

Attachment F: Scoring Criteria

REQUEST FOR PROPOSALS: QUIT PARTNER™ AMBASSADORS

Overview

Applicant Name:

Applicant Address:

Reviewer Name or Code:

Rating Table

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

Scoring Section

Section 1 – Organizational capacity – 20 points

Criteria	Score
Applicant describes the history of the organization, major programming, and how the proposed work aligns with the organization's mission and values.	___ / 5
Applicant describes key project staff experience and expertise with addressing commercial tobacco use. If none, provide a description of experience engaging in health education activities, implementing culturally tailored interventions, or other relevant work that demonstrates capacity to implement the proposed project. If staff will be hired for the proposed project, describe the experience and skills needed for the work.	___ / 5
Applicant describes the organization's experience with health promotion, communications, and engagement activities within the community(ies) you propose to serve. Provide examples of past or existing partnerships with community leaders or organizing community-led efforts.	___ / 5
Applicant describes the organization's and project staff's capacity and how leadership will support the project and ensure accountability to carry out the work plan activities and maintain overall support and coordination of the work. If the proposal includes working with Tribal members and the applicant is not a Tribal government, describe the support you received from the Tribal government.	___ / 5
Total score points for this section	___ / 20

Section 2 – Community need – 15 points

Criteria	Score
Applicant describes the need for this work. Include which community(ies) you are proposing to serve and how commercial tobacco use or exposure is a problem in the community(ies). Descriptions of the problem should include quantitative data, qualitative data, or a description from the community perspective identifying whether the community: has high prevalence of commercial tobacco use; is disproportionately impacted by the harms of commercial tobacco; is less likely to use existing treatment services; has fewer culturally appropriate commercial tobacco treatment resources available; and/or is targeted by the tobacco industry.	___ / 5 x 3
Total score points for this section	___ / 15

Section 3 – Project description – 20 points

Criteria	Score
Applicant describes how your organization plans to promote Quit Partner and increase knowledge of Quit Partner in the community(ies) you propose to work with. Please include geographic reach for the approaches you are proposing.	___ / 5 x 2

ATTACHMENT F: SCORING CRITERIA

Criteria	Score
Applicant describes why these approaches were chosen and how they are relevant to the community.	___ / 5 x 2
Total score points for this section	___ / 20

Section 4 – Community engagement – 15 points

Criteria	Score
Applicant describes how community partners will be involved in the development and implementation of the project moving forward.	___ / 5 x 3
Total score points for this section	___ / 15

Section 5 – Work plan – 20 points

Criteria	Score
Work plan includes clear objectives, SMARTIE goals, timeline, and activities that support Quit Partner promotion and align with the goals of the RFP.	___ / 5 x 2
Work plan activities, milestones, and identified partners are aligned, will advance the goals and objectives over the first year of the grant, and align with the goals of the RFP.	___ / 5 x 2
Total score points for this section	___ / 20

Section 6 – Budget and budget justification – 10 points

Criteria	Score
Requested level of funding (including cost breakdown) is justifiable for the proposed activities and aligns with the goals of the RFP.	___ / 10
Total score points for this section	___ / 10

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5796
Health.GrantsOffice@state.mn.us
www.health.state.mn.us