

**SCORE SHEET**  
**Child Welfare Community Based Services for FY 2006 - 2008**

**Agency/Provider Name:** \_\_\_\_\_

<b>Printed Name of Evaluation Team Member:</b> _____	<b>SCORE</b>	
1. Clearly documents MBE/WBE participation or waiver is included.	<b>SCORE PASS/FAIL</b>	<input style="width: 50px; height: 20px;" type="text"/>
2. Forms entitled "Request for Funds", "Assurances", "Personnel Justification Worksheet", "Budget Justification Worksheet", and "Regional Request Summary" are complete per instructions and <i>are signed in blue ink</i> .	<b>SCORE 0 through 10</b>	<input style="width: 50px; height: 20px;" type="text"/>
3. Billable service units are clearly defined.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
4. Proposed rates are usual and customary with the type of service, qualifications of staff and geographic location of families to be served.	<b>SCORE 0 through 15</b>	<input style="width: 50px; height: 20px;" type="text"/>
5. Target Populations for all services are compatible with the Program Service Standards of proposed services.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
6. Program Objectives are consistent with the Program Service Standards for all proposed services.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
7. Narrative is clear and consistent in describing the proposed programs, services and service delivery methods and is supportive of the identified target populations and the service objectives.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
8. Job descriptions <i>or resumes</i> are present, clear and sufficiently detailed for all direct service and supervisory positions (responsibilities, supervision, etc.)	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
9. Procedures for maintaining client confidentiality are stated, acceptable and include the use of information release or exchange forms to be signed by clients.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
10. Proposal clearly states that services are accessible (no waiting lists), as needed and are accessible based on the needs of the family and/or by direction of the local DCS (including location of services).	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
11. Proposal clearly describes a process for ensuring the implementation of timely service, including the time period from receipt of referral to the initial family contact.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
12. Proposal adequately documents protocols to ensure timely delivery and expected content for the Progress, termination and court reports as required by each local DCS. (Sample outlines or forms are provided.)	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
13. Upon hire, proposed staff receive an orientation that supports the concept of culturally competent service delivery. The proposal includes clear plans for ongoing training for staff to enhance skill development and knowledge to enhance the cultural competency of staff.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
14. Proposal clearly documents acceptable billing processes including documenting services, documentation of eligibility, internal checks for accuracy and timeliness of billing.	<b>SCORE 0 through 5</b>	<input style="width: 50px; height: 20px;" type="text"/>
15. Proposal documents that Agency historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS.	<b>SCORE 0 through 20</b>	<input style="width: 50px; height: 20px;" type="text"/>
	<b>TOTAL SCORE</b>	<input style="width: 50px; height: 20px;" type="text"/>
<b>Comments (please use reverse side for additional comments):</b>	<b>100 points</b>	<input style="width: 50px; height: 20px;" type="text"/>

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Instructions for Evaluating Proposals**

Your participation as an Evaluation Team Member is critical to the success of selecting needed services and successful providers of services for the families and children served by the local offices of the Department of Child Services. Below you will find instructions for completion of the score sheets to assist you in scoring the proposals that have been submitted.

1. MBE/WBE indicates Minority Business Enterprise and Women's Business Enterprise is included or if unable to meet this requirement, a waiver form is completed and attached.
2. Please complete on score sheet for each proposal reviewed.
3. Remember to rate each statement listed on the score sheet.
4. If you believe the proposal meets none of the standards described in the statement, mark as "0".
5. Other ratings should be used to quantify other levels of standards met.
6. Please note that if the proposal does not pass the minority business enterprise/women owned business enterprise participation standard, the proposal will not be funded.
7. A proposal passes the MBE/WBE if it includes either a MBE/WBE plan or waiver. If neither is present, it fails.
8. The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member and return these documents to Central Office.

**Thank you for your participation in this important process!**