

**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:

	<b>Point Value of Component</b>	<b>Minimum Point Value</b> (must be achieved to pass Stage 2)		<b>Proposal Final Score Earned</b>
Part One: Proposer’s Experience	44			
Part Two: Project Narrative/Work Plan	80			
<b>Total Part One &amp; Two</b>	<b>124</b>	<b>87</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:

<b>Score</b>	<b>Descriptor</b>
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: 24</b>				
1. Comparable experience in development of surveys, program/process inventories, data analysis, and large-scale evaluations geared toward development of curriculum and training activities in mental health systems	0	1	2	3	4
2. Experience that demonstrates capability to manage a project of similar, scope, duration, and funding	0	1	2	3	4
3. Demonstrated experience in collaborating with diverse consumer/family member advisory groups and working with other stakeholders, including local program, data, and training experts (as may be required by contract)	0	1	2	3	4
4. Experience with culturally competent approaches to inventory design and evaluation geared toward development of curriculum and training programs	0	1	2	3	4
5. Experience working with large-scale datasets, including gaining access to data that may include full Health Insurance Portability and Accountability Act (HIPAA) compliance	0	1	2	3	4
6. Familiarity with age-specific, evidence-based mental health practices	0	1	2	3	4
<b>Criteria: Desired Qualification</b>	<b>Possible Points: 20</b>				
7. Demonstrated successful experience with MHSA evaluation	0	1	2	3	4
8. Experience with collecting, analyzing, and interpreting public statewide data for evaluation purposes	0	1	2	3	4

9. Experience with evaluation within public mental health systems	0	1	2	3	4
10. Experience in incorporating concepts of client and family resilience and recovery into evaluation efforts and curriculum development	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>	Possible Points: 10									
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 Deliverables #1, 2, and 5—Report on Research Design and Data Collection Training Plan; Data Analytic Plan; Summary Report of Results from Data Analysis/Evaluation</b>	Possible Points: 30									
Design research (e.g., a survey, focus groups) intended to identify the various characteristics of currently used CPP processes and the effectiveness of those processes. Process efficacy should be based on stakeholder perceptions of those processes, as well as positive outcomes that appear to result from those processes.	1	2	3	4	5	6	7	8	9	10
Train Client Contractors to conduct data collection and guide the data collection process as needed.	1	2	3	4	5	6	7	8	9	10
Overall plan to evaluate the efficacy and impact of CPP processes on relevant outcomes. Evaluation plan will allow for later development of Promising CPP Practices and other knowledge that will be valuable for developing CPP Process Curriculum, Training, and Technical Assistance.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverable #3— Summary of Consultation Provided to Client Contractors re: CPP Process Inventory</b>	Possible Points: 10									
Guide the development of an inventory of local stakeholder involvement and CPP processes based on data collected via the previously designed research, as well as any other available data/sources that the Client Contractors identify.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverable #4— Report of Other Public Stakeholder Engagement/Planning Processes</b>	Possible Points: 10									
Assess other public entities that may have similar CPP processes. Collect information on promising practices that may help to inform quality improvement efforts within MHSOAC CPP processes.	1	2	3	4	5	6	7	8	9	10

<b>Plan to Complete Deliverable #6—Final Report of Promising CPP Process Practices</b>	Possible Points: 10									
Based on all data collected and information identified within the scope of this project, identify promising practices that may lead to optimal CPP processes that are in line with the MHSA and potentially lead to positive impacts.	1	2	3	4	5	6	7	8	9	10
<b>Plan to Complete Deliverable #7— Summary of Consultation Provided to Client Contractors re: CPP Process Curriculum, Training, and Technical Assistance</b>	Possible Points: 10									
Provide consultation to the Client Contractors as needed regarding the development of a curriculum and associated training/technical assistance based on the inventory and evaluation completed as part of this project.	1	2	3	4	5	6	7	8	9	10
<b>Maximum Points Possible: 80</b>	<b>TOTAL SCORE :</b>									