

RFP 1227 Evaluator Instructions

Step 1 – Read/review the Reference Documents listed below and attached to the e-mail. You may need to refer to these documents while performing the evaluation.

- **RFP 1227 Community Action Projects, WEBPOSTING:** This document provides information about the services that are being requested for which proposal responses were received. The “RFP” should be read in order to confirm the understanding of what was expected for the respondents to deliver as services, to whom they should be delivered, and what they were required to include in the Proposal Response.
 - **RFP 1227 Questions and Answers:** This document identifies the Questions submitted by potential Bidders and includes the Answers provided by EHSD Staff.
-

Step 2 – Read/review the Proposal Responses and evaluate each Proposal Response using the **RFP 1227 Rating Tool for Panelists** (attached). There are **12 (12)** Proposal Responses attached:

- 1 Opportunity Junction
- 2 Loaves and Fishes of Contra Costa
- 3 STAND For Families Free of Violence
- 4 White Pony Express
- 5 Monument Impact
- 6 Bay Area Legal Aid
- 7 International Rescue Committee, Inc
- 8 Rising Sun Center for Opportunity
- 9 Greater Richmond Interfaith Program (GRIP)
- 10 Lao Family Community Development, Inc.
- 11 Hope Solutions
- 12 St. Vincent de Paul of Contra Costa County

Please read/review the Proposal Response from each respondent. For each Proposal Response, complete a separate Rating Tool (Excel sheet) found attached (**RFP 1227 Rating Tool for Panelists**) You will end up with *twelve* (12) Rating Tools.

- **RFP 1227 Rating Tool for Panelists (Excel Worksheet)** – This is the document that you will use to evaluate and score each Proposal Response. You will need one (1) Rating Tool Worksheet for each Proposal Response*. Please ensure to fill out the Name of the Proposal Applicant on each page of the worksheet. The Proposal Evaluation Worksheet provides questions, prompts and maximum points allowed to help with evaluating the requirement for each scoring section. Once evaluated by comparing the topic

requirements against the RFP and Proposal Response, score each section and place the points earned for each section in the **“Score 0-5”** column in blue ONLY. Please do not enter numbers in any other column.

Step 3 – Complete and Return the Rating Tools. This is the last step in the process.

- Ensure that you have completed **twelve (12)** RFP 1227 Rating Tool Worksheets (one for each Proposal with all pages included), with your name and Name of the Applicant Agency, scores/comments for each section. **Please enter any comments to justify your score on the Panelist Notes tab of the Rating Tool.** Please save both excel worksheets on your device to be able to email them to **TITLE, NAME at EMAIL**
- Impartiality Statement/Conflict-of-Interest for RFP 1227 – Please submit to **TITLE, NAME at EMAIL** prior to joint panel review.
- **Completed Rating Tool Worksheets are due by 5PM PST, Tuesday, October 28th, 2025.**

Note: Please do not contact any organization providing proposals for elaboration or clarification of proposal and/or budget information. Doing so may be perceived to disadvantage another organization.

Note: If you download the proposals to your device, computer, or laptop, please ensure that you delete them at the end of the evaluation period. Likewise, if you receive hard copies of the proposals, please confidentially destruct.