

SUBSTANCE ABUSE PREVENTION SERVICES MINI-GRANT PROGRAM ADMINISTRATOR EVALUATION FORM

Rater #: _____

Name of Bidder: _____

Please use the "Proposal Content Requirements" in the RFP as a guide.

PROPOSAL CONTENT REQUIREMENTS			
Does the bidder include the following:	Yes	No	Partial
I. RFP Page 1, Addendum(s) as appropriate (completed and signed)			
II. Proposal Identification Sheet (completed and signed)			
III. Cover Letter (completed and signed)			
A. Is the type of organization identified?			
IV. Table of Contents			
V. Conflict of Interest Statement			
VI. Trade Secret Acknowledgement (completed and signed)			
A. Participation (signed)			
B. Reference List (completed with at least 5 references)			
VII. Certification (signed)			
VIII. Self-Dealing Transaction Disclosure Form (completed and signed)			
IX. Exceptions To:			
A. General Conditions			
B. General Requirements			
C. Specific Terms and Conditions			
D. Scope of Work			
E. Proposal Content Requirements			
F. To any other part of this RFP			
X. Vendor Company Data, including:			
A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project			
B. Descriptions of any similar or related contracts under which the bidder has provided services			

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Appendix A

C.	Descriptions of the qualifications of the individual(s) providing the services			
D.	Any material (including letters of support or endorsement) indicative of the bidder's capability			
E.	A brief description of the bidder's current operations, and ability to provide the services			
F.	Copies of Audit (upon request)	N/A	N/A	N/A
G.	Describe any terminated contracts for services similar to vendor's current bid for the RFP, and if so, provide the following:			
1.	Agency contract with			
2.	Date of original contract			
3.	Reason for termination			
4.	Contact person and telephone number for agency			
H.	Describe any pending lawsuits or legal actions, and if so, provide the following:			
1.	Location filed, name of court and docket number			
2.	Nature of the lawsuit or legal action			
I.	Describe any past payment problems with the County, and if so, provide the following:			
1.	Funding source			
2.	Date(s) and amount(s)			
3.	Resolution			
4.	Impact to financial viability of organization			
XI.	Scope of Work (further detailed in the Scope of Work section, page 3), including:			
A.	General discussion that reflects the bidder's understanding of the project, Scope of Work proposed, and a summary of features of the proposal			
B.	Detailed response (will be further evaluated in the following section)			
1.	Response(s) in the same order as the Scope of Work			
C.	Report/Documentation Sample(s)			
D.	Complete description of any alternative solutions or approaches suggested			
XII.	Cost Proposal (further detailed in the Cost Proposal section, page 5)			

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Appendix A

Please use the “Scope of Work Overview” and “Specific Requirements” in the RFP as a guide.

SCOPE OF WORK – Overview & Specific Requirements			
Does the bidder:	Yes	No	Partial
1. Demonstrate understanding of the complementary goal of a youth-determined, youth-involved program?			
2. Clearly define what they intend their role to entail as the program administrator?			
3. Address how they plan to use stipends for the Youth Advisory Board?			
4. Provide a breakdown of funding for the program, both for administration fees and direct services?			
5. Show administration fees varying by term?			
6. Demonstrate how the application process will be set up for the mini-grant projects?			
7. Address their marketing strategy?			
a. Provide a plan to use youth and young adults with marketing?			
b. Include a plan to compensate youth, young adults, and adult allies for their time?			
8. Address how they plan to implement the use of stipends?			
9. Illustrate how they will showcase the year’s awarded mini-grant projects in a year-end event?			
10. Demonstrate detailed knowledge of the five-year Fresno County AOD SPP?			
11. Include an implementation plan that addresses timing for having staff in place?			
a. Include an anticipated start date of program services?			
12. Provide a detailed plan to ensure distribution of mini-grant projects/opportunities throughout the geographic service area, including the rural areas of the County?			
13. Display existing effective collaborative relationships with other service providers, schools, community groups, families, youth, and interested individuals?			
14. Include staffing patterns with job descriptions for each position?			
15. Include education and experience standards in descriptions?			
a. Include resumes for current staff members?			
b. Require all employees to have written evidence of their qualifications?			
c. Have written guidelines specifying employment requirements?			

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Appendix A

16.	Agree to have one (1) representative of the agency attend the monthly County Alcohol and Drug Advisory Board?			
17.	Agree to attend the monthly Provider Meeting and/or the Quarterly Prevention Provider Meeting?			
18.	Agree to allow program staff to attend meetings and/or trainings as deemed mandatory by DBH-SAS?			
19.	Address how any potential conflict of interest will be handled?			
20.	Demonstrate how their agency intends to incorporate cultural sensitivity into the program?			
a.	Demonstrate sensitivity, knowledge and awareness of the unique needs of the populations to be served?			
b.	Describe any relevant experience in providing services with regard to the needs of diverse populations?			
21.	Provide the completed and signed Charitable Choice and Guidance and Policy Statement of Religious Nondiscrimination in Proposal Eligibility and Service Delivery form, Appendix C?			
21.	Provide the signed Notice of Child Abuse Reporting Law form, Appendix D?			
Please rate as follows: excellent, good, fair, poor, insufficient:				
Overall Rating of Overview & Specific Requirements:				
Comments:				

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Appendix A

Please use the "Cost Proposal" in the RFP as a guide.

COST PROPOSAL			
	Yes	No	Partial
1. Did the bidder utilize the budget template for the line item budget and narrative/justification?			
2. Is each budget line item completed as directed?			
3. Is there a detailed budget for each term?			
4. Is there a detailed budget narrative/justification?			
5. Is the compensation amount within or below indicated limits for each year?			
6. Did the bidder include a summary of proposed staff, with salary rates and percentage of time commitments by position?			
7. Is there a summary of qualifications for each position?			
8. Is there a job description for each position?			
9. Are administrative costs 15% or less of the total budget allocated to Administration fees?			
a. Are the administrative costs explained and justified?			
10. Are benefit costs 20% or less of total salaries?			
11. Is there a request for advance payment?			
12. Does the cost proposal recognize any cost savings that would be realized through the operation of multiple County contracts?			
Please rate as follows: excellent, good, fair, poor, insufficient:			
Overall Rating of Overview & Specific Requirements:			
Comments:			