

**RFP ABI PEER TO PEER SUPPORT 2020
PROPOSAL EVALUATION CRITERIA**

Reviewer:	Contractor:
Date of Review:	
Meets All Mandatory Requirements* (Yes/No):	Final TOTAL Score:

* Sealed proposal received by due date and time in Schedule of Events, includes all required sections, meets font, margin, spacing requirements.

Section	Possible Points
1. Contractor Information and Org Capacity	40
2. Personnel and Management	40
3. Project Work Plan	20
Cost Proposal	20
Total Possible Points	120

Reviewers are asked to evaluate and score the proposal for each criterion in each section of the proposal on a scale of 0 – 10 as illustrated in the scoring guide below. You may complete the form electronically or by hand. Scores and explanations are part of the official review record.

Quality Indicator	Description
Excellent 9 – 10	The response is specific and comprehensive. There is complete, detailed, and clearly articulated information as to how the criteria are met. The ideas presented are innovative, well-conceived and thoroughly developed.
Good 6 – 8	The response is reasonably comprehensive and includes sufficient detail. It contains many of the characteristics of a response that is very good even though it may require additional specificity, support or elaboration in places.
Moderate 3 – 5	The response is non-specific and lacks focus and detail. The response addresses some of the selection criteria, but not all. Some ideas presented are sound, but others are not responsive to the purpose of the RFP. Additional information is needed in order to be reasonably comprehensive and meet the criteria of a response that is good.
Marginal 1 – 2	The response does not meet many criteria; provides inaccurate information or provides information that requires substantial clarification as to how the criteria are met; lacks meaningful detail; demonstrates lack of preparation; or otherwise raises substantial concerns about the applicant's understanding of the issue in concept and/or ability to meet the requirement in practice.
Unacceptable 0	The response does not address the criteria or simply re-states the criteria.

SECTION 1: CONTRACTOR INFORMATION AND ORGANIZATIONAL CAPACITY (Up to 40 points total)				
Reviewer instructions: Evaluate and score each criterion on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
a. Contractor Information (Up to 10 points)		SCORE	EXPLANATION OF SCORE	
<p>The extent to which the Contractor Identification addresses all of the following in adequate detail:</p> <ul style="list-style-type: none"> • Full name • Headquarter address • Entity organization (corporation, partnership, proprietorship) • State in which the Contractor is incorporated/organized to do business • Year in which the Contractor first organized to do business • Whether the name or form of organization has changed • Office location for contractual performance 		_____		
b. Organizational Capacity (Up to 10 points for each criterion)		SCORE	EXPLANATION OF SCORE	
<p>The extent to which the Contractor:</p> <ul style="list-style-type: none"> • Describes individuals with acquired brain injury (ABI) as leaders within the organization, and partners with other programs or organizations that support individuals with ABI. • Demonstrates an understanding of Peer to Peer Support practices, and possesses strengths, expertise, experience and unique qualifications for completing the project Scope of Work. • Expresses a vision of Peer to Peer Support as a means to improve the lives of individuals with ABI and their families, demonstrating an organizational culture, staff and/or members that embrace development and integration of Peer to Peer Support with existing programs or initiatives. 		_____ _____ _____		

SECTION 2: PERSONNEL AND MANAGEMENT APPROACH (Up to 40 points total)				
Reviewer instructions: Evaluate and score each criterion on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
Personnel and Management Approach (Up to 10 points for each criterion)		SCORE	EXPLANATION OF SCORE	
<p>The extent to which the Contractor:</p> <ul style="list-style-type: none"> Describes strategies that will be used to meaningfully involve individuals with ABI (including any personnel or volunteers) in all phases of project leadership, planning, implementation and quality management. Lists and provides resumes for project personnel (including paid staff and unpaid volunteers) who possess the skills, abilities and experience to accomplish project deliverables, and lists primary work or tasks assigned to each person. Anticipates challenges, including unique challenges presented by the COVID-19 Pandemic, and describes specific strategies that will be used to overcome each challenge. Proposes concrete strategies for including Nebraska VR staff, BIAC members and other brain injury/disability stakeholders in project completion, assuring that development activities including stakeholders with disabilities will be completed using a person-centered approach in barrier-free, accessible environments, and that requests for disability-related accommodations will be honored. 		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

SECTION 3: PROJECT WORK PLAN (Up to 20 points total)				
Reviewer instructions: Evaluate and score each criterion on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
Project Work Plan (Up to 10 points for each criterion)		SCORE	EXPLANATION OF SCORE	
The extent to which the Contractor: <ul style="list-style-type: none"> Proposes realistic and reasonable objectives, major tasks and/or action steps, and estimated timelines that address all project deliverables. Clearly identifies benchmarks or decision points requiring Nebraska VR and BIAC review/approval in the work plan. 		_____ _____		
PART 3: COST PROPOSAL (Up to 20 points total)				
Reviewer instructions: Evaluate and score each criterion on a scale of 0 – 10.				
0	1 – 2	3 – 5	6 – 8	9 – 10
Unacceptable	Marginal	Moderate	Good	Excellent
State Cost Sheet (Up to 10 points for each criterion)		SCORE	EXPLANATION OF SCORE	
The extent to which the Contractor: <ul style="list-style-type: none"> Lists detailed and concise justifications for all costs listed in each category that align with proposed strategies and activities. Proposes in-kind match from state sources for the project (donated goods or services that directly relate to accomplishing project objectives or deliverables). 		_____ _____		
TOTAL SCORE FOR ALL SECTIONS (Up to 120 points)				