

Required Proposal Elements

2. Project Team

- a. In response to this RFP, the prime contractor shall be a qualified consulting firm.
- b. Sub-Consultants (if used): list addresses, telephone numbers, and areas of expertise of each. Briefly describe the project responsibility of each team member. Identify which contractors are MBE, WBE, Local Business Enterprises (LBE), and Small Local Business Enterprise (SLBE).

3. Project Personnel

- a. Prime(s): Provide a detailed resume of the proposed principal-in-charge, lead person and the project manager(s). The Project Manager(s) shall be a full-time employee of the prime(s). Clearly identify experience.
- b. Sub- Consultants: Provide a detailed resume of the proposed project manager, who shall be a full-time employee of each sub-contractor for this project. Clearly identify relevant experience. He/she shall be a professional currently licensed in the State of California.

4. Relevant Experience

- a. Describe experiences performing similar functions in three local government operations to include a brief description of recommendations and outcomes.
- b. If the team has worked together collaboratively, please include a description of this work.
- c. Describe experiences and ability to work effectively with City staff, community groups, and other stakeholders.

5. Project Approach and Organization

- a. Present your concept of the approach and organization required for this project. Indicate your understanding of the critical project elements.
- b. Describe how you intend to interface with City staff and the community.

6. References

- a. Prime Consultant(s): Three business related references, giving name, company, address, telephone number and business relationship.
- b. Proposed Project Manager(s): Two business related references, giving name, company, address, telephone number and business relationship to project manager.

7. Billing Rates

- a. Provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.
- b. Shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.

Minimum Qualifications

- Prior success in conducting evaluations with similar features to that of the OCI and what is described in this request for proposals;
- Demonstrated proficiency in one or more of the whole child, whole family, and whole community frameworks including its application in an evaluation design;
- Demonstrated capability to examine multiple funding sources across sectors and how they are assessed relative to impact of an initiative;
- Demonstrated capacity and capability to analyze system stability and sustainability as described in the principles below (see Principles section below);
- Understands and is familiar with the fundamentals of the local and/or statewide education landscape (i.e. ECE, college access, etc.) and rudiments of meaningful family, community and partner engagement; and
- Equity Centered - demonstrated knowledge of the local community, holistic understanding of the forces impacting economically vulnerable groups, etc.

E) Evaluation of Proposals and Selection Process

The following sample of criteria and the points for each criterion, for a total of 110 points, may be used in evaluating and rating the proposals. To meet minimum qualifications, proposals must receive 70 points or higher.

1) Relevant Experience30 points	MAX POINTS	SCORE	Comments / Notes
Past, recently completed, or on-going local government projects to substantiate experience.	30		
Experience on at least three (3) projects providing services like those described in this RFP.			
Prior experience and ability to work with City staff, community groups, and other stakeholders.			
2) Qualifications25 points	25		
Professional background and qualifications of team members and firms comprising the team.			
3) Organization20 points	20		
Current workload, available staff and resources.			
Capacity and flexibility to meet schedules, including any unexpected work.			
Ability to perform on short notice and under time constraints.			
Cost control procedures in design and construction.			
Ability to perform numerous projects at the same time.			
4) Approach20 points	20		
Understanding of the nature and extent of the services required.			
A specific outline of how the work will be performed.			
Awareness of potential problems and providing possible solutions.			
Special resources the team offers that are relevant to the successful completion of the project.			
5) Other Factors.....10 points	10		
Presentation, completeness, clarity, organization, and responsiveness of proposal.			

Total Available Points 105