

Attachment 3

Proposal Evaluation Scoring Sheet

The proposal must meet all of the following acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following criteria **shall be disqualified from consideration.**

Name of Organization: _____

Name of Program: _____

Prescreening

Was the proposal received by the deadline? yes no

Was proposal received at the designated location and sealed if required? yes no

Were the correct number of copies of the proposal received? yes no

Were all required forms (including attachments) completed, signed, and submitted and in the correct order? yes no

Evaluation

Deliverables, Organizational experience/capabilities/qualifications

Maximum number of points for each sub-section is 10 _____ (60)

_____ Qualifications and experience of the direct and indirect staff, appropriate licenses/certifications

_____ Prior experience in providing the services

_____ Knowledge on federal and state laws pertaining to CDJFS

_____ Timetable for implementing services

_____ Reporting methods including frequency of report submission clearly defined

_____ Required documents of subcontracting services

Financial

Maximum number of points for each sub-section is 10 _____ (70)

_____ Budget contained accurate calculations

_____ Costs reasonable and justifiable for the services and activities proposed

_____ All costs allowable

_____ Sound fiscal and administrative systems to capture and report fiscal information

_____ Fiscal accountability and appropriate expenditure of funds in place

_____ In kind services provided

_____ Audit or other documentation shows solvency

Total Points _____
(130)