

**Appendix D
Level 2 Review Tool**

APPLICANT NAME:

REVIEWER ID:

SUMMARY SCORES:

	Score (max)
I. Qualifications and Experience	<u>(60)</u>
III. Work Sample	<u>(15)</u>
IV. Budget	<u>(25)</u>
<u>TOTAL SCORE:</u>	<u>(100)</u>

I. QUALIFICATIONS AND EXPERIENCE

60 points

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

Qualifications	Score
a. Degree to which application demonstrates the following desired research experience qualifications (22 points maximum): <ol style="list-style-type: none"> 1. Experience designing and developing data collection tools (6 points) 2. Experience using online survey platforms (e.g., Qualtrics) (4 points) 3. Experience with quantitative and qualitative data cleaning and analysis (6 points) 4. Experience collaborating on the conceptualization and design of research and research products (4 points) 5. Experience with GIS mapping (2 points) 	
b. Degree to which application demonstrates the following desired research reporting and dissemination qualifications (18 points maximum): <ol style="list-style-type: none"> 1. Experience producing findings, research briefs, and other research products for a variety of audiences (technical and non-technical) to promote use (6 points) 2. Experience producing findings, research briefs, and other research products to promote use of data (6 points) 3. Experience with reporting on government or funding agencies (6 points) 	
c. Degree to which application demonstrates the following desired content knowledge qualifications (12 points maximum): <ol style="list-style-type: none"> 1. Experience documenting and elevating disparities, including analyzing and interpreting disaggregated data (6 points) 2. General understanding of the conditions First 5 LA will address as described in the 2024-2029 Strategic Plan (see https://www.first5la.org/first-5-la-2024-2029-strategic-plan/) (6 points) 	
d. Degree to which application demonstrates the following desired project management qualifications (8 points maximum): <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) 2. Experience effectively communicating with stakeholders (i.e., facilitating trainings, conducting meetings, etc.) in virtual, in-person, and hybrid settings (2 points) 	

Required Document Source(s): Statement of Qualifications; Resume(s); Work Sample

Score: (maximum score = 60)

II. WORK SAMPLE

15 points

The applicant 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 the work sample demonstrates applicant's expertise and approach to developing the research product (15 points): <ol style="list-style-type: none"> 1. The product communicates complex information in an accessible and compelling manner (5 points) 2. The work sample demonstrates the desired qualifications listed in Section VI. Desired Qualifications (4 points) 3. The narrative presents findings in an objective manner (3 points) 4. The product is appropriate for the audience identified (3 points) 	

Required Document Sources: Work Sample

Score: (maximum score = 15)

III. BUDGET

25 points

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

Criteria	Score
Degree to which application demonstrates the following: (25 points maximum): <ol style="list-style-type: none"> 1. The proposed budget is reasonable given the time and resources needed to implement the scope of work (23 points) 2. The proposed total budget accounts for the activities and deliverables outlined in the scope of work (2 points) 	

Required Document Sources: Scope of Work; Proposed Budget

Score: (maximum score = 25)

Notes: