

ATTACHMENT E - EVALUATION AND SELECTION CRITERIA: PLANNING GRANT

SAN FRANCISCO TOBACCO FREE PROJECT- COMMUNITY ACTION MODEL (CAM)
REQUEST FOR PROPOSAL 2017-18

The applications will be evaluated by a committee comprised of parties with expertise in tobacco, CAM, community health and other areas related to this RFP. The committee will evaluate the applications generally in accordance with the criteria itemized below.

Name of Reviewer	
Applicant Organization	
Topic Area	
Date	

Scoring	Possible Points	Assigned
Topic Area	20	
Priority Community: Indicators & Cultural Competency	30	
Emerging Community Leadership Development	30	
Organizational Capability	20	
Total	100	

Overall Strengths:

Overall Weaknesses:

I. Topic Area (Q1 &2): 20 Points

Extent to which the organization and its mission is well suited to address their chosen tobacco-related topic area based on their assets, expertise, resources, partnerships and existing projects.

Points assigned: _____ (total of 20 points possible)

Comments:

II. Priority Community (Q2-6): 30 points

A. The organization’s priority community/geographic area is a community that is more at risk for tobacco related disparities, because of their exposure to a range of social and health determinants.

Points assigned: _____ (total of 15 points possible)

Comments:

B. Extent to which organization has systems, policies, and/or requirements in place to ensure that staff provide culturally competent services to the community they serve. Cultural competency is defined as behaviors, attitudes, and policies that enable effective work in a cross-cultural situation.

Points assigned: _____ (total of 15 points)

Comments:

III. Emerging Community Leadership Development (Q8, 10-11): 30 points

- A. Extent to which the organization has actively recruited and trained Emerging Community Leaders for a community research, education or community-led change project.

Points assigned: _____ (total of 15 points possible)

Comments:

- B. Do the staff people who will work directly on the project and/or supervise staff working directly on the project have experience/understanding of recruiting and retaining appropriate Emerging Community Leaders?

Points assigned: _____ (total of 15 points possible)

Comments:

IV. Organizational Capacity (Q10-Q14): 20 points

- A. Extent to which the scope of work demonstrate the ability of organization to plan and anticipate activities to complete the steps of CAM process.

Points assigned: _____ (total of 10 points possible)

Comments:

- B. Extent to which the organization has the administrative support and processes in place to assure that the contract requirements and activities are met in a timely manner.

Points assigned: _____ (total of 5 points possible)

Comments:

- C. Extent to which the budget and budget justification met RFP requirements, was reasonable, complete and correct.

Points assigned: _____ (total of 5 points possible)

Comments: