**EXHIBIT VI**

**SUMMARY RATING SHEETS**

PROPOSER_____

REVIEWER_____

**A. DEMONSTRATED ORGANIZATIONAL ABILITY (19 POINTS)** **A._____**

**B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM (29 POINTS)** **B._____**

**C. REASONABLENESS OF COST (12 POINTS)** **C._____**

**TOTAL:_____**

**EVALUATOR: (Print)_____**

**(Signature)_____**

**DATE: _____/_____/_____**

## DETAIL RATING SHEETS

## A. DEMONSTRATED ORGANIZATIONAL ABILITY (17 POINTS TOTAL)

**A1. Evaluate the extent to which the proposer has demonstrated that the provision of NYSAMP services fits within its mission and long-term strategy. (5 points)**

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

4-5 points: Proposer clearly demonstrates that the provision of NYSAMP services is in alignment with both the agency's mission and strategic plan.

2-3 points: Proposer clearly demonstrates that the provision of NYSAMP services is in alignment with the agency's mission or strategic plan.

0-1 points: Proposer fails to demonstrate an appropriate mission and strategic fit.

**A1 RATING_____**

***Basis for Rating:***

**A2. Evaluate the extent to which the proposer demonstrates the ability to work collaboratively with other organizations and stakeholders. (4 points)**

***[Reviewer: Consider the following sources of information: Question 3; Appendix E, References]***

4 points: Proposer's references, past experience in partnership efforts, and statement of philosophy indicate the ability to work collaboratively with partner organizations and other stakeholders.

2-3 points: Proposer's references, past experience in partnership efforts, and statement of philosophy somewhat indicate the ability to work collaboratively with partner organizations and other stakeholders.

0-1 points: Proposer's references, past experience in partnership efforts, and statement of philosophy fails to sufficiently demonstrate the ability to work collaboratively with partner organizations and other stakeholders.

**A2 RATING_____**

***Basis for Rating:***

**A3. Evaluate the extent to which the proposer's Board of Directors is actively engaged in the oversight and success of the organization. (3 points)**

***[Reviewer: Consider the following source of information: Question 4; Appendix D]***

3 points: Agency's governing board meets all of the following criteria:

- Board of Directors meets at least ten times per year and a quorum of a simple majority is present
- All board members contribute financially to the organization
- Board has an effective mechanism to regularly evaluate the performance of the Executive Director or Chief Executive Officer

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

0-1 points: Agency's governing board fails to meet two or more of the above criteria.

**A3 RATING_____**

***Basis for Rating:***

**A4. Evaluate the proposer's description of the agency's internal controls procedure and fiscal oversight of NYSAMP. (2 points)**

***[Reviewer: Consider the following sources of information: Question 14]***

2 points: Proposer demonstrates that:

- Internal controls procedures are in place and adequately described
- Board review, approval and monitoring of the budget takes place throughout the year
- Program staff is involved in the creation and monitoring of the program budget.

1 point: Proposer fails to meet at least one of the above criteria

0 points: Proposer fails to meet two or more of the above criteria

**A4 RATING_____**

***Basis for Rating:***

**A5. Evaluate the extent to which the proposer has demonstrated it has the facilities and technological infrastructure to support NYSAMP. (3 points)**

***[Reviewer: Consider the following sources of information: Questions 5 and 6]***

3 points: The proposal thoroughly demonstrates all three of the following criteria:

- appropriate facilities that provide adequate space and access
- strong technological infrastructure and protocols
- professional quality technological support

2 points: The proposal adequately demonstrates all three of the above criteria.

1 point: The proposal adequately demonstrates two of the above criteria.

0 points: The proposal adequately demonstrates one or less of the above criteria.

**A5 RATING_____**

***Basis for Rating:***

**A6. Evaluate the agency's commitment, efforts and accomplishments toward maintaining diversity among its staff and promoting cultural competence. (2 points)**

***[Reviewer: Consider the following sources of information: Question 13]***

2 points: Proposer demonstrates a consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and to promoting cultural competence of staff.

1 points: Proposer presents a plan that fails in some ways to adequately demonstrate consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and to promoting cultural competence of staff.

0 points: Proposer fails to adequately demonstrate consistent commitment, adequate efforts and accomplishments to maintaining diversity among staff and to promoting cultural competence of staff.

**A6 RATING_____**

***Basis for Rating:***

**SUBTOTAL FOR PART "A":**

**A1:** _____

**A2:** _____

**A3:** _____

**A4:** _____

**A5:** _____

**A6:** _____

**Total:** _____

## B: APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM ( 25 POINTS TOTAL)

**B1. Evaluate the extent of the proposer's understanding of providing mediation and ADR to farmers, agri-business, and others in the agricultural community. (13 points)**

***[Reviewer: Consider the following sources of information: Questions 7 and 8]***

12-13 points: The proposal thoroughly demonstrates each of the following criteria:

- extensive experience working with farmers, agri-business, and others in the agricultural community;
- philosophy of working with farmers, agri-business, and others in the agricultural community that is in alignment with mediation and ADR values
- extensive experience in providing mediation services

10-11 points: The proposal adequately demonstrates all three of the above criteria.

5-9 points: The proposal adequately demonstrates two of the above criteria.

1-4 points: The proposal adequately demonstrates only one of the above criteria.

0 points: The proposal does not adequately demonstrate any of the above criteria.

**B1 RATING_____**

***Basis for Rating:***

**B2. Evaluate the extent to which the proposal demonstrates that the center will conduct effective outreach efforts to that will increase the number of referral sources and increase the availability of NYSAMP services to members of the public. (6 points)**

**[Reviewer: Consider the following source(s) of information: question 9]**

5-6 points: The proposal contains a detailed description of the strategies that will be used to promote its services to new referral sources, and these mechanisms are highly likely to yield cases.

2-4 points: The proposal contains a detailed description of the strategies that will be used to promote its services to new referral sources, and these mechanisms are likely to yield cases.

0-1 points: The proposal contains a detailed description of the strategies that will be used to promote its services to new referral sources, and these mechanisms are not likely to yield cases.

**B2 RATING_____**

***Basis for Rating:***

**B3. Evaluate the extent to which the proposal demonstrates that the center will conduct effective resource development efforts that will increase the funding for NYSAMP. (2 points)**

**[Reviewer: Consider the following source(s) of information: question 10]**

2 points: The proposal contains a detailed description of the fund-raising strategies that will be used and these mechanisms are highly likely to yield additional funds for NYSAMP.

1 point: The proposal contains a detailed description of the fund-raising strategies that will be used and these mechanisms are likely to yield additional funds for NYSAMP.

0 points: The proposal contains a detailed description of the fund-raising strategies that will be used and these mechanisms are not likely to yield additional funds for NYSAMP.

**B3 RATING_____**

***Basis for Rating:***

**B4. Evaluate the extent to which the proposal demonstrates mechanisms to protect confidentiality. (2 points)**

***[Reviewer: Consider the following source of information: Question 11]***

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

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

**B4 RATING_____**

***Basis for Rating:***

**B5. Evaluate the extent to which the proposal demonstrates a comprehensive staffing plan and capacity to adequately supervise staff to operate NYSAMP. (6 points)**

***[Reviewer: Consider the following source of information: Question 12 and Appendix D, including organization chart, resumes, and position descriptions]***

5-6 points: The proposal contains resumes of existing staff and job descriptions of proposed positions, and the responsibilities are allocated in a manner that is very likely to result in the effective administration and provision of NYSAMP services.

2-4 points: The proposal contains resumes of existing staff and job descriptions of proposed positions, and the responsibilities are allocated in a manner that is likely to result in the effective administration and provision of NYSAMP service.

0-1 points: The proposal contains resumes of existing staff and job descriptions of proposed positions, and the responsibilities are allocated in a manner that is unlikely to result in the effective administration and provision of NYSAMP service.

**B5 RATING_____**

***Basis for Rating:***

**SUBTOTAL FOR PART "B":**

**B1:** _____

**B2:** _____

**B3:** _____

**B4:** _____

**B5:** _____

**Total:** _____

## C. Reasonableness of Cost (12 Points Total)

**C1. Evaluate the extent to which the proposed program will effectively utilize funding for the delivery of quality services. (8 points )**

***[Reviewer: Consider the following sources of information: Appendix C]***

6-8 points Proposer demonstrates reasonable and appropriate costs for staff salaries, fringe and non-personal services to manage NYSAMP, and utilizes funding effectively for the proposed services. Reasonable and appropriate costs are neither too high nor too low for the geographic area and comparable agencies.

3-5 points Proposer demonstrates somewhat reasonable and appropriate costs for staff salaries, fringe and non-personal services to manage NYSAMP, and somewhat effective use of funding for proposed services.

0-2 points Proposer demonstrates costs for staff salaries, fringe and non-personal services to manage NYSAMP that are not reasonable or appropriate, and ineffective use of funding for the proposed services.

**C1 RATING_____**

***Basis for Rating:***

**C2. Evaluate the extent to which the percentage of UCS funds that support administrative costs (including salaries and fringe benefits of non-program staff, real estate expenses that are not utilized for the direct delivery of services, and related costs) is reasonable and sufficiently justified. (4 points)**

***[Reviewer: Consider the following source of information: Question 14 and appendix C]***

3-4 points Administrative costs are appropriate and provide for sufficient agency administration of the program.

1-2 points. Some administrative costs are either too high or too low to provide for reasonable administration of the program, or are insufficiently justified.

0 points Administrative costs are unreasonable and/or not justified.

**C2 RATING_____**

***Basis for Rating:***

**SUBTOTAL FOR PART "C":**

**C1:** _____

**C2:** _____

**Total:** _____