

Evaluation Checklist and Scoring Sheet

Evaluation Checklist – Step 1 – Items that must be included to continue to Step 2		
Mandatory Letter of Intent	Yes	No
Eligible Bidder	Yes	No
Hard Copy	Yes	No
Maximum 15 pages (less appendices)	Yes	No
Appendices referenced in document	Yes	No
Arial/Times New Roman	Yes	No
8 ½” by 11” paper	Yes	No
Name of Organization on each page	Yes	No
Unbound format	Yes	No
<i>Organization of Proposal</i>		
Table of Contents	Yes	No
Bidder Information Sheet	Yes	No
Executive Summary (limited to one page)	Yes	No
Capability and Relevant Experience	Yes	No
Technical Approach	Yes	No
Work Plan with Staff Assignments and Schedule/Timeline	Yes	No
Appendix 1: Organization Chart	Yes	No
Appendix 2: Letters of support and letters of commitment	Yes	No
Appendix 3: Budget of Project	Yes	No
Other appendices, if applicable	Yes	No
Scoring Sheet – Step 2		
Component	Possible	Score
Technical Approach: Proposal Requirements <ol style="list-style-type: none"> 1. Centralized call station, electronic/administrative “center” for appointments, etc. 2. Plan for participation of 30% of providers 3. Sustainability plan 4. Complies with State and Federal laws 5. Matching dollars 6. Clear outline of target population (200% poverty level and geographic scope) 7. Clear outline of scope of services 8. Plan to increase provider 	3 points per element within the component. Total of 33 points possible	

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<p>participation</p> <p>9. Tracking data elements</p> <p>10. Projected numbers served</p> <p>11. Goals and deliverables for the project</p>		
<p>Technical Approach: Proposal Preferences</p> <ol style="list-style-type: none"> 1. Enabling services 2. Range of provider participation 3. Provider recognition 4. Physician/provider champion 5. In-kind care or services 6. Utilization of current referral systems in community 7. Existing ties with community (could be a letter of commitment) 	Two points possible per element within the component. Total of 14 points possible.	
<p>Technical Approach: General</p> <p>- How feasible is the plan, what is the methodology, how are they going to elicit support from the community, providers, etc.</p>	To be considered when assigning values to above components.	
<p>Capability and Relevant Experience</p> <p>- What other programs/projects has organization completed, is there evidence that they have been previously successful eliciting support from the community in other endeavors?</p>	5 points possible.	
<p>A work plan with staff assignments and schedule</p> <p>- See section 4.7.7 for details</p> <p>- How well does it reflect proposal requirements and preferences?</p>	4 points possible.	
<p>Budget for the Project</p> <p>- What is the budget, is it reasonable, does it include good descriptors</p>	5 points possible.	
<p>Letters of Support/Letters of Commitment</p> <p>- Are they suitable, speak of other outstanding work, show commitment to the project?</p>	3 points possible.	
Total Points	64 points possible.	