

LEVEL 4 INTERVIEW REVIEW TOOL
Intermediary for the ECE Policy Advocacy Fund RFQ

PROPOSER NAME:

REVIEWER ID:

SUMMARY SCORES:

- I. Narrative—Prior Work _____ (40)
- II. Narrative—Project Approach _____ (25)
- II. Scope of Work _____ (15)
- IV. Budget and Budget Narrative _____ (15)
- V. Résumés or Curricula Vitae _____ (5)

TOTAL SCORE: _____ (100)

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Proposals will be evaluated and scored based on how thoroughly they address the content noted in the sections IV-VI in the RFQ, as well as whether the proposal reflects evidence of the desired qualifications listed below.

SUMMARY OF DESIRED QUALIFICATIONS

Applicants for the Intermediary for the Early Care and Education Policy Advocacy Fund (Fund) RFQ should have the following qualifications:

- Experience executing the tasks listed in the Scope of Work section IV of the RFQ.
- Capacity and financial infrastructure to receive and distribute approximately \$2.5 million per year in grants on a timely basis.
- Experience developing and managing large scale initiatives, including solicitations and grant processes.
- Experience providing or coordinating technical assistance, capacity building and information sharing opportunities.
- Experience working with advocacy and/or public policy organizations.
- Demonstrated ability to build trust and positive working relationships among diverse organizations.
- Demonstrated ability to incorporate learning in grant initiatives.
- Knowledge of grants management best practices.

I. PROPOSAL NARRATIVE—PRIOR WORK

Evaluate the extent that the applicant provides sufficient and applicable examples to demonstrate they possess the qualifications listed in Section VI of this RFQ and that demonstrate the applicant’s knowledge, experience and capacity to receive and distribute funds from a public or private philanthropic entity and execute the tasks listed in Section IV of this RFQ.

Comments:

Score: (maximum score = 40)

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II. PROPOSAL NARRATIVE—PROJECT APPROACH

A. Evaluate the extent to which the narrative of the proposed project approach (through 2021) ensures the activities and tasks align with project scope and objectives (Section IV of RFQ), and advance the goals of the Fund.

Comments:

Score: (maximum score = 15)

B. Evaluate the extent to which the proposed high level scope of work, including timeline of activities and budget (for the proposed activities) through the life of the project (through 2021) demonstrate that:

- activities and tasks align with project scope and objectives (Section IV of RFQ), and advance the goals of the Fund.
- timeline is reasonable and achievable
- budget is appropriate, reasonable, feasible and cost-effective for the work proposed

Comments:

Score: (maximum score = 10)

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III. SCOPE OF WORK

Evaluate the extent to which the Scope of Work, including the objectives, related key activities, staff assigned and timeline reflect a reasonable, thoughtful project implementation through June 2017.

Comments:

Score: (maximum score = 15)

IV. BUDGET AND BUDGET NARRATIVE

A. Evaluate the extent to which the budget and budget narrative clearly explain the costs through June 2017 for the proposed activities outlined in applicant’s Scope of Work.

Comments:

Score: (maximum score = 10)

B. Evaluate the extent to which the proposed budget is reasonable, feasible and cost-effective for the proposed activities through June 2017.

Comments:

Score: (maximum score = 5)

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V. RESUMES RÉSUMÉS OR CURRICULA VITAE

Evaluate the extent to which the resumes or curricula vitae for proposed personnel to be employed for this project reflect strong experience in policy, administrative or consultative roles carrying out the services listed in the RFQ.

Comments:

Score: (maximum score = 5)

Total Score: (maximum score = 100)

<u>Name of Proposer:</u>
