

Appendix E
Level 2 Review Tool

PROPOSER NAME:

REVIEWER ID:

SUMMARY SCORES:

	Score (max)
I. Proposed Project Team Qualifications and Experience	<input type="text"/> (65)
II. Work Samples	<input type="text"/> (15)
III. Budget and Budget Narrative	<input type="text"/> (20)
<u>TOTAL SCORE:</u>	<input type="text"/> (100)

I. PROPOSED PROJECT TEAM QUALIFICATIONS AND EXPERIENCE

65 points

The proposer will be evaluated by the extent to which their proposal demonstrates the desired qualifications outlined in the RFQ, including:

Qualifications	Score
a. Degree to which proposal demonstrates the following desired research experience qualifications (20 points): <ol style="list-style-type: none"> 1. Experience developing and administering surveys (5 points) 2. Experience with quantitative and qualitative data cleaning and analysis (5 points) 3. Experience with document reviews (5 points) 4. Experience with developing and documenting codebooks and code definitions (5 points) 	
b. Degree to which proposal demonstrates the following desired research knowledge qualifications (8 points): <ol style="list-style-type: none"> 1. Knowledge of equity-focused research practices that document and elevate disparities, including analyzing and interpreting disaggregated data (4 points) 2. Knowledge of systems thinking, systems change initiatives, and approaches to systems research (please refer to 2020-28 Strategic Plan for what these terms pertain to First 5 LA) (4 points) 	
c. Degree to which proposal demonstrates the following desired research dissemination qualifications (16 points): <ol style="list-style-type: none"> 1. Experience with reporting to government or funding agencies (4 points) 2. Experience producing findings, research briefs, and other products for a variety of audiences (technical and non-technical) to support local use of data (4 points) 3. Experience illuminating trends, themes, and opportunities across complex data (4 points) 4. Experience designing and implementing effective dissemination strategies (4 points) 	
d. Degree to which proposal demonstrates the following desired collaboration qualifications (6 points): <ol style="list-style-type: none"> 1. Experience effectively facilitating trainings in virtual spaces (3 points) 2. Experience working with funders, grantees, and contractors (3 points) 	
e. Degree to which proposal demonstrates the following desired content knowledge qualifications (4 points): <ol style="list-style-type: none"> 1. General understanding of the context of Los Angeles County, including, but not limited to, racial inequities and issues related to diversity, equity, and inclusion (2 points) 2. General understanding of issues that young children and families may experience in Los Angeles County (2 points) 	
f. Degree to which proposal demonstrates the following desired project management qualifications (6 points): <ol style="list-style-type: none"> 1. Experience successfully managing projects in complex and changing environments with competing priorities and deadlines that require flexible and nimble responses (6 points) 	
g. Degree to which list of similar types of projects are comparable and appropriate to the project (5 points).	

Required Document Source(s): Statement of Qualification; Resumes
Please detail any notes and/or questions on a separate sheet:

Score: 00 (maximum score = 65)

<u>Name of Proposer:</u>

II. WORK SAMPLES

15 points

The proposer will be evaluated by the extent to which their application demonstrates comparable and appropriate samples of previous work outlined in the RFQ, including:

Criteria	Score
a. Degree to which work samples demonstrate quality (15 points): <ol style="list-style-type: none"> 1. The work sample uses easy to understand language (4 points) 2. The narrative presents findings in an objective manner (4 points) 3. The product is tailored to the audience identified (4 points) 4. The product communicates complex information in an accessible and compelling manner (3 points) 	

Required Document Sources: Work Samples

Please detail any notes and/or questions on a separate sheet:

Score: 00 (maximum score = 15)

<u>Name of Proposer:</u>

III. BUDGET AND BUDGET NARRATIVE

20 points

The proposal will be evaluated based on the reasonableness and alignment of the proposed budget and budget narrative given the needs of the project outlined in the RFQ, including:

Criteria	Score
a. The proposed deliverables are appropriate given the goals of the project (5 points)	
b. The cost of the deliverables is reasonable given the justification provided (15 points)	

Required Document Sources: Budget; Budget Narrative; and Scope of Work

Please detail any notes and/or questions on a separate sheet:

Score: (maximum score = 20)

Name of Proposer: