

**RFP for Housing Support Services
RFP # FY2122-07
Summarized Scoring Sheet**

	E1	E2	E3	E4	E5	TOTAL SCORE	AVERAGE SCORE
PROPONENT'S SCORES							
The Illumination Foundation	80.04	69.82	81.46	70.38	70.40	372.10	62.02
1736 Family Crisis Center	60.89	65.83	75.06	62.42	62.12	326.32	54.39
Mercy House Living Centers	77.75	77.04	85.00	76.37	66.66	382.82	63.80

We hereby certify that all the scores above are true and correct.

Panel Members Date 1/19/23

- E1 - [REDACTED]

- E2 - [REDACTED]

- E3 - [REDACTED]

- E4 - [REDACTED]

- E5 - [REDACTED]

Prepared by: Thu Phan

RFP for Housing Support Services
RFP #FY2122-07

PROPONENT: The Illumination Foundation

	E1	E2	E3	E4	E5
FORM D - Organization Experience					
Maximum Points Available 30					
PART A					
Score	5	5	4	4	4
PART B					
Question 1	5	5	5	4	4
Question 2	5	4	4	4	4
Question 3	5	4	5	4	4
Question 4	4	3	4	4	3
Question 5	4	4	4	4	3
Question 6	4	3	4	3	3
Question 7	4	3	4	3	3
Question 8	4	4	4	4	3
Question 9	4	3	4	3	3
Question 10	4	3	4	4	3
Question 11	4	4	4	4	4
Question 12	4	3	4	3	3
Total	56.00	48.00	54.00	48.00	44.00
Average Score	4.31	3.69	4.15	3.69	3.38
Points Awarded	25.86	22.14	24.90	22.14	20.28

FORM E - Services to be Provided					
Maximum Points Available 35					
PART A					
Question 1	5	4	5	4	4
Question 2	4	4	4	4	3
Question 3a	4	4	5	4	4
Question 3b	4	4	4	3	3
Question 3c	3	2	3	3	3
Question 3d	3	2	3	3	3
Question 3e	4	3	4	3	4
Question 3f	4	4	5	4	4
Question 3g	5	4	5	5	4
Question 3h	4	4	4	3	3
Question 4	4	3	4	4	3
Question 5a	4	3	4	3	3
Question 5b	4	3	4	3	3
Question 6a	4	3	4	4	3
Question 6b	4	3	4	3	3
Question 6c	4	3	4	3	3
Question 7a	4	4	5	4	4
Question 7b	3	3	4	3	3
Question 8a	5	5	5	4	4
Question 8b	3	3	4	3	3
Question 8c	3	3	4	4	3
Question 9a	5	5	5	4	4
Question 9b	4	3	4	3	3
Question 9c	3	3	4	3	3
Question 10	4	3	4	4	3
Question 11	4	3	4	4	3
Question 12	3	2	3	2	2
Question 13	4	3	4	3	3
Question 14	3	2	3	2	2
Question 15	3	3	4	3	3

RFP for Housing Support Services
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PROPONENT: The Illumination Foundation

	E1	E2	E3	E4	E5
Question 16	3	3	4	3	3
Question 17a	3	3	4	3	3
Question 17b	3	3	4	3	3
Question 17c	4	4	4	3	3
PART B					
Question 18	4	3	4	3	3
Question 19	3	3	4	3	3
Question 20	4	3	4	3	3
Question 21	3	3	4	3	3
Total	142.00	123.00	155.00	126.00	120.00
Average Score	3.74	3.24	4.08	3.32	3.16
Points Awarded	26.18	22.68	28.56	23.24	22.12

FORM F - Staffing					
Maximum Points Available 20					
Score	4	4	4	4	4
Points Awarded	16.00	16.00	16.00	16.00	16.00

FORMS G and H - Budget					
Maximum Points Available 15					
Score	4	3	4	3	4
Points Awarded	12.00	9.00	12.00	9.00	12.00

Total Points Awarded per Evaluator	80.04	69.82	81.46	70.38	70.40
Total Combined Points Awarded by all Evaluators	372.10				
Average of All Points Awards - Final Proposal Score	62.02				

RFP for Housing Support Services
RFP #FY2122-07

PROPONENT: 1736 Family Crisis Center

E1 E2 E3 E4 E5

FORM D - Organization Experience					
Maximum Points Available 30					
PART A					
Score	3	3	3	3	3
PART B					
Question 1	4	4	3	3	3
Question 2	4	4	4	3	3
Question 3	4	4	4	4	3
Question 4	3	4	4	4	3
Question 5	3	3	4	3	3
Question 6	3	4	4	4	3
Question 7	3	3	4	3	3
Question 8	4	5	5	4	4
Question 9	3	3	4	3	3
Question 10	3	3	3	3	3
Question 11	3	3	4	3	3
Question 12	3	3	3	3	2
Total	43.00	46.00	49.00	43.00	39.00
Average Score	3.31	3.54	3.77	3.31	3.00
Points Awarded	19.86	21.24	22.62	19.86	18.00

FORM E - Services to be Provided					
Maximum Points Available 35					
PART A					
Question 1	4	5	5	4	4
Question 2	4	4	5	4	4
Question 3a	3	2	3	2	2
Question 3b	3	4	4	3	3
Question 3c	3	4	4	4	3
Question 3d	3	3	4	3	3
Question 3e	3	3	4	3	3
Question 3f	3	3	4	4	3
Question 3g	4	5	5	4	4
Question 3h	3	4	4	3	3
Question 4	4	4	5	5	4
Question 5a	4	4	5	4	4
Question 5b	3	4	4	3	3
Question 6a	3	2	3	2	2
Question 6b	3	4	4	3	3
Question 6c	3	3	3	2	3
Question 7a	3	3	4	3	3
Question 7b	3	3	4	3	4
Question 8a	3	4	4	3	3
Question 8b	3	3	4	3	3
Question 8c	3	3	3	2	3
Question 9a	3	3	4	3	3
Question 9b	3	3	2	2	2
Question 9c	3	2	3	3	3
Question 10	3	3	3	2	3
Question 11	3	2	3	2	3
Question 12	3	3	4	3	3
Question 13	3	3	4	3	3
Question 14	3	3	4	3	3
Question 15	3	4	4	3	3

RFP for Housing Support Services
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PROPONENT: 1736 Family Crisis Center

	E1	E2	E3	E4	E5
Question 16	4	3	4	3	4
Question 17a	4	3	4	3	3
Question 17b	3	3	4	3	3
Question 17c	4	4	4	3	3
PART B					
Question 18	4	4	4	4	3
Question 19	4	4	5	4	4
Question 20	4	4	4	3	4
Question 21	3	3	4	3	3
Total	125.00	128.00	149.00	117.00	120.00
Average Score	3.29	3.37	3.92	3.08	3.16
Points Awarded	23.03	23.59	27.44	21.56	22.12

FORM F - Staffing					
Maximum Points Available 20					
Score	3	3	4	3	4
Points Awarded	12.00	12.00	16.00	12.00	16.00

FORMS G and H - Budget					
Maximum Points Available 15					
Score	2	3	3	3	2
Points Awarded	6.00	9.00	9.00	9.00	6.00

Total Points Awarded per Evaluator	60.89	65.83	75.06	62.42	62.12
Total Combined Points Awarded by all Evaluators	326.32				
Average of All Points Awards - Final Proposal Score	54.39				

RFP for Housing Support Services
RFP #FY2122-07

PROPONENT: Mercy House Living Centers

	E1	E2	E3	E4	E5
FORM D - Organization Experience					
Maximum Points Available 30					
PART A					
Score	5	5	5	4	5
PART B					
Question 1	5	5	5	4	4
Question 2	4	4	4	4	3
Question 3	3	3	3	3	2
Question 4	4	4	5	4	4
Question 5	4	5	4	4	4
Question 6	3	3	3	3	2
Question 7	4	5	5	4	4
Question 8	5	5	5	4	4
Question 9	4	4	5	4	4
Question 10	5	5	5	5	4
Question 11	4	5	5	5	4
Question 12	3	3	4	3	3
Total	53.00	56.00	58.00	51.00	47.00
Average Score	4.08	4.31	4.46	3.92	3.62
Points Awarded	24.48	25.86	26.76	23.52	21.72

FORM E - Services to be Provided					
Maximum Points Available 35					
PART A					
Question 1	4	4	4	4	3
Question 2	4	3	4	4	3
Question 3a	4	5	5	4	4
Question 3b	3	3	4	3	3
Question 3c	4	4	4	3	3
Question 3d	3	3	4	3	3
Question 3e	4	4	4	3	3
Question 3f	3	3	4	4	3
Question 3g	4	4	4	3	3
Question 3h	3	3	4	3	3
Question 4	3	2	3	3	3
Question 5a	4	4	5	4	4
Question 5b	4	4	4	4	4
Question 6a	4	5	5	4	4
Question 6b	4	5	5	4	4
Question 6c	4	4	4	3	3
Question 7a	4	4	5	4	4
Question 7b	4	3	4	4	3
Question 8a	4	5	5	4	4
Question 8b	3	3	3	2	3
Question 8c	3	3	4	4	3
Question 9a	4	4	5	4	4
Question 9b	3	3	4	3	3
Question 9c	4	5	5	4	4
Question 10	4	4	5	4	4
Question 11	4	5	5	4	4
Question 12	3	4	4	3	4
Question 13	4	5	5	4	4
Question 14	4	4	5	4	4
Question 15	4	5	5	4	4

RFP for Housing Support Services
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PROPONENT: Mercy House Living Centers

	E1	E2	E3	E4	E5
Question 16	3	3	4	3	3
Question 17a	4	4	5	5	4
Question 17b	3	2	3	3	2
Question 17c	3	3	4	3	3
PART B					
Question 18	3	3	4	3	3
Question 19	4	4	5	4	4
Question 20	3	3	4	3	3
Question 21	3	3	4	3	3
Total	137.00	142.00	164.00	135.00	130.00
Average Score	3.61	3.74	4.32	3.55	3.42
Points Awarded	25.27	26.18	30.24	24.85	23.94

FORM F - Staffing					
Maximum Points Available 20					
Score	4	4	4	4	3
Points Awarded	16.00	16.00	16.00	16.00	12.00

FORMS G and H - Budget					
Maximum Points Available 15					
Score	4	3	4	4	3
Points Awarded	12.00	9.00	12.00	12.00	9.00

Total Points Awarded per Evaluator	77.75	77.04	85.00	76.37	66.66
Total Combined Points Awarded by all Evaluators	382.82				
Average of All Points Awards - Final Proposal Score	63.80				

Housing Support Services - SC #1: HSP**RFP #FY2122-07****PROPONENT:****Evaluator #****Individual Evaluator Scoring Form**

RFP QUESTIONS	SCORE
FORM D1 - ORGANIZATION EXPERIENCE (PART A)	
Table One - Experience with the County of Orange:	
Table Two - Experience with other than the County of Orange:	
Table Three – Failure to Complete Contract(s):	
<p>Assess information provided in each table and score FORM D1 in its entirety for a combined score. Assess Proponent's:</p> <ul style="list-style-type: none"> • County related experience that are the same or similar to services requested in the scope of work • Experience with other than County, in providing the same or similar to services requested in the scope of work • Failure to complete contracts 	
FORM D1 - ORGANIZATION EXPERIENCE (PART B)	
<p>Question #1: In reference to services included above in Part A, describe your organization's experience in providing services that are the same or similar to HSP services required in this RFP. Include experience in the following four (4) categories.</p> <p>a. Development b. Implementation c. Management d. Evaluation</p>	
<p>Question #2: Describe in detail how your organization was able to case conference, coordinate and collaborate with the System of Care, the Orange County Continuum of Care, and other key stakeholders. Include relevant formal and/or informal partnerships that was leveraged to support client's in meeting their housing and supportive services goals.</p>	
<p>Question #3: Describe in detail your organization's experience in coordinating services and care for the population that is the same or similar to those described in Attachment A, Section 1 for HSP services, within the System of Care – behavioral health, health care, housing, criminal justice, and benefits and supportive services. Provide examples of formal and/or informal partnerships with other County of Orange departments, community-based organizations and/or not-forprofit organizations that assisted in providing those services.</p>	
<p>Question #4: Provide detail as to how the population that is the same or similar to those, as described in this RFP, were linked to resources described in response to Question 3 and what follow-up steps were in place to ensure linkages were successful.</p>	
<p>Question #5: Describe in detail how your organization provided Housing Navigation for HSP services as part of the program and how clients were engaged in the process. Include relevant past experience in providing this service and detail approaches that assisted client's in becoming housed.</p>	
<p>Question #6: Describe your organization's experience in prioritizing vulnerable populations and promote racial and ethnic equity in the delivery of services.</p>	
<p>Question #7: Describe how your organization monitored its performance related to previous contracts and/or services and how management addressed those concerns.</p>	

Question #8: Describe your organization's experience in providing services to clients experiencing or at risk of homelessness with multiple barriers that may impede access to housing such as credit history, criminal convictions, eviction history, and rental and/or utility arrears.	
Question #9: Describe successful strategies your organization has used to engage the target population to be served.	
Question #10: Describe a minimum of two (2) challenges and/or barriers your organization encountered in the delivery of services included in Form D1, Part A, and how these were resolved. Specify what adjustments and/or improvements were made to service delivery as a result of what was learned.	
Question #11: Describe what resources and/or methods you have utilized in recruiting for direct services staff positions or similar projects where recruitments were involved. Indicate factors and action plan to attract the most qualified candidates, the outcomes of such recruitments and what changes were made to better the process.	
Question #12: Describe your organization's experience in collaborating with other organizations in providing workshops/events to educate the population to be served on state and federal housing programs.	
Total	0
Average Score	0.00
Points Awarded	0.00
FORM E1 (PART A) - DIRECT SERVICES TO BE PROVIDED	
Question #1: Population To Be Served [Attachment A (Scope of Work), Paragraph 1]: Describe your organization's approach for providing services to client(s) that meet the criteria described in Paragraph 1 of Attachment A. Include key aspects of your program and how it will engage client(s) experiencing homelessness who have a long history of trauma, abuse and/or violence and who are hesitant or reluctant to fully participate in the program to achieve their housing stability goal.	
Question #2: Hours of Operation [Attachment A (Scope of Work), Paragraph 3]: Describe your organization's ability to provide services beyond the minimum service days and hours required in Subparagraph 3.1 of Attachment A.	
Question #3: General Requirements [Attachment A (Scope of Work), Paragraph 4]: 3A. Describe in detail how your organization will utilize evidence-based models and approaches such as the housing first approach, Rapid Re-Housing, Motivational Interviewing, Progressive Engagement, trauma-informed care, harm reduction and risk management to assist Clients in obtaining and maintaining permanent housing and to provide wrap-around support to foster permanent housing retention, as required in Subparagraph 4.4 of Attachment A.	
3B. Describe the evidenced based curriculum to be utilized by your organization to provide educational classes or workshops, as required in Subparagraph 4.6 of Attachment A.	
3C. Describe how your organization will prioritize vulnerable populations and promote racial and ethnic equity in the delivery of services to the target population as required in Subparagraph 4.8 of Attachment A.	

3D. Describe how your organization will evaluate the program to determine any racial inequities and describe the strategies and efforts to be implemented to address any disparities and promote equitable practices, as required in Subparagraph 4.8 of Attachment A. Detail specific data points and metrics to assist in the evaluation of racial inequities.	
3E. Describe your organization’s current collaborative network or partnership with local homelessness CoC and CES resources, as required in Subparagraph 4.9 of Attachment A. The response must include the name of the agencies in your collaborative network or partnership, how long your organization has been a part of this network, and how your organization will collaborate with these agencies to improve outreach and services to the population to be served.	
3F. Describe your organization’s ability to provide translation services for languages reflective of the population to be served so that all clients are provided services in their primary language, as required in Subparagraph 4.10 of Attachment A.	
3G. Describe your organization’s experience in coordinating services and care for the population to be served within the System of Care – physical health care, mental health care, substance abuse treatment, employment services, legal services, credit counseling, education, transportations, and/or other services that address the specialized populations. Provide examples of formal and/or informal partnerships with other County of Orange departments, community-based organizations and/or not-for-profit organizations that will assist in providing the services described, as required in Subparagraph 4.13 of Attachment A.	
3H. Describe your organizations outreach and engagement strategy for clients experiencing homelessness or at risk of homelessness that are unable to or unlikely to come to your facility or County facilities as required in Subparagraph 4.14.2 of Attachment A.	
<p>Question #4: Service Requirements - Intake [Attachment A (Scope of Work), Subparagraph 5.1]:</p> <p>Describe your organization’s intake process as required in Subparagraph 5.1 of Attachment A.</p>	
<p>Question #5: Service Requirements - Assessment [Attachment A (Scope of Work), Subparagraph 5.2]:</p> <p>5A. Describe in detail how your organization will conduct Assessments as part of the program. Include details of your organizations experience in utilizing the VI-F-SPDAT as required in Subparagraph 5.2.3 of Attachment A or similar assessment tool if VI-SPDAT is not utilized.</p>	
5B. Describe in detail how your organization develops the Family Housing Plan in collaboration with the client(s), incorporating an evidence-based and client-centered strategy(ies), as required in Subparagraph 5.2.5 of Attachment A.	
<p>Question #6: Service Requirements- Housing Identification [Attachment A (Scope of Work), Subparagraph 5.3]:</p> <p>6A. Describe the tools and rental subsidies to be used as incentives for engaging landlords to rent to client(s) with barriers to housing stability, as required in Subparagraph 5.3.2 of Attachment A.</p>	
6B. Describe your organization’s process to address potential barriers to landlord participation such as concerns about temporary nature of rental assistance and tenant qualifications, as required in Subparagraph 5.3.3 of Attachment A.	

<p>6C. Describe how your organization will actively recruit and retain landlords or property managers willing to rent to client(s), as required in Subparagraph 5.3.6 of Attachment A</p>	
<p>Question #7: Service Requirements – Financial Assistance [Attachment A (Scope of Work), Subparagraph 5.4]:</p> <p>7A. Describe how your organization will provide flexible and individualized financial assistance to Clients which supports a progressive path towards permanent housing and housing stability, as required in Subparagraph 5.4.1 of Attachment A.</p>	
<p>7B. Describe how your organization will assist client(s) in securing transitional housing, such as emergency shelter and/or hotel/motel costs, while searching for permanent shelter placement, as required in Subparagraph 5.4.2.5 of Attachment A.</p>	
<p>Question #8: Service Requirements- Case Management [Attachment A (Scope of Work), Subparagraph 5.5]:</p> <p>8A. Describe in detail how your organization will provide housing-focused case management and/or intensive case management as part of the program, as required in Subparagraph 5.5 of Attachment A. Include details regarding strategies and efforts to be employed to achieve the objectives as stated in the Family Housing Plan in collaboration with the client(s) using evidence-based practices, client-centers approach, following the house first principles and rapid re-housing approach.</p>	
<p>8B. Describe your organization’s approach to coordination of services with other County case plans, including, but not limited to, Cal Learn, Client Intervention Meetings and Welfare-to-Work, as required in Subparagraph 5.5.3 of Attachment A.</p>	
<p>8C. Describe how your organization will ensure that weekly and/or monthly contacts with client(s) is maintained, including those that are difficult to connect with, as required in Subparagraphs 5.5.2 and 5.5.8 of Attachment A.</p>	
<p>Question #9: Service Requirements - Housing Navigation [Attachment A (Scope of Work), Subparagraph 5.6]:</p> <p>9A. Describe how your organization will provide Housing Navigation, as required in Subparagraph 5.6 of Attachment A.</p>	
<p>9B. Describe how your organization will ensure placement of client(s) in transitional housing, upon funding availability, to assist them while working to obtain and secure permanent housing, as required in Subparagraphs 5.4.2.5 and 5.6.3 of Attachment A.</p>	
<p>9C. Describe your organization’s process for assisting client(s) in obtaining permanent housing options based on their unique needs, preferences, and financial resources, as required in Subparagraph 5.6.6 of Attachment A.</p>	
<p>Question #10: Service Requirements – Additional Responsibilities [Attachment A (Scope of Work), Paragraph 6]:</p> <p>Describe how your organization will ensure appropriate data collection, timely data entry and reporting in HMIS, as required in Subparagraph 6.1 of Attachment A.</p>	

<p>Question #11: Outcome Objectives [Attachment A (Scope of Work), Paragraph 7]:</p> <p>Describe your organization’s approach to meeting performance outcome objectives as required in Paragraph 7 of Attachment A, including, but not limited to, the following:</p> <ol style="list-style-type: none"> Details of evaluation factors and processes. Frequency with which specific evaluation processes will occur. Who will be responsible for developing and executing an action plan if outcomes are off-target. 	
<p>Question #12: Reporting Requirements [Attachment A (Scope of Work), Paragraph 8]:</p> <p>Describe your organization’s strategy to solicit and incorporate client(s) feedback about services into your program design and policies/procedures as required in Subparagraph 8.5 of Attachment A. Provide specific examples.</p>	
<p>Question #13: Quality Assurance/Quality Control [Attachment A (Scope of Work), Paragraph 11]:</p> <p>Present a comprehensive Quality Control Plan to be utilized by your organization as a selfmonitoring tool to ensure required services are provided, as required in Paragraph 11 of Attachment A. The Quality Control Plan shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> Title/level and qualifications of personnel performing monitoring functions. Method for ensuring the services, deliverables, and requirements is being provided at or above the level of quality as required in Attachment A. Method for assuring that the professional staff rendering services as required in Attachment A have the necessary qualifications. Method of identifying and preventing deficiencies in the quality of service. Frequency of monitoring. Method for providing a copy of your organization’s case reviews and a clear description of, and corrective action taken, to resolve identified problems. 	
<p>Question #14: Service Requirements – Meetings [Attachment A (Scope of Work), Paragraph 13]:</p> <p>Describe your organization’s approach to attendance and participation in meetings, including, but not limited to, Client Intervention Meetings as required in Subparagraph 13.2, and County meetings as required in Subparagraph 12.1 of Attachment A.</p>	
<p>Question #15: Training [Attachment A (Scope of Work), Paragraph 14]:</p> <p>Describe your organization’s approach to training, including, but not limited to participation in SSA training, delivery of required training to staff, and tracking of training activities as required in Paragraph 14 of Attachment A.</p>	

<p>Question #16: Budget [Attachment A (Scope of Work), Paragraph 15]:</p> <p>Describe the estimated number of monthly referrals your organization expects to receive, based upon your organization's proposed budget (Form G). Also describe your organization's plan to achieve the goal of serving a potentially larger than anticipated number of Housing Support Program referrals with your organization's proposed budget.</p>	
<p>Question #17: Staffing Requirements [Attachment A (Scope of Work), Paragraph 16]:</p> <p>17A. Describe your organization's policies and procedures to recruit, hire and retain culturally and linguistically appropriate staff which is representative of the population to be served and/or proposed service area, as required in Subparagraph 16.1 of Attachment A.</p>	
<p>17B. Describe the ability to maintain the minimum staffing ratio as required by Subparagraph 16.5 of Attachment A.</p>	
<p>17C. Describe your organization's plan and timeline to ensure all proposed positions (in Part C of Form F) will be filled and ready to provide services by the effective date of the resulting contract.</p>	
FORM E1 (PART B) - MANAGEMENT OF DIRECT SERVICES TO BE PROVIDED	
<p>Question #18: Describe how your organization ensures effective management and administrative services of day-to-day operations. Include:</p> <p>a. Description of the span of control for all management and supervisory positions to be involved in the delivery of services under the resulting contract.</p> <p>b. Description of existing and/or proposed organizational structure within, and where applicable, outside Orange County.</p> <p>c. Relationship between the existing or proposed Orange County organization and Proponent's headquarters, if located outside of Orange County.</p>	
<p>Question #19: Describe the method(s) your organization will use to self-evaluate the management of services to be provided.</p>	
<p>Question #20: Identify all project start-up activities necessary to begin service delivery on the effective date of the resulting contract.</p>	
<p>Question #21: Describe how management keeps informed of effective practices, which are based on current theory, research, and evaluation data for the purpose of positively impacting service delivery in the resulting contract.</p>	
Total	0
Average Score	0.00
Points Awarded	0.00
FORM F - STAFFING	
Part A – Staff Summary:	
Part B – Details of Staff Already Hired:	
Part C – Details of Staff to be Hired:	

<p>Assess information provided in each table and score Form F in its entirety for a combined score. Assess:</p> <ul style="list-style-type: none"> • whether education, credentials, and experience of required service staff are in accordance with RFP requirements • did proponent provide detailed responses in qualifications of key personnel • ability of Proponent to provide experienced/qualified staffing to fulfill the services outlined in the Scope of Work • did Proponent provide any in-kind staff <i>(only include if required in the RFP)</i> • did Proponent propose more/less staffing than the minimum required in the Scope of Work • does proposed staff have bilingual capabilities to meet the needs of the population to be served <i>(only include if required in the RFP)</i> 	
Points Awarded	0.00
FORMS G - LINE ITEM BUDGET and H - BUDGET NARRATIVE	
Form G - Salaries and Benefits: Assess whether direct service and administrative positions (including language capabilities, FTEs, weekly hours, maximum hourly rates, monthly salaries, benefits, and annual budget) are reasonable, justified, and appropriate for proposed services.	
Form G - Services and Supplies: Assess whether proposed costs are reasonable, justified, and appropriate in relation to activities to be conducted and services to be provided.	
Form G - Operating Expenses: Assess whether proposed costs are reasonable in relation to service to be provided.	
Form G - Subcontracts: Assess whether proposed subcontracted services should be of a concern.	
Form G - Indirect Costs/Profit/In-Kind Match: Was the table completed? Does it specify indirect costs, profit, and in-kind match (as applicable)? Assess whether proposed costs are reasonable.	
Form H - Benefits: Assess whether benefit costs are fully explained and are reasonable in relation to the proposed salaries.	
Form H - Services and Supplies Detail: Assess whether proposed costs are fully explained and in alignment with expenses identified in Form G.	
Form H - Operating Expenses (Facility and Non-Facility): Assess whether proposed costs are fully explained and in alignment with expenses identified in Form G.	
Form H - Indirect Cost/ Program Income/In-Kind Match/Profit/Revenue: Assess whether proposed indirect cost is reasonable. Assess value added of Program Income (if applicable) and proposed in-kind match (if applicable) as it relates to proposed services. Assess whether proposed Profit (if applicable) is reasonable.	
Form H - Revenue and Budget Variances from Year-to-Year: Are current and projected revenue sources and amounts listed? Is lack of revenue sources a concern? If budget variances are identified, is an explanation for the differences provided including how budgetary changes may impact services?	

<p>Committee members should take the following into consideration when scoring the Line-Item Budget Form:</p> <ul style="list-style-type: none"> •Proposal is completed in its entirety with blank areas explained. •Calculations are error free or have minimal, non-consequential errors. •Cost Proposal descriptions align with the business proposal. •An understanding of costs expected with service required is demonstrated. •Spans of control are clearly delineated and reasonable. •Ratio of direct service cost compared to administrative costs is reasonable. •Salaries are comparable to industry levels. •Budgets reflect anticipated increases in hourly rates and monthly salaries for future years. •Is the proposed budget reasonable? •Is the budget reflective of all services being proposed? (Are the following reasonable: Salaries, Benefits, Services & Supplies Detail, Operating Expense for Non-Facility and Facility, Indirect Costs, Program Income, In-kind Match, Profit, Revenue, and Budget Variance) •Committee members can consider lack of detail/specificity in the proposed line item budget and narrative. •Committee members should note services offered in addition to RFP requirements and how those costs will be covered, and/or lack of services required in the RFP. 	
Points Awarded	0.00

Total Points Awarded 0.00