

**BEST START LA BABY-FRIENDLY HOSPITAL
REQUEST FOR PROPOSAL
Proposal Review Tool**

Proposal: _____

Reviewer No.: _____

Criteria (Experience)	Lacking Responses (0 points)	Weak Responses (1 point)	Satisfactory Response (2 points)	Score
Demonstrated experience in putting together breastfeeding a workgroup or taskforce within the hospital	No response OR no experience in putting together breastfeeding a workgroup or taskforce within the hospital	Limited experience in putting together breastfeeding a workgroup or taskforce within the hospital is identified and described	Extensive experience in putting together breastfeeding a workgroup or taskforce within the hospital is identified and extensive details are provided.	
Demonstrated experience in performing comparable work (i.e., quality improvement project, hospital policy changes, etc.)	No response OR no experience in performing comparable work (i.e., quality improvement project, hospital policy changes, etc.)	Limited experience in performing comparable work (i.e., quality improvement project, hospital policy changes, etc.) is identified and described	Extensive experience in performing comparable work (i.e., quality improvement project, hospital policy changes, etc.) is identified and extensive details are provided	

Experience Criteria Subtotal: _____

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Criteria (Knowledge)	Lacking Responses (0 points)	Weak Responses (1 point)	Satisfactory Response (2 points)	Score
Evidence of the hospital's understanding and initiation of the Baby-Friendly Hospital Initiative's 10 Steps to Successful Breastfeeding	Does not demonstrate hospital's understanding and initiation of the Baby-Friendly Hospital Initiative's 10 Steps to Successful Breastfeeding	Limited understanding and initiation of the Baby-Friendly Hospital Initiative's 10 Steps to Successful Breastfeeding is described	Extensive understanding and initiation of the Baby-Friendly Hospital Initiative's 10 Steps to Successful Breastfeeding indicated and extensive details and support are provided.	

Knowledge Criteria Subtotal: _____

Criteria (Skills)	Lacking Responses (0 points)	Weak Responses (1 point)	Satisfactory Response (2 points)	Score
Demonstrated capacity (i.e., qualified staffing, leadership and management) for Project implementation and management	No response or does not demonstrate capacity for Project implementation and management	Demonstrates limited capacity for Project implementation and management.	Demonstrates extensive capacity for Project implementation and management.	

Skills Criteria Subtotal: _____

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Criteria (Other)	Lacking Responses (0 points)	Weak Responses (1 point)	Satisfactory Response (2 points)	Score
Demonstrates appropriate and measurable Project goals	No response or no project goals provided	Incomplete plans regarding project goals provided and demonstrates limited knowledge of Project.	Plans and measures for project goals are provided and are appropriate and complete. Demonstrates extensive knowledge of Project.	
Demonstrates appropriate plan for attaining the Baby-Friendly USA designation	No response or no plans outlined for attaining the Baby-Friendly USA designation provided	Incomplete plans regarding attaining the Baby-Friendly USA designation provided and demonstrates limited knowledge of the Baby-Friendly USA designation	Plans for attaining the Baby-Friendly USA designation are provided and are appropriate and complete. Demonstrates extensive knowledge of the process for attaining the Baby-Friendly USA designation.	
Demonstrates appropriate leveraging efforts	No response or no plans for leveraging provided.	Incomplete plans for leveraging efforts provided and demonstrate limited knowledge of possible leveraging efforts.	Plans for leveraging are provided and are appropriate and complete. Demonstrates extensive knowledge of potential leveraging efforts.	
Demonstrates appropriate plan for sustainability	No response; or no plans for sustainability provided	Incomplete plans regarding sustainability provided and demonstrates limited knowledge of sustainability of Project	Plans for sustainability are provided and are appropriate and complete. Demonstrates extensive knowledge of appropriate sustainability efforts.	

Other Criteria Subtotal: _____

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Criteria (Scope of Work)	Lacking Responses (0 points)	Weak Responses (1 point)	Clear and Thorough Response (2 points)	Score
Scope of Work Objectives	Objectives failed to include who, what, when, where, how and how much for each objective.	Objectives included who, what, when, where, how and how much for each objective but lacked details.	Objectives included who, what, when, where, how and how much for each objective and provided details as to each.	
Scope of Work Activities and Tasks	Applicant fails to indicate the activities and subtasks leading to the fulfillment of the objectives.	Applicant indicates the activities and subtasks leading to the fulfillment of the objective but fail to include details (i.e., benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks).	Applicant indicates the activities and subtasks leading to the fulfillment of the objective and provides details (i.e., benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks).	
Scope of Work Staff Assignment	Applicant fails to indicate staff, consultants and/or subcontractors responsible for the respective activity or subtask.	Applicant indicates staff assignments but fails to provide details (i.e., consultants and/or subcontractors responsible for the respective activity or subtask).	Applicant indicates staff assignments and provides details (i.e., consultants and/or subcontractors responsible for the respective activity or subtask).	
Scope of Work Timeline	No start or end date is provided.	Either start or end date is not provided.	Start and end dates are provided	
Scope of Work Deliverables	Deliverables are not identified.	Deliverables are described but no specific due dates are provided	Deliverables are described and specific due dates are provided	

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Scope of Work Criteria: _____

Criteria (Budget)	Score System	Score
Personnel	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Contracted services	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Equipment	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Printing/Copying	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Space	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	

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Criteria (Budget)	Score System	Score
Telephone	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Postage	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Supplies	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Employee Mileage and Travel	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Training Expense	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	

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Criteria (Budget)	Score System	Score
Other Expenses	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	
Indirect Costs	0 = Incomplete costs (total sum indicated but no line item breakdown) 1 = Completed costs but is unreasonable and/ or lacks justification 2 = Reasonable costs with clear justifications (Reasonable cost can be no cost or \$0)	

Budget Criteria Subtotal: _____

Score Summary Sheet

- 1. Experience Criteria: _____
- 2. Knowledge Criteria: _____
- 3. Skills Criteria: _____
- 4. Other Criteria _____
- 5. Scope of Work Criteria: _____
- 6. Budget Criteria: _____

- Total Score: _____