

Exhibit H, HIV/Part B Minority AIDS Initiative (MAI) Evaluation Tool RFA No. HHS0014609 Criteria, Subcriteria Sheet				
Evaluator				
Respondent				
#	Criteria	Weight	Score	Comments
1	Project Narrative			
1.1	Evaluate the Applicant's summary of proposed service area, proposed activities, population(s) to be served, a description of the impact of the proposed activities, and funding amount requested for the period of performance.	5%		
Subtotal		5%		
2	Background and Experience			
2.1	Evaluate the extent to which the Applicant provides current organizational purpose, mission, structure, scope of current activities, how these elements contribute to the organization's ability to conduct program activities and meet program expectations, job descriptions for direct care and management staff, including job duties, roles, and responsibilities.	5%		
2.2	Evaluate the extent to which the Applicant has knowledge, experience, training, and skills working with people with HIV, racial/ethnic minorities, incarcerated and recently released individuals and/or other marginalized populations experiencing health disparities as it relates to this project, including strength and clarity of Applicant's capacity and expertise to implement project activities as it related to goals of the project, strength and extent to which the Applicant's proposed personnel have the experience, skills, and knowledge to implement program activities, including individuals on staff and previous work on related projects, as well as capabilities to provide culturally and linguistically competent project activities from experience	10%		
2.3	Evaluate the strength and clarity in which Applicant describes proposed and/or existing collaborators to assist with program implementation, including strength and clarity of the Applicant capacity and expertise in working with local and state health departments, clinicians, community-based organizations, health centers, jails or prisons, and/or advisory and planning groups.	5%		
2.4	Evaluate the quality of the Applicant's organizational chart depicting the organizational structure of the project to include significant collaborators (Attachment 2), staffing plan with personnel included on budget (Attachment 3), and signed letters of agreement (LOA), letters of support (LOS) and/or memorandums of understanding (MOU) (Attachment 4).	5%		
Subtotal		25%		

3	Performance Measures			
3.1	Evaluate the strength and feasibility of proposed activities to meet performance measures for Outreach and HE/RR.	5%		
3.2	Evaluate the strength and feasibility of proposed performance measures for Medical Transportation and EFA.	5%		
Subtotal		10%		
4	Narrative Proposal			

4.1	Evaluate the extent to which the proposed project responds to the "Purpose" in the program, including: strength and clarity of Applicant's overall approach to a transitional system of HIV medical care and support services that includes 1) peer education, 2) transitional discharge planning, and 3) coordination with existing MAI program partners, the extent to which Applicant proposed to partner with providers and local organizations to provide linkage and re-engagement services for the population of focus, the clarity and extent to which the proposed activities support care retention and engagement for post- incarcerated people into medical care, the clarity and extend to which activities to provide linkage and engagement address gaps in the medical care, and other services gaps for racial/ethnic incarcerated or recently released people with HIV, and the appropriateness of planned activities for racial/ethnic incarcerated or recently released people with HIV.	5%		
4.2	Evaluate the strength, clarity, and feasibility of approach to implement the proposed plan and methodology through peer education, transitional discharge planning, and coordination with existing RW MAI and other program partners.	5%		
4.3	Evaluate the uniqueness, strength and clarity of proposed Outreach plan and methodology to engage persons living with HIV soon to be released, recently released from incarceration, and reengage "lost to care" client back into medical and support services. Plan should include ways of identifying focus population, determining client eligibility for RW services, assisting client in obtaining eligibility documentation, assisting client in enrolling into THMP, re-engaging client to medical care, providing additional post release referrals as needed, and following up to ensure client received necessary medical and social services.	7%		

4.4	Evaluate the strength, clarity, and evidence that proposed HE/RR curriculum topics are appropriate for population and prioritize client need and barriers to proving education in respective environments or settings.	5%		
4.5	Evaluate the strength and clarity of approaches developed to address transitional planning that include completion and submission of THMP application, scheduling post release HIV medical appointments, scheduling post release HIV support service appointment, additional post release referrals, and follow-up within 30 days of release.	5%		
4.6	Evaluate the methodology of the strength and clarity of approach to service people from counties outside of service area, strength and clarity of plan to use Medical Transportation, EFA, and ADAP to support program activities, uniqueness and feasibility of plan to leverage community services for program activities, strength and clarity of proposal's description to coordinate with other organization in service area and avoid duplication of services , as well as the clarity and completeness of description of partners need to for proposed activities.	5%		
4.7	Evaluate the extent to which the work plan includes clear and feasible goals, objectives, and key action steps that will meet the program requirements and corresponds to the described methodologies. Including, the strength and clarity of a timeline that includes each step of the proposed activity, target date for completion, and identifies staff responsible for the activities, the strength and usefulness of the proposed tools/products/resources to be developed as a result of the project activities and the extent to which these will be applicable and useable for continued use after the end of this project, the strength and clarity of the measures to be used to evaluate success including measures that align with the initiative, the strength and clarity of the proposal to understand the challenges likely to be encountered in designing and implementing the activities described in the needs assessment and work plan sections of the narrative, as well as the strength and feasibility of the activities/approaches/ methodologies for identifying, addressing, and resolving these challenges.	9%		
4.8	Evaluate the strength and effectiveness of method proposed to monitor and evaluate program activities and performance outcomes, including, the evidence that methods will be able to assess program performance and confirm medical appointment linkages and enrollment into THMP, the strength and clarity to which the proposed evaluation plan is comprehensive, and feasible, the strength and clarity of the proposed method(s) to collect data and the appropriateness to the program, as well as the strength and clarity of the proposed plan to disseminate findings of the project.	9%		
Subtotal		50%		

5	Budget Template			
5.1	Evaluate the extent to which costs, as outlined in the budget are reasonable given the scope of work, including the extent to which costs, as outlined in the budget align with the activities proposed in the Work Plan (Attachment 4) to accomplish the programmatic requirements, the extent to which personnel have adequate time allocated to the project in percentages of full-time equivalents (FTEs) to achieve project objectives and provides a clear justification of proposed staff, contracts and other resources, as well as the strength and clarity of budget justification for each line item in relation to the goals and objectives of the program; and comparability across budget documents.	10%		
Subtotal		10%		
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 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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No.	Best Value Criteria	Weight
1	Project Narrative	5%
2	Background and Experience	25%
3	Performance Measures	10%
4	Narrative Proposal	50%
5	Budget Template	10%
	GRAND TOTAL	100%