

Appendix M

**Planning Grant
Evaluation Manual**

**State of Florida
Department of Children and Families**



**DCF RFA 2021 001
Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant**

Applicant: _____

Evaluator: _____

Signature: _____

Date: _____

Applicant: _____ Evaluator: _____

1 GENERAL INSTRUCTIONS

- 1.1 Each evaluator has been provided a copy of the RFA, including its appendices, any RFA addenda, and applicant written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each application submitted to the Department. which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.
- 1.2 Each evaluator will evaluate Criteria 1-5 for all applications that pass the mandatory criteria. Each criterion must be scored.
- 1.3 Each evaluator shall assign a score based upon his or her assessment of the application. Scoring must reflect the evaluator's independent evaluation of the application to each criterion. Fractional values or missing scores will not be accepted. If an evaluator's score sheet is not complete, it will be returned for completion.
- 1.4 When completing score sheets, evaluators should record references to the sections of Request for Applications (RFA) and the written application materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the application does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.
- 1.5 Applications shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every application received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator's scoring shall be tolerated.
- 1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.
- 1.7 Only the score sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.
- 1.8 Evaluators may request assistance in understanding evaluation criteria and applications only from the Procurement Officer/Procurement Advisors.
- 1.9 Questions related to the solicitation and the evaluations of the application should be directed only to:
Michele Staffieri, Procurement Officer
E-Mail Address: Michele.staffieri@myflfamilies.com
- 1.10 After the evaluator has completed scoring each application, submit scores to the Procurement Office using Qualtrics for compilation. The Procurement Officer will average the total point scores by each evaluator to calculate the points awarded for each criterion.
- 1.11 Following completion of the independent evaluations of the applications, the Procurement Officer will hold a meeting to validate evaluator scoring. The purpose of the meeting is to ensure that their individual evaluation scores were captured correctly when preparing the total scores.

Applicant: _____ Evaluator: _____

2 QUALITATIVE CRITERIA

- 2.1 Evaluators shall assign scores to each of the applications received by the Department based on the considerations detailed for each criterion.
- 2.2 The assignment of an individual score must be based upon the following description of the point scores, unless otherwise noted for a specific criterion:

The application demonstrates or describes	Category	Assign points within...
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	81-100% of the maximum points
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	61-80% of the maximum points
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	41-60% of the maximum points
...little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	21-40% of the maximum points
...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0-20% of the maximum points

3 CRITERIA 1-5 POINT VALUES

- The maximum score for Criteria 1-5 is 184 points.
- The minimum score to be eligible for award recommendation is 147 points.

Applicant: _____ Evaluator: _____

SCORING SUMMARY SHEET

Programmatic Criteria: Planning		Maximum Points	Points Assigned
Criteria 1: Statement of the Problem			
1	Statement of the Problem	48	
Criteria 2: Project Design and Implementation			
2	Description of the Planning Council or Committee	24	
2	Timeline and Expected Milestones	60	
Criteria 3: Performance Measures			
3	Performance Measures	12	
Criteria 4: Capability and Experience			
4	Capability and Experience	16	
Criteria 5: Sustainability			
5	Sustainability	24	
Total		184	

Applicant: _____ Evaluator: _____

Criteria 1: Statement of the Problem			
Tab 4 - RFA References: Section 3.7.5			Max Score: 48
How well does the application describe the problem to be addressed by the proposed project?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates the extent of the problem the project will address, including local and state data and appropriate trend analysis.	8		
2. The application demonstrates the project's geographic environment socioeconomic factors and community concerns, sufficient to support selection of the Target Population.	8		
3. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the screening and assessment process used to identify the Target Population.	8		
4. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including the percentage of persons admitted with a mental illness, substance use disorder, or co-occurring disorders that supports the selection of the Target Population.	8		
5. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including identification of describe contributing factors that affect population trends in the county jail or juvenile detention center.	8		
6. The application demonstrates an analysis of the current population of the jail or juvenile detention center, including data and a descriptive narrative that delineates the specific factors that put the Target Population at-risk of entering or re-entering the criminal or juvenile justice systems.	8		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2A: Planning Council or Committee			
Tab 5; RFA References: <i>Section 1.2 and 1.6.3, 2.2.4.2, Section 3.7.6.1, and Appendix L - Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant Planning Council or Committee</i>			Max
Score: 24			
How well does the application describe the planning council or committee?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates compliance with s. 394.657(2)(a), F.S. and clearly identifies the role of each member as stakeholder, consumer, etc.	12		
2. The application demonstrates the activity of the Planning council, including the frequency of meetings for the previous 12 months and future scheduling of meetings.	12		
Total Assigned Score			

Applicant: _____ Evaluator: _____

Criteria 2: Project Design and Implementation			
Sub Criteria 2B: Timeline and Expected Milestones			
Tab 5; RFA References: <i>Section 1.6.13, 2.1.7.1, 2.2, 3.7.6.3, and Appendix A– Strategic Plan Format</i>			Max Score: 60
How well does the application describe the timeline for the proposed planning activities and expected milestones?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates the process for using needs assessment appropriate to the Target Population during planning.	12		
2. The application demonstrates the process to be used for project design and implementation.	12		
3. The application demonstrates opportunities to coordinate funding, related resourced and recommended organizational or structural changes.	12		
4. The application demonstrates strategies for coordination, communication and data sharing supporting strategic planning goals.	12		
5. The application demonstrates anticipated start and completion dates for each milestone, benchmark and goal.	12		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 3: Performance Measures</u>			
Tab 5; RFA References: <i>Section 2.4.1, 3.7.6.4</i>			Max Score: 12
How well does the application describe how performance under the grant will be measured?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates the manner in which the proposed timeline ensures compliance with the performance measures specified in Section 2.4.1.	4		
2. The application demonstrates targets and methodologies address the measures specified in Section 2.4.1.	4		
3. The application demonstrates at least one additional performance measure unique to the tasks outlined in the application, including proposed targets and methodologies.	4		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 4: Capability and Experience</u>			
Tab 5; RFA References: <i>Section 3.7.6.5</i>			Max Score: 16
How well does the application describe the Applicant's capability and experience in providing similar services?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates the capabilities and experience of the Applicant and other participating organizations, including law enforcement agencies, sufficient to meet the objectives detailed in this RFA.	4		
2. The application demonstrates the organization's capacity to implement the proposed project.	4		
3. The application demonstrates the role of advocates, family members, responsible partners, and other community stakeholders represented on the Planning Council and how they will support the project's objectives.	4		
4. The application demonstrates the organization's expertise and qualifications necessary to carry out the Strategic Planning project	4		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 5: Sustainability</u>			
Tab 5; RFA References: <i>Section 2.3 and 3.7.6.6</i>			Max Score: 24
How well does the application address sustainability of the project?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates how the strategic planning will support effective collaboration among stakeholders, including government agencies, law enforcement, the criminal, juvenile, and civil justice systems, mental health and substance use service providers, transportation programs, housing assistance programs, and intervention programs.	12		
2. The application demonstrates how collaborative partnerships and funding will be leveraged to build long-term support and resources to implement the strategic plan following grant completion.	12		
Total Assigned Score			