

Application Score Sheet

Applicant Name: _____

Initial Qualifying Criteria

The application must meet all of the following acceptance criteria in order to be considered for further evaluation. Any application receiving a “no” response to any of the following qualifying criteria shall be disqualified from consideration.

APPLICATION ACCEPTANCE CRITERIA	YES	NO
Was the applicant’s application received by the deadline as specified?		
Did the applicant provide a statement verifying that the applicant has completed background checks on those in the organization who may be directly involved with children as part of the proposed programming, including a description of the organization’s process for conducting background checks?		

Criteria for Scoring the Application

Qualifying technical applications will be collectively scored by FACFC oversight team. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets, or does not meet the requirements expressed in the RFP and assign the appropriate point value, as follows:

- 0, does not meet requirement, requirement was not addressed in the applicant’s proposal
- 1, partially meets requirement, applicant proposal demonstrates some attempt at meeting a particular RFP requirement, but that attempt falls below acceptable level
- 2, meets requirement, applicant proposal fulfills a particular RFP requirement in all material respects
- 3, exceeds requirement, applicant proposal fulfills a particular RFP requirement in all material respects, and offers some additional level of quality more than expectations

An application from a provider with the highest score will be recommended for the contract.

EVALUATION CRITERIA	DOES NOT MEET 0	PARTIALLY MEETS 1	MEETS 2	EXCEEDS 3
DODD requires 100% compliance in meeting the three (3) major compliance areas: 45-day timeline, timely receipt of				

<p>services, and transition components. To achieve this level of compliance multiple layers of monitoring are needed. Please respond to the following statements:</p> <p>Describe the steps service coordinators will take to self-monitor each of the 3 major compliance areas to maintain 100% compliance.</p> <p>Describe what steps your administrative team will implement to assure 100% compliance with the three (3) major compliance areas noted above. Include reports and other tools that will be utilized to monitor compliance including how and when the reports will be used. Define who will be responsible for monitoring and evaluating program compliance and how needed changes will be addressed.</p> <p>Describe how you will ensure quality services are provided to families and how supervision and training will be utilized for continuous quality improvement.</p>				
<p>Responsibilities of an Early Intervention Service Coordinator:</p> <p>Describe the steps your administrative team will implement to ensure that the Responsibilities of the EISC are being met and that files are maintained.</p>				
<p>Responsibilities of Clinical Manager/Staff Supervision:</p> <p>Describe the other duties the clinical manager is responsible for within your agency.</p> <p>Describe the percentage of FTE dedicated to SC supervision.</p> <p>Describe what reflective and administrative supervision will consist of for EISC Supervisors and EISCs</p> <p>Provide a detailed plan for how your agency will address staff vacancies due to turnover, medical leave, or any other planned or unplanned absences to ensure that no interruption of service occurs for participants.</p> <p>Describe how caseloads will be distributed.</p> <p>Describe other means of support that may include filing, data entry, etc.</p> <p>Include how replacement staff will meet the training and credential requirements.</p> <p>Describe the actions you will take to ensure supervisors and service coordinators have a positive work environment and</p>				

maintain a positive, strengths-based attitude toward the work they do and the families they serve.				
<p>History and Experience of Provider:</p> <p>Describe the programs/services the organization provides that meets the stated requirement of a minimum of five years' experience providing services to infants and toddlers with developmental delays or medical conditions and their families. Include the number of children served meeting this criterion and a description of the program. This is not applicable if the organization is a current Part C provider - continue to 4.b.</p> <p>Include a Table of Organization for this project.</p> <p>Include, in the proposal, a summary of qualifications for existing staff and job descriptions for program positions that are currently vacant.</p> <p>If not currently providing EI service coordination, please complete the following:</p> <p>Timelines for implementing a fully functional Early Intervention Service Coordination program. Activities needing to be accomplished. Timelines for completing the activities. Responsible person.</p>				
The applicant has clearly described relevant and current accreditations, standards and/or certifications that the applicant possesses?				
The applicant has described the applicant's experience providing services and supports to families with children under age three(3)?				
<p>The applicant has discussed a sustainability and retention plan to ensure that 4 FTEs Service Coordinators will be able to always serve children and families?</p> <p>Address plans when a staff member leaves</p> <p>Address high caseload issues</p> <p>Address barriers related to COVID-19</p>				
The applicant has submitted a fully completed Program Budget for their proposed program.				
The applicant has submitted a budget narrative that describes the costs and provides any necessary calculations for each budget line item				