

Exhibit E, Evaluation Tool RFA No. HHS0015907 Criteria, Subcriteria Sheet				
Evaluator Respondent				
#	Criteria	Weight	Score	Comments
1	Organizational Experience/Capacity (30%)			
1.1	Evaluate the Applicant's experience providing Early Childhood Intervention (ECI) and/or similar Services, and the organizational capacity to support a successful ECI program.	5%		
1.2	Evaluate the Applicant's experience providing administrative support to complex programs and the plan to support the proposed Service.	5%		
1.3	Evaluate the Applicant's staffing plan to support each of the ECI services.	5%		
1.4	Evaluate the Applicant's resource and coordination plan to support ECI families within their program in collaboration with other programs to provide resources.	5%		
1.5	Evaluate the Applicant's plan to provide oversight and training of supervisors and staff used to ensure compliance.	5%		
1.6	Evaluate the Applicant's methods to attract and retain qualified Service providers and steps to support recruitment, retention, and any supporting data on successful initiatives.	5%		
	Subtotal	30%		
2	Proposed Service Area/Average Number of Children Served Monthly (25%)			
2.1	Evaluate the Applicant's proposed number of children served monthly for FY2024.	10%		
2.2	Evaluate the Applicant's experience expanding program capacity and the plan to manage enrollment growth with staffing and administrative systems.	15%		
	Subtotal	25%		
3	Proposed Requested Budget/Financial Capacity (25%)			
3.1	Evaluate the Applicant's experience with billing insurance and the processes used to ensure claims are filed and denials are appealed promptly.	5%		
3.2	Evaluate the Applicant's experience with managing governmental budgets, grants and Contract while applying cost principles and determining allowable costs.	5%		
3.3	Evaluate the Applicant's demonstrated required experience and capacity for leveraging local and private funding for program Services.	5%		
3.4	Evaluate the monitoring or audit reports required by this RFA for systemic findings and substantial issues that may impede their ability to perform the requirements of the ECI program.	5%		
3.5	Evaluate the Applicant's Requested Budget for reasonableness.	5%		
	Subtotal	25%		
4	Start Up and Operational Plan (20%)			
4.1	Evaluate the Applicant's plan to accept, process and track referrals, and the proposed process that will be used to enroll children beginning September 1, 2025.	6%		
4.2	Evaluate the Applicant's strategies to ensure families with eligible children are made aware of Services, information on specific methods for reaching the general public to reach eligible children, and steps to address potential barriers for accessing Services.	7%		
4.3	Evaluate the Applicant's quality assurance system to ensure program requirements are met and followed, along with how Individualized Family Service Plans (IFSPs) will be reviewed.	7%		
	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	Organizational Experience/Capacity	30%
2	Proposed Service Area/Average Number of Children Served Monthly	25%
3	Proposed Requested Budget/Financial Capacity	25%
4	Start Up and Operational Plan	20%
	GRAND TOTAL	100%