

**Invitation for Proposal 2018-CC-200**  
**Title: Development of Easy Read Products**  
**Internal Evaluation Form**

The maximum possible score for any proposal is 100 points.

Grand Total:

**I. Budget and Budget Narrative** (40 maximum points)

Total:

- The proposal includes a proposed line item budget, accompanied by a detailed budget narrative. ○ 5
- The budget narrative explains and demonstrates that each entry on the line item budget sheet is ○ 10
  - allowable,
  - reasonable, and
  - necessary.
- The budget and budget narrative present a cost-effective funding level for achieving the purpose of the project. ○ 10
- The budget fully addresses the scope of work. ○ 15

**II. Capacity of Offeror to Perform Scope of Work** (50 maximum points)

Total:

- Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in ○ 20
  - The development of alternative formats and language for individuals with intellectual and developmental disabilities (20)
  - Professional experience in copy editing and graphic design (20) ○ 20
  - Experience working with individuals with intellectual and developmental disabilities (10) ○ 10

**III. References** (10 maximum points)

- References checked support items I and II above.

Total:

○ 10