RFQ Application Review Tool
Best Start Community Assessment

APPLICANT NAME: 

REVIEWER NAME: 

SUMMARY SCORES: 

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TOTAL SCORE: _____ (100)
I. Understanding of the Scope of Work

The Applicant will be evaluated by the extent to which the proposal demonstrates a strong understanding of the purpose and scope of the Community Assessment in the Best Start Communities. Applicants are also evaluated on the extent to which the proposal demonstrates a strong understanding of the demographic and other relevant characteristics of the population currently living in Los Angeles County, particularly in the Best Start Communities. The Applicant must discuss the scope and complexity of the tasks as well as the required skills, resources and strategies necessary for addressing such issues.

Score: _____________ (maximum score = 20)

Please include any notes or questions on a separate page.

Name of Applicant: __________________________________________
II. Technical Approach

The Applicant will be evaluated by the extent to which the proposed technical approach is logical in format, demonstrating clear conceptual design and methods consistent with the various tasks to be accomplished, and meets all the requirements outlined in the RFQ, including:

a. specific data collection and analysis strategies

b. a proposed process to address all tasks outlined in the RFQ, including any tasks that the Applicant would add or omit based upon their expertise with an explanation of such proposed changes.

c. technical and workforce capacity to complete all tasks

Score: ___________ (maximum score = 30)

Please include any notes or questions on a separate page.

Name of Applicant: ____________________________________________
III. Qualifications of Proposed Personnel

The Applicant will be evaluated by the extent to which their staff qualifications demonstrate the relevant background, training and experience in the following areas:

a. experience collecting and processing quantitative and qualitative data from a large number of heterogeneous sites, particularly culturally and linguistically diverse communities and/or collecting data among parents of young children

b. experience conducting community-level work and collaborating with diverse stakeholder groups

c. inclusion of full resumes of proposed staff which clearly reflect the range and depth of the requirements outlined above

d. experience and knowledge working in Los Angeles county, preferably in some or all of the Best Start Communities

Score: ______________ (maximum score = 20)

Please include any notes or questions on a separate page.

Name of Applicant: __________________________________________
IV. Organizational Experience

The Applicant’s organizational experience as reflected in the proposal must demonstrate the following:

a. experience conducting community assessments of similar size and scope, including institutional capability to process and analyze all data

b. experience collecting and processing quantitative and qualitative data from a large number of heterogeneous sites, particularly culturally and linguistically diverse communities and/or collecting data among parents of young children

c. experience conducting community-level work and collaborating with diverse stakeholder groups

d. experience reporting findings in ways that facilitate understanding and use by a wide range of audiences

e. experience in program design, project budget management and implementation

f. experience and knowledge working in Los Angeles county, preferably in some or all of the Best Start Communities

Score: ____________ (maximum score = 20)

Please include any notes or questions on a separate page.

Name of Applicant: ____________________________________________
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IV. Budget

Applicants must submit budgets that are in line with common business practices. The budget and budget narrative should reflect the following:

a. reasonable price per task based on the reviewer’s experience including an awareness of risk that may arise as part of fixed-price budgeting

b. a composite hourly rate for all personnel that does not exceed $150/hour (see detail in Contracting Considerations, number 9)

c. tasks assigned to appropriate personnel as to minimize the cost per deliverable while also maximizing the quality of output

d. a total budget that does not exceed $1.5 million (it is expected that applicants’ budgets may be significantly lower than this.)

Score: ____________ (maximum score = 10)

Please include any notes or questions on a separate page.

Name of Applicant: ____________________________________________