

Exhibit F, Evaluation Tool RFA No. HHS0016961 Criteria, Subcriteria Sheet				
Evaluator Respondent				
#	Criteria	Weight	Score	Comments
1	Experience			
1.1	Evaluate the Applicant's described experience performing management duties in Financial management, Staff management, Program data management, and Subgrantee management.	5%		
1.2	Evaluate the Applicant's described experience obtaining community input in the development and implementation of a comprehensive HIV services plan identifying the services needs of people living with HIV, existing resources, gaps, and barriers to seeking care.	10%		
1.3	Evaluate the Applicant's described experience working with other entities to compile, complete, and submit accurate reports, within the established due dates required by this RFA.	5%		
	Subtotal	20%		
2	Assessment Narrative			
2.1	Evaluate the Applicant's description of population in the three (3) identified groups of people living with HIV in the East Texas HIV Administrative Service Area.	5%		
2.2	Evaluate the Applicant's description of the East Texas HIV Administrative Service Area regarding gaps in resources, potential barriers, existing health related resources and other existing resources.	5%		
2.3	Evaluate the Applicant's description of existing HIV testing services in the East Texas HIV Administrative Service Area, 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	Project Work Plan			
3.1	Evaluate the Applicant's proposed described key staffing plan.	10%		
3.2	Evaluate the Applicant's proposed plan for creating and maintaining relationships with Subgrantees.	15%		
3.3	Evaluate the Applicant's proposed process for developing and implementing a comprehensive HIV services plan.	10%		
3.4	Evaluate the Applicant's proposed plan for collecting and applying customer satisfaction information from Subgrantees and Clients regarding the Applicant's performance.	5%		
3.5	Evaluate the Applicant's proposed process for Client satisfaction surveys.	5%		
	Subtotal	45%		
4	Budget			
4.1	Evaluate the reasonableness of the Applicant's proposed Requested Budget.	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 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	Experience	20%
2	Assessment Narrative	15%
3	Project Work Plan	45%
4	Budget	20%
	GRAND TOTAL	100%