

**Appendix C
Level 2 Review: Proposal Scoring Criteria**

Applicant Name:	
Date:	Reviewer ID:

SUMMARY SCORES:

	Score (Max)
I. Technical Experience	_____ (20)
II. Organization Size, Structure	_____ (5)
III. Qualification of Audit Team	_____ (15)
IV. Hourly Rates	_____ (5)
V. Miscellaneous	_____ (5)
TOTAL SCORE	_____ (Max: 50)

Instructions:

Please assign a score to each of the following criteria based on your review of the proposal and additional information provided by the applicant. Space is provided for additional notes where necessary.

I. Technical Experience	1	5	10	Score (1 to 10)
1. Application demonstrates adequate past experience completing work of similar scope (e.g. size, budget, and industry expertise including a wide range of agency types, such as government, not-for-profit, educational institutions and healthcare agencies)	Applicant does not have adequate experience in completing work of similar scope.	Applicant has adequate experience in completing work of similar scope.	Applicant has extensive experience in completing work of similar scope.	
2. Lead personnel and anticipated supporting personnel have the necessary qualifications to complete the work	Applicant's personnel does not have the necessary qualifications to complete the work.	Applicant's personnel has adequate experience necessary to complete the work.	Applicant's personnel has extensive experience necessary to complete the work.	
Subtotal (out of 20 possible)				
Notes:				
II. Organization Size, Structure, location	1	3	5	Score (1 to 5)
1. Applicant size and structure are appropriate based on the needs of First 5 LA (e.g. be able to work remotely or on site from office of which First 5 LA engagement work will be performed; engagement team is well staffed to carry out necessary work described in the Scope of Work of the RFQ, etc.)	Applicant size and structure are not suited to the needs of First 5 LA.	Applicant size and structure are adequate for the needs of First 5 LA.	Applicant size and structure are well-suited to the needs of First 5 LA.	
Subtotal (out of 5 possible)				

Notes:

III. Qualifications of Audit Team	1	5	10	Score (1 to 10)
1. Resumes of audit team demonstrate adequate knowledge and experience (e.g. education, position in firm, years, and type of experience) to carry out projects outlined in the Scope of Work of the RFQ.	Resumes of audit team do not demonstrate adequate knowledge and experience to carry out projects outlined in the Scope of Work of the RFQ.	Resumes of audit team demonstrate adequate knowledge and experience to carry out projects outlined in the Scope of Work of the RFQ.	Resumes of audit team demonstrate extensive knowledge and experience to carry out projects outlined in the Scope of Work of the RFQ.	
2. Supervision to be exercised over the audit team appears reasonable and sufficient as indicated by the narrative.	Supervision to be exercised over the audit team may not be sufficient.	Supervision to be exercised over the audit team is likely adequate and reasonable.		
Subtotal (out of 15 possible)				

Notes:

IV. Hourly Rates	1	3	5	Score (1 to 5)
1. Hourly rates appear reasonable (e.g. projected fees based on title, number of projected hours, etc.) based on available information and applicant will be able to carry out projects requested by First 5 LA.	Hourly rates are not reasonable, and applicant may not be able to carry out projects requested by First 5 LA.	Hourly rates appear reasonable, and applicant will likely be able to carry out projects requested by First 5 LA.	Hourly rates appear competitive, and applicant will be able to carry out projects requested by First 5 LA completely	
Subtotal (out of 5 possible)				

Notes:

V. Miscellaneous	1	3	5	Score (1 to 5)
1. Recent peer review results indicate that the applicant is diligent and capable.	Peer review results indicate that the applicant is not diligent or capable of performing the proposed work.	Peer review results indicate that the applicant is diligent and capable of performing the proposed work adequately.	Peer review results indicate that the applicant is diligent and capable of performing the proposed work fully.	
Subtotal (out of 5 possible)				

Notes: