

Request for Proposal (RFP) Scoring Rubric
 BCMHD: 001-2023: OEND NaloxBox Initiative

Submittal Agency			
Reviewer		Date of Review	

Instructions: Thoroughly review the indicated RFP then respond to the narrative components as outlined below by selecting either *Clearly Addressed*, *Somewhat Addressed* or *Neglected to Address* based on degree of completeness. An explanation for each selection should be clearly described for each under *Reviewer Comments*.

Item	Description
<i>Clearly Addressed</i>	Item included within the proposal and includes all details as directed in the RFP
<i>Somewhat Addressed</i>	Item included within the proposal however, some details are missing as directed in the RFP
<i>Neglected to Address</i>	Item not addressed as directed in the RFP

Narrative	Clearly Addressed	Somewhat Addressed	Neglected to Address	Reviewer Comments
1. Organization description and ability (10% weighting)				
a. Cover page is completed and correct. <i>(RFP Reference: Page 7, Section 7 (b))</i>				
b. Description of the organization and its ability to successfully operate the program. <i>(RFP Reference: Page 8, Section 8 (a)(1))</i>				
c. Description of organization’s experience with serving the population of focus, providing similar services to those indicated in the RFP and the organization’s experience with adult persons with history of opioid overdose, use of substances, living in areas identified as “hotspots,” and or other applicable adult populations. <i>(RFP Reference: Page 8, Section c (1)(2))</i>				
2. Program Description (60% weighting)				
a. Description of the organization’s staff qualifications for the designated supervisor and program staff inclusive of education and experience requirements. <i>(RFP Reference: Page 8, Section 7 (c)(4)(a)(b)(c))</i>				

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b. Description of sustainability planning. <i>(RFP Reference: Page 8, Section 7(c)(3))</i>				
c. Descriptions of recruitment and retainment of diverse staff. <i>(RFP Reference: Page 8, Section 7(c)(4)(c))</i>				
d. Detailed description of how all program components and objectives will be accomplished. <i>(RFP Reference: Page 8, Section 8 (b)(1)& (b)(2))</i>				
3. Budget (30% weighting) <i>(RFP Reference: Page 9, Section 8 (b)(1)(2))</i>				
a. Detailed budget, up to or within the not to exceed amount, inclusive of defined requirements. <i>(RFP Reference: Page 9, Section 8, (d)(1))</i>				
b. Descriptive budget narrative details defined requirements. <i>(RFP Reference: Page 9, Section 8, (d)(1))</i>				
c. Budget reflects that administrative costs do not exceed 20% of the total program budget. <i>(RFP Reference: Page 9, Section 8, (d)(2))</i>				
4. General Review Comments				

ATTESTATION: By signing below, I attest I have read and scored the identified proposal without interference or prejudice and the scores and comments reflect my true opinion.

Signature of Reviewer

Date