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**TOTAL SCORE:** (100)
I. PROPOSAL NARRATIVE – VENDOR OVERVIEW

This criterion reflects the extent to which the applicant has been in business for a long time (>5 years, preferably > 10 years), has a large current client base with similar size and scope as First 5 LA and has experience in deploying custom applications that include application, database, User Interface, and data integration components to implement a business data capture and reporting solution.

Note: Any notes and/or questions should be included on a separate piece of paper

Score: (maximum score = 15)

II. PROPOSAL NARRATIVE – APPROACH TO FINALIZE USER REQUIREMENTS

This criterion reflects the extent to which the applicant’s proposal demonstrates a well thought through method and process for requirements gathering, reviewing, re-validating and finalizing the requirements using the Enterprise Conceptual Data Model (ECDM), RFP. This approach should include other methods such as user interview, prototype screen shots, tools they will be using, etc.; in addition to, feedback from First 5 LA staff at appropriate points during the process.

Note: Any notes and/or questions should be included on a separate piece of paper

Score: (maximum score = 10)

III. PROPOSAL NARRATIVE – SYSTEM ARCHITECTURE AND DESIGN

This criterion reflects the extent to which the applicant’s proposal addresses the system architecture and design requirements with respect to the software, user interface, database, application integration, and the flexibility for future growth. The descriptions of how the applicant will address each of these requirements and develop a cohesive solution should be thorough enough to ensure viability of the finished product.

Note: Any notes and/or questions should be included on a separate piece of paper

Score: (maximum score = 10)
IV. **PROPOSAL NARRATIVE – USE OF ECDM IN DATABASE DESIGN**  10 points

This criterion reflects the extent to which the applicant’s proposal for database design is based on the Enterprise Conceptual Data Model (ECDM). First 5 LA developed the ECDM to reflect the data the organization captures and reports providing flexibility in the model. The design should incorporate application growth and flexibility to respond to information requests from the commission, and other public entities.

**Note:** Any notes and/or questions should be included on a separate piece of paper.

**Score:**  (maximum score = 10)

V. **PROPOSAL NARRATIVE – APPLICATION DEVELOPMENT**  5 points

This criterion reflects the extent to which the applicant’s proposal identifies a process of working with First 5 LA to develop, test and deploy the First 5 LA Data Capture and Reporting Application to meet our requirements.

**Note:** Any notes and/or questions should be included on a separate piece of paper.

**Score:**  (maximum score = 5)

VI. **PROPOSAL NARRATIVE – DATABASE DEVELOPMENT & IMPLEMENTATION**  10 points

This criterion reflects the extent to which the applicant’s proposal identifies database development and implementation based on the ECDM and RFP requirements to deliver the First 5 LA Getting Better Data Reporting System. The vendor should include test, deployment, database administration and maintenance processes to enable First 5 LA to maintain the database without assistance from the vendor.

**Note:** Any notes and/or questions should be included on a separate piece of paper.

**Score:**  (maximum score = 10)

**Name of Applicant:**
VII. **PROPOSAL NARRATIVE – APPLICATION INTEGRATION**  

This criterion reflects the extent to which the applicant’s proposal demonstrates an understanding of how to integrate existing financial and grants management systems with the new First 5 LA Data Capture and Reporting Application. The process should include how to grow the system and integrate future data requirements.

**Note:** Any notes and/or questions should be included on a separate piece of paper

**Score:** (maximum score = 10)

VIII. **PROPOSAL NARRATIVE – TRAINING AND DOCUMENTATION**  

This criterion reflects the extent to which the applicant’s proposal describes training and documentation to:

- All First 5 LA staff will be trained in the use of the system. The training should be based on the user profile and specific to the tasks assigned within the profile.
- Enable First 5 LA IT staff to perform ongoing modifications that include enhancements, changes, new features and providing support
- Ensure specific documentation be available to properly transition support to IT staff.

**Note:** Any notes and/or questions should be included on a separate piece of paper

**Score:** (maximum score = 10)

IX. **PROPOSAL NARRATIVE – QUALIFICATION OF RESOURCES**  

This criterion reflects the extent to which the applicant’s proposal shows that the Application Delivery team has demonstrated that their resources have adequate skill sets to capture the requirements, design the application, implement the design, test and deliver the output of the project based on the Enterprise Conceptual Data Model (ECDM) and RFP.

**Note:** Any notes and/or questions should be included on a separate piece of paper

**Score:** (maximum score = 10)

Name of Applicant:
X. PROPOSED BUDGET, BUDGET NARRATIVE, AND TIMELINE 10 points

This criterion reflects the extent to which the applicant’s proposal demonstrates that the applicant can allot an adequate amount of time to each task as outlined in the Deliverables and Scope of Work sections of RFP. The budget narrative should clearly describe the charges in various stages of the requirements, design, development, and implementation. Applicants submitting proposals must develop budgets that are in line with common business practices. The applicant’s budget and budget narrative should reflect the following:

a. A reasonable price per task, based on the reviewers’ experience;

b. A composite hourly rate for all personnel that does not exceed $200/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 the output;

d. An awareness of the realities of fixed-price budgeting reflected in an appropriate financial accommodation of risk, particularly related to protracted revisions and delayed start dates;

e. A total project budget that does not exceed $125,000. It is expected that applicants’ budgets will be clearly justified in the budget narrative and will be appropriate to the work proposed.

Note: Any notes and/or questions should be included on a separate piece of paper

Score: (maximum score = 10)