APPLICANT NAME:

REVIEWER ID:

SUMMARY SCORES:

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<th>I. Understanding of the Scope of Work</th>
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TOTAL SCORE: (100)
I. UNDERSTANDING OF THE SCOPE OF WORK  

This criterion reflects the extent to which the applicant’s proposal demonstrates a solid understanding of the various conceptual, methodological, and logistical issues related to conducting the proposed study and can communicate how their qualifications and experience are a fit for the proposed Scope of Work. It also reflects the extent to which the applicant’s proposal demonstrates a solid understanding of First 5 LA’s efforts as communicated in the Strategic Plan and how this study is part of the larger Accountability and Learning Framework, particularly as it relates to measuring change in the Best Start communities.

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

Score: (maximum score = 30)
II. QUALIFICATIONS

The applicant team will be evaluated by the extent to which their qualifications demonstrate the relevant professional experience and academic background, training and experience in the following areas:

- a. Experience developing and administering surveys and conducting psychometric tests;

- b. Knowledge of the social support literature;

- c. Experience working closely with clients;

- d. Experience collecting and analyzing qualitative and quantitative data to pilot survey items and scales as well as to conduct think alouds/cognitive interviews. The applicant should demonstrate an understanding of qualitative and quantitative data analysis including organization and management of narrative text and distributing and analysis of survey data;

- e. Bilingual in Spanish and English;

- f. Inclusion of full résumés of proposed staff in the proposal which clearly reflect the range and depth of the requirements outlined above;

- g. Experience working with culturally, linguistically, and geographically diverse populations

Preferred qualifications:

- a. Experience working in Los Angeles County;

- b. Ability to communicate in multiple languages;

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

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

The applicant’s organizational capacity to conduct the social support measurement study including providing resources and support for the recruitment, training and management of a team of field staff, with particular experience conducting interviews and pilot testing scales. This criterion reflects the need to have adequate capacity – both human and financial – to do this kind of study. 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)
IV. **BUDGET**

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 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 budget that does not exceed $380,000. 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)