

DETAIL RATING SHEETS

A. DEMONSTRATED ORGANIZATIONAL ABILITY (20 POINTS TOTAL)

- 1. Evaluate the extent to which the proposer has demonstrated that:**
- a) the provision of CASA services to the family court in Erie County fits within its mission;**
 - b) it has a demonstrated track record of providing services to children and families; and**
 - c) it would be able to maintain the independence of the CASA program while administering other programs. (7 points)**

[Reviewer: Consider the following source of information: Questions 1 and 2]

5-7 points: Proposer demonstrates a clear link between the agency's mission and the provision of CASA services to the family court in Erie County, has a demonstrated track record for serving children and families, and would be able to maintain the CASA program's independence.

3-4 points: Proposer fails to sufficiently demonstrate one of the above criteria.

1-2 points: Proposer fails to sufficiently demonstrate two of the above criteria.

0 points: Proposer fails to demonstrate any of the above criteria.

RATING_____

Basis for Rating:

- 2. Evaluate the extent to which the proposer has demonstrated it has the physical and technological structure to support a CASA program in Erie County. (3 points)**

[Reviewer: Consider the following sources of information: Questions 3 and 4]

3 points: The proposal contains a detailed description of appropriate facilities and technology available to support the provision of CASA services in Erie County.

1-2 points: The proposal contains a description of facilities and technology that in some ways would insufficiently support the provision of CASA services in Erie County.

0 points: The proposal contains an inadequate description of facilities and technology available to support the provision of CASA services in Erie County or what is described will provide insufficient support for the provision of CASA services in Erie County.

RATING_____

Basis for Rating:

- 3. Evaluate the extent to which the proposer demonstrates:**
- a) local support for its mission; and
 - b) a proven track record of working collaboratively with local entities. (5 points)

[Reviewer: Consider the following sources of information: Question 5; Appendix E, Letters of Support]

4-5 points: Proposer's letters of support and ongoing and effective participation in partnership efforts indicate the ability to work collaboratively with child welfare stakeholders in Erie County to positively impact the lives of children and families.

2-3 points: Proposer's letters of support and ongoing and effective participation in partnership efforts somewhat indicate the ability to work collaboratively with child welfare stakeholders in Erie County to positively impact the lives of children and families.

0-1 points: Proposer fails to sufficiently demonstrate support from stakeholders in Erie County and fails to show ongoing and effective participation in partnership efforts.

RATING_____

- 4. Evaluate the extent to which the proposer's Board of Directors is actively engaged in the oversight and success of the organization. (5 points)**

[Reviewer: Consider the following source of information: Question 6; Appendix D: Board list.]

- 4-5 points: Agency's governing board meets or exceeds all of the following criteria:
- Board of Directors meets at least six times per year with a quorum present;
 - The board actively recruits and maintains a diverse membership;
 - All board members contribute financially to the organization;
 - Board of Directors has an effective mechanism to regularly evaluate the performance of the Executive Director or Chief Executive Officer; and
 - Board of Directors has an effective mechanism to monitor the operation and quality of services in Erie County

3 points: Agency's governing board fails to meet one of the above criteria.

2 points: Agency's governing board fails to meet two of the above criteria.

1 point: Agency's governing board fails to meet three of the above criteria.

0 points: Agency's governing board fails to meet four or more of the above criteria.

RATING_____

Basis for Rating:

SUBTOTAL FOR PART “A”:

A1: _____

A2: _____

A3: _____

A4: _____

Total: _____ (out of 20)

B: APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM (23 POINTS TOTAL)

- 1. Evaluate the extent to which the proposal demonstrates a comprehensive plan to recruit, hire, train and adequately supervise staff to administer the CASA program. (4 points)**

[Reviewer: Consider the following source of information: Question 7 and Appendix D, Organizational Chart.]

3-4 points Proposer demonstrates a comprehensive plan to recruit, hire, train and adequately supervise staff to administer the CASA program.

1-2 points Proposer demonstrates a somewhat adequate plan to to recruit, hire, train and adequately supervise staff to administer the CASA program.

0 points Proposer demonstrates an insufficient plan to recruit, hire, train and adequately supervise staff to administer the CASA program.

RATING_____

Basis for Rating:

2. Evaluate the process by which the agency will develop and maintain a panel of CASA volunteers (7 points)

[Reviewer: Consider the following sources of information: Questions 8 and 9.]

5-7 points Proposer demonstrates a comprehensive plan to recruit, train, utilize, supervise, develop and retain a volunteer corps to provide adequate CASA services to family court.

2-4 points Proposer demonstrates a plan that fails in some ways to adequately recruit, train, utilize, supervise, develop and retain a volunteer corps to provide adequate CASA services to family court.

0-1 point Proposer fails to demonstrate a sufficient plan to recruit, train, utilize, supervise, develop and retain a volunteer corps to provide adequate CASA services to family court.

RATING_____

Basis for Rating:

- 3. Evaluate the agency's commitment, efforts and accomplishments toward:**
- a) Maintaining diversity among its staff and volunteers, and to having that diversity reflect the populations it serves; and**
 - b) Promoting cultural competence, including ongoing training for staff and volunteers. (6 points)**

[Reviewer: Consider the following sources of information: Questions 10 and 11.]

5-6 points Proposer demonstrates a consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and volunteers reflective of the populations served, and to promoting cultural competence of staff and volunteers.

2-4 points Proposer demonstrates a plan that fails in some ways to adequately demonstrate consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and volunteers reflective of the populations served, and to promoting cultural competence of staff and volunteers.

0-1 point Proposer fails to adequately demonstrate consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and volunteers reflective of the populations served, and to promoting cultural competence of staff and volunteers.

RATING_____

Basis for Rating:

4. Evaluate the extent to which the proposal demonstrates that the program will engage in sufficient evaluative strategies to measure program effectiveness. (4 points)

[Reviewer: Consider the following source of information: Question 12.]

3-4 points Proposer demonstrates a comprehensive plan likely to adequately measure the CASA program's effectiveness

1-2 points Proposer demonstrates a somewhat adequate plan to measure the CASA program's effectiveness

0 points Proposer demonstrates insufficient plans to measure the CASA program's effectiveness.

RATING_____

Basis for Rating:

5. Evaluate the extent to which the proposal demonstrates mechanisms to protect confidentiality of documents and case files. (2 points)

[Reviewer: Consider the following source of information: Question 13.]

1-2 points Proposer adequately describes mechanisms that will ensure the confidentiality of documents and case files

0 points Proposer fails to describe confidentiality procedures and/or those procedures would not ensure confidentiality.

RATING_____

Basis for Rating:

SUBTOTAL FOR PART "B":

B1: _____

B2: _____

B3: _____

B4: _____

B5: _____

Total: _____ (out of 23)

C. REASONABLENESS OF COST (17 POINTS TOTAL)

1. Evaluate the extent to which the proposed program will effectively utilize state dollars for the delivery of quality services. (10 points)

[Reviewer: Consider in rating the overall application as well as specifically Question B1 and Appendix C.]

6-10 points Proposer demonstrates reasonable and appropriate costs for staff salaries, fringe and non-personal services to manage the CASA program, and utilizes state dollars effectively for the proposed services. Reasonable and appropriate costs are neither too high nor too low for the geographic area and comparable agencies. If indirect costs are charged, they are appropriate and adequately defined.

3-5 points Proposer demonstrates somewhat reasonable and appropriate costs for staff salaries, fringe and non-personal services to manage the CASA program, and somewhat effective use of state dollars for proposed services. If indirect costs are charged, there are questions regarding their definition or appropriateness.

0-2 points Proposer demonstrates costs for staff salaries, fringe and non-personal services to manage the CASA program that are not reasonable or appropriate, and ineffective use of state dollars for the proposed services. If indirect costs are charged, they are inappropriate and/or not defined.

RATING_____

Basis for Rating:

2. Evaluate the agency’s internal controls procedure. (2 points)

[Reviewer: Consider the following source of information: Question B2.]

1-2 Points: Agency’s internal controls procedure seems sufficient to provide oversight, checks and balances, and to safeguard assets.

0-1 point: Agency’s internal controls procedure seems insufficient to provide oversight, checks and balances, and to safeguard assets.

RATING_____

Basis for Rating:

3. Evaluate the proposer’s plan to supplement UCS funding with a diverse blend of additional resources to serve Erie County. (5 points)

[Reviewer: Consider the following source of information: Question B3.]

4-5 points Proposer details a plan that would provide a realistic, sufficient and diverse funding base to supplement UCS funding for the CASA program in Erie County.

2-3 points Proposer provides a less than adequate plan for a supplemental funding base, or a lack of diversity among supplemental funding options in Erie County.

0-1 points Proposer either provides no plan for supplemental funding support for the CASA program or a plan that would provide an amount insufficient to maintain the program in Erie County.

RATING _____

Basis for Rating:

<p>SUBTOTAL FOR PART “C”:</p> <p>C1: _____</p> <p>C2: _____</p> <p>C3: _____</p> <p>Total: _____ (out of 17)</p>
