

Homeless Emergency Aid Program Consultant Evaluation Criteria

Pasadena Continuum of Care

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Project Approach	25	
Professional Experience	20	
Proposer Capacity and Capability	20	
Proposed Budget and Timeline	20	
References	10	
Local Knowledge	5	
Total Points	100	

Project Approach

	Available Points
<ul style="list-style-type: none"> • Does the applicant demonstrate an understanding of the project? • Does the applicant propose an innovative project approach that is tailored to Pasadena's needs? • Does the applicant explain how they will accomplish each task as identified in the Scope of Work? • Does the applicant discuss any foreseen issues and challenges and describe alternative solutions to overcome or minimize potential barriers? • Does the applicant identify any best practices for message development and communication? • Does the applicant describe how to manage and/or overcome public opposition? • Does the applicant reference any similar completed projects that were successful? 	25

Professional Experience

	Available Points
<ul style="list-style-type: none"> • Does the applicant have the qualifications, expertise, and experience to support the successful implementation of the project? • Does the applicant emphasize any prior experience or achievements related to developing and implementing similar community education and engagement projects? • Does the applicant highlight any specialized skills to ensure successful project implementation? 	20

Proposer Capacity and Capability

	Available Points
<ul style="list-style-type: none"> • Does the applicant's resume provide clear and concise details regarding prior accomplishments? Does the resume convey the applicant's unique set of skills and experiences? • Does the applicant identify any key staff members that will assist with the project design and/or implementation phases? • Are samples of the applicant's prior projects included? • Do the work samples provided demonstrate the applicant's ability to produce quality project content and showcase any unique skills? 	20

Proposed Budget and Timeline

	Available Points
<p>Budget</p> <ul style="list-style-type: none"> • Is a detailed proposed project budget and budget description provided? • Is the budget inclusive of the necessary items for project success? • Does the budget identify any other potential resources that will be leveraged to support the project? 	10
<p>Timeline</p> <ul style="list-style-type: none"> • Is a detailed timeline provided that illustrates the implementation plan for the project? • Are key tasks and important milestones related to the project identified? • Will the project be prepared to begin implementation immediately upon receipt of funds? • Is the timeline for complying with the spending deadline feasible and realistic? 	10

References

	Available Points
<ul style="list-style-type: none"> • Does the applicant provide a comprehensive list of public and/or private entity contacts where the same or similar services were provided? • Do the references support the applicant's work experience provided in the proposal? • Do the references endorse the applicant's ability to produce a high quality, successful project? 	10

Local Knowledge and Background

	Available Points
<ul style="list-style-type: none"> • Does the applicant discuss their knowledge, background and experience in Pasadena concerning homelessness? • Does the applicant identify prominent local stakeholders that will be engaged? • Does the applicant describe how their knowledge and experience in Pasadena will favorably contribute to the development and execution of the project? 	5