

EXHIBIT E.
PROPOSAL EVALUATION TOOL

**REQUEST FOR PROPOSALS
2012 OLDER AMERICANS ACT PROGRAMS
EVALUATION TOOL**

Name Of Agency Submitting Proposal: _____

The essential criteria listed below must be fully met in order for the proposal to be considered for further evaluation. Failure to receive a "Yes" response on any of the following three items will result in an automatic rejection of the proposal.

Criteria	YES	NO	Comments
Proposal was received by 3:00 P.M. on August 29 th , 2011 at the Area Agency on Aging of Pasco-Pinellas, Inc. office			
Bidder has enclosed a completed and signed Statement of Request for Proposal and Contract Terms and Conditions.			
Bidder has enclosed a completed and signed Statement of No Involvement			
Bidder has acknowledged that services will be provided In the appropriate County			

Reviewer:

Date: _____

Comments:

Evaluators will review the responses provided by Bidders and score each response using the ranges below. Certain items have been given additional weight to reflect the significance of the response to the bidders ability to perform as required. The score assigned to each item will be multiplied by the weight assigned to the corresponding item and a total will be generated.

- 0 Omitted – This response indicates that an entire item was omitted.
- 1-2 **Not Acceptable** - The response fails to meet the minimum requirements as set forth in the Request for Proposal. Evaluators should score in this range if certain that the response is substantially deficient.
- 3-4 **Marginally Acceptable** - This range applies when the response meets the Request For Proposal’s minimum requirements for the item, but the evaluator is left with some reservations and or believes there is room for substantial improvement.
- 5-6 **Acceptable** - This range applies when the response meets the Request For Proposal's minimum requirements for the item being evaluated and the evaluator is confident, has little to no reservations or qualifications, in the bidder’s ability. A score of 5 shall be used when a required section is provided as required, but the section contentis not appropriate for scoring (i.e. "Availability of Documents).
- 7-8 **Exceptional:** This range applies when the proposal meets or exceeds all requirements for the item, and the evaluator is certain that the bidder response is substantially superior.

Item	Criteria	Score	Weight	Total	Comments
I.A.	Service Provider Summary Information is complete		1		
II.A.1.	NEEDS ASSESSMENT: All items from the Service Provider Application are addressed.		1		
II.A.2	PROVIDER QUALIFICATIONS: All items from the Service Provider Application are addressed adequately		3		
II.A.3.	PROVIDER CAPABILITY: All items from the Service Provider Application are addressed.		3		
II.A.4	TARGETING:All items from the Service Provider Application are addressed adequately		2		

II.A.5.	IDENTIFYING AND PRIORITIZING CLIENTS: All items from the Service Provider Application are addressed.		2		
Item	Criteria	Score	Weight	Total	Comments
II.A.6.	PROCESS FOR REDUCING OR TERMINATING SERVICES: All items from the Service Provider Application are addressed.		1		
II.A.7.	ELIGIBILITY AND ASSESSMENT/ REASSESSMENT PROCESS: All items from the Service Provider Application are addressed.		1		
II.A.8.	CLIENT CONFIDENTIALITY: All items from the Service Provider Application are addressed.		1		
II.A.9.a.	QUALITY ASSURANCE: CONSUMER SATISFACTIONS: All items from the Service Provider Application are addressed.		1		
II.A.9.b.	QUALITY ASSURANCE: INTERNAL REVIEW: All items from the Service Provider Application are addressed.		1		
III.A.1.	DESCRIPTION OF SERVICE DELIVERY: SITE LOCATION: All items from the Service Provider Application are addressed.		1		
III.A.2.	SPECIFIC SERVICE ACTIVITIES: All items from the Service Provider Application are addressed.		5		
III.A.3.	EXPLANATION OF PROPOSED STAFFING: All items from the Service Provider Application are addressed.		3		
III.A.4.	CURRENT/PROPOSED JOB DESCRIPTIONS: All items from the Service Provider Application are addressed.		1		
III.A.5.	COST EFFICIENCY AND PROGRAM EFFECTIVENESS PLAN: All items from the Service Provider Application are addressed.		1		

III.A.6.	DOCUMENTATION OF EFFECTIVE MANAGEMENT/SERVICE QUALITY:: All items from the Service Provider Application are addressed.		1		
	OUTCOME MEASURES: All items from the Service Provider Application are addressed.		N/A		
Item	Criteria	Score	Weight	Total	Comments
IV.A.	TRANSITION PLAN: All items from the Service Provider Application are addressed.	NOT SCORED			
I.B.1.	AUDITED FINANCIAL STATEMENTS		3		
I.B.2.	CERTIFICATION OF OPERATING FUNDS		2		
I.B.3.	SIGNATURE STATEMENTS	Fatal Criteria Scored on Cover Page.			
I.B.4.	INSURANCE COVERAGE		1		
II.B.1	PERSONNEL COST FLOW WORKSHEET		3		
II.B.2.	UNIT COSTING WORKSHEET		3		
II.B.3	SUPPORTING BUDGET BY PROGRAM ACTIVITY		3		
II.B.4.	THREE YEAR QUOTE		2		
II.B.5.1- II.B.5.6	MATCH COMMITMENTS		1		
II.B.6	AVAILABILITY OF DOCUMENTS	NOT SCORED			
TOTAL					