

**10-ITN-001-SS**

**Unemployment Compensation Claims and  
Benefits Information System**

**Evaluator Workbook**

**Evaluator Name:** \_\_\_\_\_

**Respondent Name:** \_\_\_\_\_

**Date of Response Evaluation:** \_\_\_\_\_

**Evaluator Signature:** \_\_\_\_\_

**Agency for Workforce Innovation  
Unemployment Compensation Claims and Benefits  
Information System**

---

**Overall Scoring Guidance:**

IF, in your judgment the response demonstrates and/or describes...	Category	...assign points within ...
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	81-100% of the maximum points for the area.
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	61-80% of the maximum points for the area.
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	41-60% of the maximum points for the area.
...little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete and /or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	21-40 %of the maximum points for the area.
...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0-20% of the maximum points for the area.

**Agency for Workforce Innovation  
Unemployment Compensation Claims and Benefits  
Information System**

---

**Section Specific Scoring Guidance:**

B.7.1 Tab 6	Company Profile
	<p>This project shall require a substantial commitment of company resources and personnel. The response must provide information to indicate that the Respondent has the experience to provide the products and services requested in this ITN and its attachments.</p> <p>Provide the requested information below which will demonstrate the Respondent's and Sub-Contractor(s)'s ability to complete this project. The Respondent's, and any proposed sub-contractor(s), information shall be shown separately.</p>

B.7.1 Tab 6	Company Profile
	<p><b><i>ITN Technical Response Instructions:</i></b> Specifically, the Respondent and its sub-contractor(s) must provide:</p> <ol style="list-style-type: none"> <li>1. Full, legal name;</li> <li>2. Federal Employer Identification Number;</li> <li>3. Proof of legal entity and authorization to do business with the State of Florida;</li> <li>4. Country and state of incorporation;</li> <li>5. Principal place of business;</li> <li>6. Description of the Respondent's organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location;</li> <li>7. Brief description of the Respondent's principal type of business and history and what uniquely qualifies it for this work;</li> <li>8. State whether the Respondent has filed for bankruptcy protection in the past five years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so provide Court and case number;</li> <li>9. Identify any potential or actual conflicts of interest that might arise for the Respondent as a result of Contract award to the Respondent, and describe in detail the plan to eliminate or mitigate them. Such conflicts include, but are not limited to, those covered by Section 6 of the PUR 1001 (Section C). Address both personal and organizational conflicts.; and</li> <li>10. Describe reservations Respondent must make if unable to certify completely all of the items in Section 9 of the PUR 1001 (Section C,) entitled "Representations and Authorization." If no reservations are made in this section of the proposal, Respondent shall be deemed to attest to the truth of all of listed items and the Agency may rely upon them.</li> </ol> <p>The following specifically apply to the prime Respondent and should be addressed as such.</p> <ol style="list-style-type: none"> <li>1. Provide the names and addresses of all affiliated or related companies, partnerships or associations (including sub-contractor, if any) and a brief description of their relationship to the Respondent.</li> <li>2. If proposing to use any sub-contractors for the project, respondent's shall</li> </ol>

**Agency for Workforce Innovation  
Unemployment Compensation Claims and Benefits  
Information System**

<b>B.7.1 Tab 6</b>	<b>Company Profile</b>					
	<p>describe in detail their experience as a prime Respondent in dealing with sub-contractors and how they plan to manage and coordinate any proposed sub-contractors;</p> <p>3. If proposing to use any sub-contractors for the project, respondents shall describe in detail their previous project experience with each sub-contractor. If this would be the first joint-venture with the proposed sub-contractor, explain why each was selected for this project.</p> <p>4. Provide detailed description of any and all contracts or agreements that have already been entered into with a sub-contractor to provide goods or services under any contract related to this Invitation to Negotiate (provide copies of the contract(s) or agreement(s) with the sub-contractor, signed by an officer representing each party).</p>					
	<b>ITN Related Text:</b> N/A					
	<p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• <i>Clarity of Response</i></li> <li>• <i>Methodology for managing sub-contractors/sub-contracts makes sense</i></li> <li>• <i>Appropriate risk mitigation for sub-contractors</i></li> <li>• <i>Demonstrates required expertise</i></li> </ul>					
	<b>Notes/Rationale:</b>					
	<p><b>Score (0-40):</b> : _____</p> <p><b>Evaluator Initials:</b> _____</p>					
<b>Topic</b>	<b>Max Points</b>	<b>Superior (81-100%)</b>	<b>Good (61-80%)</b>	<b>Adequate (41-60%)</b>	<b>Poor (21-40%)</b>	<b>Insufficient (0-20%)</b>
<b>Resumes and Experience</b>	<b>40</b>	33-40	25-32	17-24	9-16	0-8