

Appendix N

**Implementation or Expansion 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 APPLICATION PROGRAMMATIC POINT VALUES

- The maximum score for the Programmatic portion of the Application is 372 points.
- The minimum score to be eligible for award recommendation is 298 points.

Applicant: _____ Evaluator: _____

SCORING SUMMARY SHEET

Programmatic Criteria: Implementation or Expansion		Maximum Points	Points Assigned
Criteria 1: Statement of the Problem			
1	Statement of the Problem	64	
Criteria 2: Project Design and Implementation			
2A	Planning Council or Committee	24	
2B	Strategic Plan	108	
2C	Service Strategies	28	
Criteria 3: Performance Measures			
3	Performance Measures	12	
Criteria 4: Capability and Experience			
4	Capability and Experience	20	
Criteria 5: Evaluation and Sustainability			
5A	Evaluation	68	
5B	Sustainability	24	
5C	Complete Project Timeline	24	
Total		372	

Applicant: _____ Evaluator: _____

Criteria 1: Statement of the Problem			
Tab 4 - RFA References: Section 3.7.5			Max Score: 64
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		
7. The application demonstrates a reasonable projected number of individuals to be served.	8		
8. The application demonstrates how the needs identified are consistent with the priorities of the Strategic Plan.	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			

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Criteria 2: Project Design and Implementation			
Sub Criteria 2B: Strategic Plan			
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: 108
How well does the application describe the Strategic Plan?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates a current Strategic Plan identifying project goals, strategies, milestones and key activities and at least one objective specified in section 2.2.	12		
2. The application demonstrates a current Strategic Plan identifying an organization or key stakeholder responsible for each task or key activity and a proposed completion date for each.	12		
3. The application demonstrates a current Strategic Plan addressing participation of the planning council or committee.	12		
4. The application demonstrates a current Strategic Plan addressing communication amongst agencies and organizations involved throughout the lifetime of the project, detailing the frequency of planned meetings, and the decision-making process to ensure successful implementation.	16		
5. The application demonstrates a current Strategic Plan addressing screening of potential participants and tailored, validated needs-based assessments, including criteria to be used and specific screening tool(s) specific to the Target Population or the process by which tool(s) will be selected.	16		
6. The application demonstrates a current Strategic Plan addressing care coordination to increase access to behavioral health treatment and support services and ancillary social services (i.e., housing, primary care; benefits, etc.);	16		

Applicant: _____ Evaluator: _____

<p>7. The application demonstrates a current Strategic Plan addressing law enforcement assessment of their current process at intercept points, capacity, and how the proposed project will implement or expand diversion initiatives.</p>	<p>12</p>		
<p>8. The application demonstrates the status of the Strategic Plan, including implementation, sequential Intercept Mapping, date of last review or update for the proposed Target Population, and identifying challenges or barriers to implementation.</p>	<p>12</p>		
<p style="text-align: right;">Total Assigned Score</p>			

Applicant: _____ Evaluator: _____

<u>Criteria 2: Project Design and Implementation</u>			
Sub Criteria 2C: Service Strategies			
Tab 5; RFA References: <i>Section 2.2, 3.7.6.3, and Appendix A– Strategic Plan Format</i>			Max Score: 28
How well are the strategies the Applicant intends to use to serve the Target Population described?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates services and supervision methods to be applied in addressing diversion of the Target Population from arrest, prosecution, or incarceration to treatment and support services.	16		
2. The application demonstrates interventions addressing the proposed Project objectives for the Target Population and the goals of the Strategic Plan.	12		
Total Assigned Score			

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<u>Criteria 3: Performance Measures</u>			
Tab 5; RFA References: <i>Section 2.4.2 and 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 monitoring of grant activities to determine achievement of performance measures specified in Section 2.4.2, including the process and standards for data collection, analysis, distribution and quality assurance.	4		
2. The application demonstrates targets and methodologies addressing the performance measures specified in Section 2.4.2.	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: 20
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 outlines proposed staffing, including the Project Director, key personnel, and subcontractors who will participate in the project, including the role of each and their level of effort and qualifications.	4		
5. The application explains the responsibilities of each participating organization and how the Applicant proposes to fill staff positions and select subcontractors.	4		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 5: Evaluation and Sustainability</u>			
Sub Criteria 5A: Evaluation			
Tab 5; RFA References: <i>Section 2.3 and Section 3.7.6.6</i>			Max Score: 68
How well does the application describe the Evaluation process?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates how the project's effectiveness will be validated, including assessments of planning or implementation outcomes.	16		
2. The application demonstrates the process for defining and measuring variables like stakeholder support and service coordination outlined.	16		
3. The application demonstrates the process for measuring project effectiveness in promoting public safety, reduction of recidivism and access to services and supports.	12		
4. The application demonstrates the process for measuring project effectiveness in reducing expenditures associated with the incarceration of the Target Population, including a methodology to measure the service outcomes and corresponding savings or averted costs.	12		
5. The application demonstrates how the proposed initiative will reduce the number of individuals judicially committed to a state mental health treatment facility.	12		
Total Assigned Score			

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<u>Criteria 5: Evaluation and Sustainability</u>			
Sub Criteria 5B: Sustainability			
Tab 5; RFA References: <i>Section 2.3, and Section 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 strategies to preserve and enhance the project services, systems and collaborations after the end of the requested grant award.	12		
2. The application demonstrates collaborative partnerships and funding that will be leveraged to build long-term support and resources to sustain the project when the state grant ends.	12		
Total Assigned Score			

Applicant: _____ Evaluator: _____

<u>Criteria 5: Evaluation and Sustainability</u>			
Sub Criteria 5C: Complete Project Timeline			
Tab 5; RFA References: <i>Section 2.2, and Section 3.7.7</i>			Max Score: 24
How well does the application provide a realistic and detailed timeline for each funding year proposed?			
Consideration	Max Score	Assigned Score	Notes/Comments
1. The application demonstrates goals, objectives, key activities, milestones, start dates, completion dates and responsible partners for each proposed funding year.	12		
2. The application demonstrates a timeline supporting the Strategic Plan and project goals for the Target Population.	12		
Total Assigned Score			