tracking, and reporting data that is relevant to the project and DCCECE requests?	5	
C.	Does the respondent show complete financial disclosure with the ability to carry out the project?	5	
D.	Does the respondent have diverse sources of funding?	3	
E.	Did respondent include a line item budget and budget justification?	5	
F.	Are the respondent's financial statements and most recent audit enclosed or available electronically?	5	
Total Points for E.4			

Signature: Rebecca Mitch

Printed Name: Rebecca Mitchener

Date: 5/7/19

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Criteria		Points Awarded	This column can be used for recording reasons for assigning a score.
<b>E.1 Executive Summary/Description of Project</b>			
A.	How well does the respondent summarize the full proposals? Is it clear?	3	
B.	Are there clear objectives or indicators of success?	3	
C.	How clearly does the respondent identify plans for meeting the objective and method to measure success?	3	
Total Points for E.1			

<b>E.2 Technical Approach to Scope of Work/Viable Implementation Plan</b>			
A.	How well does the proposal indicate how the requirements will be met?	3	
B.	Is there a specific, attainable plan that addresses how the respondent will provide trainings and technical assistance that includes clear objectives and goals for each of the following:		
	1. parents and families	3	
	2. family engagement	3	
	3. business management and on-site consultation	3	
	4. emergency preparedness	4	
	5. physical and mental health	4	
C.	Are the early care and education core competencies, target audience, training length, and PDR level identified?	4	
D.	Is there a clear method for evaluating training and services?	4	
E.	Are there a minimum of three (3) partnership agreements included that outline responsibilities?	3	
F.	Is there a specific, attainable plan that addresses how the respondent will promote and support infant/toddler quality?	3	
G.	Is the implementation plan for delivery included?	3	
Total Points for E.2			

<b>E.3 Project Organization, Staffing and Experience</b>			
A.	Does the proposal have an overall organizational chart and a project-specific organization chart showing proposed staff by job title and lines of supervision that are sufficient to meet objectives?	4	

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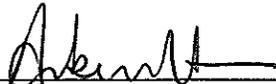
Prospective Contractor Name: White River Planning & Development District  
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B	Are all staff identified as well as staff proposed to meet the requirements of the RFP?	3	
C	Are the backgrounds and experience listed for key staff indicating an ability to successfully perform the work?	35	
D	Does the proposal indicate that trainers be verified in the PDR system?	35	
E	Are agency locations with business hours identified? Are the hours listed sufficient to meet the needs of the project?	35	
F	Does the respondent show a clear understanding of the requirement and needs of the contract?	4	
G	Does the respondent give background information of ownership (whether public, partnership, subsidiary or specified other) and date of establishment?	34	
H	Are three (3) letters of recommendation included?	4	
Total Points for E.3			

E.4 Management Plan/Financial Disclosure			
A.	Is there a clear ability to manage and control projects activities, report progress and coordinate with DHS?	4	
B.	Is there a reliable method for collecting, tracking, and reporting data that is relevant to the project and DCCECE requests?	4	
C.	Does the respondent show complete financial disclosure with the ability to carry out the project?	4	
D.	Does the respondent have diverse sources of funding?	4	
E.	Did respondent include a line item budget and budget justification?	4	
F.	Are the respondent's financial statements and most recent audit enclosed or available electronically?	4	
Total Points for E.4			

Signature: 

Printed Name: Amber Harris

Date: 5/7/19

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Criteria		Points Awarded	This column can be used for recording reasons for assigning a score.
<b>E.1</b>	<b>Executive Summary/Description of Project</b>		
A.	How well does the respondent summarize the full proposals? Is it clear?	3	
B.	Are there clear objectives or indicators of success?	3	
C.	How clearly does the respondent identify plans for meeting the objective and method to measure success?	3	
Total Points for E.1			

<b>E.2</b>	<b>Technical Approach to Scope of Work/Viable Implementation Plan</b>		
A.	How well does the proposal indicate how the requirements will be met?	23	
B.	Is there a specific, attainable plan that addresses how the respondent will provide trainings and technical assistance that includes clear objectives and goals for each of the following:		
	1. parents and families	3	
	2. family engagement	4	
	3. business management and on-site consultation	3	
	4. emergency preparedness	23	
	5. physical and mental health	3	
C.	Are the early care and education core competencies, target audience, training length, and PDR level identified?	4	
D.	Is there a clear method for evaluating training and services?	4	
E.	Are there a minimum of three (3) partnership agreements included that outline responsibilities?	4	
F.	Is there a specific, attainable plan that addresses how the respondent will promote and support infant/toddler quality?	3	
G.	Is the implementation plan for delivery included?	3	
Total Points for E.2			

<b>E.3</b>	<b>Project Organization, Staffing and Experience</b>		
A.	Does the proposal have an overall organizational chart and a project-specific organization chart showing proposed staff by job title and lines of supervision that are sufficient to meet objectives?	4	

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B	Are all staff identified as well as staff proposed to meet the requirements of the RFP?	5	
C	Are the backgrounds and experience listed for key staff indicating an ability to successfully perform the work?	5	
D	Does the proposal indicate that trainers be verified in the PDR system?	<del>3</del> 4	
E	Are agency locations with business hours identified? Are the hours listed sufficient to meet the needs of the project?	5	
F	Does the respondent show a clear understanding of the requirement and needs of the contract?	4	
G	Does the respondent give background information of ownership (whether public, partnership, subsidiary or specified other) and date of establishment?	4	
H	Are three (3) letters of recommendation included?	5	
Total Points for E.3			

<b>E.4 Management Plan/Financial Disclosure</b>			
A.	Is there a clear ability to manage and control projects activities, report progress and coordinate with DHS?	4	
B.	Is there a reliable method for collecting, tracking, and reporting data that is relevant to the project and DCCECE requests?	<del>3</del> 4	
C.	Does the respondent show complete financial disclosure with the ability to carry out the project?	4	
D.	Does the respondent have diverse sources of funding?	3	
E.	Did respondent include a line item budget and budget justification?	4	
F.	Are the respondent's financial statements and most recent audit enclosed or available electronically?	4	
Total Points for E.4			

Signature: 

Printed Name: Sheree Fagan

Date: 5/7/19