

V. **Proposal Evaluation**

A. **Procedure**

Proposals submitted in response to this RFP will undergo a review and scoring process by the ISDH. Incomplete proposal packages or packages that do not otherwise conform to proposal submission requirements will be eliminated from consideration and further review.

Proposals that successfully fulfill the submission requirements will then be reviewed and evaluated by an objective review panel comprised of individuals who have expertise and experience in relevant areas. Each reviewer will be required to reveal any potential conflict of interest and assignments will be made accordingly.

A scoring tool will be made public to entities or persons requesting the information once applications have been scored.

B. **Criteria**

All proposals will be scored by reviewers according to pre-established criteria. Scoring criteria will be responsive to the requirements of this RFP. The relative weight that each component will receive in the review process is described below.

1. Narrative (Agency description, qualifications, and capacity)	15%
2. Service Plan	40%
3. Program Objectives	10%
4. Coordination and Collaboration Plan	10%
5. Evaluation and Quality Assurance	10%
6. Budget	15%

VI. Letter of Intent

A letter of intent is not required for this RFP.

VII. Technical Assistance

Questions regarding this RFP should be directed to Cheryl Pearcy at 317/233-7476; cpearcy@isdh.IN.gov. A meeting will be held the week September 8th to provide further guidance. If you plan to attend this meeting please contact Cheryl Pearcy for further information.