

Energy Assistance Re-scoring Panel Composition

RFP Published Requirements for Panel

Section 4, Part 4, I. A. Proposal Review Panel Selection

Proposals to provide services under a purchase contract for the Department of Health and Human Services shall be evaluated by panel members with familiarity and/or experience in the field of social/human services. Panel members and their immediate families (Spouse, Parent, Child, Sibling or Significant Other) may not have any familial, official, board member, employment, fiduciary or contractual relationships with organizations currently funded by Milwaukee County in the program area for which the Proposer has applied, or hold any ownership, contractual or employment interests in the Proposer or its subsidiaries under consideration. At the discretion of DHHS division administrators, respective program, quality assurance and contract administration staff will serve on review panels. Outside panel members will be selected from various sources including the following:

- community volunteers and representatives;
- representatives of professional and educational organizations;
- representatives of community councils and advocacy organizations.

Recommendations of persons to serve on proposal review panels are welcome from appropriate governmental entities, i.e., Community Business Development Partners, etc.

Re-scoring Panel Make-up

All panel members have experience with Social Services and/or Social Service Contracts. As a group they have over eighty (80) years of experience.

No panel member or their families are employed by or represent any of the proposer agencies.

No panel member is a current administrator of the program, an Management Services Division Employee nor has any part in issuing the contract or evaluating contract deliverables or performance.

The panel consists of people with the following backgrounds:

- 1 member of the Energy Steering Committee from a community advocacy agency (non-county)
- 1 member from the community familiar with DHHS programs (non-county)
- 1 member from DHHS
- 1 member from Community Business Development Partners
(which monitors compliance of Milwaukee's Disadvantaged Business Enterprise Program)

Gender Diversity:

The panel consists of 2 men and 2 women

Ethnic Diversity:

- 2 panel members are of African-American Heritage
- 1 panel member is of Hispanic heritage
- 1 panel member is Caucasian

Age Diversity:

- 1 panel member is in age range 40-49
- 1 panel member is in age range 50-59
- 2 panel members are 60+

RFP Panel Controls and Safeguards

- Panel Members are not made aware of the identity of the other panelist until the Consensus Meeting.
- All scoring documents are turned in at the conclusion of the Consensus Meeting.
- ALL DHHS Panel Members (regardless of the division) are provided written instructions which include the scoring scale (0-5), the requirements for each point value, the basis for scoring each item, and the scoring thresholds.
- ALL DHHS Panel Members use the same scoring criteria.
- Panel Members are not aware of the weight or impact of their rating on the overall score.
- All pre-calculated and review panel raw scores are entered into a locked spreadsheet to ensure calculations and weights are accurately calculated.
- ALL DHHS scoring uses the same locked spreadsheet, created and monitored by an independent CPA.
- All scoring data is reviewed by at least one other person to ensure accuracy in data entry and transcription.