

**Legal Assistance, Benefits Counseling Services and Training**  
**Exhibit G, Evaluation Tool**  
**HHS0011069**

Evaluator				
Respondent				
#	Criteria	Weight	Score	Comments
<b>1</b>	<b>Qualifications and Experience (15%)</b>			
<b>1.1</b>	Evaluate the Respondent's experience and capacity to provide legal assistance services, benefits counseling services, and training as required by this RFA.	5%		
<b>1.2</b>	Evaluate the Respondent's mission and purpose and how it aligns with the purpose and goal of the LABCST Project.	5%		
<b>1.3</b>	Evaluate the Respondent's high-level overview and if it shows a clear understanding of the RFA requirements and goals and focus of the Project.	5%		
<b>Subtotal</b>		<b>15%</b>		
<b>2</b>	<b>Project Work Plan (55%)</b>			
<b>2.1</b>	Evaluate the Respondent's Project Work Plan to determine if it includes a clear understanding of the proposed services, processes, and methodologies for meeting the following requirements:  (a) Serving the Eligible Population; (b) Provide the Training Services as follows: (1) SHIP Training Requirements; (2) MIPPA Training Requirements; (3) Legal Assistance Title III B Training Requirements; (4) Training Platform and Coordination for all Training; (5) Benefits Counselor Certification; and (6) Outreach.	20%		
<b>2.2</b>	Evaluate the Respondent's Project Work Plan to determine if it includes a clear understanding of the proposed services, processes, and methodologies for meeting the following requirements:  (a) Toll-Free Hotline for Client Assistance requirements; and (b) Toll-Free Hotline for Consultations with AAA and ADRC Staff requirements.	15%		
<b>2.3</b>	Evaluate the Respondent's Project Work Plan to determine if it includes a clear understanding of the proposed services, processes, and methodologies for meeting the following requirements:  (a) Quality Assurance; (b) Training Resources; and (c) Meeting Representation.	10%		
<b>2.4</b>	Evaluate the Respondent's Project Work Plan to determine if it includes a clear understanding of the proposed services, processes, and methodologies for meeting the following requirements:  (a) Key Personnel and Organizational Requirements; (b) Staff Development; (c) Plan of Operation; (d) Disaster Recovery and Business Continuity Plan; (e) Transition Plan; and (f) Turnover Plan.	10%		
<b>Subtotal</b>		<b>55%</b>		
<b>3</b>	<b>Cost (30%)</b>			
<b>3.1</b>	Evaluate the Respondent's Expenditure Proposal to determine if it clearly demonstrates a quality, efficient, and allowable Project approach.	30%		
<b>Subtotal</b>		<b>30%</b>		
<b>TOTAL (%)</b>		<b>100%</b>		

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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 the agency 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 the agency and Respondent 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 the agency and Respondent 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 Respondent 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.

For the purposes of this exhibit, "the agency" means the contracting state agency as specified in the solicitation.

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<b>No.</b>	<b>Best Value Criteria</b>	<b>Weight</b>
<b>1</b>	<b>Qualifications and Experience</b>	<b>15%</b>
<b>2</b>	<b>Project Work Plan</b>	<b>55%</b>
<b>3</b>	<b>Cost</b>	<b>30%</b>
	<b>GRAND TOTAL</b>	<b>100%</b>