



**ECKERD CONNECTS COMMUNITY ALTERNATIVES  
(A D/B/A FOR ECKERD YOUTH ALTERNATIVES, INC.)**

**COMMUNITY-BASED CARE LEAD AGENCY FOR  
CIRCUIT 13- HILLSBOROUGH COUNTY**

**ITN #ITN-ECA-C13-GAP-FY22**

**To Provide Guardianship Assistance Program (GAP) Services  
Circuit 13: Hillsborough County**

## INSTRUCTIONS

### **XIV. Evaluation Process**

An Evaluation Team, consisting of at least three (3) community members and four (4) Eckerd Connects employees will score the written and oral presentations.

Each of the evaluation components, both written and oral, are weighted and assigned a maximum number of points. Proposals will be evaluated in each of the categories and scored by each evaluator independently. The evaluators' total scores will be added to get the final score for each respondent.

A representative from the Eckerd Connects Finance Department will review the submitted budget proposal and finance related documentation in accordance with the provisions of Section XX. Budget and Financial Documents of this ITN. The evaluator will score the response as well as any corresponding exhibits identified in this section. The total maximum points for the Budget Response represents 10% of the total points.

The Evaluation Team will review the submitted written proposals and score them in accordance with the provisions of Section XIX. Mandatory Criteria, of this ITN. Evaluators will score the written response on the parts A, B and C, and D as well as the corresponding exhibits. The Written Response represents 60% percent of the total maximum points. Up to three respondents will be invited to the oral presentation phase.

The oral presentation phase is not open to the public for observation pursuant to F.S. §286.0113. Evaluators will score the oral presentation(s) based on the ability of the presenter(s) to clearly articulate how the information presented in the ITN response will come to life if the Respondent is presented with a contract. During this phase, the Respondent's oral presentation score will be added to the written evaluation score. The Oral Presentation represents 30% percent of the total maximum points. At the conclusion of the presentation(s), the Evaluation Team will submit their total scores. The Contact Person will calculate the scores and will prepare a recommendation to Eckerd Connects Leadership for negotiations.

The Eckerd Connects ITN Contact Person will certify that the tabulated scores are correct and forward the tabulation and identification of their recommended respondents to the Eckerd Connects Leadership Team for their final decision, which will be posted at [www.Eckerd.org](http://www.Eckerd.org) as indicated in Section VI. Schedule of Events and Deadlines. The Eckerd Connects Leadership team reserves the right to accept or reject the recommendation of the evaluators for negotiations and to negotiate with up to two parties until a decision of "contract award" is made.

### **XV. Negotiation Process**

At least one, possibly two agencies will be invited to negotiate for the contract. Negotiation plans will be posted at [www.Eckerd.org](http://www.Eckerd.org) in the timeframe indicated in Section VI. Schedule of Events and Deadlines. At the conclusion of the negotiations, a notice of intent to award will be posted as outlined in section XVI. Notice of Contract Award, and transitional services will begin.

**SCORING:** Please only score using the scoring criteria listed per question. Not all questions are weighted equally; this is purposeful. Please justify your answers. If upon review of the scoring of the proposal the need for an evaluator’s meeting is identified to be held, the meeting will be held accordingly. You will have the opportunity to validate your scores at that meeting. Circle your score, and if you change your score, mark with an X initial, and circle the score you are selecting.

Written Score

#	Evaluation Criteria	Scoring Criteria (Circle your score)	Justification (Explain how you came to your calculation)
<b>Section A</b>			
1	Propose a plan and monetary goal for obtaining outside funding resources and community linkages to support the proposed service (other than Eckerd Connects).	<p><u>5</u> = Incomplete or inconclusive; limited Case Management Services experience</p> <p><u>10</u> = Acceptable/Supportive Case Management Services experience.</p> <p><u>15</u> = Exceptional; clear plan for securing additional funds in addition to Eckerd Connects subcontract.</p>	
2	Describe details around the current financial status of your organization to assure Eckerd Connects will be contracting with a financially secure and robust organization. Explain what expenses you plan on incurring during the transition and where the funding to support this will come from.	<p><u>5</u> = Incomplete or inconclusive;</p> <p><u>10</u> = Acceptable/Supportive adequate plan for other resources</p> <p><u>15</u> = Exceptional; more than what is necessary.</p>	
3	The Respondent’s twelve (12) month budget, to include a detailed narrative using Attachment G.	<p><u>10</u> = Incomplete or inconclusive; both circuits not addressed; inadequate plan for transition</p>	

		<p><u>15</u> = Acceptable/Supportive both circuits' addresses; adequate plan for transition</p> <p><u>20</u> = Exceptional; more than what is necessary.</p>	
<b>Exhibits – Section A</b>			
1	Exhibit 1-Review of the latest audited financial statement, independent audit and management letter.	<p><u>5</u> = Incomplete or inconclusive</p> <p><u>10</u> = Acceptable/Supportive</p>	
2	Exhibit 2- Provide board member list, terms, meeting schedule, and past 12 months of board meeting minutes.	<p><u>5</u> = Inconclusive; No thorough plan for transition funding.</p> <p><u>10</u> = Acceptable/Supportive adequate plan for transition funding.</p>	
	Max points = 70	Subtotal = _____/70	