

Proposal Rating Factors & Process

Presentation by Trevor Bartley, Research Data Specialist

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Request for Proposal (RFP) Process

- Submit proposal
- Technical compliance review
- Proposals forwarded to the Scoring Panel
- Scoring Panel reads and scores proposals
- Scoring Panel recommendations go to Board
- Applicants notified of results

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Scoring Panel

For this RFP, a Scoring Panel will be convened with the responsibility of:

- Rating the proposals using transparent and fair measurement principles
- Making funding recommendations to the Board



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Rating Factors and Scores

RATING FACTORS	POINT RANGE	PERCENT OF TOTAL VALUE	WEIGHTED RATING FACTOR SCORE*
1 Project Need	0-5	20%	40
2 Project Description	0-5	30%	60
3 Organizational Capacity and Coordination	0-5	25%	50
4 Project Data Collection and Evaluation	0-5	10%	20
5 Project Budget	0-5	15%	30
Maximum Proposal Score:		100%	200

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Proposal Rating Process

Six Point Rubric

Not Responsive 0	Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response fails to address the criteria.	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

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Rating Factors

The Scoring Panel will evaluate the merits of each proposal received in terms of how well each applicant responds to the rating factors found in the:

- Project Need
- Project Description
- Project Organizational Capacity and Coordination
- Project Data Collection and Evaluation
- Project Budget

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Rating Factor: Project Need

Section 1: Project Need
• Percent of Total Value - 20%

Project Need: The applicant described a need that is pertinent to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

1.1	Describe the need(s) to be addressed, the process used to determine the need(s) and how the need(s) are related to one or more of the Byrne SCIP Grant Program Purpose Areas and corresponding program activities.
1.2	Identify the conditions or elements that contribute to the need (e.g., service gaps, accessibility, geographic location, etc.).
1.3	Provide relevant local qualitative and/or quantitative data with citations in support of the need(s).
1.4	Demonstrate a compelling justification for the grant funds.

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Rating Factor: Project Description

Section 2: Project Description
• Percent of Total Value - 30%

Project Description: The applicant provided a description of the project that is related to the intent of the grant. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the quality of the response to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.

2.1	Describe the proposed project that will address the need(s) discussed in the Project Needs section. The description should: <ul style="list-style-type: none"> • Describe the components of the proposed project that links to each PPA. • Describe the target area which will be the focus of the project, including how and why it was selected. • For projects serving participants, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive. • Address how the project will, if applicable, address the racial and ethnic disparities, violence, and/or recidivism (if any) identified in Project Need. • Address how the proposed project will, if applicable, incorporate trauma-informed care and be culturally informed, competent, and responsive. • Address how the proposed project will, if applicable, prioritize mental health needs and the avoidance of system involvement.
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2.2	Complete the Project Work Plan (Attachment B), describing the top goals and objectives for the project (see Attachment D for definitions). Identify how these will be achieved in terms of the activities, responsible staff/partner agencies, timelines, and a list of the data elements to be collected. The goals and objectives must be related to the needs and intent identified for the Byrne SCIP grant.
2.3	For projects with participants, describe: <ul style="list-style-type: none"> the target population (e.g., gender, age, offense history, criminogenic factors), including why and how it was selected. the plan for identifying, accessing, selecting, and serving individuals from the target population who are eligible and appropriate for participation. plans to overcome any inability to access and/or serve those individuals.
2.4	Describe the rationale for the proposed activities/services including research or other evidence indicating that the intended goals and objectives are likely to be achieved.

Project Work Plan

Attachment B: Project Work Plan

REQUIRED ATTACHMENT: You will be prompted to upload this document to the BSCC-Submittable Application.

Instructions: Applicants must complete a Project Work Plan using the format below. Provided goals and objectives must have a clear relationship to the need and intent of the grant. The Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives must be identified. Completed plans should identify:

- the project's top goals and objectives.
- how the goal(s) will be achieved in terms of the activities/services, responsible staff/partners, and the timelines.
- a list of the data elements to be collected.

Please cut and paste into a Word document. Expand cells as necessary.

1. Goal		2. Objectives (3, 5, etc.)		3. Responsible staff/partners		Timeline	
		A. ¹ B. C.				Start Date	End Date
Project activities and services that support the identified goal and objectives							
1. ²		1. ³		1. ⁴		1. ⁵	
2.		2.		2.		2.	
3.		3.		3.		3.	
List the data elements that will be used to measure the extent to which the goal and its objectives are achieved. See Appendix E for the definition of a data element. >							

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Rating Factor: Project Organizational Capacity and Coordination

Section 3: Project Organizational
Capacity and Coordination
• Percent of Total Value - 25%

Project Organizational Capacity and Coordination: The applicant described their organization's ability to implement the proposed project. The elements that comprise this Rating Factor are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
3.1	Describe the applicant's ability to administer the proposed project. In the description include: <ul style="list-style-type: none"> the staffing required and available to operate the project including staff qualifications and training. the extent to which existing staff resources will be utilized. project management and oversight to ensure the proposed project is implemented as intended.
3.2	Describe any partner agencies or coordination with other agencies necessary to implement the proposed project. If partners are to be selected after the grant is awarded, specify the process and criteria for selecting the partner agencies. The description of partners should include: <ul style="list-style-type: none"> their involvement/role that is aligned with the proposed project. their credentials, involved personnel, experience and capability to conduct the project, and the value the partners add to the proposed project. the plan to coordinate with these partners.

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3.3	Describe the timeline for the execution of contracts or memoranda of understanding with any partner agencies and the implementation of their involvement/role such that they are in a reasonable timeframe to support the project. Include a description of the readiness to proceed, if funded.
3.4	Describe the management structure and decision-making process for the proposed project.

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Rating Factor: Data Collection and Evaluation

Section 4: Data Collection and
Evaluation:
• Percent of Total Value - 10%

Project Evaluation and Monitoring: The applicant described how it will monitor and evaluate the effectiveness of the proposed project. The elements that are to comprise this Rating Factor are listed below. Addressing each element does not itself merit a high rating; although each element is to be addressed, it is the <u>quality of the response</u> to each that is to be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
4.1	Describe the plan to determine the qualified internal staff and/or external partner or entity that will conduct the project evaluation and how monitoring activities will be incorporated in the various phases of the project; for example, start-up, implementation, service delivery period, etc.
4.2	Identify the data elements that will be collected to measure the extent to which the proposed project and the goals and objectives listed in the Project Work Plan are achieved.
4.3	Describe the preliminary plan for collecting the data elements identified in 4.2. Describe a plan for entering into data sharing agreements, if necessary.

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Rating Factor: Project Budget

Section 5: Project Budget
• Percent of Total Value - 5%

Project Budget: The applicant provided a complete Budget Attachment (Budget Table and Budget Narrative) for the proposed project. The elements against which the Budget Attachment will be rated are listed below. Addressing each element does not in itself merit a high rating; although each element is to be addressed (when applicable), it is the <u>quality of the response</u> to each that will be evaluated. The response will be evaluated with a single rating based on a scale of 0-5.	
5.1	Provide complete and detailed budget information in each section of the Budget Attachment which: • includes an explanation justifying each expense. • ensures expenses are appropriate for the grant's intent, the project's goals, and planned activities.

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Rating Factors and Scores

	RATING FACTORS	POINT RANGE	PERCENT OF TOTAL VALUE	WEIGHTED RATING FACTOR SCORE*
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3	Organizational Capacity and Coordination	0-5	25%	50
4	Project Evaluation and Monitoring	0-5	10%	20
5	Project Budget	0-5	15%	30
Maximum Proposal Score:			100%	200

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QUESTIONS



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