

## Request for Proposal (RFP) Scoring Rubric

*BCMHD: 004-2023: MOUD Peer-Based Linkage and Retention Initiative*

|                         |  |                       |  |
|-------------------------|--|-----------------------|--|
| <b>Submittal Agency</b> |  |                       |  |
| <b>Reviewer</b>         |  | <b>Date of Review</b> |  |

**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*.

| <b>Item</b>                 | <b>Description</b>   |
|-----------------------------|--|
| <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 |
|--|-------------------|--------------------|----------------------|-------------------|
| <b>1. Organization description and ability (10% weighting)</b>   |                   |                    |                      |                   |
| a. Cover page is completed and correct.<br><i>(RFP Reference: Page 8, Section 7 (b))</i>   |                   |                    |                      |                   |
| b. Description of the organization and its ability to successfully operate the program.<br><i>(RFP Reference: Page 9, Section 8 (a))</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 peer-based services and in service of those receiving MOUD.<br><i>(RFP Reference: Page 8, Section 7 (c)(1)(a), (2)(a)(b)(c))</i> |                   |                    |                      |                   |
| <b>2. Program Description (60% weighting)</b>  |                   |                    |                      |                   |
| a. Description of the organization’s staff qualifications for the designated supervisor and program staff inclusive of education and experience requirements.<br><i>(RFP Reference: Page 8, Section 7 (c)(4)(a)(b)(c))</i>   |                   |                    |                      |                   |
| b. Description of sustainability planning.<br><i>(RFP Reference: Page 8, Section 7(c)(3))</i>  |                   |                    |                      |                   |

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|--|--|--|--|--|
| c. Descriptions of recruitment and retainment of diverse staff.<br><i>(RFP Reference: Page 8, Section 7 (c)(4)(a)(b)(c)(d))</i>  |  |  |  |  |
| d. Detailed description of how all program components and objectives will be accomplished.<br><i>(RFP Reference: Page 9, Section 8(b)(1))</i>                              |  |  |  |  |
| e. Inclusive of innovative approaches and/or Evidence-Based Practices to be utilized.<br><i>(RFP Reference: Page 9, Section 8(b)(2))</i>                                   |  |  |  |  |
| f. Description of service delivery system’s mechanism for reaching marginalized and underrepresented populations.<br><i>(RFP Reference: Page 9, Section 7(c)(5)(a)(b))</i> |  |  |  |  |
| <b>3. Budget (30% weighting)</b>   |  |  |  |  |
| a. Detailed budget, up to or within the not to exceed amount, inclusive of defined requirements.<br><i>(RFP Reference: Page 9, Section 8 (d)(1))</i>                       |  |  |  |  |
| b. Descriptive budget narrative details defined requirements.<br><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.<br><i>(RFP Reference: Page 9, Section 8, (d)(2))</i>                           |  |  |  |  |
| <b>4. General Review Comments</b>  |  |  |  |  |
|  |  |  |  |  |

**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