

**Appendix D
Level 2 Review Tool**

APPLICANT NAME:

REVIEWER ID:

SUMMARY SCORES:

| | Score (max) |
|--|------------------|
| A. Organization Research Experience | <u>(35)</u> |
| B. Technical Skills | <u>(35)</u> |
| C. Project Approach and Proposed Budget | <u>(40)</u> |
| D. Work Sample | <u>(15)</u> |
| <u>TOTAL SCORE:</u> | <u>(125)</u> |

Please review each section and assign a score based on how well the applicant meets the criteria described. Partial points may be awarded.

A. ORGANIZATION RESEARCH EXPERIENCE

Applicants will be evaluated based on how well their Statement of Qualifications and Resumes demonstrate the desired research experience.

| Criteria | Total Score: /35 |
|--|---------------------|
| 1. The applicant demonstrates experience successfully conceptualizing and conducting research projects (including developing research questions and research design), particularly those observing differences over time. | /10 |
| 2. The applicant demonstrates experience analyzing data from one or more of the following sources: <ul style="list-style-type: none"> • US Census Bureau • American Institute for Research Early Learning Needs Assessment Tool (AIR ELNAT) • National Committee of Quality Assurance (NCQA) • California Department of Public Health (CDPH) • California Department of Health Care Services (CDHCS) • Any LA County Agency/Department | /5 |
| 3. The applicant demonstrates experience conducting research focused on the social conditions or systems that influence the well-being of young children and their families, particularly in areas such as health, early learning, or family support. | /5 |
| 4. The applicant demonstrates experience conducting research focused on the conditions or well-being of Los Angeles County residents. | /10 |
| 5. The applicant demonstrates experience applying equity-focused research approaches, including analyzing disparities by race/ethnicity, geography, or income. | /5 |

B. TECHNICAL SKILLS

The applicant will be evaluated on the extent to which their qualifications (Statement of Qualifications and Resumes) demonstrates the desired technical capabilities.

| Criteria | Total Score: /35 |
|---|---------------------|
| 1. The applicant demonstrates the ability to generate new indicators using methods such as identifying the appropriate numerators and denominators. | /5 |
| 2. The applicant demonstrates the ability to conduct statistical analyses to assess changes over time and the validity and reliability of results (e.g., performing statistical significance test and interpreting margins of error). | /10 |
| 3. The applicant demonstrates the ability to identify and interpret disparities by disaggregating data by multiple variables such as age, race/ethnicity and geography, and interpreting those disparities by analyzing patterns, trends, and contributing factors. | /10 |
| 4. The applicant demonstrates proficiency visualizing and analyzing geographic data using ArcGIS or other mapping software at various levels (such as county, Supervisorial Districts, Special Planning Districts, and census tracts). | /5 |
| 5. The applicant demonstrates the ability to develop clear and effective data visualizations using tools such as Tableau, Power BI, R, or Python. | /5 |

C. PROJECT APPROACH AND PROPOSED BUDGET

The applicant will be evaluated on the extent to which their Project Approach and proposed budget demonstrates a clear understanding of the scope of work and required services.

| Criteria | Total Score: /40 |
|---|---------------------|
| 1. The narrative describes a clear, logical, and appropriate approach to completing Project Goal 1 and identifies specific tasks that are well-aligned. | /10 |
| 2. The narrative identifies specific, relevant deliverables that reflect understanding of project objectives. | /5 |
| 3. The narrative defines clear roles and responsibilities for each team member and assigns tasks to appropriately qualified team members to balance expertise and cost-efficiency. | /10 |
| 4. The narrative outlines a structured approach to engaging in and collaborating with First 5 LA staff throughout the project, including conceptualization and design; decision making; and keeping staff informed. | /5 |
| 5. The budget is reasonable given the project team's approach, qualifications and expertise. | /5 |
| 6. The proposed budget is aligned with available funding. | /5 |

D. WORK SAMPLE

The applicant will be assessed on the extent to which their work sample reflects their experience with reporting and information- sharing, and demonstrates their ability to communicate research information in an effective and professional manner:

| Sample Work | Total Score: /15 |
|--|---------------------|
| 1. The work sample demonstrates the ability to present study findings that are supported by data and communicated in a clear, accessible manner. | /5 |
| 2. The work sample demonstrates the ability to tailor content to the primary audience by prioritizing information and key findings that are relevant to their needs. | /5 |
| 3. The work sample includes visualizations (graphs, charts, tables, and/or maps) that are appropriate for the data, well- formatted, and easy to interpret. | /5 |