

# ATTACHMENT D

## FRESNO COUNTY DEPARTMENT OF SOCIAL SERVICES EMPLOYMENT READINESS WORKSHOPS AND JOB RETENTION SERVICES FOR HMONG SPEAKING CLIENTS

### PROPOSAL REVIEW SHEETS

ORGANIZATION: \_\_\_\_\_

PROPOSAL IDENTIFICATION: \_\_\_\_\_

RATER NUMBER: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Scoring Range: Proposals approved for consideration will be reviewed by the proposal review committee. A zero rating in a section requires a corresponding comment. The review committee will rate proposals using the following formula:

<u>Possible</u>	<u>Maximum Score</u>
Section I: Overview	10 points
Section II: Experience and Qualifications	15 points
Section III: Scope of Work	40 points
Section IV: Reports	10 points
Section V: Cost Proposal	25 points
<b>Total</b>	<b>100 points</b>

### PROPOSAL RATING SUMMARY

SECTION	Maximum Points	Total Points Awarded
I. Overview	10	
II. Experience and Qualifications	15	
III. Scope of Work	40	
IV. Reports	10	
V. Cost Proposal	25	
<b>Total Score Points</b>	<b>100</b>	

Rater # \_\_\_\_\_

<b>I. Overview</b>			
<b>Bidders should demonstrate:</b>	<b>Yes</b>	<b>No</b>	<b>Partial</b>
1. Does the bidder demonstrate a clear and concise understanding of the proposed services (not exceeding three pages)?			
2. Does the bidder include a detailed description of the type of proposed service and the targeted group(s) and/or geographic location(s) to be served?			
3. Does the bidder include a detailed description of the office space, facilities and equipment that will be utilized to provide the service?			
<b>Subtotal Points (10 points possible) for Section I:</b>			
Comments:			

<b>II. Experience and Qualifications</b>			
<b>Bidders should demonstrate:</b>	<b>Yes</b>	<b>No</b>	<b>Partial</b>
1. Does the bidder demonstrate a high level of experience providing services for the targeted geographic location or group and do they indicate why they felt their agency can best provide the service?			
2. Are there full resumes for key project personnel that demonstrate quality and experience of existing/proposed staff? Are there copies of resumes, certificates and licenses included with the proposal?			
3. Does the statement of staff function match the duties of the position? Do the qualifications match those requirements contained in the RFP Scope of Work?			
<b>Subtotal Points (15 possible points) for Section II:</b>			
Comments:			

Rater # \_\_\_\_\_

<b>III. Scope of Work</b>			
<b>The section is not to exceed 20 pages.</b>			
<b>Bidders should demonstrate:</b>	<b>Yes</b>	<b>No</b>	<b>Partial</b>
1. Does the bidder provide a clear understanding of Section I through VII of the Scope of Work?			
2. Does the bidder describe clearly the population and geographic location they will serve?			
3. Does the bidder include a detailed description of how it will serve the minimum number of participants to be referred each month?			
4. Does the proposal include a thorough description of 1) overall service goals, 2) specific measurable objectives and 3) service activities and demonstrate they are capable of accomplishing the objectives?			
5. Does the bidder address case management requirements as outlined in the Scope of Work in the RFP?			
6. Does the proposal demonstrate existing and proposed partnerships within the community necessary to reach the proposed services for their target population(s)?			
7. Does the bidder include an implementation or project start-up plan?			
<b>Subtotal Points (40 points possible) for Section III:</b>			
Comments:			

Rater # \_\_\_\_\_

<b>IV. Reports</b>			
<b>Bidders should demonstrate:</b>	<b>Yes</b>	<b>No</b>	<b>Partial</b>
1. A well developed plan for monitoring and tracking referrals, retaining confidential information and verifying client participation?			
2. A clear understanding of how the communication and coordination of services with DSS will be accomplished?			
<b>Subtotal Points (10 points possible) for Section IV:</b>			
Comments:			

<b>V. Cost Proposal</b>			
<b>Bidders should include:</b>	<b>Yes</b>	<b>No</b>	<b>Partial</b>
1. Does the detailed budget proposal include personnel salaries and other line item expenses necessary to carry out the proposed services? Do they appear reasonable and adequate?			
2. Does the proposal include a complete budget and are all budget pages utilized appropriately?			
3. Do personnel entries include both full contract salary rates and percentage of time commitments by position?			
4. Do the administrative costs exceed 15% of the total budgeted (Administrative costs are administrative salaries and identified corporate overhead.)			
5. Are employee benefits limited to 20% of salary costs?			
6. Are the budget calculations correct?			
7. Does the proposed budget narrative provide an explanation of the proposed budget amount that will be spent on each budget line item?			
<b>Subtotal Points (25 possible points) for Section V:</b>			
Comments:			

Rater # \_\_\_\_\_

<b>VI. Agency's Strengths &amp; Weaknesses</b>
1. In your opinion, what are the strong and weak points of this proposal? Please summarize below:
2. What is your overall assessment of the proposed service? Please summarize below:
3. Do you recommend funding for this proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is your funding recommendation?
Additional Comments: