

DETROIT AREA AGENCY ON AGING

FY 2024 REQUEST FOR PROPOSAL APPLICATION REVIEW CRITERIA & SCORING

Applications submitted through the FY 2024 RFP process will be scored in criteria below as follows:

Review Criteria	Max Points	Actual Score
AGENCY QUALIFICATIONS AND EXPERIENCE will be evaluated for the agency's ability to demonstrate their proficiency to operate the program or service for which it is applying, including, but not limited to, its legal status, mission, governance, leadership, experience in serving the population to be served by this proposal, and experience in providing the proposed service.	20	
MANAGEMENT AND FINANCIAL CAPACITY will be evaluated for the agency's ability to demonstrate their capability to perform all contract requirements, including, but not limited to, its financial viability, entrepreneurial activities, organizational structure, administrative qualifications, management information system, technological capabilities, accounting system, audit procedures, internal control systems, past and pending legal issues, and previous audit/monitoring findings, if applicable, etc.	20	
PROGRAM DESIGN will be evaluated for completeness of the program, given the problems identified and described in the problem need statement, and given the requirements of the service definition. Also, the staffing positions, qualifications of the program staff, and their ability to implement the proposed program or service will be reviewed for reasonableness, in addition to any current implementations of best practices research and models. The 12 subcategories for program design appear below for a total of 45 points	45	
<ul style="list-style-type: none"> • Statement of Need - Describe the needs of the targeted groups to be serviced as well as the challenges, barriers and assets associated with providing services in the targeted community. 	3	
<ul style="list-style-type: none"> • Innovation and Creativeness - Ability of the applicant to introduce innovative and creative methodologies, techniques and strategies to service the targeted population. 	5	
<ul style="list-style-type: none"> • Level of Community Impact - Ability of the applicant to demonstrate how the proposed services will have community impact on the individual and community levels. 	4	
<ul style="list-style-type: none"> • Adherence to Minimum Standards & DAAA Regional Service Definitions - Proposed program designs are to be in compliance with the provisions of the Older Americans Act, and with Bureau of ACLS (formerly Aging & Adult Services Agency (AASA) 	4	

<ul style="list-style-type: none"> • Consideration of Clients' Rights - Clients' access to service, respect for clients' rights, responsiveness to needs, solicitation of feedback, provision of client-oriented service, etc. will be evaluated 	4	
<ul style="list-style-type: none"> • Targeting – Community Outreach to those in greatest economic and social need, and prioritization of service to those with most substantial unmet need is required. Plans for targeting frail, low-income, minority, and disabled older adults should be clearly developed and stated. Also, the statement must assure that elderly members of Native American tribes and organizations will be provided access to services. 	4	
<ul style="list-style-type: none"> • Project Management and Staffing - Detailed management plans that clearly delineate each program member's area of responsibility and how key staff will be accountable for carrying out their responsibilities. Description of the management and direct service experience of the program staff including their job descriptions with the duties and qualifications of current staff and of any staff to be filled. 	4	
<ul style="list-style-type: none"> • Programmatic Capacity - Indicate the number of clients served on a daily basis and an annual basis. Also describe plans to bring on new programs. Description of how the benchmarks will be tracked and reported. 	2	
<ul style="list-style-type: none"> • Procurement of Other Resources - Describe plans to procure other resources for support of the proposed program. Note any public or private funding currently secured to support planning, development or program implementation. Describe in detail your agency's sustainability plan to transition from DAAA to other resources to maintain services since federal and state funding as meant to be seed monies. 	4	
<ul style="list-style-type: none"> • Partnerships and Independent Contracts - Details of partnerships and/or independent contracts to assist in service provision under the project and the relationship of the agency or consultant to the applicant agency. 	4	
<ul style="list-style-type: none"> • Coordination/Networking/Non-Duplication -The ability to assist clients to access the service delivery network in ways which avoid unnecessary duplication of effort will be evaluated 	4	
<ul style="list-style-type: none"> • Diversity, Equity and Inclusion Strategy - The ability to assist clients from different cultural, language and religious background to access services in a way that respects their diverse backgrounds. 	5	
<p>4. PROPOSED BUDGET AND OTHER RESOURCES will be evaluated for its reasonableness in assigning costs (i.e., reasonable costs to implement the program or services proposed), the unit and client costs, the staffing and administration costs, and the overall budget relationship of costs to program design. Proposals will also be evaluated on their strength in procuring and developing other resources to assist with the implementation of the program (i.e., the utilization of cash and in-kind non-federal resources to pool with DAAA funds) and the agency's ability to repay any disallowed cost to the program</p>	15	
TOTAL:	100	

