

Invitation for Proposal 2019-ADM-400
Title: State Plan Development
Internal Evaluation Form

The maximum possible score for any proposal is 100 points.

I. Need and Purpose (10 maximum points)

- The proposal demonstrates an understanding of the need and purpose of the project.

Total:

○ 10

II. Capacity of Offeror to Perform Scope of Work (55 maximum points)

- Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in
 - Conducting research using state and national data and resources
 - Collaborating with diverse groups of people, including individuals with intellectual and developmental disabilities, their family members, and key state agencies and organizations
 - Developing, conducting, and analyzing surveys
 - Structuring and conducting focus groups, interviews, and strategic planning
 - Developing professional reports of research findings and summaries for diverse audiences
 - Demonstrated knowledge in the key areas of emphasis referenced in the scope of work
 - Exhibiting the ability to strictly adhere to prescribed timelines for time-sensitive projects
 - Demonstrated professional writing skills validated through writing sample submission

Total:

○ 5

○ 5

○ 5

○ 5

○ 5

○ 10

○ 10

○ 10

III. Budget and Budget Narrative (25 maximum points)

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

Total:

- 5
- 5
- 5
- 10

IV. References (10 maximum points)

- References checked support items I and II above.

Total:

- 10

Grand Total: