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Mental Health Services  
Oversight and Accountability Commission

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## Mental Health Services Oversight and Accountability Commission Commission Packet for the January 10, 2013 teleconference

### January 10, 2013 Handouts

- Tab 2
- Proposal Scoring and Evaluation Client  
Stakeholder Contract RFP# MHSOAC-12-008

**ATTACHMENT 12: Proposal Scoring and Evaluation**

**Stage Two - Evaluation of Proposer's Experience/Qualifications and Project Narrative/Work Plan**

The Review Panel will use the following criteria to score each of the proposal components:

	Point Value of Component	Minimum Point Value (must be achieved to pass Stage 2)	Proposal Final Score Earned
Part One: Proposer's Experience	44		
Part Two: Project Narrative/Work Plan	70		
<b>Total Part One &amp; Two</b>	<b>114</b>	<b>80</b>	

**PART ONE:**

**Proposer's Experience:** In the Proposer's Experience section, the following areas detailed below are to be evaluated and scored. In addition to the description of the Proposer's Experience response to this requirement, the Resumes for Key Personnel are to be used to evaluate this component. The following scoring criteria will be used:

Score	Descriptor
0	Does not meet qualification
1	Meets Qualification Minimally
2	Meets Qualification Moderately
3	Meets Qualification Fully
4	Exceeds Qualification

<b>Criteria: Minimum Qualification</b>	<b>Possible Points: 16</b>				
1. Have evidence of capacity to provide state-wide, county-level, and state-level participation	0	1	2	3	4
2. Be a non-profit organization	0	1	2	3	4
3. Have a governing board that is at least fifty-one percent (51%) mental health consumers	0	1	2	3	4
4. Have evidence of capacity to engage diverse communities reflective of the California population that have been un-served, underserved, or inappropriately served in the mental health system	0	1	2	3	4
<b>Criteria: Desired Qualification</b>	<b>Possible Points: 28</b>				
5. Have comparable experience in program inventories, curriculum development, and training activities in public mental health systems	0	1	2	3	4
6. Experience that demonstrates capability to manage a project of similar duration and funding	0	1	2	3	4
7. Have experience in designing culturally competent approaches to curriculum development and training/technical assistance	0	1	2	3	4
8. Have experience with incorporating concepts of client and family resilience and recovery into curriculum development and training/technical assistance	0	1	2	3	4
9. Have experience working with public datasets, including access to public data that may require full Health Insurance Portability and Accountability Act (HIPAA) compliance	0	1	2	3	4
10. Have experience working with public datasets, including access to public data that may require full Health Insurance Portability and Accountability Act (HIPAA) compliance	0	1	2	3	4

11. Extensive experience related to minimum qualifications	0	1	2	3	4
<b>Maximum Points Possible: 44</b>	<b>TOTAL SCORE:</b>				

**PART TWO:**

**Project Narrative/Work Plan: In the Proposal Narrative and Work Plan, scoring will be based on the proposed process and plan identified by the Proposer to complete all deliverables. The following scoring criteria will be used:**

Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	Fail	No strengths and numerous major weaknesses
2	Poor	Very few strengths and numerous major weaknesses
3	Marginal	A few strengths and a few major weaknesses
4	Fair	Some strengths but with at least one major weakness
5	Satisfactory	Some strengths but also some moderate weaknesses
6	Good	Strong but with at least one moderate weakness
7	Very Good	Strong but with numerous minor weaknesses
8	Excellent	Very strong with only some minor weaknesses
9	Outstanding	Extremely strong with negligible weaknesses
10	Exceptional	Exceptionally strong with essentially no weaknesses

<b>Description of Organization and Personnel</b>	<b>Possible Points: 10</b>									
Overall ability for proposed Organization and Personnel to carry out all aspects of this contract in a high quality, rigorous manner.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverable #1—Summary of Involvement in Data Collection Design and Implementation</b>	<b>Possible Points: 10</b>									
Plan to work with the Evaluators to develop a method (e.g., a survey, focus groups) to collect data that identifies characteristics of currently	1	2	3	4	5	6	7	8	9	10

used CPP processes throughout all 58 counties. Plan to be trained (by Evaluators) in all data collection methods. Plan to carry out data collection process that is designed as part of this deliverable.										
<b>Plan to Complete Deliverable 2—Inventory and Report of CPP Processes</b>	Possible Points: 10									
Plan to develop an inventory (i.e., list or matrix) of CPP processes that have been implemented locally based on data collected via the previously designed data collection, as well as any other available data/sources identified by the Proposer.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverables #3 and 4— Development of Curriculum and Plan for Training/Technical Assistance; Summary of Training and TA Implementation Activities</b>	Possible Points: 20									
Plan to use consultation and advice provided by the Evaluators to develop a data-driven curriculum and associated training and technical assistance based on promising practices identified by the Evaluators and other information obtained within the scope of this project (e.g., insights learned via the CPP process inventory). Plan to collaborate with the Evaluators to receive guidance throughout the curriculum development process.	1	2	3	4	5	6	7	8	9	10
Plan to implement the curriculum based on the Plan developed via Deliverable #3 and provide training and technical assistance upon request to ensure meaningful stakeholder involvement and participation in local CPP processes.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverable #5— Establishment and Summary/Description of an Expert Pool and How they will be Utilized in this Project</b>	Possible Points: 10									
Recruit, assemble, train, coordinate with, maintain, and serve as the liaison for an expert pool of clients whose subject matter expertise and perspective can be utilized by the MHOSAC within the scope of this project and beyond.	1	2	3	4	5	6	7	8	9	10

<b>Plan to Complete Deliverable #6—Staffing of MHSA/MHSOAC Meetings</b>	Possible Points: 10									
Provide at the state and local level, as well as at MHSOAC-specific meetings, the perspective of clients and other individuals with lived experiences across the life span, including individuals from un-served, underserved and inappropriately served communities.	1	2	3	4	5	6	7	8	9	10
<b>Maximum Points Possible: 70</b>	<b>TOTAL SCORE :</b>									

**ATTACHMENT 12: Proposal Scoring and Evaluation Tools**

**Stage 3 – Evaluation of Cost Proposal**

Work Plan	Proposed Amount within allotted %?	If yes=pass; if no=fail
Deliverable 1 shall not exceed 25% of total proposed cost	Yes / No	Pass / Fail
Deliverable 2 shall not exceed 15% of total proposed cost	Yes / No	Pass / Fail
Deliverable 3 shall not exceed 20% of total proposed cost	Yes / No	Pass / Fail
Deliverable 4 shall not exceed 20% of total proposed cost	Yes / No	Pass / Fail
Deliverable 5 shall not exceed 10% of total proposed costs	Yes / No	Pass / Fail
Deliverable 6 shall not exceed 10% of total proposed costs	Yes / No	Pass / Fail
<p>If any cost allocations for Deliverables 1-6 above “fail”, the final Cost Proposal score noted below should be a zero (0).  If all items above “pass”, the scoring calculation described in Section 7 of the RFP should be used to calculate the score.</p>		
Total Bid Amount:	\$	If lowest bid, score = 35. Otherwise, lowest bid / total bid x 35 = final score.
Lowest Bid Amount:	\$	
Final Cost Proposal Score:		

**Stages 4 & 5 – Combine Scores for Stage 2 and Stage 3 and Application of Preferences**

<b>Component</b>	<b>Possible Point Values</b>	<b>Points Awarded</b>
Part One: Proposer's Experience and Part Two: Project Narrative/Work Plan	<b>114</b>	
Part Three: Cost Points	<b>35</b>	
<b>Total Points Possible</b>	<b>149</b>	
Preference Points for Small Business		
Preference Points for DVBE		
<b>Total Score</b>		