Minnesota Department of Health

# Attachment C: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation score sheet before submitting their application. This step is not required, but may help ensure applications address the criteria evaluators will use to score applications.

Score Sheet

|  |  |  |
| --- | --- | --- |
|  | RFP Proposal Components | Rating or Score |
| **1.** | **Organizational Capacity** | **45 points possible** |
| a. | Organization history, mission, goals, and administrative structure | 10 points |
| b. | Is this a collaborative proposal? (Yes – 5 points; No – 0 points) | 5 points |
| c. | Past experience providing relevant services to trauma victims/survivors, families, and heirs | 10 points |
| d. | Past experience providing priority services (culturally specific, intergenerational, holistic, convening fellowship) | 10 points |
| e. | Past experience serving the focus population | 10 points |
| **2.** | **Project Narrative** | **45 points possible** |
| a. | Focus population | 15 points |
| b. | Description of proposed activities | 15 points |
| c. | Capacity to implement activities | 15 points |
| **3.** | **Work Plan** | **10 points possible** |
|  | **Total** | **100 points** |

Rating Table

|  |  |
| --- | --- |
| Rating or Score | Description |
| Excellent **(81-100)** | Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses |
| Very Good **(61-80)** | Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses. |
| Good **(41-60)** | Generally meets minimum requirements; probability of success; significant weaknesses, but correctable. |
| Marginal **(21-40)** | Lack of essential information; low probability for success; significant weaknesses, but correctable. |
| Unsatisfactory **(0-20)** | Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable. |