



**2025  
OLDER AMERICANS ACT/LOCAL SERVICE PROGRAMS  
REQUEST FOR QUALIFICATION  
EXHIBIT F: APPLICATION 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 September 30, 2024, at the Area Agency on Aging of Pasco-Pinellas, Inc. office.			
Bidder has submitted three (3) bound copies of the Request for Qualification and an electronic copy stored on a flash drive.			

Reviewer: \_\_\_\_\_

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

Comments:  
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\_\_\_\_\_

**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 content is 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	Comments
1	SUMMARY INFORMATION SHEET		
2.1	PROVIDER QUALIFICATIONS		
2.2	TARGET/OUTREACH		
2.3	IDENTIFYING AND PRIORITIZING CLIENTS		
2.4	CLIENT GRIEVANCES, COMPLAINTS, AND PROCESS FOR TERMINATING AND REDUCING SERVICES		
2.5	CLIENT CONFIDENTIALITY		
2.6	QUALITY ASSURANCE		
2.7	CURRENT/PROPOSED JOB DESCRIPTIONS, QUALIFICATIONS, AND TRAINING		

Item	Criteria	Score	Comments
3	AUDITED FINANCIAL STATEMENT		
4	CERTIFICATION OF 60 DAYS OF OPERATING FUNDS		
5	INSURANCE COVERAGE		
6	MATCH COMMITMENT DOCUMENTATION		
7	AVAILABILITY OF DOCUMENTS		
8.1	PERSONNEL COST FLOW WORKSHEET		
8.2	SUPPORTING BUDGET WORKSHEET		
8.3	SUPPORTING BUDGET SCHEDULE BY PROGRAM ACTIVITY		
TOTAL		0	