

**Invitation for Proposal 2020-CC-800**  
**Title: Disaster Preparedness and Recovery Summit**  
**Internal Evaluation Form**

The maximum possible score for any proposal is 100 points.

Grand Total: \_\_\_\_\_

<p><b>I. Need and Purpose</b> (10 maximum points)</p> <ul style="list-style-type: none"> <li>• The proposal clearly indicates an understanding of the need and purpose of the project.</li> </ul>	<p>Total:</p> <ul style="list-style-type: none"> <li>○ 10</li> </ul>
<p><b>II. Capacity of Offeror to Perform Scope of Work</b> (50 maximum points)</p> <ul style="list-style-type: none"> <li>• Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in: <ul style="list-style-type: none"> <li>○ Project management and evaluation (5)</li> <li>○ Large scale event planning (e.g., conferences, summits) (10)</li> <li>○ Facilitating major events (e.g., conferences, summits) with diverse stakeholders (10)</li> <li>○ Collecting existing resources, preparedness planning documents, and preparing professional summaries of findings (10)</li> <li>○ Facilitating development of actions plans and following up on progress (5)</li> <li>○ Working with key agencies and organizations involved in disaster preparedness and recovery and individuals with intellectual and developmental disabilities and/or family members (5)</li> <li>○ Documented knowledge of disaster preparedness and recovery issues and resources, particularly in relation to individuals with disabilities (5)</li> </ul> </li> </ul>	<p>Total:</p> <ul style="list-style-type: none"> <li>○ 5</li> <li>○ 10</li> <li>○ 10</li> <li>○ 10</li> <li>○ 5</li> <li>○ 5</li> <li>○ 5</li> </ul>
<p><b>III. Budget and Budget Narrative</b> (30 maximum points)</p> <ul style="list-style-type: none"> <li>• The proposal includes a proposed line item budget, accompanied by a detailed budget narrative.</li> <li>• The budget narrative explains and demonstrates that each entry on the line item budget sheet is: <ul style="list-style-type: none"> <li>○ allowable,</li> <li>○ reasonable, and</li> <li>○ necessary.</li> </ul> </li> <li>• The budget and budget narrative present a cost-effective funding level for achieving the purpose of the project.</li> <li>• The budget fully addresses the scope of work.</li> </ul>	<p>Total:</p> <ul style="list-style-type: none"> <li>○ 5</li> <li>○ 10</li> <li>○ 5</li> <li>○ 10</li> </ul>
<p><b>IV. References</b> (10 maximum points)</p> <ul style="list-style-type: none"> <li>• References checked support items I, II, and III above.</li> </ul>	<p>Total:</p> <ul style="list-style-type: none"> <li>○ 10</li> </ul>