

PROPOSAL REVIEW EVALUATION

REQUEST FOR PROPOSAL FOR SENIOR SERVICES

Aging Ahead

CONTRACT PERIOD JULY 1, 2024 - JUNE 30, 2025

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
- _____ Internal monitoring plan

PROPOSAL REVIEW EVALUATION

Name of Organization

Service to be Provided

Name of Reviewer

Date of Review

Total Score

SUMMARY

Maximum Points		Points Awarded
23	Criterion I Budget Summary and Detail	
23	Criterion II Provider Qualifications	
12	Criterion III Quality Assurance	
42	Criterion IV Service Delivery System	
	TOTAL POINTS AWARDED	

PROPOSAL REVIEW EVALUATION

Criterion I: Budget Summary and Detail 23 Points Maximum Score	Points Range	Points Awarded
<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;">$\frac{\text{Lowest Bid} \div 19 = \text{Points Awarded}}{\text{Bid Price}}$</p>	0-19	
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	$\frac{1}{0}$
TOTAL		

Please comment on the scores in this section:

PROPOSAL REVIEW EVALUATION

Criterion II: Provider Qualifications 23 Points Maximum		Points Range	Points Awarded
1.	Status Not for profit For Profit	<u>1</u> <u>0</u>	
2.	Years in Business More than 5 years 2 to 5 years Less than 2 years	<u>5</u> <u>3</u> <u>0</u>	
3.	Successful Contracts No major write-ups Maximum of one major write-up Two or more major write-ups	<u>5</u> <u>3</u> <u>0</u>	
4.	Positive References 3 positive references 1 or 2 positive references 0 positive references	<u>5</u> <u>3</u> <u>0</u>	
5.	Number of Funders More than 5 funders 2 to 5 funders Only 1 funder	<u>5</u> <u>3</u> <u>0</u>	
6.	Minority Agency Yes No	<u>2</u> <u>0</u>	

Please comment on the scores in this section.

PROPOSAL REVIEW EVALUATION

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

Please comment on the scores in this section.

PROPOSAL REVIEW EVALUATION

Criterion IV: Specifications for Service Delivery 42 Points Maximum Score	Points Range	Points Awarded
1. Plan to meet service specifications adequately (Please address the scoring of this item in your comments)	<u>0-18</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 & Written Method for collecting and recording contributions	<u>0-2</u>	
7. Grievance and Complaint Procedure	<u>0-2</u>	
8. Denial of Services	<u>0-2</u>	
9. Inclement Weather Policy	<u>0-2</u>	
10. Local Citizen Input & Outreach Plan	<u>0-2</u>	
11. Plan for reach low-income minority persons	<u>0-2</u>	
12. Drug Free Work Environment Policy	<u>0-2</u>	
TOTAL		

Please comment on the scores in this section.