

RFP #22B037. PROPOSAL EVALUATION RUBRIC

Score Sheet Florida Department Education College Reach-Out Program RFP 2021-2022

Evaluation Committee members must review each proposal to determine whether each proposal is “responsive” or “non-responsive.” A “responsive” proposal conforms in all material respects to the RFP and **all mandatory requirements are met**. A proposal may be deemed “non-responsive” if any of the required information is not provided, i.e., the submitted funding amount is found to be excessive or inadequate as measured by services/activities to be conducted by the proposed project, or the proposal is clearly not within the scope of the project as described in the RFP. Applications may receive up to 100 points for all portions of the proposal. Any applicant that does not achieve a subtotal of 70 points or above is determined to be non-responsive and will not receive further consideration for Priority Points or as a possible candidate in this competitive process.

Name of Rater and/or Council Member:	Name of Applicant:
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OVERALL EVALUATION

Upon request, score sheets for all proposal submittals can be provided to an applicant. Each section of the score sheet includes an area for the reviewer to take notes, make comments, or prepare questions for the applicant or CROP office. **Reasons for a low score and/or the rejection of a proposal should be documented.** Please use this section to include any additional suggestions or feedback regarding an applicant’s proposal.

NARRATIVE COMPONENTS		FINAL SCORE	ADDITIONAL COMMENTS
1	Scope of Work/Project Abstract (Fixed Requirement 0 points)	0	
2	Needs Assessment (Possible 12 points)	/ 12	
3	Recruitment and Retention (Possible 12 points)	/ 12	
4	Project Design and Implementation (Possible 36 points)	/ 36	
5	Self-Assessment Plan (Possible 30 points)	/ 30	
6	Project Budget (Possible 10 points)	/ 10	
SUBTOTAL <u>must</u> average 70 or above to be further reviewed and considered for this funding opportunity		/ 100	
PRIORITY POINTS		/ 9	
FINAL TOTAL SUBTOTAL SCORE + PRIORITY POINTS, as applicable		/ 109	

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1 Scope of Work/Project Abstract (Fixed Requirement)

1	The applicant described the services to be offered and included a description of how the proposed project will accomplish the program objectives and expected outcomes as described in Section 3 of the RFA.	Yes No
2	The applicant identified the name of the districts and schools to be served and included a description of the student population, including the grade levels and the number of students to be served.	Yes No

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2 Needs Assessment

Applicants must conduct a needs assessment using the most recent data to determine the need for the program in the areas of school attendance, academic performance (as measured by state assessments), high school graduation and postsecondary enrollment rates. **(up to 12 points)**

CRITERION		No Evidence/Poor Response (0 points) The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	Fair (1-2 points) The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.		Good (3 points) The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.	Excellent (4 points) The response is <u>exceptionally well organized</u> and presented with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.
		0	1	2	3	4
1	The applicant provided a detailed description of the outcome results for areas that include student attendance, academic performance, high school graduation and postsecondary enrollment rates of the schools and student population to be served. (up to 4 points)					
2	The applicant provided a detailed description of the data discussed above and how it compares to the state's data. (up to 4 points)					
3	The applicant provided a detailed description of the data to support the need of the program and how the proposed project will address the areas concern of the schools and student population to be served. (up to 4 points)					

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3 Recruitment and Retention

Applicants must develop proposals that include a description of the proposed program including a detailed description of the criteria and recruitment procedures for selecting the schools and students in the program. **(up to 12 Points)**

CRITERION		No Evidence/Poor Response (0 points)	Fair (1 point)	Good (2 points)	Excellent (3 points)
		The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.	The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.	The response is <u>exceptionally well organized</u> and presented with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.
		0	1	2	3
1	The applicant provided a detailed description of how the proposed project will recruit students for the program and how the proposed project will use previous student participants to recruit new students for the program. (up to 3 Points)				
2	The applicant provided a detailed description of the methods and strategies the proposed project will use to ensure student participants consistently participate in program activities. (up to 3 Points)				
3	The applicant provided a detailed description of the supports/programs available at their institution for first time in college students and how the proposed project will communicate with other projects or non-participating institutions about these services to improve the retention and academic achievement of students beginning a postsecondary education. (up to 3 Points)				
4	The applicant provided a detailed description of the events and materials that the proposed project will conduct and use to inform school districts, schools, students and their families about the program and the calendar of activities to be conducted throughout the program period. (up to 3 Points)				

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4 Project Design and Implementation

Each eligible entity that receives an award to implement a College Reach-Out Program must design a program that will reduce the barriers of college access and strengthen the educational foundation and preparation of the students served. All funded projects will implement programs that include specific components to support their efforts toward accomplishing the intended design of the program. **(up to 36 points)**

CRITERION		No Evidence/Poor Response (0 points)	Fair (1-3 points)			Good (4-5 points)		Excellent (6 points)
		The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.				The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.	The response is <u>exceptionally well organized</u> and presented with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.
		0	1	2	3	4	5	6
1	The applicant provided a detailed description of the activities the proposed project will conduct and how the activities described will incorporate the required program components that will support their efforts to accomplish program goals. NOTE: A detailed description of the goals and program components can be found in Section 3 of this RFP. (up to 6 points)							
2	The applicant provided a detailed description of how the proposed project will ensure student participants are selecting the appropriate courses to earn a high school diploma and earn a college degree. (up to 6 points)							
3	The applicant provided detailed description of how the proposed project will provide student participants with an on-campus experience during the summer. (up to 6 points)							

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CRITERION		No Evidence/Poor Response (0 points) The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	Fair (1-3 points) The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.			Good (4-5 points) The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.		Excellent (6 points) The response is <u>exceptionally well organized</u> and presented with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.
		0	1	2	3	4	5	6
4	The applicant provided detailed description of how the proposed project will provide student participants opportunities to interact with college and university students as mentors, tutors, or role models throughout the program period. <i>(up to 6 points)</i>							
5	The applicant provided a clear description of how the proposed project will establish an advisory committee as required and described in Section 1007.34, F.S. <i>(up to 6 points)</i>							
6	The applicant provided a clear description of how the proposed project will collaborate with targeted schools and postsecondary institutions to create systems of support for student participants to improve their transition and success entering and completing a postsecondary education. <i>(up to 6 points)</i>							

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5 Self-Assessment Plan

According to Section 1007.34, F.S., an applicant must submit a proposal that includes an “evaluation component” or a description of how the proposed project will collect, maintain, retrieve, and analyze project data. The data to be collected must be used to evaluate the progress and performance of the project in accomplishing the expected outcomes and required tasks as described in their contract. **(up to 30 points)**

CRITERION		No Evidence/Poor Response (0 points)	Fair (1-3 points)			Good (4-5 points)		Excellent (6 points)					
		The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.	The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.	The response is <u>exceptionally well organized and presented</u> with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.	0	1	2	3	4	5	6	
1	The applicant provided a detailed description of the methods and procedures to be used by the proposed project to collect, maintain, retrieve and analyze project data. (up to 6 points)												
2	The applicant provided a detailed description of the performance data elements to be collected as it relates to measuring the academic performance and college readiness of student participants. (up to 6 points)												
3	The applicant provided a detailed description of how the proposed project will measure success as it relates to the performance targets and expected outcomes described in the RFP and Program Outcome Expectations form. (up to 6 points)												
4	The applicant provided a detailed description of when and how often the proposed project will evaluate their progress toward achieving intended goal, objectives and outcomes of the program and the action steps the proposed project will take when the performance outcomes regarding the academic performance and college readiness of student participants reflect a concern. (up to 6 points)												

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CRITERION		No Evidence/Poor Response (0 points) The response does not sufficiently include the requested information and lacks meaningful detail to reflect applicant's ability to implement a successful program.	Fair (1-3 points) The response <u>lacks meaningful detail</u> and a clear demonstration of the applicant's ability to address the needs of the program; the response provides less than the minimum information needed to determine the applicant's potential to implement a successful program.			Good (4-5 points) The response is comprehensive and includes the <u>necessary details</u> indicating the applicant's understanding and their ability to meet the expectations of the program.		Excellent (6 points) The response is <u>exceptionally well organized</u> and presented with innovative ideas that are thoroughly developed and relevant to support the applicant in accomplishing the expected outcomes of the program.
		0	1	2	3	4	5	6
5	The applicant provided a clear description of the fiscal and tracking agents of the proposed project, including the responsibilities of each institution as it relates to the collection, maintenance, assessment and reporting project data. <i>(up to 6 points)</i>							

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6 Project Budget

All applicants are required to complete the necessary forms detailing the amount of each item, service, personnel/salary, fringe benefits, travel, and equipment that applicant has described within their submitted proposal. **(up to 10 points)**

Raters please review each budget item to make certain that each item listed is ALSO discussed within the applicant’s proposal.

An example of a poor response: an applicant’s budget indicates a college visit to a specific college; however, the applicant’s narrative does not indicate that students will participate in a college visit.

An example of an appropriate response: both the applicant’s narrative and budget reflect the same information.\

CRITERION		Poor Response (0 points)	Appropriate Response (5 points)
		0	5
1	When reviewing the applicant’s Budget Narrative (DOE 101S), the budget items listed are also discussed within the applicant’s narrative response. (0 or 5 points)		
2	When reviewing the applicant’s Institutional/Consortium Budget Forms, the budget items listed are consistent with the applicant’s narrative response AND their DOE 101S form. (0 or 5 points)		

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PRIORITY POINTS

Priority points may be awarded after a score of at least 70 points is achieved by the applicant. Priority points will only be considered when the applicant provides documentary evidence with their application for the identified priority area. **(up to 9 points)**

CRITERION To earn priority points, applicants must respond to the information requested for the selected priority point area. It is the responsibility of the applicant to identify the priority area(s) for which they wish to be considered.		No Evidence (0 points) Unclear or <u>insufficient explanation</u> to justify granting credit.	Evidence Provided (0 or 3 points) The response is <u>clear and includes</u> ALL of the requested information with the necessary documentation and current data to support the identified Priority Point Area. For Criterion 1-3, up to 3 points
		0	Up to 3
1	The applicant provided a response that indicates the applicant's intention to ONLY serve schools who have at least 70 percent of their student population PARTICIPATING in the free and reduced lunch program (FRL), as evidenced by the applicant's program narrative <u>and</u> the current data presented by the applicant. (0 or 3 points) Schools with the above criteria can be identified using the following link: http://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/students.stml .		
2	The applicant provided a response that indicates the applicant's intention to ONLY serve students in grades six through nine. (0 or 3 points)		
3	The applicant provided a response that describes the proposed project to be joint by two or more eligible postsecondary institutions. (0 or 3 points). (0 or 3 points)		

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Name of Rater and/or Council Member:	Name of Applicant:
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STEP 1: CONDUCT FINAL REVIEW

Your **Narrative Component/Criterion** responses have been recorded and included in the **FINAL SCORE** calculations below and on page 1. As you review individual responses, please note that any changes made during your review will modify calculations below and on page 1.

NARRATIVE COMPONENTS		FINAL SCORE
1	Scope of Work/Project Abstract Fixed Requirement (0 points)	0
2	Needs Assessment (Possible 12 points)	/ 12
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SUBTOTAL <u>must</u> average 70 or above to be further reviewed and considered for this funding opportunity		/ 100
PRIORITY POINTS		/ 9
FINAL TOTAL SUBTOTAL SCORE + PRIORITY POINTS, as applicable		/ 109



STEP 2: SAVE FINAL SCORE SHEET

Click the SAVE icon to the left to save this completed score sheet to your own system for future reference.



STEP 3: SUBMIT COMPLETED SCORE SHEET VIA EMAIL.

Click the MAIL icon to the left to send this completed score sheet to the CROP office.

Thank you for your time and commitment.