

**Appendix A
Level 2 Review Tool**

Proposer Name:
Reviewer ID:

Summary of Scores

Score (max)

I. Understanding of Project and Proposed Approach	(100)
II. Organizational and Proposed Project Team Qualifications & Experience	(120)
III. Team Structure	(35)
IV. Budget	(45)
TOTAL	(300)

I. Understanding of Project and Proposed Approach

100 points

A	<i>Very strong</i> agreement with criteria.					
B	<i>Strong</i> agreement with criteria.					
C	<i>Moderate</i> agreement with criteria.					
D	<i>Some</i> agreement with criteria.					
E	<i>Minimal</i> agreement with criteria.					
F	<i>No agreement or no information</i> was provided.					
CRITERIA	CIRCLE ONE					
	A	B	C	D	E	F
1. The proposed approach to the project demonstrates a deep understanding of what F5LA is trying to achieve through the Data Strategy.	10	8	6	4	2	0
2. The proposed approach to the project tasks, including explanations and rationale for any suggested modifications, demonstrates an understanding of project purpose, scope and complexity.	10	8	6	4	2	0
3. The proposed work is sequenced clearly and logically, and the timeline is appropriate and feasible.	15	12	9	6	3	0
4. The proposed approach acknowledges and accounts for periodic review and refinement of the Data Strategy over time.	10	8	6	4	2	0
5. The proposed plan incorporates effective approach(es) to ensuring the Data Strategy will be rooted in organizational values and priorities.	10	8	6	4	2	0
6. The proposed plan incorporates effective approach(es) to ensuring the Data Strategy will be actionable.	5	4	3	2	1	0
7. The proposed plan incorporates appropriate and feasible approach(es) to identify and address data needs across First 5 LA’s priority early childhood systems (i.e., ECE, HV and EII) and target populations.	15	12	9	6	3	0
8. The proposed plan incorporates appropriate and feasible approach(es) to identify and address data needs related to First 5 LA’s internal operations and organizational culture.	15	12	9	6	3	0
9. The proposed plan incorporates appropriate and feasible approach(es) for identifying and engaging key stakeholders.	5	4	3	2	1	0
10. The proposed plan demonstrates awareness of potential contextual, logistical, and methodological challenges and a sufficiently detailed description of how challenges will be addressed or mitigated.	5	4	3	2	1	0

Required Document Sources: **Proposed Project Plan, Scope of Work**

II. Organizational and Proposed Project Team Qualifications and Experience

120 Points

A	Proposer has <i>very strong</i> qualifications/experience in specified area					
B	Proposer has <i>strong</i> qualifications/experience in specified area					
C	Proposer has <i>moderate</i> qualifications/experience in specified area					
D	Proposer has <i>some</i> qualifications/experience in specified area					
E	Proposer has <i>minimal</i> qualifications/experience in specified area					
F	Proposer has <i>no qualifications/experience</i> or <i>no information</i> was provided.					
CRITERIA	CIRCLE ONE					
	A	B	C	D	E	F
11. Knowledge and understanding of the conditions of young children and families in L.A. County	5	4	3	2	1	0
12. Familiarity with the early childhood landscape in L.A. County, including service delivery systems	5	4	3	2	1	0
13. Knowledge and understanding of the data landscape in priority early childhood systems (ECE, HV, EII)	10	8	6	4	2	0
14. Experience with systems change measurement, research and evaluation efforts in early childhood systems	15	12	9	6	3	0
15. Demonstrated commitment to equity-focused data practices that document and elevate disparities	10	8	6	4	2	0
16. Experience gathering and synthesizing complex information to make insights available in accessible formats for a variety of audiences	15	12	9	6	3	0
17. Knowledge and understanding of organizational development, organizational change management, including the ability to assess organizational challenges and develop strategies to strengthen capacity	15	12	9	6	3	0
18. Experience leading an entity through a process to develop and execute a data strategy	10	8	6	4	2	0
19. Experience with collaborative decision-making and planning among stakeholders with diverse experience, interests, and culturally, ethnically, linguistically, and social-economically diverse identities	15	12	9	6	3	0
20. Experience collaborating with funders, grantees, researchers, contractors, community members, and other stakeholders	5	4	3	2	1	0
21. Experience in serving as a neutral and objective third party in strategic planning and implementation	5	4	3	2	1	0
22. Experience managing dynamic and complex projects with competing priorities and deadlines that require flexible and nimble responses	10	8	6	4	2	0

Required Document Sources: Organizational Qualifications, Resumes

III. Team Structure

35 points

A	<i>Very strong</i> agreement with criteria.						
B	<i>Strong</i> agreement with criteria.						
C	<i>Moderate</i> agreement with criteria.						
D	<i>Some</i> agreement with criteria.						
E	<i>Minimal</i> agreement with criteria.						
F	<i>No agreement or no information</i> was provided.						
CRITERIA		CIRCLE ONE					
		A	B	C	D	E	F
23. The size and composition of the Project Team including subcontractors is sufficient to accomplish the project goals.		10	8	6	4	2	0
24. Project roles and tasks are appropriate given qualifications and job titles.		10	8	6	4	2	0
25. Time commitment of team members to the project are appropriate given roles and tasks.		10	8	6	4	2	0
26. The proposed team structure is logical and ensures appropriate oversight.		5	4	3	2	1	0

Required Document Sources: Project Organization Chart and Budget Narrative

IV. Budget

45 points

A	<i>Very strong</i> agreement with criteria.						
B	<i>Strong</i> agreement with criteria.						
C	<i>Moderate</i> agreement with criteria.						
D	<i>Some</i> agreement with criteria.						
E	<i>Minimal</i> agreement with criteria.						
F	<i>No agreement or no information</i> was provided.						
CRITERIA		CIRCLE ONE					
		A	B	C	D	E	F
27.	The proposed budget and budget narrative clearly substantiate the cost of the proposal.	15	12	9	6	3	0
28.	The proposed budget is reasonable given the project team’s approach, qualifications and expertise.	15	12	9	6	3	0
29.	Tasks are assigned to appropriate team members so as to minimize costs while also maximizing quality.	10	8	6	4	2	0
30.	The proposed budget is aligned to available funding.	5	4	3	2	1	0

Required Document Source: Budget, Budget Narrative, Scope of Work