

Evaluation of Custodial and Management Services Proposals

Name of Evaluator: Matthew Lynaugh

Signature: _____

Based upon your participation/observations in the evaluation process please use the following to score the Proposer's based the criteria listed below. The six criteria are weighed based upon importance to the District. The points awarded by you range from 1 to 5, with 5 being the highest score and 1 being the lowest. Points may be awarded in .50 increments. After the points are awarded by you, the weighing factor will be applied and thus a total score will be arrived. Based upon that score the Evaluation Committee will then recommend the company to the School Board for the award of the contract.

The Criteria Used In Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
1. Program Price: What is the price of the program proposed and its impact upon the District's operating budgets? Are the charges detailed in the proposal form realistic; i.e., Health care costs, payroll taxes, management fee, etc.	15%	1 to 5
2. Contractor's financial viability, strength, capability and record of performance: Considers the Contractor's capability and experience as measured by financial statements, performance record, litigation, years in the industry, number of public school districts served and references.	12%	1 to 5
3. On-Site Management: Considers the references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of the on-site management. At a minimum the proposed candidate must demonstrate the following: On- Site Supervisor/Leads(s): <ul style="list-style-type: none"> • Should have at least two years' experience in managing a comparable sized educational institution. • Should have two years' experience in the custodial management industry. • Should have a high school diploma or GED equivalent diploma. • Must be in the process of obtaining or have a Black Seal License by 7-1-2019. • Must be fluent in English. 	25%	1 to 5
4. Staffing Viability: Considers whether proposed wages and staffing levels are sufficient to recruit and maintain a stable workforce by the proposed wage rates to the following: <ul style="list-style-type: none"> • The NJ Dept. of Labor's most current New Jersey Department of Labor OES survey for median average wages for the District's county for custodial, management and clerical positions as detailed in Exhibit 6. • The current outsourced average wage rates and wages as detailed in Exhibit 6 wage rates. • The Consultant's Recommended Staffing, Wage Rates and Salaries as detailed in Exhibit 7. • Are benefits and paid time off provided/offered and employee contribution to insurance premiums and copays/deductibles sufficient to recruit and maintain a stable workforce? • Is the number of proposed custodial, management and clerical staff sufficient to meet the Scope of Work in this RFP? 	24%	1 to 5
5. Contractor's Proposed Program: Are the Proposer's program, systems, training, and procedures for custodial and management services thorough and comprehensive to meet the scope of work?	10%	1 to 5
6. Contractor's Start Up/Transition Plan: Is the Proposer's start-up plan customized to the needs of the District? Is the plan detailed from pre- planning (30 days prior to the start of the contract) through the start of the contract and the first three months to September 30, 2019? Did it detail the additional management and resources they shall be providing as well as the startup task, any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have 100 or more different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, custodial and training? Was it submitted in Excel format or a Gantt chart?	14%	1 to 5

CRITERIA	Possible Points	Points Awarded
2. Contractor's financial viability, strength, capability and record of performance: Considers the Contractor's capability and experience as measured by financial statements, performance record, litigation, years in the industry, number of public school districts served and references.	1 to 5	Insert the points awarded to each company below↓
Pritchard		3

Notes & Comments:

Individual Criteria Page Worksheet

CRITERIA	Possible Points	Points Awarded
<p>4. Staffing Viability: Considers whether proposed wages and staffing levels are sufficient to recruit and maintain a stable workforce by the proposed wage rates to the following:</p> <ul style="list-style-type: none"> The NJ Dept. of Labor’s most current New Jersey Department of Labor OES survey for median average wages for the District’s county for custodial, management and clerical positions as detailed in Exhibit 6. The current outsourced average wage rates and wages as detailed in Exhibit 6 wage rates. The Consultant’s Recommended Staffing, Wage Rates and Salaries as detailed in Exhibit 7. Are benefits and paid time off provided/offered and employee contribution to insurance premiums and copays/deductibles sufficient to recruit and maintain a stable workforce? Is the number of proposed custodial, management and clerical staff sufficient to meet the Scope of Work in this RFP? 	1 to 5	Insert the points awarded to each company below ↓
Pritchard		5

Notes & Comments:

CRITERIA	Possible Points	Points Awarded
6. Contractor's Start Up/Transition Plan: Is the Proposer's start-up plan customized to the needs of the District? Is the plan detailed from pre- planning (30 days prior to the start of the contract) through the start of the contract and the first three months to September 30, 2015? Did it detail the additional management and resources they shall be providing as well as the startup task, any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have 100 or more different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, custodial and training? Was it submitted in Excel format or a Gantt chart?	1 to 5	Insert the points awarded to each company below ↓
Pritchard		5

Notes & Comments:

SUMMARY

The consultant will collect your ratings and input into an Excel summary sheet. But if you want to calculate your own score then do the following:

Insert the points from the points awarded on the Individual Criteria Page Worksheets into column A then multiply it by column B then insert that into column C. Do one for each company. An example would be as follows:

EXAMPLE - TOTALS for POINTS AWARDED			
CRITERIA	Points Awarded (A)	Weight (B)	Total Weighted Points (C)
1. Program Price.	3	15%	0.45
2. Contractor's financial viability, strength, capability and record of performance:	3	12%	0.36
3. On-Site Management	4	25%	1
4. Staffing Viability	5	24%	1.2
5. Contractor's Proposed Program	4	10%	0.4
6. Contractor's Start up/Transition Plan	5	14%	0.7
Total	24	100%	4.11

EXAMPLE - TOTALS for POINTS AWARDED			
CRITERIA	Points Awarded (A)	Weight (B)	Total Weighted Points (C)
1. Program Price.		15%	
2. Contractor's financial viability, strength, capability and record of performance:		12%	
3. On-Site Management		25%	
4. Staffing Viability		24%	
5. Contractor's Proposed Program		10%	
6. Contractor's Start up/Transition Plan		14%	
Total		100%	