

ATTACHMENT H: SCORING TOOL



Proposal Scoring Tool

Provider: _____ **Scorer:** _____

Service: _____ **Date:** ____/____/____

Instructions:

Questions contained in Step 1 are Pass/Fail.

Please complete one score sheet for each proposal. .

Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0".

The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member

| Summary of Evaluation Criteria | Score |
|--|---|
| Step 1 | |
| 1. Adherence to Mandatory Requirements (followed instructions and standard format) | (circle one) PASS FAIL |
| 2. Application Pages signed <i>in blue ink</i> . | (circle one) PASS FAIL |
| Budget Section (20 Points Total) | |
| 1. Budget Worksheets: This section needs to have all worksheets filled out completely and accurately making sure to include affiliation fees, administrative cap, and accreditation costs (20 points) | /20 |
| Step 2 | |
| Provider Narrative scoring (20 Points Total) | |
| 1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (10 points) | /10 |
| 2. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS. (10 points) | /10 |
| Service Narrative Scoring (60 points Total) | |
| 1. The Service Narrative describe the referral and admission process and includes procedure/methods for a guaranteed time frame for initiation of services, protocols are included. (10 points) | /10 |
| 2. The Service Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. The capacity described in the narrative meets the needs of the region. (20 points) | /20 |
| 3. The Service Narrative describes the method or model of services that will be provided. It is consistent with DCS service principles, HFA Critical Elements and HFI Policy Manual. (20 points) | /20 |
| 4. Proposal describes adherence to Quality Assurance, discuss any corrective action plans undertaken, and any outcomes that should be highlighted. (10 points) | /10 |
| STEP 2 TOTAL POINTS | /100 |

Comments:

Evaluator Signature

Date