

REQUEST FOR PROPOSALS (RFP) 2018-2019: CHRONIC DISEASE PREVENTION PROJECTS

SELECTION PROCESS

The selection process will include an evaluation by a review panel consisting of individuals selected by SFSC/SFDPH to identify the most responsive applicants. All proposals will be evaluated using the Evaluation Criteria below. Staff will review all submitted proposals to ensure they meet the minimum eligibility requirements detailed in this RFP. Proposals that meet minimum eligibility requirements will proceed to the scoring and deliberation process:

Step 1: Scoring. A review panel will review and evaluate each proposal using the criteria below. Proposals scoring 75 points or more will advance to deliberation step. A rating of “not at all” by at least 2 of the panelists in any criteria within Section 2 (Proposed Project or Program Description) or Section 3 (Administrative Capability) below in the evaluation criteria shall be sufficient to drop a proposal from consideration.

Step 2: Deliberation. Proposals that advance to deliberation will be considered equally. Deliberations will be based on ability of proposed services to meet strategy’s intent and needs of target population. **Performance on previous SFSC or SFDPH, SFDPH project management grants, and SFDPH fiscal intermediary grants and contracts will be considered.**

Step 3: Review and Funding. Staff will review the proposals recommended for funding, as a whole, to determine if the goals of the RFP and the needs of key populations and communities will be met. Funded organizations will then work with SFSC/SFDPH staff to create an MOU, detailed work plan, and final budget.

Staff has the option of conducting oral interviews as part of the evaluation process. Staff will select the finalists with whom SFSC/SFDPH staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by SFSC/SFDPH of all terms of the proposal, which may be subject to further negotiation and approvals before SFSC/SFDPH may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, SFSC/SFDPH, in its sole discretion, may terminate negotiations and begin contract negotiations with another qualified proposer.

EVALUATION CRITERIA

1. Organizational Experience Working on Community Issues: 20 points

1.1 Does the application highlight the organization’s experience in health or wellness?

Not at all	Somewhat	Very Much
0-4	5-7	8- 10

1.2 Does the application highlight the organization’s experience working with one or more of the priority populations identified in the grant type they selected?

Not at all	Somewhat	Very Much
0-4	5-7	8- 10

2. Proposed Project or Program Description: 60 points

2.1 Does the application focus on community education, tobacco prevention, healthy eating or active living for populations disproportionately burdened by chronic disease?

Not at all	Somewhat	Very Much
0-5	6-15	16- 20

2.2 Does the application outline anticipated outcomes that the project will achieve in a 12-month funding period?

Not at all	Somewhat	Very Much
0-5	6-15	16- 20

2.3 Does the application include all required elements of the RFP specific to the grant type selected and as outlined in the proposal narrative? (including a thorough description of why your proposed project will be successful with the community being served)

Not at all	Somewhat	Very Much
0-5	6-15	16- 20

3. Administrative Capability: 20 points

3.1 Based on the experiences with other funding sources, is the organization or fiscal sponsor capable of administering the project or program?

Not at all	Somewhat	Very Much
0-4	5-7	8- 10

3.2 Is the budget reasonable, do budget line items match proposed activities?

Not at all	Somewhat	Very Much
0-4	5-7	8- 10

4. Bonus: 5 points

Is the proposed project innovative? If it is an established best practice, is it new in that community?

Not at all	Somewhat	Very Much
0	1-3	4- 5