

CHILDREN'S TRUST FUND

Nurturing Families Network Program RFP Issue Date: December 19, 2006

RATING INSTRUCTIONS

A Screening Committee comprised of State staff or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The Screening Committee shall evaluate all proposals that meet the Minimum Submission Requirements.

Members of the Screening Committee must read the following documents in their entirety before rating proposals:

- Rating instructions
- Request for Proposal (and referenced documents)
- Nurturing Family Network Policy Manual

Members must direct any questions about the rating instructions, the RFP and referenced documents, or the Nurturing Family Network Policy Manual to the Chair of the Screening Committee *prior to completing the rating sheet.*

A two-phase process will be used to review the proposals. A description of each step and instructions follows:

Phase 1: Minimum Submission Requirements

The first step of the review is to determine whether the proposal meets the minimum submission requirements. Any proposal that does not meet these requirements must be returned to the proposer and must not be considered for funding. The Screening Committee must specify in writing the reason(s) for returning the proposal, noting the specific requirements that were not met.

NOTE: The Chair may instruct the Official Agency Contact to contact any proposer who submitted a deficient proposal and allow the proposer one (1) business day to correct the deficiency. Failure to correct the deficiency within the one (1) business day allowed shall disqualify a proposal from further review.

Phase 2: Quality

Proposals that meet the minimum submission requirements will then be reviewed for quality. The quality review includes the organizational profile, statement of work, personnel resources, proposed cost, and demonstrated commitment to affirmative action.

See the RFP for the requirements of each section of the proposal. Rate each item in each section using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

Once all of the committee members have completed their individual rating sheets, committee members may meet to discuss their individual ratings. Members may present their rationale for a particular rating or ask other members to explain or clarify their reasons for their ratings. At the end of the discussion, committee members may amend their original rating sheets to reflect any changes they would like to make. Committee members may, but are not required, to change their ratings as a result of the discussion.

For each proposal, the subtotals given by the individual committee members for each section must be added together and averaged [i.e., sum of individual subtotals / number of committee members]. Any proposal with an average rating of two (2) or less in any section is not eligible for further consideration.

The weights for each section are then applied to each proposal. For each proposal, the weighted ratings of all subsections are then totaled. This total is the final rating of the proposal. The proposals must be rank ordered based on their final ratings.

NOTE: The weights will be determined by the CTF's Executive Directive prior to issuing the RFP and will be kept confidential until this point in the process, i.e., when weights are applied to the proposals.

NOTE: Following the rating of proposals, the Screening Committee may invite proposers to meetings for the purpose of clarifying the contents of proposals. The introduction of supplemental or new information is not permitted. A proposer's rating may only be reduced following a meeting if the clarification process resulted in an inconsistency from the information provided in the written proposal. Scores cannot be improved.

IMPORTANT NOTE:

Prior to contract award, verify that any selected proposer has submitted the statutorily required "List of Principals" (SEEC Form SC 3A) to the State Elections Enforcement Commission.

Name of Proposer: _____

Name of Committee Member: _____

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**Nurturing Families Network Program
RFP Issue Date: December 19, 2006**

RATING SHEET

Phase 1: MINIMUM SUBMISSION REQUIREMENTS

Check Yes or No for each requirement listed in the table below.
If No is checked for any requirement, stop the review and notify the Chair of Screening Committee.

Yes No Requirement:

		Proposal meets packaging and labeling requirements: <ul style="list-style-type: none"> - addressed to official state contact - submitted in sealed package - name & address of proposer appears on package - includes signed original - includes six copies
		Proposal received before deadline
		Proposal follows the required format: <ul style="list-style-type: none"> - page size, font size, font type, margins & pagination - maximum number of pages - no material dependent on color distinctions or animations - no binders or notebooks - no prohibited attachments
		Proposal includes table of contents (see Section 1)
		Proposal is complete (includes all eight sections) (see Section 1)
		Proposal includes required documents: <ul style="list-style-type: none"> - Agency Vendor Form (see Section 2) - IRS Form W-9 (see Section 2) - Notification of Bidders Form (see Section 2) - Bidder Contract Compliance Monitoring Report (see Section 2) - Agreements and Assurances Form (see Section 4) - Conflict of Interest Disclosure Statement (see Section 7) - Consulting Agreement Affidavit Form (see Section 8) - State Contractor or Prospective State Contractor Affidavit (see Section 8) - Statement concerning submission of List of Principals Form SC 32 to SEEC (see Section 8)

Name of Proposer: _____

Name of Committee Member: _____

Phase 2: QUALITY

Using the rating sheets (below), rate each proposal on the following criteria: (1) Statement of Work, (2) Proposed Cost, (3) Organizational Profile, (4) Personnel Resources, and (5) Demonstrated Commitment to Affirmative Action. The criteria are not necessarily presented in order of importance. When done, calculate subtotals and total for each section.

(1) STATEMENT OF WORK

Rate each item using the following scale:

- | | |
|--|------------------|
| 0 = not rated (information is missing or incomplete) | 3 = satisfactory |
| 1 = unsatisfactory | 4 = good |
| 2 = fair | 5 = excellent |

RFP Section 4						Statement of Work
						(A) General
						a. Service Area:
0	1	2	3	4	5	Designated service area
0	1	2	3	4	5	Description of proposed service area
0	1	2	3	4	5	Rationale why organization is well suited to serve area
						b. Agreements & Assurances Form
						(B) Intensive Home Visiting Services
0	1	2	3	4	5	Statement concerning work requirements, methods, and timetable
						(C) Nurturing Parenting Group
						a. Work Plan:
0	1	2	3	4	5	Specified steps to implement NPG requirements
						b. Methods:
0	1	2	3	4	5	Procedures or processes used to implement work plan
						c. Timetable:
0	1	2	3	4	5	Schedule for implementing work plan
0	1	2	3	4	5	Significant milestones or deadlines
						(D) Nurturing Connections
						a. Work Plan:
0	1	2	3	4	5	Specified steps to implement NC
						b. Methods:
0	1	2	3	4	5	Procedures or processes used to implement work plan
						c. Timetable:
0	1	2	3	4	5	Schedule for implementing work plan
0	1	2	3	4	5	Significant milestones or deadlines
						d. Memorandum of Agreement:
0	1	2	3	4	5	Assures required level of access
						Subtotals for Section 4
						Total for Section 4

Name of Proposer: _____

Name of Committee Member: _____

(2) PROPOSED COST

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 6						Proposed Cost
						a. Direct Services Salaries:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						b. Administrative Support Salaries:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						c. Expenses:
0	1	2	3	4	5	Completeness of listed expenses
0	1	2	3	4	5	Realistic projections
0	1	2	3	4	5	Effective use of funds
						d. Income Allocation:
0	1	2	3	4	5	Completeness of listed income
0	1	2	3	4	5	In-Kind Contributions
0	1	2	3	4	5	Other Funds
						e. Budget Narrative
0	1	2	3	4	5	Explanation of calculations and allocations
						Subtotals for Section 6
						Total for Section 6

Name of Proposer: _____

Name of Committee Member: _____

(3) ORGANIZATIONAL PROFILE

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 3						Organizational Profile
						a. Qualifications:
0	1	2	3	4	5	Overview of organization
0	1	2	3	4	5	Experience and demonstrated success working with target population
0	1	2	3	4	5	Sufficient managerial and administrative support
0	1	2	3	4	5	Ability to work cooperatively and collaboratively with other agencies
0	1	2	3	4	5	Capacity to provide staff with professional development and training
						b. Summary of Relevant Experience:
0	1	2	3	4	5	Projects completed within last 3 years in subject area
						c. Organization Chart:
0	1	2	3	4	5	Diagram showing hierarchical structure of functions and positions
0	1	2	3	4	5	Identification of specified functions
						d. Financial Condition:
0	1	2	3	4	5	Financial statements
						e. References:
0	1	2	3	4	5	Letters of reference (3)
						Subtotals for Section 3
						Total for Section 3

Name of Proposer: _____

Name of Committee Member: _____

(4) PERSONNEL RESOURCES

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 5						Personnel Resources
						a. Staffing Plan:
0	1	2	3	4	5	Includes minimum staffing requirements
0	1	2	3	4	5	Organization chart shows anticipated lines of authority
0	1	2	3	4	5	Staffing plan for hiring and orienting staff
						b. Key Personnel:
0	1	2	3	4	5	Name and job title of individual supervising NFN Program Manager
0	1	2	3	4	5	Resume of individual supervising NFN Program Manager
0	1	2	3	4	5	Organizational location of individual supervising NFN Program Mgr
						c. Advisory Board:
0	1	2	3	4	5	Narrative explaining how collaborate relationships will be established
0	1	2	3	4	5	Recruitment strategy for advisory board members
0	1	2	3	4	5	Proposed meeting schedule and agenda topics for first year
						Subtotals Section 5
						Total for Section 5

Name of Proposer: _____

Name of Committee Member: _____

(5) DEMONSTRATED COMMITMENT TO AFFIRMATIVE ACTION

Rate each item using the following scale:

- 0 = not rated (information is missing or incomplete)
- 1 = unsatisfactory
- 2 = fair
- 3 = satisfactory
- 4 = good
- 5 = excellent

RFP Section 2						Proposer Information
						d. Contract Compliance:
0	1	2	3	4	5	Success in implementing affirmative action plan
0	1	2	3	4	5	Success in developing an apprenticeship program
0	1	2	3	4	5	Promise to develop and implement affirmative action plan
0	1	2	3	4	5	Employment statistics indicating composition of workforce
0	1	2	3	4	5	Promise to set aside a portion of contract for minority businesses
						Subtotals for Section 2
						Total for Section 2