APPLICANT NAME:

REVIEWER ID:

SUMMARY SCORES:

<table>
<thead>
<tr>
<th>Score (max)</th>
<th>I. Proposal narrative</th>
<th>II. Database technical requirements</th>
<th>III. Scope of Work and timeline</th>
<th>IV. Proposed budget and budget narrative</th>
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<tbody>
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<td>50</td>
<td>(50)</td>
<td>(15)</td>
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TOTAL SCORE: (100)
I. PROPOSAL NARRATIVE 50 points

This proposal narrative provides a description of the experience the vendor has with deploying similar system, their approach to address the needs of this project, the ongoing support they plan to provide, and their system performance. This narrative has the following sections:

- Vendor overview

This section reflects the extent to which the applicant has been in business for a long time, has a large current client base, has experience working within LA County and has experience working with data collected by First 5 California counties.

- Experience with deployed systems

This section reflects the extent to which the applicant has experience with projects that have a similar size and scope and has deployed case management systems similar to those necessary for the First 5 LA select home visitation models (Healthy Families America, Triple P, Parents As Teachers, SafeCare). Vendor should highlight those data system implementations where the system billed for reimbursements through the Medical Assistance Administration (MAA) and Targeted Case Management (TCM).

- Approach for requirements

This criterion reflects the extent to which the applicant’s proposal demonstrates a well thought through method of reviewing, re-validating and finalizing the requirements for the data system.

- System development

This criterion reflects the extent to which the applicant’s proposal identifies a well thought out process of working with First 5 LA to customize, test and deploy the new data system to meet our requirements.

- Ease of system administration

This criterion reflects the extent to which the applicant’s proposal addresses First 5 LA’s need to allow users appropriate access to make simple modifications to the data entry screens or reports without causing problems for the overall data system and without requiring assistance from the vendor.

- Data migration

This criterion reflects the extent to which the applicant’s proposal demonstrates a solid understanding of how to migrate data.

Name of Applicant:
I. PROPOSAL NARRATIVE (continued) 50 points

- Training and ongoing technical assistance

This criterion reflects the extent to which the applicant’s proposal describes good training and technical assistance practices that will ensure that all First 5 LA and grantee staff will be trained well and supported when they need to contact the applicant for assistance.

- Statistics on system performance

This criterion reflects the extent to which the applicant’s proposal shows their current systems have excellent up time and perform well under the load of many users.

- Hosting and data recovery

This criterion reflects the extent to which the applicant’s proposal demonstrates that they have an existing hosting site that they have worked with in the past and that provides a co-location facility.

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

Score:  (maximum score = 50)

Name of Applicant:
II. DATABASE TECHNICAL REQUIREMENTS, 15 points

ASSESSMENTS/SCREENING TOOLS AND REPORTS

This criterion reflects the extent to which the applicant’s proposal demonstrates that they can build the data system that First 5 LA is requesting. The technical requirements detail some of the important components First 5 LA wants built into the data system. The descriptions of how the applicant will address each of these technical requirements should be thorough enough to ensure that the system will have each of these components built into it.

The applicant has also supplied a list of existing assessment/screening tools and reports that will be included in the base system.

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

Score: (maximum score = 15)
III. **SCOPE OF WORK**  

15 points

This criterion reflects the extent to which the applicant’s proposal demonstrates that their proposed Scope of Work addresses the needs outlined in the RFQ, the applicant can allot an adequate amount of time to each task and the applicant assigns the appropriate staff to the project.

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

**Score:** (maximum score = 15)
IV. PROPOSED BUDGET AND BUDGET NARRATIVE  

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 annual budget that does not exceed $500,000 for year 1, $400,000 for year 2, and $400,000 for year 3. 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 = 20)