

# **PROPOSAL REVIEW EVALUATION**

## **REQUEST FOR PROPOSAL FOR SENIOR SERVICES**

*Aging Ahead*

**CONTRACT PERIOD JULY 1, 2023 - JUNE 30, 2024**

### **PROPOSAL CHECK LIST**

**Failure to include any of the following items will result in the proposal being considered non-responsive.**

- \_\_\_\_\_ Accurate Budget
- \_\_\_\_\_ Identification of non-federal match budget items with an asterisk (\*)
- \_\_\_\_\_ Identification of administrative costs with an "A"
- \_\_\_\_\_ Signed assurances
- \_\_\_\_\_ Copy of current insurance
- \_\_\_\_\_ Affirmative action plan
- \_\_\_\_\_ Demonstration of ability to meet requirements of the Americans With Disabilities Act

**PROPOSAL REVIEW EVALUATION**

Name of Organization

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Service to be Provided

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Name of Reviewer

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Date of Review

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Total Score

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**SUMMARY**

Maximum Points		Points Awarded
23	Criterion I    Budget Summary and Detail	
14	Criterion II    Provider Qualifications	
12	Criterion III    Quality Assurance	
51	Criterion IV    Service Delivery System	
	<b>TOTAL POINTS AWARDED</b>	

## PROPOSAL REVIEW EVALUATION

<b>Criterion I: Budget Summary and Detail</b> <b>23 Points Maximum Score</b>	<b>Points Range</b>	<b>Points Awarded</b>
<p>1. <u>Proposed <i>Aging Ahead</i> Unit Cost</u> (Requires comparison if more than one bid is submitted for this service)</p> <p>Maximum points of 19 are awarded to the lowest bidder. Remaining bidders are awarded points on a sliding scale determined as follows: (can be compared to <i>Aging Ahead</i> direct services)</p> <p style="text-align: center;"><math>\frac{\text{Lowest Bid} \div 19 = \text{Points Awarded}}{\text{Bid Price}}</math></p>	<u>0-19</u>	
2. <u>Budget Detail and Preparation</u> (Including)		
Contributions 15%	Yes No	$\frac{1}{0}$
Other Cash	Yes No	$\frac{1}{0}$
Administration Cost 12% or less	Yes No	$\frac{1}{0}$
Non-Federal Match 15%	Yes No	$\frac{1}{0}$
<b>TOTAL</b>		

**Please comment on the scores in this section:**

## PROPOSAL REVIEW EVALUATION

<b>Criterion II: Provider Qualifications</b> <b>14 Points Maximum</b>		<b>Points Range</b>	<b>Points Awarded</b>
1.	Status  <div style="text-align: right;">                         Not for profit                          For Profit                     </div>	$\frac{1}{0}$	
2.	Years in business  <div style="text-align: right;">                         More than 5 years                          Two to 5 years                          Less than one year                     </div>	$\frac{5}{3}{1}$	
3.	Successful Contracts  <div style="text-align: right;">                         No major write-ups                          Maximum of one major write-up                          Two or more major write-ups                     </div>	$\frac{6}{2}{0}$	
4.	Minority Agency  <div style="text-align: right;">                         Yes                          No                     </div>	$\frac{2}{0}$	
<b>TOTAL</b>			

**Please comment on the scores in this section.**

## PROPOSAL REVIEW EVALUATION

<b>Criterion III: Quality Assurance 12 Points Maximum</b>	<b>Points Range</b>	<b>Points Awarded</b>
1. Fiscal and program audit attached	<u>0-2</u>	
2. Internal monitoring form attached	<u>0-10</u>	
<b>TOTAL</b>		

**Please comment on the scores in this section.**

## PROPOSAL REVIEW EVALUATION

<b>Criterion IV: Specifications for Service Delivery 51 Points Maximum Score</b>	<b>Points Range</b>	<b>Points Awarded</b>
1. Plan to meet service specifications adequately (Please address the scoring of this item in your comments)	<u>0-19</u>	
2. Evaluation Plan for staff	<u>0-2</u>	
3. Staff Training	<u>0-4</u>	
4. Volunteer and Training Plans	<u>0-2</u>	
5. Secure Record Keeping/Confidentiality	<u>0-2</u>	
6. Contribution Opportunity	<u>0-2</u>	
7. Written Method for collecting and recording of contributions	<u>0-2</u>	
8. Grievance and Complaint Procedure	<u>0-2</u>	
9. Denial of Services	<u>0-2</u>	
10. Inclement Weather Policy	<u>0-2</u>	
11. Local Citizen Input	<u>0-2</u>	
12. Plan for reach low income minority persons	<u>0-2</u>	
13. Internal Monitoring, Invoicing Plan	<u>0-5</u>	
14. Drug Free Work Environment Policy	<u>0-2</u>	
15. Outreach Plan	<u>0-1</u>	
<b>TOTAL</b>		

**Please comment on the scores in this section.**