Qualifying Proposal Evaluation Checklist

Agency ________________________________ Date of Review ____________

A composite rating should be developed by the committee for each criteria. Using a scale of 1 – 5, where 5 = Excellent (highest score) and 1 = poor (lowest Score) place your rating in the corresponding box.

A. Organization

1. Mission statement and philosophy
2. Organization resources to accomplish proposal
3. Board of Directors

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<th>Total</th>
<th>Average</th>
<th>Weight (.15)</th>
<th>Score</th>
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B. Previous Agency Performance

1. Past performance reviews- programmatic and legal
2. Past performance reviews- consumer satisfaction
3. Past performance reviews- fiscal
4. Past performance reviews- housing/project Development
5. Past performance reviews- evidence of efficient and effective financial management system

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C. Support Strategies

1. Individual supports and services
2. Adherence to RFP
3. Community Resources and Personal Networks
4. Legal Requirements

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Total

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Average

Weight (.15)

Score

D. Personal Preferences and Relationships

1. Personal Preferences
2. Relationships

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Total

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Average

Weight (.15)

Score

E. Proposed Work Plan and Time Frame

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F. Support staff/Staffing Patterns

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G. Budget/Cost Effectiveness

1. Relationship to Available Funding
2. Compare Budget to Other Proposals
3. Indirect Costs
4. Feasibility of Proposal

Rating

Total Divided Average Weight Score

BY \( \frac{4}{X} \times (0.15) = \)

Total Score

Total Score Final Score

\( \times 20 = \)

Comments:

Reviewer Initials: