

Safe Passage Events RFP Scoring Rubric

B.2.1 Organization History and Content-based Knowledge (20 Points)

<u>Does Not Meet Standards (1 point)</u>	<u>Nears Standards; Needs work (2 points)</u>	<u>Meets Standards (4 points)</u>	<u>Exemplary; (5 points)</u>	<u>Total Score for Category</u> <u> /20</u>
Does not define history and mission of organization.	Mission and history of organization lacks detail or clarity.	Describes history and mission of organization in detail.	Clearly describes history and mission of the organization. Describes specific history and experience in one of the identified Safe Passage priority areas.	<u> /5</u>
Does not identify key personnel that will manage the implementation of the project; no clear establishment of roles.	Describes key personnel, but lacks details or clarity of roles and responsibilities.	Describes in detail key personnel that will manage grant funds and events.	Proposal includes a comprehensive management plan that identifies all personnel, their roles and responsibilities, the organizational structure, and related timeline	<u> /5</u>
Does not describe why the organization would be the strongest partner for this work.	Describes proposed event inputs and outcomes, but lack details. Limited reasoning to support why the organization would be strong partner for this work.	Provides detailed event inputs and connected outcomes. Describes with clear reasoning to support why the organization would be the strongest partner for this work.	Clearly describes event inputs with specific connected outputs supported by data/evidence. Clearly describes ways that the organization is supported by the neighborhood Provides strong, detailed reasoning supporting why the organization would be the	<u> /5</u>

			strongest partner for this work.	
No résumés are provided for each key personnel that reiterate the qualifications presented in this section.	<p>Provides résumés for each key personnel.</p> <p>Personnel has limited experience in event and grant management</p> <p>Personnel has limited experience with targeted Safe Passage priority community.</p>	<p>Provides résumés for each key personnel.</p> <p>Personnel have experience and success in event/grant management.</p> <p>Details how personnel relate to, have similar experiences with, or are best suited to serve the targeted Safe Passage priority community.</p>	<p>Provides résumés for each key personnel.</p> <p>Personnel have experience, expertise, and success in managing grant funds and provides examples</p> <p>Details why key personnel are best suited to serve the targeted Safe Passage priority community.</p>	<hr style="width: 20%; margin: auto;"/> /5

B.2.2 Expert Knowledge on Community Engagement Strategies (20 Points)

<u>Does Not Meet Standards (1 point)</u>	<u>Nears Standards; Needs work (4 points)</u>	<u>Meets Standards (8 points)</u>	<u>Exemplary; (10 points)</u>	<u>Total Score for Category</u> <u> </u> /20
Proposal fails to describe the organization's knowledge of communities in wards 5, 7, and 8.	Organization's proposal demonstrates limited knowledge of communities in wards 5, 7, and 8.	Organization's proposal demonstrates basic knowledge of communities in wards 5, 7, and 8.	Proposal provides a clear and detailed description of the organization's knowledge of communities in wards 5, 7, and 8.	<u> </u> /10
Proposal fails to describe the organization's experience with positively engaging communities in wards 5, 7, and 8.	Organization has little experience with positively engaging communities in wards 5, 7, and 8.	Proposal clearly describes the organization's experience with positively engaging communities in wards 5, 7, and 8.	Proposal clearly describes the organization's experience with positively engaging communities in wards 5, 7, and 8. Organization provides one or more detailed examples of past experience with positively engaging communities in wards 5, 7, and 8.	<u> </u> /10

B.2.3 Clear Vision on Partnership and Engagement Strategies (20 Points)

<u>Does Not Meet Standards (1 point)</u>	<u>Nears Standards; Needs work (3 points)</u>	<u>Meets Standards (4 points)</u>	<u>Exemplary; (5 points)</u>	<u>Total Score for Category</u> <u> /20</u>
Proposal does not include a plan for outreach and securing partnerships with community stakeholders in wards 5, 7, and 8.	Proposal includes a limited plan for outreach that lacks details/important components for securing partnerships with community stakeholders in wards 5, 7, and 8.	Proposal describes plans for outreach and securing partnerships with community stakeholders in wards 5, 7, and 8; Proposal describes plans to support safe passage events and define the specific Safe Passage Priority Area.	Proposal clearly describes plans for outreach; organization have identified specific partnerships, and outlined strategies to secure partnerships with community stakeholders in wards 5, 7, and 8; Proposal clearly describes plans to support safe passage events and define the specific Safe Passage Priority Area.	<u> /5</u>
Proposal fails to share how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.	Proposal shares limited information explaining how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.	Proposal shares how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.	Proposal shares a detailed strategy of how the organization will reach out to and build relationships with relevant community stakeholders to create culturally responsive events.	<u> /5</u>
Proposal does not name or describe reasoning for partnering with specific community based organizations.	Proposal provides limited reasoning for partnering with specific community based organizations.	Proposal names and describes clear reasoning for partnering with specific community based organizations.	Proposal names and describes clear reasoning for partnering with specific community based organizations. Proposal includes detailed strategy for partnership.	<u> /5</u>
Proposal fails to describe how the applicant will obtain buy-in from each community.	Proposal provides limited description of how the applicant will obtain buy-in from	Proposal clearly describes how the applicant will obtain buy-in from each	Proposal provides a detailed strategy of how the organization will liaise with and manage	<u> /5</u>

	each community.	community. Proposal explains how the organization will liaise with and manage relationships with each community.	relationships with each community. Proposal provides clear strategy of how the applicant will obtain buy-in from each community.	
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B.2.3 Plan for Event Execution (20 Points)

<u>Does Not Meet Standards (1 point)</u>	<u>Nears Standards; Needs work (2 points)</u>	<u>Meets Standards (4 points)</u>	<u>Exemplary; (5 points)</u>	<u>Total Score for Category</u> <u> /20</u>
Proposal does not include metrics to ensure and measure participant engagement.	<p>Proposal includes metrics to ensure and measure participant engagement.</p> <p>Proposal provides limited details describing the type of events planned, targeted age group and estimated number in attendance.</p>	<p>Organization provides clear metrics to ensure and measure participant engagement.</p> <p>Proposal clearly describes the type of events planned, targeted age group and estimated number in attendance.</p>	<p>Organization provides clear/detailed metrics to ensure and measure participant engagement.</p> <p>Proposal clearly describes the type of events planned, targeted age group and estimated number in attendance.</p> <p>Proposal includes communication strategy for events.</p>	<u> /5</u>
Proposal does not describe how each event will be professionally managed and organized.	Proposal provides limited description of how each event will be professionally managed and organized.	Proposal clearly describes how each event will be professionally managed and organized.	Proposal provides exemplar strategy and rationale for how each event will be professionally managed and organized.	<u> /5</u>
<p>Proposal does not include the number of staff provided for each event.</p> <p>Proposal does not describe how additional help will be secured for each event.</p>	<p>Proposal includes a limited plan outlining the number of staff provided for each event.</p> <p>Proposal describe limited plan for how additional help will</p>	<p>Proposal includes a clear and thoughtful plan outlining the number of staff provided for each event.</p> <p>Proposal describes clear</p>	<p>Proposal provides a clear, thoughtful, detailed, exemplar plan outlining the number of staff provided for each event with rationale.</p>	<u> /5</u>

	<p>be secured for each event.</p>	<p>plan for how additional help will be secured for each event.</p>	<p>Proposal provides a clear, thoughtful, detailed, exemplar plan for how additional help will be secured for each event with rationale.</p>	
<p>Proposal fails to describe the organization’s ability, methods and/or experience to analyze and provide recommendations from community events.</p>	<p>Organization demonstrates limited ability, methods and/or experience to analyze and provide recommendations from community events.</p>	<p>Proposal clearly demonstrates the organization’s ability to analyze and provide future recommendations from community events.</p> <p>Proposal clearly describes the organization’s methods to analyze and provide future recommendations from community events.</p>	<p>Proposal provides clear, detailed evidence demonstrating the organization’s ability to analyze and provide recommendations from community events.</p> <p>Proposal provides clear, detailed evidence describing the organization’s methods to analyze and provide future recommendations from community events.</p>	<p style="text-align: center;"><u> </u> /5</p>

B.2.4 Budget (20 Points)

<u>Does Not Meet Standards (1 point)</u>	<u>Nears Standards; Needs work (2 points)</u>	<u>Meets Standards (4 points)</u>	<u>Exemplary; (5 points)</u>	<u>Total Score for Category</u> <u> /20</u>
Budget is not included.	Budget included as a separate section, rather than as part of proposal narrative. Budget not clear, reasonable and/or cost effective.	Budget narrative is clear and is included as part of proposal narrative. Budget narrative is reasonable and/or cost effective.	Budget narrative is clear, reasonable, and cost effective. Budget narrative itemizes expenses in detail.	<u> /5</u>
	Proposed budget includes a partial budgetary schedule for <u>at least one</u> phase of the grant period. Schedule is somewhat vague, or has unrealistic timeline. General operating costs, overhead or indirect costs in the proposed budget exceeds 7% of grant funds.	Proposed budget includes <u>complete</u> budgetary schedule for all phases of the grant period. Schedule contains a clear and realistic timeline. General operating costs, overhead or indirect costs in the proposed budget does not exceed 7% of grant funds.	Proposed budget includes a <u>complete and detailed</u> budgetary schedule for the length of the grant period. Schedule contains a clear and realistic timeline. General operating costs, overhead or indirect costs in the proposed budget does not exceed 7% of grant funds.	<u> /5</u>
	Budget <u>does not</u> clearly describe how the grant funds will be used and the rationale for the expenses in the proposal budget.	Budget clearly describes how the grant funds will be used and the rationale for the expenses in the proposal	Budget clearly describes how the grant funds will be used and the rationale for the expenses in the proposal budget.	<u> /5</u>

		<p>budget.</p> <p>Proposed budget provides reasonable and necessary expenditures for the anticipated Safe Passage Event plan.</p>	<p>Systems in place to manage and comply with grant requirements, including tracking grant expenditures.</p> <p>Proposed budget provides reasonable, effective, and necessary expenditures for the anticipated Safe Passage Event plan.</p>	
	<p>Proposed budget is not clearly aligned with goals/objectives of Safe Passage events.</p> <p>Budget contains calculation errors and/or is completed incorrectly</p>	<p>Proposed budget is aligned with goals/objectives of Safe Passage events.</p> <p>Budget contains little to no calculation errors.</p>	<p>Proposed budget is completely aligned with the goal;</p> <p>Budget projected to fulfill the needs established for Safe Passage events.</p> <p>Budget contains <u>no calculation errors.</u></p>	<p style="text-align: right;"><u> </u> /5</p>