

EVALUATION CRITERIA FOR PROPOSALS



TIP SHEET

Established criteria should be developed as part of the RFP/RFA package and provided in the proposal document. A review is the formal rating of the responses using the standards listed in the proposal. Some considerations are listed below:

Proposals should first be reviewed by county agency staff and evaluated for compliance with the requirements of the RFP/RFA and checked for completeness. Incomplete proposals, or proposals that do not pass the technical review, should be disqualified from further consideration.

An external “Proposal Review Panel” should rate each proposal, which passes the technical review. Using the point values assigned to each item in the funding application, the completeness of each component, clarity, cost effectiveness, and overall quality of the application will be assessed using a standardized scoring instrument.

Proposals will be ranked according to their score on the review instrument. The top ranked proposals will be selected as finalists by the “Review Panel” and forwarded to administration or other designated agency for funding recommendations.

From among those finalists that demonstrate the highest degree of overall quality and cost effectiveness, the appropriate administrator or agency will submit recommendations for contract award to the agency Director or to the Board of Supervisors for final approval. The Director may consider awards based on equitable distribution of funds and services, and the degree to which the final proposals individually and collectively integrate into the existing system of care.

Formal announcement of contract awards should be made upon final approval by the Board of Supervisors or other authorized county body.