

## BVCS Early Childhood Iowa Request for Proposal Score Sheet Tool

Project Name:				
Reviewer:				
Scoring Guidelines (circle most appropriate score for each section):				
	Criteria to Consider	Full Points Awarded	Mid-Range Points Awarded	Minimal Points Awarded
	85 Possible Points			
1	<b>Demonstration of Need</b> <b>Full Points</b> – All required information is comprehensively provided including research, data, surveys the need and/or success of program; how program is consistent with BVCS ECI’s needs; how program avoids duplication of existing services. <b>Mid-Range Points</b> – Most criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5
2	<b>Program Services Description</b> <b>Full Points</b> – All criteria are comprehensively addressed and describes proposed services, anticipated benefits, target audience, frequency of service, method of service delivery, and whether program is evidence based. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5
3	<b>Proposed Outputs and Outcomes</b> <b>Full Points</b> - All criteria are comprehensively addressed and includes projected number of direct and indirect staff hours to be provided, number and/or percentages of services to be completed, using the Early Childhood Iowa Performance Measures as a guide. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5

4	<b>Monitoring/Evaluation</b> <b>Full Points</b> – All criteria are comprehensively addressed including how program fidelity will be monitored, maintained and evaluated along with specific skills, knowledge and capacity of program staff. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5
5	<b>Program/Service Background</b> <b>Full Points</b> – All criteria are comprehensively addressed and includes existing/planned community partnerships and collaborations, participation in ECI coalition meetings and board updates, other funding and in-kind support supporting the program, efforts to secure other funding. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5
6	<b>Organizational Experiences and Implementation</b> <b>Full Points</b> - All criteria are comprehensively addressed and includes past projects/programs that have successfully been implemented, staff that will provide services and their qualifications, length of time needed to dully implement the program and provide services, needed staff training. If needed, the evidence included is detailed. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5
7	<b>Sustainability</b> <b>Full Points</b> - All criteria are comprehensively addressed and includes description of how/if the program would continue to BVCS ECI funding was not available. <b>Mid-Range Points</b> – Most of the criteria are addressed. <b>Minimal Points</b> – Few or none of the criteria are adequately addressed.	15	10	5

8	<p><b>Budget</b></p> <p><b>Full Points</b> – All required fields are completed following the explanation provided and accurately calculated. Indirect administrative costs are no more than <b>15%</b>. If relevant a copy of the state or federally approved indirect rate documentation and justification in provided.</p> <p><b>Mid-Range Points</b> – Most of the fields are completed following the explanation provided and accurately calculated. Indirect administrative costs are no more than <b>15%</b>. If relevant a copy of the state or federally approved indirect rate documentation and justification in provided.</p> <p><b>Minimal Points</b> – Few or none of the fields are completed and accurately calculated. Administrative costs are more than 15%. If relevant a copy of the state or federally approved indirect rate documentation and justification was not provided.</p>	15	10	5
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**Reviewers Comments:**