

**REQUEST FOR PROPOSALS TO RECOMMENDATIONS FOR  
INTRA-DEPARTMENTAL INTEGRATED SERVICE  
RESPONSES FOR MARIN'S AGING POPULATION  
Scoring Sheet**

<b>I. DESIRED QUALIFICATIONS (3 pages maximum)</b>			
<b>Evaluation Criteria</b>	<b>Comments</b>	<b>Max Pts.</b>	<b>Score</b>
1. Describe your organization's experience with and knowledge of issues affecting older adults and local, state and national programs, services, and policies which address these issues (15 pts.)	The applicant demonstrates a clear understanding of the needs of the older adult population (people age 60+). The applicant also demonstrates experience working on programs, projects and/or policies that affect the wellbeing of older adults and describes a working knowledge or familiarity with the major local, state and national programs, services and policies designed to address issues affecting older adults.	15	
2. Describe your organization's experience establishing and facilitating diverse advisory groups to develop practical solutions AND a pathway to achieve those solutions.	The applicant documents prior experience establishing and working with diverse advisory groups, including how the applicant guided groups to identify, agree upon and develop proposed solutions.	10	
3. Describe your organization's experience conducting research to gather needed data and information (10 pts.)	The applicant documents experience conducting research, including what type of research tools and methodologies have been used to gather data and information to guide development of programs, campaigns or policies.	10	
4. Excellent verbal, written and presentation skills	The applicant provides examples of their verbal, written and presentation skills and experience. Examples demonstrate ability to organize and present complicated information in a coherent and sincere manner.	10	
5. Embodies being an equity champion	The applicant clearly articulates what it means to be an equity champion and how they have	15	

	applied this philosophy to their work and/or professional life.		
6. Ability to maintain neutrality, not impose bias on the process, and arrive at advisory group-led recommendations	The applicant clearly describes their experience and/or gives examples of how they have maintained neutrality in facilitating groups to develop and agree upon recommendations.	10	
7. Knowledge of small to medium-size county governance	The applicant describes their knowledge of or familiarity with how small to medium-size counties in California are governed.	10	
8. Experience in organizational development and change management	The applicant clearly articulates their direct experience in organizational and change management as it relates to the services sought in this RFP.	10	
9. Ability to develop recommendations for organizational structure and process options	The applicant explains how their combined experience, skills, capability and/or other merits qualify them to develop recommendations for changes in organizational structure.	10	
<b>Subtotal</b>		<b>100</b>	

**Reviewer comments: Please reference item #:**

**NAME OF REVIEWER:**  
(Please print)

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**SIGNATURE:**

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## II. EXPERIENCE (remaining of the 12-page proposal limit)

Question	Evaluation Criteria	Max Pts	Score
1. Describe a project you led in which you were required to not only research and analyze data from various sources but also conduct interviews, facilitate an advisory workgroup, and develop recommendations from the information gathered.	The applicant has led a project that included all the activities listed in the question. The applicant also clearly articulates what their role was in conducting these actions and how the tasks outlined led to developing recommendations.	25	
2. Please describe any knowledge or experience you have addressing the needs and opportunities for older adult populations in local, state, and national aging services, policies, programs and organizational structures.	The applicant clearly states their knowledge of and/or experience in how to address the needs of and opportunities for older adult populations. The applicant demonstrates awareness and understanding of structure and roles of different public sector services, policies, programs and organizational structures.	25	
3. Describe how you have used an “equity lens” to ensure that new and existing practices and policies do not inadvertently bring harm to already marginalized groups.	The applicant expresses understanding of the need to use an equity lens and gives one or more examples of how they have applied such an approach to ensure equitable consideration and treatment of marginalized individuals.	10	
4. What do you see as the best practices in organizational development and change management?	The applicant outlines their preferred best practices in these areas and indicates why they have identified and used these approaches.	10	
5. How do you ensure that your personal biases do not influence the results of a consulting project?	The applicant expresses understanding of the role of a consultant in guiding a project and indicates how they ensure their own ideas, preferences or opinions don’t sway a project’s outcome.	15	
6. This consulting project may require you to work with various sectors, including government agencies, community-based organizations, and healthcare entities. Please describe what you have learned from your experience working with these sectors	The applicant summarizes their experience working with different sectors and clearly indicates how their learnings inform their anticipated approach to the services sought in this RFP.	15	

either individually or in collaboration with each other.			
<b>Subtotal</b>		<b>100</b>	

**Comments: Please reference item #**

**NAME OF REVIEWER:**  
(Please print)

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**SIGNATURE:**

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