

# FIRST 5 LA

## TECHNICAL ASSISTANCE INSTITUTE – ORGANIZATIONAL ASSESSMENT CONSULTANT

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### REVIEW COVER SHEET

DATE:	REVIEWER NAME:
APPLICANT NAME:	

POINTS POSSIBLE	TOTAL POINTS RECEIVED
80	

The rating scale is 1 to 5.

1 = the lowest/not at all addressed.

5 = the highest, thoroughly discussed/high quality.

Please provide comments for any scores of 1 or 5.

\*\*\*The top candidates will be invited to participate in an interview.\*\*\*

<input type="checkbox"/> Invited for a formal interview.	<input type="checkbox"/> Not invited for a formal interview.
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This review form will not necessarily correspond to the proposal sequence.  
Reviewers are encouraged to review the entire proposal narrative, in addition to the cover letter and resume/curriculum vitae, prior to completing the scoring tool.

#### Applicant Capacity and Qualifications

Did the applicant submit all required information:  Yes  No (If Yes, please continue the review.)

To what extent does the applicant demonstrate...					
<b>I. Experience performing comparable work</b>					
1. Knowledge of and experience conducting organizational assessments for nonprofit and community-based organizations.	1	2	3	4	5
2. Knowledge of and experience providing and/or developing organizational capacity building counsel, training or resources for nonprofit and community-based organizations.	1	2	3	4	5
3. Previous experience in planning and facilitating groups, informational sessions and training programs for the nonprofit sector.	1	2	3	4	5
4. Previous experience in working with philanthropy in researching, planning or delivering organizational development or technical assistance programs for nonprofit and community-based organizations.	1	2	3	4	5
5. Evidence of experience and record of success in providing organizational assessment, organizational development and organizational planning counsel and services to a range of nonprofit organizations.	1	2	3	4	5

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<b>II. Appropriate skills and resources to plan, implement and evaluate the proposed Organizational Assessment pilot project</b>					
1. Evidence of knowledge of relevant organizational assessment approaches, frameworks and tools.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2. Ability to be accessible and flexible in accordance with product timelines and activities.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3. Ability to work effectively with First 5 LA staff to ensure successful implementation of the project.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
4. Ability and capacity (including staffing, if relevant) to manage all identified activities and components of the Organizational Assessment project design and implementation.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
5. Evidence of relevant project management methodology and demonstrated track record in complex project management.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

<b>II. Knowledge of Los Angeles County</b>					
1. Knowledge and understanding of issues, systems and services influencing young children and families in LA County (specific to the funding priorities).	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2. Knowledge of and experience with professional development and nonprofit management support resources in LA County.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3. Practical and culturally-appropriate perspectives and methodology for working with nonprofit organizations and issues influencing young children and families in LA County.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

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<b>IV. Quality of narrative and budget</b>					
1. Narrative is thorough, addresses the project criteria and objectives, and is well written and articulate.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2. Proposed plan, including implementation timeline, is viable and appropriate to project scope and objectives.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
3. Proposed budget is appropriate to project scope, realistic and cost-effective.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Subtotal page 2 \_\_\_\_\_

Subtotal page 3 \_\_\_\_\_

Subtotal page 4 \_\_\_\_\_

Sum Total Score \_\_\_\_\_

(transfer result to TOTAL POINTS RECEIVED on page 1)