

## Appendix B: Evaluation and Scoring (Scoring Rubric)

### A. Evaluation:

Each timely proposal determined to meet all minimum requirements will be evaluated by three (3) Reviewers. If one Reviewer determines he/she has a conflict of interest with a Respondent, that proposal will be reviewed by an alternate reviewer. If two Reviewers (which may include the alternate reviewer) determine they have conflicts with a Respondent, that Proposal will be disqualified. **The total score for each Proposal will be determined by summing the individual scores submitted by each Reviewer.**

In the event of a tie score, both Respondents will have an equal rank. If Respondents have tie scores in first place, ELC will follow the guidelines outlined in the RFP in **Section IX. F. (Tied Offers/Bids).**

### B. Scoring Rubric

All Reviewers will use the same criteria and eligible points for each section using the following Scoring Rubric.

Respondent #:	Respondent Response Criteria	Reviewer #:	
Evaluation Criteria		Eligible Points	Reviewer Assigned Points
<b>Fatal Errors:</b>			
<b>Proposal Due Date/Time</b>	Respondent submits application after the posted due date <u>and</u> time per the date and timestamp applied via the JotForm application template.	N/A	N/A
<b>Cone of Silence</b>	Respondent violates the Cone of Silence by attempting to call or personally contact any of the parties identified in <b>Section VIII A.</b>	N/A	N/A
<b>Vendor Information and Trainer or Facilitator Information</b>  (Section I and Section II)	Respondent does not complete <b>Section I</b> and <b>Section II</b>	0	N/A
<b>Proposal Evaluation:</b>			
Training/Presentation Topic and Title  (Section III)	<ul style="list-style-type: none"> <li>The Title clearly describes the Training or Facilitating the Respondent proposes for the selected Training Topic/Category</li> </ul>	0 – 5	
Trainer Presentation Summary or Facilitator Approach  (Section IV)	Respondent clearly communicates: <ul style="list-style-type: none"> <li>How the training or facilitating will be interactive.</li> <li>How the training or facilitating approach will support the professional development of child care leaders, during their 2-hour training session.</li> </ul>	0 – 15	
Trainer or Facilitation Goals  (Section V)	<u>Respondent clearly describes:</u> <ul style="list-style-type: none"> <li>Training or Facilitation goals.</li> <li>Articulating a clear vision for their child care center that will assist childcare leaders in:               <ol style="list-style-type: none"> <li>1. Balancing their various roles</li> </ol> </li> </ul>	0 – 20	

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Respondent #:	Respondent Response Criteria	Reviewer #:	
Evaluation Criteria		Eligible Points	Reviewer Assigned Points
	<p align="center">2. Making more intentional and strategic decisions</p> <p><u>Trainer Evaluation Criteria</u> The training selected for their Topic/Category will help participants attain skills outlined in the Scope of Work (Appendix A)</p> <p>For example, if the Trainer selects "Budgeting" as a Category, then the Evaluator will use the first criteria to evaluate their proposal.</p> <ol style="list-style-type: none"> <li>1. Evaluate expenses to draft fiscally appropriate budgets (Budgeting)</li> <li>2. Understand basic human resource practices and employment laws (Human Resource Practices/Law)</li> <li>3. Analyze and train staff regarding behaviors/professionalism (Coaching and Mentoring)</li> <li>4. Generate consistent communication strategies, including family communications (Public Relations)</li> <li>5. Create an optimal learning environment for teacher meetings and training (Culture)</li> </ol> <p><u>Facilitator Evaluation Criteria:</u></p> <ol style="list-style-type: none"> <li>1. Respondent describes how they will keep the Master Series on track while emphasizing the goals and objectives of the training.</li> <li>2. Respondent describes how they will seek feedback, and reflection from participants, and drive home the key points after each training session to ensure they understand them and remain engaged.</li> <li>3. Respondent describes an icebreaker activity</li> </ol>		
Target Audience Engagement	<ul style="list-style-type: none"> <li>• Respondent describes at least 2 interactive strategies that will:</li> </ul>	0 – 15	

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Respondent #: Evaluation Criteria	Respondent Response Criteria	Reviewer #:	
		Eligible Points	Reviewer Assigned Points
<b>(Section VI)</b>	<ol style="list-style-type: none"> <li>1. Maintain the interest of seminar attendees</li> <li>2. Engage active participation of Seminar attendees</li> </ol>		
Technical Assistance Follow-Up Training <b>(Section VII)</b>	<ul style="list-style-type: none"> <li>• Reviewers will enter “N/A” for <b>Section VII</b> for Facilitator Proposals for the evaluator assigned points</li> <li>• Respondent thoroughly explains what their one-on-one technical assistance entails</li> </ul>	0 – 30	
Trainer Fee for selected Topic or Facilitator Quote <b>(Section VIII)</b>	<p><u>Facilitator Proposals:</u></p> <ul style="list-style-type: none"> <li>• Respondent completes the Facilitator Fee Table in <b>Section VIII</b> (first table).</li> <li>• Facilitators do not need to submit hourly Technical Assistant Quotes (second table)</li> <li>• Respondent provides competitive Quote for their Facilitation services (not to exceed \$7,500.00)</li> <li>• Quote does not exceed the maximum budget stated on the budget forms</li> </ul> <p><u>Trainer Proposals:</u></p> <ul style="list-style-type: none"> <li>• Respondent completes the Trainer Fee Table in <b>Section VIII</b> (first table).</li> <li>• Trainer completes the hourly Technical Assistance Quote Table (second table)</li> <li>• Respondent provides competitive Quote for their 2-Hour Training Session (not to exceed \$5,000.00)</li> <li>• Quoted rate will provide up to 50 participants a maximum of 2 hours of Technical Assistance each (not to exceed \$10,000.00)</li> <li>• Quote does not exceed the maximum budget stated on both budget forms</li> </ul>	0 – 15	
Education, credentials, and experience as a trainer and subject matter expert (SME) or as a facilitator <b>(Section VIII)</b>	<ul style="list-style-type: none"> <li>• Respondent summary includes an overview of the Technical Training and Technical Assistance Consulting or Facilitation Services they provided during the 2 most recent years</li> <li>• Respondent includes of their education and credentials</li> <li>• Respondent lists at least three references with their business/organization names, phone numbers, e-mails and the services they provide for them and the dates</li> </ul>	0 – 10	

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	<p>they conducted training or facilitating for them.</p> <ul style="list-style-type: none"> <li>The uploaded videos or links demonstrate effective training or facilitating skills</li> </ul>		
<b>Total Points</b>		<b>0 – 110</b>	