

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

**Stage 1 -Submission of Proposal/Format Requirements**

PASS	FAIL	SUBMISSION OF PROPOSAL/FORMAT REQUIREMENTS
<input type="checkbox"/>	<input type="checkbox"/>	1. Notice of Intent to Apply was timely submitted.
<input type="checkbox"/>	<input type="checkbox"/>	2. The proposal is typewritten on white bond paper using 12-point font. Left and right margins are at least one inch. Paper size shall be standard letter, 8 ½ by 11 inches. Bound in a way that enables easy page removal. Loose leaf or three-ring binders are acceptable.
<input type="checkbox"/>	<input type="checkbox"/>	3. No erasures. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the proposal shall initial the corrections in ink.
<input type="checkbox"/>	<input type="checkbox"/>	4. All proposals shall include the documents identified in Required Section/Form Checklist. Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements and may be rejected.
<input type="checkbox"/>	<input type="checkbox"/>	5. An individual who is authorized to bind the proposing firm contractually shall sign Attachment 3: Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
<input type="checkbox"/>	<input type="checkbox"/>	6. One (1) original proposal plus a minimum of ten (10) paper copies of the proposal must be submitted to DMH.
<input type="checkbox"/>	<input type="checkbox"/>	7. The original proposal must be marked "ORIGINAL COPY." All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
<input type="checkbox"/>	<input type="checkbox"/>	8. An electronic copy in Word/Excel, as appropriate, of the proposal on CD-ROM must be submitted to DMH.
<input type="checkbox"/>	<input type="checkbox"/>	9. All proposals must be submitted under sealed cover and received by DMH by January 20, 2011 4:30 PM PST. Proposals received after this date and time will not be considered.
<input type="checkbox"/>	<input type="checkbox"/>	10. Proposer has met all submission requirements.

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**Stage 2- Proposer Minimum Qualifications**

PASS	FAIL	PROPOSER MINIMUM QUALIFICATIONS
<input type="checkbox"/>	<input type="checkbox"/>	1. Experience in program evaluation—experience on multiple projects.
<input type="checkbox"/>	<input type="checkbox"/>	2. Experience in working with public community mental health systems.
<input type="checkbox"/>	<input type="checkbox"/>	3. Experience and capability to manage a project of similar duration and funding--\$1 million over 2 years.
<input type="checkbox"/>	<input type="checkbox"/>	4. Experience in advanced data management and data analysis.
<input type="checkbox"/>	<input type="checkbox"/>	5. Experience in setting up and working with consumer/family advisory groups and working with other stakeholders, including local data experts.
<input type="checkbox"/>	<input type="checkbox"/>	6. Experience regarding cultural competence and disparities in access and in mental health systems.
<input type="checkbox"/>	<input type="checkbox"/>	7. Experience in concepts of client and family resilience and recovery.
<input type="checkbox"/>	<input type="checkbox"/>	8. Knowledge and experience with participatory research.
<input type="checkbox"/>	<input type="checkbox"/>	<p>9. Proposer’s Federal Employer Identification Number (FEIN); and evidence that Proposer is registered with the California Secretary of State to do business in California. If an individual, include a copy of appropriate licensure to do business.</p> <p>Note: An organization must be registered with California’s Secretary of State if it is a corporation that will be doing business in California. The registration can be pending at time of bid submission, but must be complete by the time of contract award.</p>

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**Stage 3 - Project Narrative/Work Plan and Proposer’s Experience**

<b>Work Plan</b>	<b>Point Value of Component</b>	<b>Minimum Point Value</b> (must be achieved to pass Stage 3)
Part One: Proposer’s Experience	55	38
Part Two: Project Narrative/Work Plan	145	102
<b>Total</b>	<b>200</b>	<b>140</b>

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

**Part One: Proposer’s Experience:** In the Proposer’s Experience section, the following areas detailed below will be evaluated and scored. In addition to the Proposer’s Experience description responding to this requirement, the Resumes for Key Personnel will be used to evaluate this component.

Criteria	Excellent 5 points	Adequate 4 points	Marginal 3 points	Missing 0 points
1. Experience in program evaluation—experience on multiple projects.				
2. Experience in working with public community mental health systems.				
3. Experience and capability to manage a project of similar duration and funding--\$1 million over 2 years.				
4. Experience in advanced data management and data analysis.				
5. Experience in setting up and working with consumer/family advisory groups and working with other stakeholders, including local data experts.				
6. Experience regarding cultural competence, and disparities in access in mental health systems.				

Criteria	Excellent 5 points	Adequate 4 points	Marginal 3 points	Missing 0 points
7. Experience in concepts of client and family resilience and recovery.				
8. Knowledge and experience with participatory research.				
9. Demonstrated experience with MHSA				
10. Experience regarding age-specific, evidence based mental health practices				
11. Experience working with public datasets, including entering into Data Sharing Memoranda of Understanding (MOUs) for access to public data, that included full Health Insurance Portability and Accountability Act (HIPAA) compliance				
Maximum Points Possible: 55				

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**Part Two: Project Narrative/Work Plan: In the Project Narrative and Work Plan, the following criteria will be considered:**

1. Deliverable #1—Full Service Partnership Analysis	Points: 55			
Criteria	Excellent 47-55 points	Adequate 39-46 points	Marginal 28-38 points	Missing 0 points
<p>The work plan for the development and timely completion of the analysis of FSPs is well developed, feasible, and appropriate. All of the required elements are addressed and it clearly details:</p> <ul style="list-style-type: none"> <li>• The key activities and deliverables.</li> <li>• Understanding of the complexity of the tasks involved.</li> <li>• The responsible staff or subcontractor responsible for the key activities and deliverables.</li> <li>• The process for involving MHSOAC Staff, the MHSOAC Evaluation Committee, the stakeholder engagement that is representative of a wide scope of expertise including input from individuals living with mental illness, family members/personal caregivers and representatives of culturally diverse unserved and underserved age groups in addition to a process for input from researchers and local data experts.</li> <li>• Timeline of key activities and deliverables clearly state start and end dates.</li> </ul>				
2. Deliverable #2—Impact of MHSA on Client Outcomes using Participatory Research	Points: 55			
Criteria	Excellent 47-55 points	Adequate 39-46 points	Marginal 28-38 points	Missing 0 points
<p>The work plan for the development and timely completion of the impact of MHSA on Client Outcomes using Participatory Research is well developed, feasible, and appropriate. All of the required elements are addressed and it clearly details:</p> <ul style="list-style-type: none"> <li>• The key activities and deliverables.</li> <li>• Understanding of the complexity of the tasks involved.</li> <li>• The responsible staff or subcontractor responsible for the key activities and deliverables.</li> </ul>				

<ul style="list-style-type: none"> <li>• The process for involving MHSOAC Staff, the MHSOAC Evaluation Committee, the partnerships with researchers, individuals living with mental illness, their families and personal caregivers, ensuring participation of traditionally unserved and underserved communities across the life span, including a process for input from researchers and local data experts.</li> <li>• Timeline of key activities and deliverables clearly state start and end dates.</li> </ul>				
<b>3. Deliverable #3—Final Report</b>	Points: 35			
Criteria	Excellent 30-35 points	Adequate 25-29 points	Marginal 18-24 points	Missing 0 points
<p>The work plan for the development and timely completion of the final report is well developed, feasible, and appropriate. All of the required elements are addressed and it clearly details:</p> <ul style="list-style-type: none"> <li>• The key activities and deliverables.</li> <li>• Understanding of the complexity of the tasks involved.</li> <li>• The responsible staff or subcontractor responsible for the key activities and deliverables.</li> <li>• The process for involving MHSOAC Staff, the MHSOAC Evaluation Committee, the partnerships with researchers, individuals living with mental illness, their families and personal caregivers, ensuring participation of traditionally unserved and underserved communities across the life span, including a process for input from researchers and local data</li> <li>• A strategy to provide recommendations to identify needed data elements and integration of service process variables with outcomes for an effective evaluation</li> <li>• Timeline of key activities and deliverables clearly state start and end dates</li> </ul>				
Maximum Points Possible: 145			TOTAL SCORE :	

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**Stage 4 – Evaluation of Cost Proposal**

<b>Work Plan</b>	<b>Point Value of Component</b>	<b>Points Awarded</b> (See Section M, #4 for details)
Cost Points	<b>80</b>	

**Stages 5 & 6 – Combine Scores for Stages 3 and 4 and Application of Preferences**

<b>Work Plan</b>	<b>Point Value of Component</b>	<b>Points Awarded</b>
Stage 3 Part One: Proposer’s Experience	55	
Stage 3 Part Two: Project Narrative/Work Plan	145	
Stage 4: Cost Points	<b>80</b>	
<b>Total Points Possible</b>	<b>280</b>	
Preference Points for Small Business		
Preference Points for DVBE		
<b>Total Score</b>		