Contra Costa County
Employment & Human Services Department
Community Services Bureau

Request for Interest (RFI) # 694 Evaluation Sheet
Breakdown of Selection Criteria

Evaluator's Name:	

Applicant's Name:		**Project Title:**	
Target Population:		**# Served:**	
Priority Area:		**Service Area:**	
Requested Amt.:		**Leveraged Amt.:**	
NPIs:			
Total Score:		**Suggested Award Amt.**	

The award of contract to a successful proposal will be based on scores earned in the evaluation phase. For organizations/agencies that were awarded funding in fiscal year 2019-2020, please consider whether the program achieved their proposed outcomes and if not, why not. Include any comments after each section.

Rater/Reviewer: Please review the RFI for the elements listed below. Questions to guide your evaluation are included. Place score under the "Score" column and then add all points for each area of the RFI. **Please use the following scoring criteria: 1=unsatisfactory; 2=below average; 3=average; 4=good; 5=outstanding.**

Project Overview-5 points	
1. Description of the organization including mission statement, types of services provided, and client demographics is clear and aligned with the high priority areas and needs identified in the Community Action Plan.	
2. Proposal demonstrates proven success at providing high quality services (or similar services) and has proven performance in working effectively with low-income, program eligible participants or similar populations identified in the Letter of Interest.	
3. Proposed project has a realistic and detailed implementation plan for providing services.	
Total	
Comments:	

Program Budget, Narrative and Capacity Information-20 points (#2 and #3 of the Selection Criteria in the RFI-page 3)	Score
1. Proposal clearly identifies and justifies the amount of CSBG funds requested	
2. Total project cost is reasonable and includes an explanation of how full funding will be achieved.	
3. Itemized project budget and budget narrative is realistic and based on sound fiscal practice.	
4. Agency demonstrates overall organizational capacity to leverage and operate the program with guidance of a qualified and diversified board to raise funds, secure grants, and implement a sustainability plan in uncertain times.	
Total	

Comments:

Project Description-25 points	Score
1. Priority Area(s) and National Performance Indicator(s) (NPIs) to be addressed by the project are clearly identified with qualitative and quantitative milestones.	
2. Project description outlined in the Letter of Interest including types of services to be provided and client demographics are expressed clearly with references containing detail, number and integration.	
3. Project Objective(s) are clearly identified and aligned with SMART goals.	
4. Sustainability Plan-what steps will the agency take if funding is reduced/eliminated are reasonable and actionable.	
5. Proposal describes what outcomes will be achieved to address an identified need with explanation of how agency will partner with existing agencies to avoid duplication and maximize efficiency.	
Total	

Comments:

Outcome Goals and Objectives Table (Attachment B in the proposal packet)- 30 points	Score
1. Outcome statement clearly identifies community issue(s) being addressed.	
2. Documentation supports and describes the scope and scale of the community issue(s).	
3. Outcomes of programs and services described align with desired outcomes in the Community Action Plan.	
4. Outcome goals and objectives are Specific, Measureable, Action-Oriented, Realistic, & Time-bound (SMART) and are based on tested and validated best practices.	
5. Action plan is clear, concise and demonstrates how SMART steps are tracked and used to improve client and program outcomes.	
6. Project explains how low-income community members and clients participate in the project design.	
Total	

Comments:

Proven Track Record of Proposed Services-20 points	Score
1. Qualifications of current knowledge and experience substantiated by letters and awards, client testimonials, etc, demonstrate the agency has a proven track record for providing high quality service delivery and outcomes. (List summary of documentation below)	
**Please note that the max score for this question is 20*	
Total	

Comments:

RFI Proposal Total	
Score	
Total	