

**QUALIFICATION DETERMINATION PROCESS****1 QUALIFICATION DETERMINATION**

- 1.1 Human care agreements under this RFQ may be awarded to those Providers that the District determines to be qualified.
- 1.2 The District shall establish a Evaluation Panel (hereinafter, referred to as “Panel”) that will review the Summar of Qualifications submitted by Provider’s in accordance with the information requested per Section 2.4.- Qualification Criteria in the ***INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document***
- 1.3 The Panel shall be composed of program personnel, individuals within partnering District Government agencies who possess considerable knowledge of the services requested in this RFQ to make an assessment of the ISP’s qualifications to meet the requirements set out in Sections C.2 and C.5 of the RFQ.
- 1.4 The Panel shall make its determination of whether the Provider is qualified or not qualified to deliver the program for District residents. The Panel’s qualification determination shall be based on the Qualification criteria set forth in Section 2.4 of the ***INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER*** document, the information provided by the Provider in its SUMMARY OF QUALIFICATIONS, the Panel’s verification of the Provider’s response, and the results of the reference check described in ***INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER*** Section 2.4.1.f.2.
- 1.5 The following table shall be used to summarize the Panel’s findings and recommendations:

<b>DETERMINATION OF Provider’s QUALIFICATION</b>				
Provider Name:		[Insert name]		
		Check (☑) One Box		Comments
		Qualified	Not Qualified	
	The type of business or organization and its history as outlined in Section 2.4.1.a of the <b><i>INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER</i></b> document	<input type="checkbox"/>	<input type="checkbox"/>	
	The resumes and professional qualifications of the business or organization’s staff, including relevant professional or business licenses, affiliations, and specialties as outlined in Section 2.4.1.b of the <b><i>INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	

	document			
	Information attesting to financial capability, including financial statements as outlined in Section 2.4.1.c of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	Specialized experience and technical competence in the type of work required as outlined in Section 2.4.1.d of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	Capacity to accomplish the work in the required time as outlined in Section 2.4.1.e of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	A summary of similar contracts awarded to the service provider, and the service provider's performance of those contracts as outlined in Section 2.4.1.f of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	A certification of compliance with all applicable tax and filing requirements as outlined in Section 2.4.1.g of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	A statement attesting to compliance with wage, hour, workplace safety and other standards of labor law as outlined in Section 2.4.1.h of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	A statement attesting to compliance with federal and District equal employment opportunity law as outlined in	<input type="checkbox"/>	<input type="checkbox"/>	

	Section 2.4.1.i of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document			
	Information about pending lawsuits or investigations, and judgments, indictments, or convictions against the service provider or its proprietors, partners, directors, officers, or managers as outlined in Section 2.4.1.j of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	
	Acceptability under other appropriate characteristics of a prospective service provider as outlined in Section 2.4.1.k of the INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER document	<input type="checkbox"/>	<input type="checkbox"/>	

**1.6** The Provider must be determined qualified for all Qualification criteria outlined in Table 1.5.1 above in order to be determined qualified to provide the Program Services.

**1.7** Upon conclusion of its review, the Panel shall submit its findings and recommendations to the CO.

**1.8** The CO shall make a final determination of whether an ISP is qualified or not qualified to provide the requested services based on the CO's independent assessment of each Providers SUMMARY OF QUALIFICATIONS and the Panel's findings and recommendations.

**\*\*\*END OF SECTION\*\*\***