

TECHNICAL EVALUATION CRITERIA PHASE I – PRE-EVALUATION REVIEW – ATTACHMENT CHECKLIST

The CDE will review the contents of the Attachment Checklist for the presence of all correctly completed required forms/attachments. Bidders will be rated on the basis of Pass/Fail. Proposals that do not provide all of the forms/attachments, correctly completed as required by the RFP, may be deemed as non-responsive which may result in the elimination of the bidder's Proposal from further consideration. For a proposal to be considered the Intent to Submit a Proposal must have been received by the CDE at the time, day, and date specified in the RFP Section 2.3, refer to RFP Section 2.5 Intent to Submit a Proposal.

TECHNICAL PROPOSAL

1. Technical Proposal as stated in this RFP.
2. Bidder Certification Sheet (Attachment 1). See RFP Section 3.2.1.
3. Technical Proposal Staffing Labor Hours Worksheets (Attachment 2). See RFP Section 3.2.2.
4. Contractor Certification Clauses (Attachment 4). See RFP Section 3.2.3. The CCC 04/2017 can be accessed at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
5. Federal Certifications (Attachment 5). See RFP Section 3.2.4.
6. Darfur Contracting Act Certification (Attachment 6 or 6a). See RFP Section 3.2.5.
7. California Civil Rights Laws Certification (Attachment 7). See RFP Section 3.2.6.
8. Bidder References (Attachment 8). See RFP Section 3.2.7.
9. Bidder Declaration (GSPD-05-105), if applicable. See RFP Section 3.2.8. The GSPD-05-105 can be accessed at: <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>. GSPD-05-105 must identify all proposed subcontractors.
10. Signed Commitment Letter(s) from each subcontractor. See RFP Section 3.2.9.
11. Payee Data Record (STD. 204). See RFP Section 3.2.10. STD. 204 can be accessed at: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.
 - Payee Data Record Supplement (STD. 205), included if applicable. STD. 205 can be access at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>.

12. Copy of the bidding firm's most current Certificate of Good Standing issued by the California Secretary of State or a separate paragraph that clearly states the bidder's legal status and evidence that the bidder is legally constituted and qualified to do business with the State of California. See RFP Section 3.2.11.
13. Attachment Checklist (Attachment 10). See RFP Section 3.2.12.
14. DVBE Program Requirements. See RFP Section 3.2.14 and Attachment 3. Minimum 3% DVBE commitment has been met. Following documents must be included:
 - Bidder Declaration Form (GSPD-05-105). The GDPD-05-105 can be accessed at: <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>.
 - DVBE Subcontractor Commitment Letter(s).
 - DVBE Certification printed from Cal eProcure, for each DVBE contractor/subcontractor, if applicable. Cal eProcure can be accessed at: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>.
 - DVBE Declaration (STD. 843). The STD. 843 must be completed for each DVBE contractor/subcontractor. The STD. 843 form can be accessed at: https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd_843.pdf.

COST PROPOSAL

1. Cost Proposal (refer to RFP Section 3.3) is packaged, sealed, and submitted separately from the Technical Proposal (refer to RFP Section 3).

NOTE: All parts of the Cost Proposal MUST be packaged and submitted separately from the Technical Proposal package. No Cost information of any kind is allowed in the Technical Proposal/Technical Proposal package. Cost information included in any section or in any required attachment to the Technical proposal may result in disqualification and removal of the proposal from further review at the sole discretion of the CDE.

OPTIONAL FORMS/ATTACHMENTS

Submitting any of the following form(s) is optional. Not submitting the following form(s) only signifies that the bidder has not opted for the pertinent Preference Program (See RFP Section 3.2.15) listed and the bidder will not be deemed as being non-responsive for not providing any of the following optional forms/attachments.

The bidder has opted for the following Incentive or Preference Program(s) and has submitted the required forms/ attachments:

1. Small Business (SB) Preference Sheet (Attachment 9). See Attachment 9 and RFP Section 3.2.15, if applying for the preference.
2. DVBE Incentive Option. See Attachment 3 and RFP Section 3.2.15, if applying for the preference.

3. Target Area Contract Preference Act (TACPA) Preference. See Section 3.2.15, if applying for the preference. STD. 830 can be accessed at:
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>.

RESULTS OF PHASE I – PRE-EVALUATION REVIEW – ATTACHMENT CHECKLIST

Bidders will be scored on the basis of Pass/Fail. To pass to Phase II all of the following questions must be scored as Pass. A Fail score will eliminate the bidder's Proposal from further consideration. Proposals that do not provide all of the forms/attachments, correctly completed as required by the RFP, may be deemed as non-responsive which may result in the elimination of the bidder's Proposal from further consideration.

1. Intent to Submit a Proposal (Attachment 11) was received by the time, day, and date specified in the RFP Section 2.3, in accordance with RFP Section 2.5.

PASS OR FAIL

2. Technical Proposal includes all required forms/attachments completed as required by RFP Section 3 and Attachment Checklist (Attachment 10) .

PASS OR FAIL

- If FAIL is selected, which applies:
 - The required forms/attachments not checked in checklist above were not provided by the bidder as required by RFP Section 3 and Attachment Checklist (Attachment 10) and as a result the bidder's Proposal has been eliminated from further consideration.
 - The required forms/attachments not checked in checklist above were not correctly completed by the bidder as required by RFP Section 3 and the Attachment Checklist (Attachment 10) and as a result the bidder's Proposal has been eliminated from further consideration.

3. No Cost information of any kind is included in the Technical Proposal or any part of the Technical Proposal package.

PASS OR FAIL

- If FAIL is selected, cost information was included in the Technical Proposal or Technical Proposal package and as a result the bidder's Proposal has been eliminated from further consideration.

PHASE II – TECHNICAL PROPOSAL EVALUATION

An evaluation panel will convene to evaluate the proposals using a consensus process. A minimum of 360 out of 450 is required for a proposal to advance to Public Opening of the Cost Proposal.

RFP Section 7. Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtasks 1.1 – 1.7 before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Plan and conduct the Orientation Meeting as described in Task 1.1?
2. Comply with Annual Management Meetings as described in Task 1.2?
3. Plan and conduct Monthly Management Meetings as described in Task 1.3?
4. Plan and conduct the California program Evaluation Team as described in Task 1.4?
5. Plan to provide meeting minutes and records for each meeting as described in Task 1.5?
6. Meet the CDE Approval Schedule Requirements as specified in Task 1.6?
7. Plan to coordinate with CDE Contractors as described in Task 1.7?

Task 1, Subtasks 1.1 – 1.7 Consensus score: <Your Score> out of 20 points possible

RFP Section 3.1. Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtasks 1.1 – 1.7 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtasks 1.1 – 1.7?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtasks 1.1 – 1.7?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtasks 1.1 – 1.7?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtasks 1.1 – 1.7?

Section 3.1, Task 1, Subtasks 1.1 – 1.7 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtask 1.8

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 1.8 before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Include a transition of contracts as specified in Task 1.8?

Task 1, Subtask 1.8 Consensus score: <Your Score> out of 20 points possible

RFP Section 3.1. Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtask 1.8

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 1.8 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtasks 1.8?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtasks 1.8?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtasks 1.8?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtasks 1.8?

Section 3.1, Task 1, Subtasks 1.8 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 2 – Reports, Invoices, and Data File Requirements

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 2 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Include and meet the specifications of the Monthly Written Progress Reports as described in Task 2.1?

2. Meets the specifications of the Annual Summary Project Reports (Annual Summary Project Report, OCTAE Reports, Narrative Report, California Adult Education California Annual Performance Report, End of Year Progress Report and Technical Assistance Reports) as described in Task 2.2?
3. Include and meet the data file and reporting specifications as described in Task 2.3?

Task 2 Consensus score: <Your Score> out of 30 points possible

RFP Section 3.1. Technical Proposal Requirements, Task 2 – Reports, Invoices, and Data File Requirements

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in Task 2 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 2?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 2?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 2?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 2?

Section 3.1, Task 2 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 3 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Provide a detailed narrative schedule and timeline that demonstrates the successful and timely completion of all tasks/subtasks outlined in the RFP, as described in Task 3.1?

Task 3 Consensus score: <Your Score> out of 20 points possible

RFP Section 3.1. Technical Proposal Requirements, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in Task 3 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 3?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 3?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 3?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 3?

Section 3.1, Task 3 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 4 – Student Assessments

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 4 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Describe the general approach and specific plans for providing appropriate NRS approved summative assessment instruments and support materials to all local programs for all levels of ABE, ASE, ELA, ELCE, IELCE, as specified in Task 4?
2. Describe the plans for providing summative assessment instruments and support materials for each of the areas under ELA, ELCE, and IELCE, including the Civic objectives and additional assessment plan topics (Government and History, Oral citizenship interview, and Civic participation), as specified in Task 4?
3. Describe the process that will be used to provide assessment instruments in multiple formats and to minimize excessive ordering of assessment materials by local agencies as specified in Task 4?
4. Describe its plan for security protocols, such as tracking of shipped or electronic test materials, and the process for the secure destruction of unused paper and pencil-based test materials as specified in Task 4?
5. Describe plans for providing timely (within 24 hours) technical training and support to California AEFLA funded agencies as specified in Task 4?

Task 4 Consensus score: <Your Score> out of 30 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 4 – Student Assessments

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in Task 4 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 4?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 4?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 4?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 4?

Section 3.1, Task 4 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 5 – Data System and Management of Information Systems Subtask 5.1 – 5.11

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 5 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Provide access to an existing data system for the CDE to interact with existing adult school attendance systems that conforms to national requirements, as specified in Task 5?
2. Describe a process data collecting student level records that are aggregated by class, teacher, instructional program, site, local agency, region, and the state. The response must describe a process for capturing all data fields, as specified in Task 5?
3. Describe a process for maintaining the privacy and confidentiality of individual student data and results, including encryption at rest and during transit with a FIPS 140-2 validation solution, as specified in Task 5?
4. Describe a process to collect quarterly and annual data submissions from local agencies and report to the the CDE, as specified in Task 5?
5. Provide access to an online attendance system and student portal to track registration and progress for students and teachers to track progress and enrollment as specified in Task 5?
6. Describe a process to apprise the CDE on the status of each local agencies's data submission and quality, on a schedules set by the CDE as specified in Task 5?

7. Describe how the successful bidder will perform a data match with the CDE to verify High School Equivalency for students passing the official GED® and Hi-SET® test outcomes of adult students with the data collected from the agencies , as specified in Task 5?
8. Describe how the successful bidder will perform a data match perform a data match with the state Unemployment Insurance agency to collects employment and earnings outcomes of adult students that have not volunteered a social security number, as specified in Task 5?
9. Describe how the successful bidder will perform a data match perform a data match with the California Community College Chancellors Office (CCCCO) to collect student transitions to post-secondary education and training, as specified in Task 5?
10. Develop an annual process to evaluate implementation of the Section 243 Integrated English Literacy and Civic Education Program, as specified in Task 5?
11. Develop a Section 243 Integrated English Literacy and Civic Education Program Plan that is due from all grantees April 30 each year, as specified in Task 5?

Task 5, Subtasks 5.1 – 5.11 Consensus score: <Your Score> out of 30 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems Subtask 5.1 – 5.11

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in Task 5 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 5?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 5?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 5?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 5?

Section 3.1, Task 5, Subtasks 5.1 – 5.11 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 5 – Data System and Management of Information Systems Subtask 5.12 – 5.21

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 5 including subtasks before assigning the consensus score.

1. Provide outcome data for a pay-for-performance data system required by CDE and its flexibility to accommodate changes, as specified in Task 5?
2. Its ability to deliver student level records that must be aggregated by class, teacher, instructional program, site local agency, region, and the state in an electronic spreadsheet for the most recent Program Year ending June 30, and submit it to the CDE by August 15 of each calendar year.
3. Describe a process to deliver required data files to CDE and periodic ad hoc reports as specified, as specified in Task 5?
4. Describe its ability to administer an employment and earnings follow-up survey for students that do not volunteer as social securing number and thus, cannot be matched with the state employment and wages files, as specified in Task 5?
5. Its ability to implement and develop WIOA, Title II: AEFLA Program Implementation Survey that must be completed by grantees April 30 on an annual basis, as specified in Task 5?
6. Describe its ability to develop and implement processes for conduct remote testing, as described in Task 5?
7. Its ability to represent the CDE in performance of miscellaneous state data sharing activities with other state agencies pursuant to written data sharing agreements and in compliance with all applicable laws, as specified in Task 5?
8. Meet data delivery requirements to the CDE, as specified in Task 5?
9. Create a user-friendly accessible test administration manual to guide local agencies in using the data and data systems. In addition, provide instruction in multiple modalities (such as, in person, webinars, self-paced online sessions, etc.) for agencies on effective usage of the data collection system. And finally, describe a process to provide individual technical support to local agencies that encounter problems in using the data system, as specified in Task 5?
10. Detail how the successful bidder will provide WIOA, Title II: AEFLA work force preparation assessment instruments, as specified in Task 5?

Task 5, Subtasks 5.12 – 5.21 Consensus score: <Your Score> out of 30 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems Subtask 5.12 – 5.21

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in Task 5 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 5?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 5?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 5?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 5?

Section 3.1, Task 5, Subtasks 5.12 – 5.21 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option) Access to Data Collection and Assessment Services for all CAEP Members, Subtask 6.1

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 6.1 before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Detail a process of how the successful bidder will work with all CAEP members to maintain local data collection and assessments, as specified in subtask 6.1?
2. Collect, process quarterly and end-of-year student level data, and follow-up with all consortia members to solve issues related to data collection, data access and reporting, as specified in subtask 6.1?
3. Review CAEP member district-level data by performing data validation checks. The successful bidder must describe and detail the process to provide agencies with regular reports on member and consortia level data, compliance with data submission guidelines, adherence to policy decisions on students and programs, and a summary report that identifies the completeness and accuracy of the data, as specified in subtask 6.1?
4. Design and develop statewide CAEP member, district, and consortia level reports similar to NRS tables. Reports must include dashboard tools for CAEP managers to track enrollment, literacy outcomes, employment and earnings outcomes, Immigrant Integration EL Civics outcomes, and credential outcomes, as specified in subtask 6.1?

5. Develop reports that distinguish CAEP Participants from Adults Served to help agencies meet goals identified in the CAEP three-year plan, as specified in subtask 6.1?

Task 6, Subtask 6.1 Consensus score : <Your Score> out of 20 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.1

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 6.1 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtask 6.1 ?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtask 6.1 ?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtask 6.1 ?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtask 6.1 ?

Section 3.1, Task 6, Subtask 6.1 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.2

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 6.2 before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Has an existing data system that interacts with local school attendance systems to collect statewide consortia, member, and individual student level data. The database must allow the State CAEP Office the ability to disaggregate and aggregate data, as specified in subtask 6.2?
2. Coordinate and collaborate with the State CAEP Office to produce qualitative and quantitative data for inclusion in mandatory annual reports to the California Legislature, as specified in subtask 6.2?
3. Follow-up with all agencies and consortia members regarding year end data collection, data access and reporting, as specified in subtask 6.2?
4. Provide a quarterly report to the State CAEP Office regarding agencies who have not submitted and or not complied with all reporting requirements, as specified in subtask 6.2?

5. Provide the State CAEP Office access to quarterly CAEP data, and produce aggregated ad-hoc reports or tables as needed, as specified in subtask 6.2?
6. Update data elements and student and program outcomes as approved by the State CAEP Office, as specified in subtask 6.2?
7. Detail the successful bidder's process to provide access to the existing data system for all CAEP members, as specified in subtask 6.2.
8. Aggregate the statewide data and finalize the annual student data for the State CAEP Office. This entails describing and detailing the process to provide data analyses and reporting of statewide data that are aligned with the WIOA reporting tables. In addition, conduct data analyses and reporting on CAEP for demographics, programs, and outcomes identified by the state level leadership that can be included in any official reports, as specified in subtask 6.2?
9. Describe and demonstrate in detail how the successful bidder will provide data files formatted for data matching with the CCCCO data files and data match with the EDD file, as specified in subtask 6.2?
10. Provide statewide export files for inclusion in the CCCCO LaunchBoard Project after the quarterly and end-of-year data submission. The successful bidder must acknowledge that it will collaborate and coordinate with the CCCCO LaunchBoard Project to update export files, provide technical assistance and review accuracy of published data, as specified in subtask 6.2?
11. Coordinate with third-party vendors on data exchange, and export files with other State CAEP Office contractors and stakeholders, as specified in subtask 6.2?
12. The Technical Proposal must describe in detail how the successful bidder will work with all CAEP members to secure the data collection and maintenance processes, as specified in subtask 6.2?

Task 6, Subtask 6.2 Consensus score : <Your Score> out of 20 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.2

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 6.2 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtask 6.2?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtask 6.2?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtask 6.2?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtask 6.2?

Section 3.1, Task 6, Subtask 6.2 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.3

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 6.3 before assigning the consensus score

1. detail a comprehensive plan to provide, on an annual basis, up to 10 hybrid (allowing for online and in person access) trainings and up to 24 webinars at the request of the State CAEP Office. The trainings may consist of face-to-face or online at statewide CAEP meetings, regional CAEP consortium meetings, and regional CAEP network meetings planned by the State CAEP Office, as specified in subtask 6.3?
2. Provide on an annual basis training and support for the Annual Statewide Adult Education Summit, as specified in subtask 6.3?
3. Provide training support materials, manuals, online platforms, and reports as appropriate for all CAEP members, as specified in subtask 6.3?
4. Provide the State CAEP Office with monthly progress report on all trainings, technical support activities, and workshop feedback by the 15th day of the subsequent month for the duration of the contract from, as specified in subtask 6.3?
5. Maintain records of all training registrations, technical support communication log, and financial information to submit to the State CAEP Office by the 15th day of each month, as specified in subtask 6.3?

Task 6, Subtask 6.3 Consensus score : <Your Score> out of 20 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.3

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 6.3 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtask 6.3?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtask 6.3?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities,

resources, equipment, technical capacity, and experience to perform the work required by subtask 6.3?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtask 6.3?

Section 3.1, Task 6, Subtask 6.3 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.4

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 6.4 before assigning the consensus score

1. Administer an employment and earnings survey to track employment status (employed or not employed) and monthly income (earning per month), as specified in subtask 6.4?
2. Train all CAEP programs on the process to administer employment and earnings survey, as specified in subtask 6.4?
3. Coordinate with the State CAEP Office to track and report quarterly employment and earnings survey results, as specified in subtask 6.4?

Task 6, Subtask 6.4 Consensus score : <Your Score> out of 20 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.4

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 6.4 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtask 6.4 ?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtask 6.4 ?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtask 6.4 ?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtask 6.4 ?

Section 3.1, Task 6, Subtask 6.4 Consensus score: <Your Score> out of 10 points possible

RFP Section 7. Scope of Project, Task 6 – Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.5

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in subtask 6.5 before assigning the consensus score.

1. Provide EL Civics Education assessment instruments, member contacts, and account access management, as specified in subtask 6.5?
2. Provide EL Civics Immigrant Integration additional alternative assessment instruments for all CAEP members, as specified in subtask 6.5?
3. Report on a quarterly and annually basis on Immigrant Integration Indicators outcomes, as specified in subtask 6.5?
4. Report data related to Immigrant Integration EL Civics additional assessments and outcomes to CAEP members. Includes the processing and tracking of individual member additional alternative assessment plans, as specified in subtask 6.5?

Task 6, Subtask 6.5 Consensus score : <Your Score> out of 20 points possible

RFP Section 3.1 Technical Proposal Requirements, Task 6 Data, Accountability, and Assessment for CAEP (State Funded Option), Subtask 6.5

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1 in relation to the services described in subtask 6.5 of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform subtask 6.5?
2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform subtask 6.5?
3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by subtask 6.5?
4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for subtask 6.5?

Section 3.1, Task 6, Subtask 6.5 Consensus score: <Your Score> out of 10 points possible

RFP Section 3.1. Technical Proposal Requirements, 3.1.3 Organization Structure and Personnel Resources

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the requirements contained in Section 3.1.3 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the specifications of the Technical Proposal Requirements, 3.1.3 Organization Structure and Personnel Resources as specified in Section 3.1.3?
2. Identify, describe and demonstrate that the assigned Project Manager meets or exceeds the requirements as specified in Section 3.1.3?
3. Identify, describe and demonstrate that the assigned Fiscal Manager meets or exceeds the requirements as specified in Section 3.1.3?
4. Identify by name and position title all Key Personnel as required in RFP Section 3.1.3?
5. Describe and demonstrate how the Key Personnel meet or exceed the requirements as specified in Section 3.1.3?
6. Specify that the bidder will comply with the Changes to Key Personnel requirements as specified in Section 3.1.3?
7. Provide resumes for the Project Manager, Fiscal Manager, and all Key Personnel as specified in Section 3.1.3?
8. Address the Subcontractor requirements required in Section 3.1.3?
9. Describe and demonstrate that the proposed Key Personnel and Subcontractors possess the qualifications and experience to perform the work required by this project?
10. Provide an organization chart as required in Section 3.1.3?
11. Provide for allocation of sufficient labor hours per position per task and per fiscal year as required in Section 3.1.3?
12. Demonstrate a clear connection between proposed activities, by task/subtask, and labor hours?

Section 3.1.3 Consensus score: <Your Score> out of 20 points possible

RFP Section 3.1.4 Capacity

When evaluating the bidder's proposal for this section, please consider carefully the following guiding questions and the requirements contained in RFP Section 3.1.4 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the requirements of the Technical Proposal Requirements, 3.1.4 Capacity as required in Section 3.1.4?

Section 3.1.4 Consensus score: <Your Score> out of 10 possible points

RFP Section 3.1 Technical Proposal Requirements, 3.1.5 Facilities and Resources, and 3.1.6 Bidder References

When evaluating the bidder's proposal for this section, please consider carefully the following guiding questions and the information requirements contained in RFP Section 3.1.5, and 3.1.6 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the specifications of the Technical Proposal Requirements, 3.1.5 Facilities and Resources, and 3.1.6 Bidder References as required in Section 3.1.5 and 3.1.6?

Section 3.1.5, and 3.1.6 Consensus score: <Your Score> out of 20 possible points

PHASE II – TECHNICAL PROPOSAL EVALUATION – TOTAL SCORESHEET

Bidder Name: <Enter Name of Bidder Here>

RFP Section/Task

- RFP Section 7 Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7,

20 possible points
Consensus Score: <Your Score>
- RFP Section 3.1 Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7,

10 possible points
Consensus Score: <Your Score>
- RFP Section 7 Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.8,

20 possible points
Consensus Score: <Your Score>
- RFP Section 3.1 Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.8,

10 possible points
Consensus Score: <Your Score>
- RFP Section 7 Scope of Project, Task 2 – Reports, Invoices, and Data File Requirements,

30 possible points
Consensus Score: <Your Score>
- RFP Section 3.1 Technical Proposal Requirements, Task 2 – Reports, Invoices, and Data File Requirements,

10 possible points
Consensus Score: <Your Score>
- RFP Section 7 Scope of Project, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables,

20 possible points
Consensus Score: <Your Score>
- RFP Section 3.1 Technical Proposal Requirements, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables,

10 possible points
Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 4 – Student Assessments,

30 possible points
Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 4 – Student Assessments,

10 possible points
Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 5 – Data System and Management of Information Systems, Subtask 5.1-5-11,

30 possible points
Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems, Subtask 5.1-5-11,

10 possible points
Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 5 – Data System and Management of Information Systems, Subtask 5.12-5.21,

30 possible points
Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems, Subtask 5.12-5.21,

10 possible points
Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.1,

20 possible points
Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.1,

10 possible points
Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.2,

20 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.2,

10 possible points

Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.3,

20 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.3,

10 possible points

Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.4,

20 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.4,

10 possible points

Consensus Score: <Your Score>

- RFP Section 7 Scope of Project, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.5,

20 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, Task 6 – Data, Accountability, and Assessment For CAEP (State Funded Option), Subtask 6.5,

10 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, 3.1.3 Organization Structure and Personnel Resources,

20 possible points

Consensus Score: <Your Score>

- RFP Section 3.1 Technical Proposal Requirements, 3.1.4 Capacity,
10 possible points
Consensus Score: <Your Score>
- RFP Section 3.1 Technical Proposal Requirements, 3.1.5 Facilities and Resources; 3.1.6. Bidder References,
20 possible points
Consensus Score: <Your Score>

Phase II Technical Proposal Evaluation Total Score: <Your Score> out of 550 possible points.

The total proposal score must be equal to or greater than 360 out of 450 possible points to continue to the Public Opening of the Cost Proposal.

PUBLIC OPENING OF THE COST PROPOSAL – COST PROPOSAL EVALUATION

A minimum of 360 of 450 points in Phase II, Technical Proposal Evaluation, is required for a bidder to advance to the Public Opening of the Cost Proposal. Each opened cost proposal will be evaluated according to the following criteria.

ADHERENCE TO COST PROPOSAL REQUIREMENTS

This step is rated on a YES or NO basis. Receipt of a NO on any of the following may result in elimination of the proposal from further consideration and review. CDE reserves the right, at its sole discretion, to overlook, correct, or require a bidder to remedy any obvious clerical or incidental mathematical errors on a proposal, if the correction does not result in an increase in the bidders' total price.

As specified in RFP Section 3.3, the Cost Proposal must contain or specify at a minimum the following:

Cost Proposal Requirements

- A. One clearly marked ORIGINAL Cost Proposal, three copies, and one electronic copy on a portable USB drive (must be separate from the Technical Proposal's electronic copy) submitted in a separate, sealed envelope or package and received by the date and time specified in the RFP Section 2.3 at the California Department of Education.

YES or NO

- B. The CDE Contracts Office has determined the Cost Proposal meets the criteria specified in RFP Section 3.3.

YES or NO

- C. Cost Proposal Cover Sheet: The Cover Sheet indicates the TOTAL amount for the overall contract without any cost breakdown.

YES or NO

- D. Summary of All Costs for Total Project: Includes a Summary of all Costs for Total Project for all fiscal years, including parts thereof, as specified in Section 3.3.

YES or NO

- E. Task and Subtask Detail for Contractor and for Each Subcontractor for Each Fiscal Year: Includes a Task and Subtask Detail for Contractor and for each Subcontractor for each fiscal year, or portion of fiscal year, as specified in Section 3.3.

YES or NO

- F. Task and Subtask Detail for Contractor and for Each Subcontractor for Each Fiscal Year: Must include detailed labor costs including hourly rates, number of labor hours for each job position title/name for each task and subtask. Costs are accurately computed for each task and subtask using the hourly rate and number of labor hours, and a total is included for each task and subtask.

YES or NO

- G. Task and Subtask Detail for Contractor and for Each Subcontractor for Each Fiscal Year: The number of labor hours for each job position title/name must correspond with the labor hours, job position title/name contained in the Technical Proposal Staffing Labor Hours Worksheet (Attachment 2). (Failure to do so may result in the disqualification of the proposal.)

YES or NO

Other Direct Costs, Overhead/Indirect Costs

- A. Other Direct Costs: Includes an itemized detailed narrative description of direct costs to specify what is included for any proposed direct costs and does not include any labor costs.

YES or NO

- B. Overhead/Indirect Costs (if any): Identifies the rate of the indirect costs and includes a detailed narrative description to specify what is included for any indirect costs rates proposed. Indirect costs must not cover costs covered under other costs identified in the Cost Proposal.

YES or NO

Travel Costs (if any)

- A. Travel and per diem rates do not exceed rates established for the State of California's non-represented employee's, computed in accordance with and allowable pursuant to applicable California Department of Human Resources regulations, see Attachment 14, California State Travel Program.

YES or NO

Subcontractor Costs (if any)

- A. Separate Cost Worksheets are provided for each subcontractor and for each fiscal year, or part thereof.

YES or NO