

Proposal Scoring Guides

Following are the three Proposal Scoring Guides that will be used to evaluate each proposal:

- Minimum Proposal Requirements Scoring Sheet
- Proposal Narrative Scoring Sheet
- Summary Score Sheet

MINIMUM PROPOSAL REQUIREMENTS SCORING SHEET

All proposals will be reviewed for the following minimum requirements.
Any proposals not meeting these requirements will not be considered.

Proposal submitted by _____

- | | | |
|---|------------------------------|-----------------------------|
| Proposal was submitted by the due date. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Budget does not exceed the amount of money made available by the RFP. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposing organization is an eligible organization. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposal includes a 1-page summary. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposal narrative does not exceed the maximum number of pages. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Format requirements

- | | | |
|---------------------|------------------------------|-----------------------------|
| 12-point font | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1-inch margins | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 copies | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Maximum of 25 pages | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Attachments

- | | | |
|----------------------------|------------------------------|-----------------------------|
| Program design forms | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Letters of commitment/MOUs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Signed submission form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Required budget form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |