Baby Friendly Hospital Evaluation
RFQ APPLICANT REVIEW TOOL

APPLICANT NAME:

REVIEWER ID:

SUMMARY SCORES:

Score (max)
I. Understanding of the Scope of Work (30)
II. Qualifications (40)
III. Organizational Capacity (20)
IV. Budget (10)

TOTAL SCORE: (100)
I. UNDERSTANDING OF THE SCOPE OF WORK 30 points

This criterion reflects the extent to which the applicant’s proposal demonstrates a solid understanding of the broad range of tasks and issues related to conducting the proposed study and communicates how their qualifications and experience are a fit for the proposed Scope of Work.

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

Score: (maximum score = 30)
II. QUALIFICATIONS

This criterion reflects the extent to which the applicant’s qualifications demonstrate the relevant professional experience and competency in the following areas:

a. Experience working with LA County hospitals;
b. Knowledge of maternal-child health and perinatal issues;
c. Experience developing qualitative data collection tools, conducting interviews and conducting focus groups;
d. Experience analyzing and summarizing qualitative data;
e. Experience analyzing and summarizing quantitative data;
f. Written and verbal communications skills;
g. Experience presenting in public meetings and/or to policymakers;
h. Interpersonal, group facilitation and networking skills;
i. Organizational and planning skills.

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

Score: (maximum score = 40)
III. **ORGANIZATIONAL CAPACITY**

This criterion reflects the need to have adequate capacity to do this kind of study. The applicant will be evaluated based on the organizational capacity to conduct the study including resources and support for conducting the research. Financial capacity will be determined through a review of the applicant’s proposed budget, statement of financial position and other relevant documents if required.

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

**Score:** (maximum score = 20)
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IV. BUDGET 10 points

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 costs that does not exceed $150/hour (see detail in Contractual Considerations, number 9);
c. Tasks assigned to appropriate personnel 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 budget that does not exceed $130,000. 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)