

Proposal Evaluation Criteria for City of Worcester’s RFP for Nonprofit Partner (Opioid)

This rubric will guide the review process, ensuring proposals are evaluated consistently and fairly. Each proposal will be graded based on the following criteria, with a total possible score of 100 points. Proposals must meet or exceed a minimum threshold to be considered for funding.

1. Organizational Capacity and Mission (10 points)

- **Score Range: 0-10**
 - *0-3 points:* The organization lacks experience or has limited relevance to addressing the opioid crisis in Worcester.
 - *4-7 points:* The organization demonstrates some relevant experience but lacks a strong connection to the opioid crisis or to the Worcester community.
 - *8-10 points:* The organization’s mission is clearly aligned with addressing the opioid crisis, and it demonstrates a significant track record of relevant experience in Worcester.

2. Project Proposal Summary (10 points)

- **Score Range: 0-10**
 - *0-3 points:* The project summary is vague, does not align well with the RFP’s focus areas, or lacks clear objectives.
 - *4-7 points:* The summary aligns somewhat with the focus areas but lacks specificity or a clear impact on the opioid crisis.
 - *8-10 points:* The summary is concise, well-aligned with the RFP focus areas, and clearly outlines the project’s objectives and potential impact.

3. Alignment with Focus Areas (15 points)

- **Score Range: 0-15**
 - *0-5 points:* The project does not adequately address any of the four focus areas (Prevention, Harm Reduction, Access to Care, Recovery Support).
 - *6-10 points:* The project addresses one or two focus areas but lacks detailed strategies for implementation.
 - *11-15 points:* The project comprehensively addresses multiple focus areas with clear, actionable strategies that are likely to have a measurable impact.

4. Use of Best Practices (10 points)

- **Score Range: 0-10**
 - *0-3 points:* The project does not clearly outline the use of evidence-based best practices.
 - *4-7 points:* The project mentions best practices but does not fully demonstrate how these will be integrated into the program.

- *8-10 points*: The project is grounded in evidence-based best practices, clearly detailing how they will be used to reduce opioid overdoses and fatalities.

5. Utilization of Care Massachusetts (10 points)

- **Score Range: 0-10**

- *0-3 points*: No clear plan for utilizing Care Massachusetts or aligning with state resources.
- *4-7 points*: Some evidence of utilizing Care Massachusetts but lacks detail or a robust partnership plan.
- *8-10 points*: The proposal demonstrates a well-thought-out plan that utilizes Care Massachusetts, showing clear alignment with state resources and networks.

6. Use of Community Data (10 points)

- **Score Range: 0-10**

- *0-3 points*: The proposal lacks sufficient local data or fails to use data to justify the project's design.
- *4-7 points*: Some relevant data is presented, but it is not fully integrated into the project's design.
- *8-10 points*: The proposal uses comprehensive local data to clearly identify service gaps and tailor the project to meet pressing community needs.

7. Commitment to Diversity, Equity, and Inclusion (DEI) (15 points)

- **Score Range: 0-15**

- *0-5 points*: The proposal does not adequately address DEI or service disparities.
- *6-10 points*: The proposal mentions DEI but lacks a clear plan for addressing disparities in service for underserved populations.
- *11-15 points*: The proposal demonstrates a strong commitment to DEI, providing specific strategies for addressing service disparities and prioritizing historically underserved populations.

8. Budget and City Match Request (10 points)

- **Score Range: 0-10**

- *0-3 points*: The budget is unclear, unrealistic, or not aligned with the project's goals.
- *4-7 points*: The budget is somewhat detailed but may lack alignment with project objectives or city match requirements.
- *8-10 points*: The budget is clear, realistic, and well-aligned with the project's goals. The requested city match is appropriate and supported by a detailed budget plan.

9. Letters of Support and Collaboration (5 points)

- **Score Range: 0-5**

- *0-1 points:* No letters of support or evidence of collaboration with other organizations or municipalities.
- *2-3 points:* Letters of support are provided, but collaboration plans are vague or underdeveloped.
- *4-5 points:* Strong letters of support are provided, demonstrating clear and meaningful collaboration with other organizations or municipalities.

10. Reporting and Evaluation Commitment (5 points)

- **Score Range: 0-5**

- *0-1 points:* The proposal does not acknowledge or commit to the required reporting and evaluation activities.
- *2-3 points:* The proposal acknowledges the requirements but does not provide a clear commitment to meeting them.
- *4-5 points:* The proposal fully acknowledges the reporting and evaluation requirements and demonstrates a clear commitment to participating in ongoing evaluation and reporting activities.

Scoring Summary:

Criteria	Possible Points
Organizational Capacity and Mission	10
Project Proposal Summary	10
Alignment with Focus Areas	15
Use of Best Practices	10
Collaboration with Care Massachusetts	10
Use of Community Data	10
Commitment to Diversity, Equity, and Inclusion	15
Budget and City Match Request	10
Letters of Support and Collaboration	5
Reporting and Evaluation Commitment	5
Total Possible Points	100