EXHIBIT VII
SUMMARY RATING SHEETS
CHILDREN'S CENTERS RFP

PROPOSER_____

REVIEWER_____

A. DEMONSTRATED ORGANIZATIONAL ABILITY (20 POINTS)

A._____

B. APPROPRIATENESS AND QUALITY OF THE PROPOSED PROGRAM (50 POINTS)

B._____

C. APPROPRIATENESS OF STAFFING PLAN AND PROCEDURES (15 POINTS)

C._____

D. REASONABLENESS OF COST (22 POINTS)

D._____

TOTAL: _____
A minimum score of 65 is required for bid acceptance.

REVIEWER: (Print)_____

(Signature)_____

DATE: _____/_____/_____

DETAIL RATING SHEETS

A. Demonstrated Organizational Ability 20 Points

A1. Evaluate the extent to which the proposer has demonstrated that:

a) operation of the Children's Center in the court fits within its mission;
b) it has experience and/or capabilities in operating childcare programs; and
c) it has experience in operating referral or other community based programs as well as any drop-in programs (7 points)

[Reviewer: Consider the following source of information: Organizational Information Questions 1 and 2 and 4 and Reference Letters]

5-7 points: Proposer demonstrates a clear link between the agency's mission and the operation of the Children's Center; has experience and/or capabilities in operating childcare programs; and has experience in operating referral or other community based programs as well as drop-in programs.

3-4 points: Proposer sufficiently demonstrates all but one of the above criteria.

1-2 points: Proposer sufficiently demonstrates all but two of the above criteria.

0 points: Proposer demonstrates none of the above criteria.

A1 RATING_____ ***Basis for Rating:***

A2. Evaluate the extent the proposer's understanding of the needs of and an ability to work with children and families in crisis as demonstrated by:

a) experience working with children and families in crisis;
b) knowledge of entitlements and services; and
c) experience connecting children and families to entitlements and services (4 points)

[Reviewer: Consider the following sources of information: Organizational Information Questions 2 and 4]

3-4 points: The proposal demonstrates experience in working with children and families in crisis and connecting them to beneficial entitlements and services.

1-2 points: The proposal demonstrates an understanding of the needs of children in crises and a capacity to gain knowledge of entitlements and services.

0 points: The proposal demonstrates no understanding or experience in working with children and families in crisis.

A2 RATING_____ ***Basis for Rating:***

A3. Evaluate the proposer's commitment to the ongoing success of the Children's Center as demonstrated by:

a) **a plan that ensures funding and resources for the Children's Center program to supplement the UCS awarded funding;**
b) **an organizational structure that provides adequate support and supervision to the Children's Center;**
c) **a detailed start-up plan (if applicable) (6 points)**

[Reviewer: Consider the following sources of information: Organizational Information Questions 5,6,7.]

4-6 points: Proposer has a resource development plan that provides for supplemental funding and resources and clear means of organizational support and supervision for the Children's Center. A detailed start-up plan with benchmarks is provided if applicable.

2-3 points: Proposer sufficiently demonstrates all but one of the above criteria.

0-1 points: Proposer sufficiently demonstrates one or none of above criteria.

A3 RATING_____ ***Basis for Rating:***

A4. 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 (3 points)**

[Reviewer: Consider the following sources of information: Organizational Information Question 8.]

3 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 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.

A4 RATING_____ ***Basis for Rating:***

Subtotal for Part A

A1: _____A2: _____A3: _____A4: _____ Total: _____ (out of 20)

B. Appropriateness & Quality of Program 50 Points

B1. Evaluate the extent to which the proposal demonstrates a childcare component that meets the specific needs of children and families involved in the New York State Court System through:

a) an understanding of specific needs of drop-in childcare settings;
b) a philosophy of childcare services inclusive of children and families in crisis; and
c) programs and activities proposed to meet the needs of court-involved families (10 points)

[Reviewer: Consider the following source of information: Childcare Component Question 1 ; Organizational Information Questions 2, 3 & 4; and Staffing Question 6.]

8-10 points: Proposer demonstrates a understanding of drop-in childcare settings, a philosophy of childcare services inclusive of children and families in crisis and proposes specific services, programs and activities that will meet the unique needs of court-involved families.

5-7 points: Proposer demonstrates a solid philosophy of childcare services and proposes specific services, programs and activities that may somewhat meet the unique needs of court-involved families.

1-4 points: Proposer demonstrates a solid philosophy of childcare services, but does not propose specific services, programs and activities that meet the unique needs of court-involved families.

0 points: Proposer does not demonstrate a philosophy of childcare services or propose specific services, programs and activities that meet the unique needs of court-involved families.

B1 RATING_____ ***Basis for Rating:***

B2. Evaluate the proposal's outreach plan to increase community and court awareness of the Children's Center in order to maximize usage (5 points)

[Reviewer: Consider the following source of information: Childcare Component Question 2.]

3-5 points: Proposer details a comprehensive plan to increase awareness of the Children's Center that includes onsite and offsite events and other public relations media.

1-2 points: Proposer demonstrates an adequate plan to increase awareness of the Children's Center.

0 points: Proposer demonstrates an insufficient plan to increase awareness of the Children's Center.

B2 RATING_____ ***Basis for Rating:***

B3. Evaluate the Proposer's Advisory Committee for the Children's Center using the following criteria:

a) **membership diversity (i.e., agency, court and community members)**
b) **identification of Co-chairs**
c) **a plan for membership and leadership (4 points)**

[Reviewer: Consider the following source of information: Childcare Component Question 3 and Advisory Committee Member Chart.]

3-4 points: Proposer's Advisory Committee for the Children's Center demonstrates diverse membership and meets the membership guidelines of the Minimum Requirements . The Proposer identifies appropriate Co-chairs and sets forth a plan for membership and leadership terms.

1-2 points: Proposer meets all but one of the above criteria.

0 points: Proposer meet none of the above criteria.

B3 RATING_____ ***Basis for Rating:***

B4. Evaluate the extent to which the service connection component proposed will meet the specific needs of children and families involved in the New York State Court System as demonstrated by:

a) **an understanding of the unique service needs of court-involved families**
b) **knowledge of community services and entitlements**
c) **steps for Children's Center staff to refer/enroll children and families to services (7 points)**

[Reviewer: Consider the following source of information: Service Connections Component Question 1; Organizational Information Questions 2, 3 & 4; and Staffing Question 6.]

5-7 points: Proposer describes a service connection approach that demonstrates a strong understanding of the unique service needs of court-involved families and outlines accomplishable steps to referring/enrolling children and families to services.

2-4 points: Proposer describes a service connection approach that fails in some way to demonstrate a strong understanding of the unique service needs of court-involved families and/or outline accomplishable steps to referring/enrolling children and families to services.

0-1 points: Proposer describes a service connection approach that is unlikely to meet the unique needs of court-involved families.

B 4 RATING_____ ***Basis for Rating:***

B5. Evaluate the Proposer's knowledge of services and entitlement programs beneficial to the children and families utilizing the Children's Center as demonstrated by:

a) **a list of diverse, up-to-date services to be made available for families**
b) **a plan to make service information accessible to families**
c) **an understanding of service priorities for local families (5 points)**

[Reviewer: Consider the following source of information: Service Connections Component Question 2; Organizational Information Questions 2, 3 & 4]

3-5 points: Proposer provides a diverse, up-to-date list of services and entitlement programs for which information will be displayed and readily accessible at the Children's Center and demonstrates knowledge of service priorities for local families.

1-2 points: Proposer meets all but one of the above criteria.

0 points: Proposer meets none of the above criteria.

B5 RATING_____ ***Basis for Rating:***

B6. Evaluate the process by which the Proposer will enhance Children's Center staff knowledge of services and entitlement programs beneficial to child and families: (3 points)

[Reviewer: Consider the following source of information: Service Connections Component Question 3]

3 points: Proposer demonstrates a comprehensive plan to enhance Children's Center staff knowledge of services and entitlement programs beneficial to child and families.

1-2 points: Proposer demonstrates a plan that fails in some ways to adequately enhance Children's Center staff knowledge of services and entitlement programs beneficial to child and families.

0 points: Proposer demonstrate an insufficient plan to enhance Children's Center staff knowledge of services and entitlement programs beneficial to child and families.

B6 RATING_____ ***Basis for Rating:***

B7. Evaluate the extent to which the proposer has demonstrated:

a) **an understanding of the impact the physical location and accessibility to the public has on access and utilization of the Children's Center;**
b) **a plan to identify the Children's Center location for court visitors; and**
c) **an ability to redress any negative impact location and accessibility may have on access and utilization of the Center (6 points)**

[Reviewer: Consider the following source of information: Facility Questions 1, 2, 3]

5-6 points: Proposer provides a physical sketch and description of the Children's Center demonstrating physical location in the court, relation to the court(s) being served, accessibility to the public and provides a plan to identify the Center location for court visitors as well as steps to redress any negative impact location and accessibility may have on access and utilization of the Center.

2-4 points: Proposer meets two of the above criteria.

0-1 points: Proposer meets one or none of the above criteria.

B7 RATING_____ ***Basis for Rating:***

B8. Evaluate the extent to which the proposer has demonstrated:

a) an effective use of the space available for the Children's Center
b) an ability to overcome shortfalls in the facility or space
c) a plan for ongoing improvement of the Children's Center space (6 Points)

[Reviewer: Consider the following source of information: Facility Questions 1, 2, 3 & 4]

5-6 points: Proposer provides a physical sketch and description of the Children's Center demonstrating effective placement of furniture, storage and workspace to maximize square footage and flow of movement in the Children's Center. Proposer identifies remedies to facility shortfalls and details a plan for any changes needed in the Children's Center.

2-4 points: Proposer meets two of the above criteria.

0-1 points: Proposer meets one or none of the above criteria.

B8 RATING_____ ***Basis for Rating:***

B9. Evaluate the extent to which the proposal meets the technological needs of the Children's Center as demonstrated by:

a) presence of computers and printers for Children's Center staff; and
b) internet and email access from within the Center (4 points)

[Reviewer: Consider the following source of information: Facility Question 5]

4 points: The proposal identifies functioning computers and printers of reasonable age for Children's Center staff and staff have access to the internet and have email capabilities from within the Center.

2-3 points: The proposal identifies a need for functioning computers or printers and/or the need to obtain access to the internet and email for Children's Center staff and provides a plan to meet these needs.

0-1 points: The proposal provides a plan that will not meet one or more technological needs of the Children's Center.

B9 RATING_____ ***Basis for Rating:***

Subtotal for Part B

B1: _____B2: _____B3: _____B4: _____B5: _____B6: _____B7: _____

B8: _____B9:_____ Total: _____(out of 50)

C. Staffing Plan 15 Points

C1. Evaluate the extent to which the proposal demonstrates a comprehensive plan to provide adequate staffing for the Children's Center. (5 points)

[Reviewer: Consider the following source of information: Staffing Questions 1, 3 & 5]

4-5 points: Proposer demonstrates a comprehensive plan for the Children's Center that meets the Minimum Requirements of two staff persons during all hours of operation and takes into consideration vacation, sick leave and emergency coverage.

2-3 points: Proposer provides a staffing plan that that meets the Minimum Requirements of two staff persons during all hours of operation and a plan that may somewhat meet the needs for vacation, sick leave and emergency coverage.

1 point: Proposer provides a staffing plan that meets the Minimum Requirements of two staff persons during all hours of operation, but fails to meet staffing needs for vacation, sick leave and emergency coverage.

0 points: Proposer demonstrates a staffing plan that does not meet the Minimum Requirements of two staff persons during all hours of operation.

C1 RATING_____ ***Basis for Rating:***

C2. Evaluate the extent to which the proposal demonstrates a comprehensive plan to recruit, hire, train and adequately supervise staff to operate the Children's Center. (5 points)

[Reviewer: Consider the following source of information: Staffing Questions 2, 4, & 6]

4-5 points: Proposer demonstrates a comprehensive plan to recruit, hire, train and adequately supervise staff to operate the Children's Center.

2-3 points: Proposer sufficiently demonstrates all but one of the above criteria.

1 point: Proposer sufficiently demonstrates all but two or more of the above criteria.

0 points: Proposer demonstrates none of the above criteria.

C2 RATING_____ ***Basis for Rating:***

C3. **Evaluate the process by which the agency will develop and maintain a corp of volunteers for the Children's Center (5 points)**

[Reviewer: Consider the following sources of information: Staffing Questions 5.]

4-5 points: Proposer demonstrates a comprehensive plan to recruit, train, utilize, supervise, and retain a volunteer corps for the Children's Center and includes 2-3 target organizations from which volunteer will be recruited.

2-3 points: Proposer demonstrates a plan that fails in some ways to adequately recruit, train, utilize, supervise, and retain a volunteer corps for the Children's Center.

0-1 point: Proposer demonstrates an insufficient plan to recruit, train, utilize, supervise, and retain a volunteer corps for the Children's Center.

C3 RATING_____ ***Basis for Rating:***

Subtotal for Part C

C1: _____C2: _____C3: _____ Total: _____(out of 15)

D. Reasonableness of Cost 22 Points

D1. Evaluate the extent to which the proposed program will effectively utilize state dollars for the delivery of quality services. (17 points)

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

12-17 points: Proposer demonstrates reasonable and appropriate costs for staff salaries, fringe and non-personal services to operate the Children's Center, 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.

6-11 points: Proposer demonstrates somewhat reasonable and appropriate costs for staff salaries, fringe and non-personal services to operate the Children's Center, and somewhat effective use of state dollars for proposed services. If indirect costs are charged, there are questions regarding their definition or appropriateness.

0-5 points: Proposer demonstrates costs for staff salaries, fringe and non-personal services to operate the Children's Center 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.

D1 RATING_____ ***Basis for Rating:***

D2. Evaluate the proposer's plan to match UCS funding with a diverse blend of additional resources operate the Children's Center. (5 points)

[Reviewer: Consider the following source of information: Appendix C, Org. Information Question 5.]

5 points: Proposer details a plan to match UCS funding with a diverse blend of resources that include both cash and in-kind matches.

2-4 points: Proposer 's plan to match UCS funding relies heavily on one funding source or in-kind matches.

1 point: Proposer's plan to match UCS funding relies solely on non-programmatic, in-kind matches (e.g. real estate value of court space.)

0 points: Proposer provides no matching funds or resources.

D2 RATING_____ ***Basis for Rating:***

Subtotal for Part D

D1: _____D2: _____ Total: _____ (out of 22)