

Scoring Guide for RFP

All **narrative questions** will be ranked on a scale of 0-5 based on the criteria outlined below.

Rating	Points	Description
Not responsive	0	The response fails to address the criteria.
Poor	1	The response addresses the criteria in a very inadequate way.
Fair	2	The response addresses the criteria in a non-specific or unsatisfactory way.
Satisfactory	3	The response addresses the criteria in an adequate way.
Good	4	The response addresses the criteria in a substantial way.
Excellent	5	The response addresses the criteria in an outstanding way.

The **budget** will be scored on a scale of 0-5 based on the criteria outlined below.

Rating	Points	Description
Not responsive	0	<ul style="list-style-type: none"> The budget is incomplete, noncompliant, or fundamentally inconsistent with the narrative. Contains unallowable costs, significant errors, or missing major sections. Cost assumptions are not reasonable.
Poor	1	<ul style="list-style-type: none"> The budget is largely misaligned with the narrative. Multiple costs appear unallowable, unrealistic, or unjustified. Significant errors or missing components reduce clarity.
Fair	2	<ul style="list-style-type: none"> The budget shows noticeable misalignment between activities described in the narrative and costs. Several items are unreasonable, inflated, or inadequately justified. The budget contains some errors, insufficient detail, or incomplete components.
Satisfactory	3	<ul style="list-style-type: none"> The budget generally supports the project but includes a few inconsistencies or areas lacking explanation. Most costs seem reasonable, though some may be high or insufficiently justified. The budget is mostly complete but contains minor errors or missing details.
Good	4	<ul style="list-style-type: none"> The budget is well-aligned with the narrative with only minor clarifications needed. Most costs are clearly justified, reasonable, and allowable. Documentation is complete with only small gaps or minor math errors.
Excellent	5	<ul style="list-style-type: none"> The budget is fully aligned with the narrative. All costs are allowable, reasonable, and clearly justified. The budget is complete, mathematically accurate, and provides sufficient detail for every line item.

Each narrative section and the budget will then be awarded a **total number of points** based on their initial 0-5 rating score. Each section's maximum number of points and percentage of the application's total score are identified in the table below.

Section	Scoring range	Percent of Total Score	Maximum Points
Agency Questions			
Agency Overview	0 – 5	7.5%	15
Agency Approach and Integration	0 – 5	12.5%	25
Subtotal		20%	40
Service Questions			
Service Description	0 – 5	30%	60
Service Experience	0 – 5	17.5%	35
Staffing	0 – 5	22.5%	45
Budget	0 – 5	10%	20
Subtotal		80%	160
Integration of multiple core services	0 – 5		5
Total			205

Minimum Score

To be considered for funding, a proposal must meet a minimum score of **140 total points**.

SECTION: AGENCY NARRATIVE (20% - 40 points)

This section is completed once for each agency, regardless of how many services the agency is applying to deliver.

A. Agency Overview (15 points)

Question	0 – 5 Rating	Points (Rating x 1)
Please provide a brief overview of your agency's history and mission.		
What services does your agency deliver and to whom? If your agency specializes in serving a particular population or community, please explain how services are tailored to meet the needs of this group.		
Please describe your agency's staffing structure. How many staff does your agency employ? How many perform direct service work versus administrative or leadership functions?		
Total		/ 15

B. Agency Approach (25 points)

Question	0 – 5 Rating	Points (Rating x 1)
What is your agency's experience and approach to working in Oakland?		
How does your agency prioritize racial equity and gender justice?		
How does your agency support staff wellness and professional development?		
How does your agency use data to inform service delivery?		
The DVP plays an integral role in the City of Oakland's public safety strategy and serves as a funder, convener, and capacity builder for community-based organizations. How do you see your agency working in partnership with the DVP?		
Total		/ 25

SECTION: SERVICE NARRATIVE AND BUDGET (80% - 160 points)**A. Service Description (60 points)**

Question	0 – 5 Rating	Points (Rating x 3)
Describe the service your agency will deliver. How will your agency meet the service requirements outlined in the RFP?		
Describe how your agency will identify and engage individuals from the priority population , as identified in the RFP. Discuss strategies for maintaining sustained engagement.		
Identify partnerships your agency has with public agencies, community-based organizations, or other entities that will enable you to successfully deliver services.		
Please describe your theory of change for this service. What does client success look like?		
Total		/ 60

B. Service Experience (35 points)

Question	0 – 5 Rating	Points (Rating x 3)
Describe your agency's experience delivering similar services.		
Question	0 – 5 Rating	Points (Rating x 2)
Describe your agency's experience with and approach to working with individuals who have experienced significant trauma.		
Describe your agency's experience with and approach to working with individuals who have serious safety concerns.		
Total		/ 35

C. Staffing (45 points)

Question	0 – 5 Rating	Points (Rating x 2)
Identify the direct service positions that will be funded by this grant. Briefly describe job duties and qualifications for each.		
How will your agency's staffing model support implementation of the proposed services? (For example: supervision structure, days and hours worked, etc.).		
Identify the staff who will be involved in financial grant management activities and discuss their qualifications.		

Question	0 – 5 Rating	Points (Rating x 2)
Identify the staff who will be responsible for entering service data into the DVP's data management system and describe how your agency will ensure accurate and consistent data entry.		
Question	0 – 5 Rating	Points (Rating x 1)
How will your agency ensure that staff are culturally competent and serve as credible messengers for the priority population?		
Total		/ 45

D. Budget (20 points)

Question	0 – 5 Rating	Points (Rating x 4)
How well does budget meet expectations regarding reasonableness, allowable expenses, and alignment with service goals? Note that if participant incentives or flexible funds are required in the RFP, the appropriate level of funding should be allocated in the budget.		
Total		/ 20

SECTION: INTEGRATION OF CORE SERVICES (5 bonus points)

This section is only completed by agencies that are applying to deliver **multiple core services**.

Question	0 – 5 Rating	Points (Rating x 1)
How will the core services your agency is applying to deliver complement each other?		
Total		/ 5