



**Shelby County Purchasing Department**

RFP: #12-007-02, Title X Family Planning Services

Due: August 15, 2011 @ 3:00 P.M.

Department: Health

Member 1

Christ Community Health Center	Memphis Health Center, Inc.	Planned Parenthood Greater Memphis Region
(Minor weight=maximum score for each requirement)		
(0 = did not meet requirement)		

CATEGORIES	Major Weights	Minor Weights			
<b>MINIMUM REQUIREMENTS</b>	8.00		0.00	0.00	0.00
(5) Years related experience (p.4)		1.00			
Have appropriate licenses and certificates as required by statute (p.4)		1.00			
Have sufficient licensed, competent and skilled staff (p. 4)		2.00			
Be either a governmental or non-profit entity. (p.4)		1.00			
Adhere to requirements of Living Wage Ordinance (328-VI (p.4)		1.00			
Adhere to Title VI requirements (p. 4)		1.00			
Provide proof of insurance (p.4)		1.00			
<b>REQUIRED ATTACHMENTS PROPOSED CONFLICT OF INTEREST</b>	86.00		0.00	0.00	0.00
Organizational structure (p.23)		5.00			
Required attachments (p.24)		5.00			
Program monitoring (p.24)		4.00			
Personnel (p.25)		4.00			
Cultural Competency (p.25)		1.00			
Diversity (p.25)		1.00			
Project Description/Understanding (p.25)		7.00			
Project Approach (p.26)		37.00			
Evaluation and Quality Assessment and Assurance (p.28)		3.00			
Clinical Services (p.29)		15.00			
Community Education/Outreach (p.29)		3.00			
Comply with HIPAA Act of 1996 requirements (p. 27)		1.00			
<b>REFERENCES</b>	1.00		0.00	0.00	0.00
Did the respondent list creditable reference for same/like services		1.00			
<b>FINANCIAL MANAGEMENT</b>	5.00		0.00	0.00	0.00
Financial Management (p. 28)		5.00			
<b>SCORE</b>			Christ Community Health Center	Memphis Health Center, Inc.	Planned Parenthood Greater Memphis Region
Minor (unweighted)			0	0	0
Major (weighted)	100.00				
<b>TOTAL</b>			0.00	0.00	0.00

**RFP #12-007-02, Title X Family Planning Services  
Evaluation Guidelines**

**GENERAL INSTRUCTIONS**

The purpose of this process is to fairly evaluate each proposal based on the information provided according to the specific minimum requirements, scope of services and insurance limitations requested by the proposal document. The respondents must provide a detailed response for each area in order to be considered responsive and to possibly receive the maximum points outlined for each category/criteria. All proposals must be evaluated.

**All proposals should be evaluated individually. Do not discuss the proposals or scoring with the other committee members and/or any vendors who may inquire. If you have any questions or need clarification regarding the scorecard, please contact Debra Louis at [Debra.Louis@shelbycountytngov](mailto:Debra.Louis@shelbycountytngov).**

Your evaluation should be based on the material contained in the document only. The proposal response should be judged at face value and not from past experiences or knowledge.

The scoring should be validated by specific information contained in the proposals only. You may only give the maximum amount of points indicated for each criteria listed. You will give them a zero (0) in any given category if they did not indicate the information requested.

***Note: If the committee needs additional information/clarification or require the vendor to expound on their proposal after the responses have been scored, oral presentations/interviews can be scheduled prior to making a final selection.***

Scores for the fees should be on a sliding scale based on the number of points allotted for the category and the other prices indicated by the other respondents. ***The vendor proposing the lowest cost should receive the most points, the next low, etc.*** You should not score this category based on your allotted budget for the services. Remember proposals can be negotiated and the price is always a negotiable point.

Scores for references should be based on whether or not the references can be validated or are applicable for the type of services being requested.

**THE SCORECARD**

The scorecard is designed to contain an area to score each respondent on the same form, so some of the evaluated requirements will be abbreviated. This means that each committee member will only complete and return one (1) scorecard form. An electronic copy of the scorecard will be emailed to each individual committee member.

**Each member should enter their final scores into the excel spreadsheet and save the document (named appropriately after the title of the RFP). This information should then be emailed individually back to the Purchasing Representative for this RFP, Debra Louis at [Debra.Louis@shelbycountytngov](mailto:Debra.Louis@shelbycountytngov).**

Please remember to enter your scores in the **GRAY areas ONLY** for each respondent listed in the top columns. After you have entered your scores (0 if they did not comply at all) please save the document. Then send an email with the document as an attachment.

The Purchasing Representative (Debra Louis) will then provide the composite scorecard to the department lead (Morrinstein Holman) to prepare a recommendation memorandum justifying the selection of the recommended Proposer. A signed "hardcopy" memorandum is required.

**Note:** You will not be allowed to keep the proposal copies after a final decision has been reached by the evaluation committee. You will return the documents to your department lead (Morrinstein Holman), who will then be responsible for returning all copies to Purchasing for destroying.

Deadline for evaluating all of the responses and providing your scorecard has been set as: \_\_\_\_\_

\_\_\_\_\_ *(This deadline will be established by the committee.)*

### **RFP INFORMATION**

***Please use the information outlined from the original RFP request to evaluate each criteria, copy included in the notebook.***