

Attachment Q

Evaluation Guide

PROPOSAL EVALUATION GUIDE
(This form **must** be submitted with the applicant's proposal.)
Reference page (s) should be specific (page "5") and not a range of pages.

Evaluation Criteria	Proposal Reference Page (s)
Experience & Capability	
Demonstrates skills, abilities, and knowledge relating to the delivery of the proposed services for the specific population.	
Thoroughly describes the history and relevant background of the agency and its professionals and staff, illustrating a strong knowledge and experience base with the evidence-based services for the proposed population.	
Thoroughly describes the history and relevant background of the agency and its professionals and staff, illustrating a strong commitment to CASSP principles, particularly youth guided and family centered care, community-based care, and cultural competency.	
Thoroughly describes the agency's vision, mission and goals showing a commitment to serving and supporting the population in manner with consistent with CAMHD values and core commitments.	
Demonstrates a thorough understanding of the goals of the CAMHD through a specific description of how the agency and the services proposed will assist the CAMHD in achieving the CAMHD's goals within this contract term.	
Demonstrates the agency's key clinical leadership personnel possess the knowledge, skills, and abilities to train, supervise and monitor the delivery of the proposed services in accordance with the current evidence-based practice research.	
Demonstrates the agency's ability to provide and manage the proposed services in accordance with contractual obligations. Evaluation of this provision will include a specific review of the agency's performance monitoring results within the past three (3) years, as related to any services previously provided to the target population while under contract to the State. (Applicants are strongly encouraged to provide monitoring reports).	
Demonstrates agency's operational plans to govern implementation critical components of the QAIP.	
Sufficiency of QAIP, including all required key elements as defined in the RFP.	
Demonstration of the agency's specific operational work plan to assure how the agency's quality assurance will be integrated throughout the program and with CAMHD's QAIP.	

Evaluation Criteria	Proposal Reference Page (s)
Applicant agency demonstrates commitment and capability to coordinate services with schools, other child serving agencies, primary care provider and informal community programs and resources in the community.	
Demonstrates adequacy and viability of program space and facilities that allow for timely review of referrals, and delivery of proposed services.	
Staffing and Project Organization	
Demonstrates personnel capacity to meet the required staffing pattern to insure timely access and provision of services in accordance with this RFP and the IPSPG.	
Demonstrates credentialing policy , internal protocols, and oversight that ensures minimum qualifications (including experience) of staff/clinicians/mental health professionals as guided by the IPSPG requirements	
Demonstrates a workforce development program that assures timely and effective recruitment, orientation, training and supervision of mental health professionals, staff, and subcontracted providers, relative to the delivery of the proposed services in accordance with the IPSPG, and all aspects of the contract.	
Demonstrates a workforce development program that details how staff and subcontracted providers will be specifically trained and supervised regarding clinical practice in relation to evidence-based services, CASSP centered approaches, and evaluation of clinical outcomes.	
Degree to which the agency's Youth Engagement policy details how youth and young adults will be given roles across the agency to include voice in their specific care, monitoring and quality assurance, management decisions, and various employment opportunities.	
Degree to which the agency's Family Engagement policy details how family members will be given roles across the agency to include voice in their specific care, monitoring and quality assurance, management decisions, and various employment opportunities.	
Demonstrates a clearly defined supervision structure to provide administrative and clinical direction to mental health professionals, staff, and subcontracted providers, relative to the delivery of the proposed services in accordance with the IPSPG, and all aspects of the contract.	
Adequacy of the applicant's organizational management process to support the overall service activities, including a clear description of the agency's employee structure or representation of a viable network of individually licensed providers as demonstrated in the agency's Organization Chart(s) .	

Evaluation Criteria	Proposal Reference Page (s)
Service Delivery	
How the proposed services are directly aligned with the core commitments and goals of CAMHD including evidence-based services; how youth/families will enter the agency; how youth/families receive evidence-based services, services, and support; and discharge protocols.	
How the proposed services will be evidence-based and will build on the youth's and family's unique strengths, including mechanisms to assure that the youth and family are informed about evidence-based service options, guide their individualized service plan development and participate in the evaluation of treatment progress.	
Demonstrates the agency's understanding of cultural and linguistic needs of the population and community to be served, including unique factors and supports within the proposed geographic region(s).	
How the proposed services will build on the unique cultural values and linguistic needs of each youth and family within the proposed communities, including mechanisms to assure that the cultural and linguistic needs are addressed in each treatment plan.	
How the proposed services will support youth by considering the developmental stage of the proposed population, and general life skills strategies to support their growth and development.	
Demonstrates the agency's clear policies and procedures to protect the privacy and rights of youth and family, including respect for youth and parental/family choice of provider and treatment approach.	
Demonstrates the agency's commitment to least restrictive interventions and best practices including strategies to include youth in community based normalized social and recreational activities.	
Describes the agency's policies and procedures for identifying, addressing and managing transitions , showing understanding of the complexity of the needs and the need for collaboration and coordination.	
Describes the agency's policies and procedures for developing and evaluating individualized crisis plans.	
Evidence of support for this proposal from other child serving agencies, schools, CCCs, and community organizations from the community involved in the proposal,	
Financial	
Demonstration of adequacy of accounting system and infrastructure to support electronic/manual billing requirements including a demonstration of the agency's ability to accurately track cost of related services by youth served.	
Demonstration of agency's financial solvency; submission of most recent financial audit and management letter .	