RFQ APPLICANT EVALUATION
First 5 LA R&E Consultant Bank

APPLICANT NAME:

REVIEWER NAME:

SUMMARY SCORES:

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<th>I.</th>
<th>Relevant Knowledge and Expertise</th>
<th>Score (max)</th>
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<td>II.</td>
<td>Quality of submitted work</td>
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TOTAL SCORE: (100)
I. Relevant knowledge and expertise  

This criterion reflects the extent to which the applicant’s statement of qualifications reflects skill in their declared area of expertise. The combination of the applicant’s resume history, project history, and narrative explication of experience should convey a depth of understanding and/or skill of their identified areas of expertise. Furthermore, the area of expertise should be directly relevant to the work being undertaken by First 5 LA, and this relevance should be reflected in the applicants’ online application.

The applicant’s project summaries should reflect a history of engagement with organizations with missions similar to that of First 5 LA, and the applicant’s role on those projects should be in the capacity in which they might be employed by First 5 LA.

Please include notes and/or justification on a separate page

Score: (maximum score = 50)

Name of Applicant:

Name of Reviewer:
II. **Quality of submitted work**

A major consideration is the quality of the work submitted, the applicant’s role in producing that work, and the relevance of the work submitted to their declared area of expertise and First 5 LA R&E department’s Accountability Framework.

To that end, the work samples will be evaluated according to the following:

1. **The quality of the work submitted:** The work submitted demonstrates the applicant’s capacity to perform the duties that may be required of them, given their declared area of expertise. The work should also convey, if applicable, the applicant’s written communication skills, and the reviewer should include an evaluation of those skills when reviewing the application;
2. **The role of the applicant in producing the work:** The applicant’s role in producing the submitted work should be clear, and should conform to the role which First 5 LA would expect them to play should they be necessary for project support;
3. **The relevance of the submitted work:** The work submitted should firstly be relevant to their declared area of expertise. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.

Applicants whose work is not conducive to submitting work samples should include instead more detailed project summaries describing their role on the project, unexpected challenges and how they were overcome, and a description of the relevance of the project to First 5 LA’s Accountability Framework. These project summaries will be evaluated according to the following criteria:

1. **The role of the applicant in the project:** The applicant’s role in the project should be clear, and should conform to the role which First 5 LA would expect them to play should they be necessary for project support;
2. **The relevance of the project to the applicants’ declared area of expertise and to First 5 LA’s needs:** The project summarized should firstly be relevant to their declared area of expertise. More importantly, it should be directly relevant to the type of work which they will be performing for First 5 LA.

**Please include notes and/or justification on a separate page**

**Score:**

(maximum score = 30)

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**Name of Applicant:**

**Name of Reviewer:**
III. **Work experience**  

20 points

The applicant will be evaluated by the extent to which their qualifications demonstrate experience in the following areas:

1. Experience working with organizations with missions similar to that of First 5 LA;
2. Experience working with culturally and linguistically diverse populations;
3. Experience working in Los Angeles County;
4. Based upon the applicant’s declared area of expertise, there may be additional pertinent areas of work experience that the reviewer would expect to see, and the reviewer should evaluate the applicant’s experience against those additional areas.

**Please include notes and/or justification on a separate page**

**Score:** (maximum score = 20)