



RFP 26-07 CITY OF OCEANSIDE YOUTH SERVICES

Proposal Scoring Sheet

Reviewer Scoring of Proposals

The City has allocated approximately two weeks for proposal review and scoring. The following criteria and points for each criterion (a total of 50-points) will be used in evaluating and rating the proposals:

Name of Organization:
Name of Program:
Date of Review:
Amount Requested:
Total Score:
Name of Reviewer:
1) AGENCY HISTORY AND CAPACITY (5 POINTS)
<ul style="list-style-type: none"> • Able to demonstrate ability and experience in working with at-risk youth through past projects and/or programs. (1 pt.)
<ul style="list-style-type: none"> • Able to demonstrate experience working with a diverse youth population and the delivery of youth services in a culturally competent manner. (2 pts)
<ul style="list-style-type: none"> • Submission of resumes of staff with work experience working with youth or submission of Job Descriptions and timeline to hire staff if awarded. (1pt.)
<ul style="list-style-type: none"> • Leadership staff and board members demonstrate solid foundation for administration, programing and fiscal management. (1 pt.)
NOTES:
SCORE:
2) POPULATION AND GEOGRAPHY (5 POINTS)
<ul style="list-style-type: none"> • Able to identify target population(s) and/or community for program implementation. (1 pt.)
<ul style="list-style-type: none"> • Able to demonstrate an understanding and connection to the target population and/or community. (1 pt.)
<ul style="list-style-type: none"> • Presents a clear and realistic plan for recruiting, engaging and retaining participants in the program. (2 pt.)
<ul style="list-style-type: none"> • Able to identify assets and challenges of target population(s) and/or community and how they impact the proposed services. (1 pt.)
NOTES:
SCORE:
3) PROGRAM DESIGN (15 POINTS)
<ul style="list-style-type: none"> • Proposal identified best practices for the proposed program. (2 pt.)
<ul style="list-style-type: none"> • Proposal provides a timeline of implementation from start to finish. (2 pt.)
<ul style="list-style-type: none"> • Proposal provides clear and specific description of the proposed services, including (1) type of programming, (2) frequency of programming, (3a) average number of clients to be served daily and (3b) over the course of the year, and (4) location of services. (6 pts.)
<ul style="list-style-type: none"> • Proposal provides MOUs or LOAs from partnerships to support the program design which provide details on roles and assets of partnerships in delivering services. (3 pts.)

<ul style="list-style-type: none"> • Proposal demonstrates agency’s existing history or footprint working in the City of Oceanside with residents and youth (2 pts.)
NOTES:
SCORE:
4) Evaluation (10 POINTS)
<ul style="list-style-type: none"> • Proposal provides a plan to implement evaluation from start to finish (2 pts.)
<ul style="list-style-type: none"> • Proposal identifies clear goals, benchmarks and outcomes of overall program and individual participants. (3 pts.)
<ul style="list-style-type: none"> • Proposal identifies tools to be used to evaluate program effectiveness. (2 pts.)
<ul style="list-style-type: none"> • Program design described expected outcomes for participants and impact of programming and how program defines success of participants. (2 pts.)
<ul style="list-style-type: none"> • Proposal has a plan for follow-up of participants to demonstrate long-term effects of program participation (1 pt.)
NOTES:
SCORE:
5) STAFFING EXPERIENCE AND QUALIFICATIONS (5 POINTS)
<ul style="list-style-type: none"> • Proposal demonstrates sufficient staffing for the level of services proposed, and staff are qualified and reflective of the communities to be served. (1 pt.)
<ul style="list-style-type: none"> • Proposal demonstrates staff have the knowledge, skills and abilities to implement youth program(s). (2 pts.)
<ul style="list-style-type: none"> • Proposal provides supplemental training of staff. Proposal identifies ongoing training, including mandatory training required for working with minors. (1 pt.)
<ul style="list-style-type: none"> • Program requires fingerprinting and background checks for all staff and able to provide documentation to City if requested. (1 pt.)
NOTES:
SCORE:
6) BUDGET REQUEST (10 POINTS)
<ul style="list-style-type: none"> • Program budget is clear and line items specifically support the proposed level of services. (2 pts.)
<ul style="list-style-type: none"> • Project budget provides detail narrative and justification of proposed cost. (2 pts.)
<ul style="list-style-type: none"> • Budget is within the funding level of identified service category. (2 pt.)
<ul style="list-style-type: none"> • Applicant has a plan and able to demonstrate sustainability for continues programming after the FY 26-27. (2 pts.)
<ul style="list-style-type: none"> • Agency is able to demonstrate fiduciary capacity to meet city requirements of invoicing and reporting (2pts.)
NOTES:
SCORE:

NOTE: Additional Preference Points may be awarded by the City of Oceanside above the 50-points scale based on programs working with the emphasized population of middle- and/or high-school youth, assessed need, geography or identified EBPs.