

Ramsey County
Health & Wellness Service Team
Administration Department

RATING FORM

IMPORTANT: Fill out one of these forms for each proposal. Bring your completed forms to our review meeting on Thursday, November 5, 2020 via Zoom. Members will be asked to hand in their rating forms and proposal copies at the end of the review via email.

Instructions:

First, read the LOI and its instructions thoroughly. Then, read the proposals and rate them based on the criteria specified below and in the attached *Ramsey County ESG Proposal Evaluation Criteria Matrix FY2020* document.

Please include comments on proposal strengths and weaknesses and total your scores. (Comments may be shared with providers.) Sign your name at the bottom of the form. You **WILL** be changing original scores listed on your rating sheets based on the discussion and comments of the group.

ORGANIZATION NAME: _____
Program Name: _____
Program Component: _____
Amount Requested: _____

Category 1: Contractor Qualifications (Max. of 30 points)

Description

Proposal speaks to the experience, training, technical and professional ability and capacity of the organization.

Questions to reflect on:

- Does the agency have a minimum of two (2) years of experience in providing services under the program component that they are applying for?
- Does the agency have experience and access to using the Homeless Management Information System (HMIS)? If a victim service provider, does the victim service provider have a comparable database?
- Does the proposal speak to the agency’s knowledge of community resources and/or partnerships?
- Does the agency have experience and knowledge of the coordinated entry (CE) system in Ramsey County?

Points: _____ / 30 points possible

Comments: _____

Category 2: Project Understanding and Approach (Max. of 25 points)

Description

Proposal shows a clear understanding of service needs that incorporate best practices and the ability to meet the needs of clients. Proposal highlights strategies for providing services in a holistic, culturally appropriate manner that will promote opportunities to become stably housed. Proposal aligns with [HUD Continuum of Care System Performance Measures](#).

Questions to reflect on:

- Does the proposal reflect a clear philosophical framework for services that are person/family-centered and in line with best practices?
- Are practices creative and flexible to meet the needs of the person/household?
- Does the proposal outline supports that will maximize community membership as well as facilitation of services, up to and including entry into housing?
- Does the proposal show competency in integrating natural and quasi-formal community supports with formal services?

Proposal Evaluation (For All Proposals)

ESG FY2020

- Does it describe a high level of communication & strong collaboration with interdisciplinary team members and other professionals? Does the proposal describe collaboration and partnership with the local Coordinated Entry System (CES)?
- Does the program utilize quality evaluation and assessment tools to monitor program effectiveness?
- Does the proposal include the agency's target populations and total number of households to be served per program component?
- Does the proposal align with the HUD Continuum of Care System Performance Measures?

Points: _____ (of 25 points)

Comments:

Category 3: Cost (Max. of 20 points)

Description

Proposal outlines a plan that clearly demonstrates the organization's ability to effectively operate as a business and identifies the agency's financial stability and solvency. Appropriate costs for the intended service delivery are identified, including how specific funds will be used to support the program and its clients. Match information and amount is clearly detailed.

Questions to reflect on:

- Does the proposal reflect sound fiscal management practice?
- Does the budget provide sufficient information?
- Are the costs reasonable and appropriate?
- Is there a logical connection between costs and outcomes?
- Do the services appear to be cost effective?
- Are the costs appropriate and allowable?
- Does the proposal include 100% match and source of match?

Points: _____ (of 20 points)

Comments:

Category 4: Cultural and Linguistic Competence (Max. of 15 points)

Description

Proposal demonstrates the organization's capability to provide services in a manner that is compatible with language and cultural needs and/or preferences.

Questions to reflect on:

- Does the proposal demonstrate competency in language and culture? Does it specify how services will be delivered in a manner that honors cultural norms and practices?
- Does the organization express a commitment to and experience with providing services that are culturally and linguistically appropriate?
- Is the organization connected to culturally specific community resources?
- Does the applicant have sound strategies for the recruitment, retention and promotion of diverse staff? Does the proposal describe communication with persons who have limited English proficiency?
- Does the applicant note any specialties in serving specific populations or communities?

Points: _____ (of 15 points)

Comments:

SUMMARY OF SCORES

Category 1: Contractor Qualifications _____ (of a possible 30 points)
Category 2: Project Understanding & Approach _____ (of a possible 25 points)
Category 3: Cost _____ (of a possible 20 points)
Category 4: Cultural and Linguistic Competence _____ (of a possible 15 points)
Total: _____ **(of a possible 100 points)**

Signature of Reviewer

Date