

**Exhibit E, Evaluation Tool
RFA No. HHS0015435
Criteria, Subcriteria Sheet**

Evaluator				
Respondent				
#	Criteria	Weight	Score	Comments
1	Ability to Serve the Target Population			
1.1	Evaluate the Respondent's training and experience in serving the target population and in carrying out the proposed Services.	10%		
1.2	Evaluate the Respondent's accomplishments and demonstrated ability with serving the target population.	15%		
1.3	Evaluate the Project personnel in supporting the Services to be provided.	10%		
	Subtotal	35%		
2	Proposed Project Plan			
2.1	Evaluate the proposed plan in accomplishing the purpose of the program and ensuring proper and efficient management of the Project.	30%		
2.2	Evaluate the proposed goals and outcomes for measurable and commitment to quality service.	10%		
2.3	Evaluate the proposed plan of communication between specialists and clients, training audiences, and other target populations served by the program.	5%		
	Subtotal	45%		
3	Cost			
3.1	Evaluate the proposed project fees to support the proposed activities.	10%		
3.2	Evaluate the reasonableness of the proposed fees in relation to the objectives of the program.	10%		
	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 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	Ability to Serve the Target Population	35%
2	Proposed Project Plan	45%
3	Cost	20%
	GRAND TOTAL	100%