

# **SECTION 3**

## **EVALUATION AND AWARD**

### SECTION 3: PROPOSAL EVALUATION CRITERIA AND SCORING

#### 1. Selection Committee

A Selection Committee of not less than four people will be used to read, evaluate, and rank properly submitted proposals. The Selection Committee will be comprised of members of FDDC and, if necessary, others with pertinent backgrounds.

#### 2. Selection Committee Evaluation

The maximum possible score for any proposal is 100 points. **Proposals that score less than 70 are ineligible for award under this RFP.** While developing the proposal, please refer to the scoring criteria below to ensure completion.

The selection committee will consist of a minimum of four members. Each member will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged and a final score will be assigned to the proposal. Scores will be ranked in numerical order and submitted to the Council's Chief Financial Officer.

The highest ranked proposal will be funded through this RFP. If negotiations with the highest ranked contractor are unsuccessful, the proposal will no longer be considered, and the next highest ranked proposal may be contacted for negotiation. This process will continue until a contract is awarded, or until the selection committee recommends otherwise. All proposals will remain with the Council and will not be returned to the offeror after the RFP process is completed. Scored criteria are grouped into the following categories and weighting:

##### 1.0 Response to Need and Purpose (10 Maximum points)

The proposal contains sufficient information to determine that the offeror understands the need for and purpose of this project.

##### 2.0 Description of How Project Will Address the Route to Success system change model (10 Maximum points)

The proposal contains a narrative description of how the work will support the Route to Success model, including which area(s) of the model will be addressed through project activities and how the resulting data will be collected. The description should include a short discussion of how the project fits into a broader system change effort.

##### 3.0 Description of Objectives/Services to be Provided (30 Maximum points)

The proposal contains a narrative description of the activities to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the RFP and reflects the values and mission of the Council.

##### 4.0 Description of Staffing (15 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in supported employment for individuals with disabilities and the Project SEARCH model, and are organized to meet the time frames established.

##### 5.0 Description of Project Monitoring and Evaluation (15 Maximum points)

The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of (1) How the provider will monitor the progress of the work and accomplishments of the outcomes, including gathering evaluation data for all Florida Project SEARCH sites. This data will include, at a minimum: the number of students participating, the number of students employed, the number of staff trained, and satisfaction surveys completed by participants and staff. (2) How the provider will identify and address any project issues, problems, or concerns as they emerge; and (3) How the provider will evaluate the effectiveness of the project.

##### 6.0 Budget and Budget Narrative (15 Maximum points)

The proposal includes a proposed line item budget, accompanied by a detailed budget narrative, on a separate sheet of paper. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project.