

DSHS Ryan White HIV/AIDS Program Part B, State Services, and HOPWA Administrative Agency for East Texas
Exhibit G, Evaluation Score Tool
HHS0010223

Evaluator				
Respondent				
#		Weight	Score	Comments
1	Respondent Background and Experience (20%)			
1.1	Evaluate the Respondent's experience performing management duties in the following areas: - Financial management; - Staff management; - Program data management; and - Subgrantee management.	5%		
1.2	Evaluate the Respondent's experience obtaining community input in the development and implementation of a comprehensive HIV services plan that identifies: -service needs of people living with HIV; -existing resources; -gaps in resources; and -barriers to seeking care.	10%		
1.3	Evaluate the Respondent's experience working with other entities to compile, complete, and submit accurate reports, which document expenditures and services provided, within established due dates.	5%		
Subtotal		20%		
2	Assessment Narrative (15%)			
2.1	Evaluate the Respondent's description of the following three groups of people living with HIV in the East Texas HASA: -the community of people living with HIV; -people living with HIV currently receiving services; and -people living with HIV not currently receiving services.	5%		
2.2	Evaluate the Respondent's description of the East Texas HASA regarding the following: -gaps in resources for people living with HIV; -potential barriers to improving the HIV services delivery system; -existing health related resources; and -other existing resources that support public health and HIV-related care.	5%		
2.3	Evaluate the Respondent's description of existing HIV testing services in the East Texas HASA, the process for linking individuals who are newly diagnosed with HIV to antiretrovirals therapy, and new strategies for rapidly connecting these individuals with HIV-related care.	5%		
Subtotal		15%		
3	Work Plan (45%)			
3.1	Evaluate the Respondent's proposed staffing plan, including: -status of key staff positions; -job descriptions for each key staff position; and -resumes for existing key staff employees.	10%		
3.2	Evaluate the Respondent's plan for creating and maintaining relationships with Subgrantees, including the following: -Selection of Subgrantees through a competitive procurement process; -Developing and executing Subawards subject to the requirements of the Grant Agreement; -Programmatic monitoring, technical assistance, and training; -Process for making payments to Subgrantees; and -Managing Client complaints.	15%		
3.3	Evaluate the Respondent's process for developing and implementing a comprehensive HIV services plan, including the following: -Conducting assessment activities to gather information; -Obtaining and including community input into the development of the plan; -Involving stakeholders in decision-making processes; and -Evaluating and reporting on the implementation of the plan.	10%		
3.4	Evaluate the Respondent's plan for collecting and applying customer satisfaction information from Subgrantees and Clients regarding the Respondent's performance.	5%		
3.5	Evaluate the Respondent's process for Client satisfaction surveys, including the following: -Areas to be targeted with applicable questions; -Method for encouraging Client participation; -Frequency of surveys; -Return rate in previous years and plans to increase the return rate; -Maintaining Client anonymity throughout the process; -Compiling results and using those results to improve services; and -Examples of how previous results were used for improvements.	5%		
Subtotal		45%		
4	Budget (20%)			
4.1	Evaluate the Respondent's Expenditure proposal.	20%		
Subtotal		20%		
TOTAL (%)		100%		

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Evaluation Scoring Guide		
Score	Level	Description
Unacceptable	1	Response does not address requirement. Response is completely unacceptable.
Unacceptable	2	Response mentions requirement, but is not responsive to the elements of the requirement.
Unacceptable	3	Response addresses requirement, but response described does not allow HHSC to fulfill mission.
Marginal. Fails to meet evaluation standards but failures are correctable.	4	Response meets fundamental requirements, however could not be implemented as described (would require both HHSC and Vendor to make significant changes not currently anticipated).
Marginal. Fails to meet evaluation standards but failures are correctable.	5	Response meets fundamental requirements, however could not be implemented as described (implementation would require both HHSC and Vendor to make minor changes not currently anticipated).
Marginal. Fails to meet evaluation standards but failures are correctable.	6	Response meets fundamental requirements, however could not be implemented as described (implementation would require changes to be made by Vendor only).
Acceptable	7	Response clearly satisfies requirement but has some minor weaknesses.
Acceptable	8	Response clearly satisfies requirement.
Acceptable	9	Response satisfies requirements and has some benefits above requirement.
Exceptional	10	Response far exceeds all aspects of requirement.

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No.	Best Value Criteria	Weight
1	Respondent Background and Experience	20%
2	Assessment Narrative	15%
3	Work Plan	45%
4	Budget	20%
	GRAND TOTAL	100%